

**CITY OF RUSTON
REGULAR COUNCIL MEETING
Tuesday, December 15, 2020**

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

MEETING CALLED TO ORDER

At 7:00PM Mayor Hopkins called the regular Council Meeting to order. Councilmembers present were Councilmember Hedrick, Councilmember Hardin, Councilmember Holland and Councilmember Syler. Councilmember Huson joined at 7:10PM . Following the flag salute, Councilmember Hedrick moved to approve the agenda, with a second from Councilmember Hardin passed 4-0.

MINUTES

Councilmember Hedrick moved to approve the minutes for the Regular Council meeting of December 1, 2020, with a second from Councilmember Hardin, passed 4-0.

STAFF REPORT –

Ruston Police – Chief Bautista – See attached.

Ruston Fire – Chief Allen – See attached.

GENERAL PUBLIC COMMENTS – Nothing at this time.

BUSINESS –

ORD 1538 – 2021 Budget (4th reading) – In accordance with State law, the Mayor of the City of Ruston completed and placed on file with the City Clerk-Treasurer a proposed budget and estimate of the amount of monies required to meet the public expenses, interest, reserve funds, and expense of government of the city of Ruston for the fiscal year ending December 31, 2021. The Council is required to adopt its budget ordinance prior to January 1, 2021.

The City Council Budget consideration schedule for Fiscal Year 2021 is as follows:

Mayor's Budget Message to Council:	November 3, 2020
Council discussion of revenue sources:	November 3, 2020
Public Hearing on Revenue Sources	November 17, 2020
Adoption of Tax Levy Ordinance No. 1537	November 17, 2020
Public Hearing on Proposed Budget:	November 17, 2020
Budget Discussion #1:	November 3, 2020
Budget Discussion #2:	November 17, 2020
Budget Discussion #3:	December 1, 2020
Adoption of Final Annual Budget for 2020:	December 1 or 15, 2020

Prior to budget adoption, the City Clerk will have fully complied with state law by publishing

CITY OF RUSTON
Regular Council Minutes
December 15, 2020

notice of the availability of the budget for public review and publishing notice of the required public hearings on the City's proposed tax levy and budget (November 17th). The Final Budget's beginning balance is \$4,803,771.00 plus taxes, license fees, service charges, fine, forfeitures and other revenues totaling \$9,145,915.00, including inter-fund transfer(s) of \$355,000.00 are combined in the Final Budget for a total expenditures and ending balances amount of \$8,899,494.00. The totals of estimated revenues and appropriations for each separate fund and the aggregate totals for all such funds combined are set forth below:

Fund Name	Resources	Uses
Fund 001 – General Fund	\$ 1,942,392	\$ 1,942,392
Fund 005 – Surplus Real Estate	\$ 1,321,432	\$ 1,321,432
051-060 – Developer Tracking	\$ 28,447	\$ 28,447
Fund 101 – City Street Fund	\$ 478,400	\$ 478,400
Fund 102 – Equipment Reserve	\$ 12,250	
Fund 105 – Street Reserve	\$ 108,100	\$ 108,100
Fund 301 – Capital Construction	\$ 454,200	\$ 422,200
Fund 401 - Electric Utility	\$ 1,352,300	\$ 1,352,300
Fund 402 – Electric Utility Reserve	\$ 418,000	\$ 418,000
Fund 403 – Sewer Utility	\$ 1,891,000	\$ 1,891,000
Fund 404 – Sewer Reserve	\$ 398,000	\$ 398,000
Fund 405 – Garbage Utility	\$ 350,800	\$ 350,800
Fund 406 – Garbage Utility Reserve	\$ 89,000	\$ 89,000
Fund 407 – Storm Sewer Utility	\$ 287,000	\$ 287,000
Fund 410 – Sewer Capital Projects	\$ 204,000	\$ 204,000
Fund 622 – WR Rust Playfield	\$ 46,921	\$ 46,921
Fund 623 – Electric Meter Deposits	\$ 117,800	\$ 117,800
Fund 624 – School Building	\$ 330,200	\$ 330,200

Total

\$ 9,830,242

\$ 9,785,992

After discussion Councilmember Hedrick moved to approve Ordinance 1538, with a second from Councilmember Hardin passed 4-0.

ORD 1539 – Update RMC 1.21.010 – Contract Authority for Leasing (1st reading) - RCW 35A.11.010 provides the City of Ruston the authority by its legislative body to enter into contracts. On February 21, 2017, the City Council adopted Ordinance No. 1493 allowing the Mayor to enter into certain contracts without prior approval of each individual contract by the City Council. This authority did not provide any authority for the Mayor to execute property leases without Council approval. The City owns the Ruston School at 5219 N. Shirley which is leased to various entities for office space. Point Ruston, LLC previously leased over 45 percent of the building. They vacated this past summer. The City is involved in marketing the building and is getting interest from some small entities who are seeking leases of relatively short duration for small suites in the building. In order to allow the City to enter into lease agreements more quickly and at a lower administrative cost, the Mayor is requesting he be allowed to execute leases when they are for less than 1,750 square feet and for fewer than a ten-year term. All leases will be reviewed or prepared by the City Attorney. This Ordinance will save the City the costs to prepare legislation and bring small lease agreements to the Council for pre-approval.

ORD 1540 – Sewer Credit (1st reading) - The City is authorized to provide sanitary sewer services to properties within the City and has the authority to establish charges for the sanitary sewer facilities and fix the rates for sanitary sewer services. Sewer connection fees are meant to help ensure that “growth pays for growth” and that the new customers will pay into a system that has been created by existing customers. The City currently charges \$2,000 per connection for new sewer connections in accordance with RMC 21.01.040. In the past the City has provided credits for development of sewer infrastructure that has includes construction of municipal parts of the sewer system and/or for construction private laterals that are a private part of the City’s sewer system that connects to Tacoma’s interceptor line or main line. In order to add clarity to the City’s code, its practice of providing such credits should be added to the included in the City’s code chapter 21.01 “Sewer Connections.” The City had been offering credits for sewer connection similar to the procedures in the Ordinance, so this is not expected to have a fiscal impact.

RES 720 – Siren Sound Lease Agreement - The City Council authority to lease real property. The City has leased portions of the Ruston School to various entities, including Point Ruston, LLC. Point Ruston vacated earlier this year and the space has been vacant. The City entered into a listing agreement with Neil Walter Company to market the space in the School Building. The broker brought Siren Sound, LLC to the City to lease a portion of the space vacated by Point Ruston. That lease is attached to Resolution No. 720. This new lease encompasses 728 square feet, or 4.63% of the building. The City Attorney’s office prepared the proposed lease, which includes the City’s standard insurance and indemnity provisions to protect the City.

The lease base rent amount is \$15/square foot per year, triple net with an escalation each year in the amount of three percent for any year which the tenant extends. There are three one-year options. In addition to the monthly rent, Siren Sound will pay for its proportional share (4.63%) of the costs of the building called "common area maintenance" or "CAM" and its proportionate share of the common utilities. Currently this is estimated to be \$242.29 per month. The Tenant will also pay leasehold excise tax. The proposed Lease is attached to Resolution #720 and has been signed by Siren Sound and "approved as to form" by the City Attorney's Office. If the Council approves the lease, it will generate base rent of \$910.00 per month to the City for the first year of the lease with a three percent escalation in each subsequent year, plus an additional amount of the proportional building costs, currently estimated at \$242.29 per month. Councilmember Hedrick moved to approve Resolution 720, with a second from Councilmember Hardin, passed 5-0.

RES 721 – Credit Card Policy - State law permits local government to use credit cards for official governmental purchases and acquisitions. The City recently started using credit cards for its Department Heads. In order to comply with RCW 43.09.2855, the City needs to adopt a policy on credit card use. The City Council is ultimately responsible for establishing the credit card program and adequate internal controls, although oversight of the program's daily operations and procedures is typically delegated to an administrative office, in this case the City Clerk with oversight by the Mayor. RCW 43.09.2855 requires that the legislative body adopt a system for:

- Distribution of the credit cards.
- Authorization and control of the use of credit card funds.
- Credit limits for the cards.
- Payment of bills; and
- Any other rule necessary to implement or administer the credit card system.

1. **Authorized Expenses.** Credit cards are generally used for small and incidental purchases as an alternative to petty cash funds. The use of credit cards makes these expenses easier to track. The cards may also be used for purchasing merchandise or services required as a function of the employee's duties at the City of Ruston which may include the purchase of food and/or non-alcoholic beverages for business meetings and public events.

The cards may not be used for any of the following expenses:

- Items for personal use
- Items for non-City of Ruston purposes
- Cash or cash advances

- Alcoholic beverages
- Weapons of any kind or explosives (except authorized Police Department purchases)
- Relocation expenses
- Tuition reimbursement for college or graduate school tuition
- Computer hardware or software purchase without prior written approval from the Mayor
- Office furniture purchases without prior written approval of the Mayor
- Personal entertainment
- Recreation

The following spending limits are set by the Policy:

- The dollar limitation shall be \$1,500 per transaction
- The credit card shall have a \$10,000 credit limit
- A dollar limitation of purchasing authority assigned to the cardholder for the total of all charges made during each monthly billing cycle shall be \$5,000

2. Authorized Users.

The Policy only allows employees who are department heads to have City credit cards.

3. Documentation, payment and internal controls.

The policy prohibits the use as listed above in Section 1 and addresses accidental use. Furthermore, the policy contains disciplinary action for unauthorized use of the card, including possible termination of employment and criminal prosecution. These provisions are found on pages 2, 3, and 4 of the Policy. The Policy also requires employees to maintain receipts, view the statements to verify accuracy, submit documentation to the City in a timely manner, keep the credit card safe, etc. The employee must sign a credit card user agreement which is Attachment B to the Policy. The policy attached to Resolution No. 721 complies with State law requirements for employee credit card usage. Adoption of this policy allows certain City employees to use City credit cards. There are safeguards in place in the policy to prevent inappropriate use or fraud.

Councilmember Hedrick moved to approve Resolution 721, with a second from Councilmember Hardin, passed 5-0.

CLAIMS – Councilmember Hedrick moved to approve Claims, with a second from Councilmember Hardin, passed 5-0.

MAYOR'S TIME – Wren and Willow wanted to invite City Council for a site visit at the Carriage House once they have the power undergrounded and the top of their building in place. The rooftop will be open space for the public to enjoy once the building is complete. Mayor Hopkins wished everyone Happy Holidays.

COUNCIL TIME –

Councilmember Hedrick – Wanted to wish everyone a Merry Christmas. Councilmember Hedrick thanked Ray for all his work on the City Christmas tree and the great job looping the lights around the tree instead of draping the lights to the tree. Councilmember Hedrick wanted to thank the Ruston Police Department for their efforts in solving the coyote caper and all City staff for their hard work this past year.

Councilmember Hardin – Wanted to thank all for the great work and effort on the holiday decorations throughout town. There have been so many of people driving into Ruston to see all the beautiful lights. Councilmember Hardin also commended the Fire and Police departments for getting the COVID-19 vaccine.

Councilmember Holland – Felt very fortunate living in the City of Ruston and wished everyone a Merry Christmas.

Councilmember Syler – Wanted wish everyone Happy Holidays and bright New Year.

Councilmember Huson – Wanted wish everyone Happy Holidays and thanked Mayor Hopkins for his hard work on the budget and his conservative approach.

MEETING AJOURNED – At 7:46PM Councilmember Hedrick moved to adjourn, with a second from Councilmember Hardin, passed 5-0.



Mayor Bruce Hopkins

ATTEST:



Judy Grams