

Subject: Ordinance #1544 – Amending the 2021 Budget to add two FTE Positions to the City

Dept. Origin: Mayor’s Office

Prepared by: Jennifer Robertson, City Attorney’s Office

For Agenda of: April 6, 2021

Exhibits: Ordinance #1544

Proposed Council Action:

This matter is set for First Reading. No Action is requested. Unless directed otherwise, This matter will return for Second Reading and Action on April 20, 2021.

Concurred by Mayor: _____
Approved by City Planner: _____
Approved as to form by City Atty: JSR/4-2-21
Approved by Finance Director: _____
Approved by Department Head: _____

Initial & Date

INFORMATION / BACKGROUND

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

FISCAL CONSIDERATION

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.

RECOMMENDATION / MOTION

This matter is on for First Reading. Unless directed otherwise, this will return to Council for Second Reading, a Public Hearing, and Action on April 20, 2021.

ORDINANCE NO. 1544

AN ORDINANCE OF THE CITY OF RUSTON, WASHINGTON, AMENDING THE 2021 BUDGET TO ADD TWO FTE POSITIONS, APPROPRIATING THESE FUNDS; AMENDING REVENUE IN TAX RECEIPTS (B&O, SALES, HOTEL-MOTEL, AND PARKING TAXES) DUE TO UPDATED PROJECTIONS; APPROPRIATING A PORTION OF THESE UNANTICIPATED REVENUES TO FUND 101; AND AUTHORIZING EXPENDITURES OF SAID FUNDS.

WHEREAS, due to increased workload, the City of Ruston has the need to add two new FTEs to the City, names an Assistant City Clerk and an Assistant Planner; and

WHEREAS, the expected cost of these two positions for 2021 is expected to be \$93,000.00 and these expenditures were not included in the City's adopted budget; and

WHEREAS, the City has updated its revenue projections for tax receipts (B&O, Sales, Parking, Hotel-Motel) and these are now projected to be \$477,000.00 higher than anticipated when the 2021 Budget was adopted; and

WHEREAS, in order to fund the two new FTEs and adjust the revenue projects, the 2021 Budget needs to be amended; and

WHEREAS, the City Council deems it in the best interest of the City of Ruston to authorize the two new FTEs and fund these positions and to amend the revenue to more align with actual projections; and

WHEREAS, on April 6, 2021, the City Council held the first reading of this Ordinance; and

WHEREAS, on April 20, 2021, the City Council held a public hearing on this Ordinance and adopted this Ordinance during its regular meeting at the second reading; **NOW, THEREFORE,**

**THE CITY COUNCIL OF THE CITY OF RUSTON, WASHINGTON DOES
ORDAIN AS FOLLOWS:**

Section 1. Salary Schedule Adopted. Two new positions are added to the City of Ruston, Assistant City Clerk and Assistant Planner. The Salary Schedule for these two positions is hereby adopted as set forth 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
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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

Section 2. Budget Amendment – FTE Expenditure. The City of Ruston’s 2021 Budget is hereby amended to add the following expenditures:

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

Section 3. Budget Amendment – Updated Revenue. The City of Ruston’s 2021 Budget

is hereby amended to update the Resource Estimates as follows:

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
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	\$79,531.00	\$477,186.00			\$973,000.00

Section 4. Severability. If any section, sentence, clause or phrase of this Ordinance should be held to be unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance.

Section 5. Publication. This Ordinance shall be published by an approved summary consisting of the title.

Section 6. Corrections. Upon the approval of the city attorney, the city clerk, and/or code publisher is authorized to make any necessary technical corrections to this ordinance, including but not limited to the correction of scrivener’s/clerical errors, references, ordinance numbering, section/subsection numbers, and any reference thereto.

Section 7. Effective Date. This Ordinance shall be effective five days after publication as provided by law.

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ADOPTED by the City Council of the City of Ruston and attested by the City Clerk in authentication of such passage on this 20th day of April, 2021.

Bruce Hopkins, Mayor

ATTEST/AUTHENTICATED:

Judy Grams, City Clerk

APPROVED AS TO FORM:

Jennifer S. Robertson
Office of the City Attorney

FILED WITH THE CITY CLERK: _____

PASSED BY THE CITY COUNCIL: _____

PUBLISHED: _____

EFFECTIVE DATE: _____

ORDINANCE NO: 1544