

**CITY OF RUSTON
REGULAR COUNCIL MEETING
Tuesday, April 6, 2021**

The City Council of the City of Ruston met on this date via Virtual Teleconference

MEETING CALLED TO ORDER

At 7:01PM Mayor Hopkins called the regular Council Meeting to order. Councilmembers present were Councilmember Hardin, Councilmember Holland, Councilmember Syler and Councilmember Huson. Councilmember Hedrick was excused. Following the flag salute, Councilmember Hardin moved to approve the agenda, with a second from Councilmember Holland passed 4-0.

MINUTES

Councilmember Hardin moved to approve the minutes for the Regular Council meeting of March 16, 2021, with a second from Councilmember Holland, passed 4-0.

STAFF REPORT – Nothing at this time.

GENERAL PUBLIC COMMENTS –

Jan Griffiths – Ms. Griffiths wanted to know the opening at the Silver Cloud Hotel and what Point Ruston planned to do with the mound of dirt to the west of the Silver Cloud.

Dan Albertson – Mr. Albertson addressed Council expressing his concerns related to the proposed budget amendment, budgetary issues, municipal issues, and general management.

BUSINESS –

**ORD 1544 – Budget Amendment – Addition of two FTE (1st reading) –
Increase in Expenses (Uses):**

Due to workload, the City is in need of two new FTEs, namely an Assistant City Clerk and an Assistant Planner. The Mayor would like to create these two positions and commence recruitment. The estimated cost of these two new positions is below:

	Annual Hours	Salary Est.	Hourly Rate Est	Begin Range	End Range	Range Value	Steps	Value per step (Rounded)
Assistant Planner	2040	\$65,569	\$32.14	\$27.02	\$36.00	\$8.98	4	\$2.25
Step				1	2	3	4	5
Hourly				\$27.02	\$29.27	\$31.52	\$33.77	\$36.02
Salary				\$55,120.80	\$59,710.80	\$64,300.80	\$68,890.80	\$73,480.80
Benefits				\$19,292.28	\$20,898.78	\$22,505.28	\$24,111.78	\$25,718.28
Assistant Clerk	2040	\$46,448	\$22.77	\$20.05	\$24.65	4.6	4	\$1.15
Step				1	2	3	4	5
Hourly				\$20.05	\$21.20	\$22.35	\$23.50	\$24.65
Salary				\$40,902.00	\$43,248.00	\$45,594.00	\$47,940.00	\$50,286.00
Benefits				\$14,315.70	\$15,136.80	\$15,957.90	\$16,779.00	\$17,600.10

For budgeting purposes, the City will use the mid-point of the salary ranges. Prorated for 7 months, this would be estimated as:

Uses Estimates	Pro-rated @ 7 months	BARS	2021 Adopted	2021 Proposed
Wages, Planner	\$ 38,244.27	553.60.10.000	0	\$ 40,000
Wages, Clerk	\$ 27,118.00	514.23.11.000	0	\$ 29,000
Benefits, Clerk	\$ 9,491.30	514.23.20.000	0	\$ 10,000
Benefits, Planner	\$ 13,385.49	553.60.20.000	0	\$ 14,000
	\$ 88,239.06			\$ 93,000.00

Increases in Revenue (Sources):

The source of these funds will come from increased revenue in Sales Tax and B&O Tax. The City is also projecting increased revenues from Parking Taxes and Hotel-Motel Taxes. The use of these funds is more limited (transportation for parking tax and tourism for hotel-motel tax). The budget will be amended to also adjust expected revenues.

Resource Estimates	Monthly	Pro-rated @ 6 Months	BARS	2021 Adopted	2021 Amendment (Proposed)
Sales Tax	\$17,711.00	\$106,266.00	313.11.00.000	\$360,000.00	\$466,000.00
Parking tax	\$26,040.00	\$156,240.00	318.12.00.000	\$44,000.00	\$200,000.00
B&O Tax	\$32,528.00	\$195,168.00	316.10.00.000	\$77,000.00	\$272,000.00
Hotel-Motel Tax	\$ 3,252.00	\$19,512.00	313.31.00.000	\$15,000.00	\$35,000.00
	\$79,531.00	\$477,186.00			\$973,000.00

All of these sources together result in a projected revenue increase of \$477,186.00 for 2021.

Total Budget Impact Summary:

	Increase in Sources	Increase in uses
Fund 001 - General Fund	\$ 477,186.00	\$ 93,000.00

Based on these estimated costs, the total annualized cost for the Assistant Planner should be (salary and benefits) between \$74,413.08 and \$93,002.58. The total annualized cost for the Assistant Clerk would be between \$55,217.70 and \$64,719.00.

The total increase in Revenue is \$477,186.00. If the Council amends the budget, the Mayor can then use these funds to hire these two new positions this year. Since it is already April, the positions will be less than the annualized costs depending on when they are filled.

Councilmember Hardin thanked the Mayor for providing an easy-to-read matrix.

For the record Councilmember Hardin made note of a minor change to the first graph within the Agenda Bill. The column labeled range of value in the Assistant Clerk's position should be listed in dollars and reflect \$4.60. This change should also carry over into the ordinance. Mayor Hopkins noted these were permanent positions. The City should begin to realize the Silver Cloud's newly generated taxes in third quarter of 2021. Dependent upon the length of time in the hiring process it may be several months where the City may need to fund these new positions from the General Fund. Currently City Planner Rob White has reduced his number of hours to a three-day work week. This will offset funding for the hiring of an Assistant Planner. Mayor Hopkins noted that forecasting of the Silver Cloud did not include funds from conventions, weddings, meals, and entertainment and was a conservative projection. Councilmember Holland had completed a preliminary review and did not have any further questions.

CLAIMS/PAYROLL – Councilmember Hardin moved to approve Claims and Payroll, with a second from Councilmember Holland, passed 4-0.

MAYOR'S TIME – Mayor Hopkins noted the Silver Cloud Hotel would open July 15, 2021. The mound of dirt west of the Silver Cloud is part of remediation and Point Ruston would be required to move the dirt, with EPS oversight, by end of 2022.

Councilmember Hedrick – Was excused.

Councilmember Hardin – Nothing at this time.

Councilmember Holland – Nothing at this time.

Councilmember Syler – Nothing at this time.

Councilmember Huson – Nothing at this time.

MEETING AJOURNED – At 7:27PM Councilmember Hardin moved to adjourn, with a second from Councilmember Holland, passed 4-0.

Mayor Bruce Hopkins

ATTEST:

Judy Grams