

**CITY OF RUSTON  
REGULAR COUNCIL MEETING  
Tuesday, April 20, 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 Hedrick, Councilmember Holland, Councilmember Syler and Councilmember Huson. Councilmember Hardin was excused. Following the flag salute, Councilmember Hedrick moved to approve the agenda, with a second from Councilmember Holland passed 4-0.

**MINUTES**

Councilmember Hedrick moved to approve the minutes for the Regular Council meeting of April 6, 2021, with a second from Councilmember Holland, passed 4-0.

**STAFF REPORT –**

Ruston Police – Chief Bautista – See attached  
Ruston Fire – Chief Allen – See attached.

**GENERAL PUBLIC COMMENTS –**

**John Linn** – Mr. Linn commented on the many loud cars traveling on Ruston Way and asked what the City was doing about the noise.

**Jan Griffiths** – Ms. Griffiths asked if the old street signs, within the City of Ruston, would be replaced in the future.

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

**Richard Watson** – Mr. Watson thanked the Ruston Police for their work on the noise and homelessness situation and shared his concern related to 4<sup>th</sup> of July holiday and the impacts it may have in the City of Ruston.

**BUSINESS –**

**ORD 1544 – Public Hearing - Budget Amendment – Addition of two FTE** – Councilmember Hedrick moved to open Public Hearing, with a second from Councilmember Holland, passed 4-0. There was no Public Comment. Councilmember Hedrick moved to close Public Hearing, with a second from Councilmember Holland, passed 4-0.

**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)
<b>Assistant Planner</b>	2040	\$65,569	\$32.14	\$27.02	\$36.00	\$8.98	4	\$2.25
Step				<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
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
<b>Assistant Clerk</b>	2040	\$46,448	\$22.77	\$20.05	\$24.65	\$4.60	4	\$1.15
Step				<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
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
	<b>\$ 88,239.06</b>			<b>\$ 93,000.00</b>

**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
	<b>\$79,531.00</b>	<b>\$477,186.00</b>			<b>\$973,000.00</b>

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

**ORD 1544 – Public Hearing - Budget Amendment – Addition of two FTE (2<sup>nd</sup> reading)**  
**Total Budget Impact Summary:**

	<b>Increase in Sources</b>	<b>Increase in uses</b>
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 Hedrick hoped the add to staff would increase the timing in the process and issuance of permits and bring additional revenue to the City. Councilmember Hedrick moved to approve Ordinance 1544, with a second from Councilmember Holland, passed 4-0.

**PAYROLL** – Councilmember Hedrick moved to approve Payroll, with a second from Councilmember Holland, passed 4-0.

**MAYOR'S TIME** – Mayor Hopkins noted the City received four bids on the 53<sup>rd</sup> Street Project with Active Construction the lowest bidder. The bid award will go before Council for approval. Mayor Hopkins noted that the old street signs would be updated street by street. The City closed on the Commercial Street property which sold for \$236,000. There have been several interested buyers at the 49<sup>th</sup> Street property. City staff continue to research the Pearl Street parking issues and the concern regarding the length of time allowed to park. Yacht Club Road to Dune Park has an area that was never intended to be a parking lot. This area was to be used to hold construction equipment. Chief Bautista went on a ride-a-long with Metro Parks to discuss car racing. Chief Bautista and City Attorney Robertson will look into legislation on the enforcement of racing. Mayor Hopkins asked Mr. Albertson, speaker during public comment, to submit his comments in writing as Mr. Albertson's concerns require a lengthier response. Mayor Hopkins would be happy to provide a response.

**Councilmember Hedrick** – Nothing at this time.

**Councilmember Hardin** – Was excused.

**Councilmember Holland** – Nothing at this time.

**Councilmember Syler** – Nothing at this time.

**Councilmember Huson** – Nothing at this time.

CITY OF RUSTON  
Regular Council Minutes  
April 20, 2021

**MEETING AJOURNED** – At 7:34PM Councilmember Hedrick moved to adjourn, with a second from Councilmember Holland, passed 4-0.

---

Mayor Bruce Hopkins

ATTEST:

---

Judy Grams



**Chief's Report**  
**Ruston Police Department**  
**Tuesday, April 20, 2021**

**Chief of Police:**

During the previous 30 days the Police Department logged 175 calls for service. This is 76 more calls than last month's report and includes 85 traffic stops (compared to 45 traffic stops last report). This is a result of staffing extra officers (on overtime due to working on days off) to provide double coverage to combat nuisance car clubs and racer-modified cars.

- Mr. Joe Brady, director of Point Defiance Park, and I had an informal coffee meeting last week to finally meet in-person. He showed where the new closure gates at the Anthony's parking lot were being installed and explained that he wants to work toward an effort to close the north end of the trailer parking lot. These closures would discourage street racers from using them as a destination/gathering point. PDP is also looking at proposals to impose parking fees at inside the park. I have a very strong feeling Mr. Brady will be a pleasure with whom to work to mitigate our shared problems.

Prepared by Nestor Bautista

## **Ruston Fire Department Monthly Review for March 2021**

Tuesday, April 20, 2021

Presented by Chief Bruce Allen

**Total Incidents: 12** (2 Fire/ Service, 10 Medical Aid)

**Total Volunteer Hours: Total 3514 Hours, March 1166 Hours**

**Membership Roster 21 (out of 25):** (17 FF, 4 Officers)

### **State of the Business:**

- All fire tools are fully operational.
- Our recruits are doing well at the Fire Academy.
- We have no one in the EMT program this semester.
- We are working on our High Rise response, in expectation of the opening of the Hotel.

### **Ruston Fire Department's Master Business Objectives for March 2021**

OBJECTIVE	START DATE	TARGET COMPLETION	COMPLETE	ACTION OWNERS
Recruitment	1/2021	<i>ongoing</i>	21 of 25	B. Allen
CPR Training	1/2021	<i>ongoing</i>	100%	S. Anderson
Fire Training	1/2021	<i>ongoing</i>	100%	M. Anderson