

A regular meeting of the Astoria Common Council was held at the above place at the hour of 7:21 pm.

Councilors Present: Brownson, Rocka, Herman, and Hilton.

Councilors Excused: Mayor Jones

Staff Present: City Manager Estes, Parks and Recreation Director Dart-McLean, Community Development Director Leatherman, Finance Director Brooks, Fire Chief Crutchfield, Police Chief Spalding, Public Works Director Harrington, Library Director Pearson, and City Attorney Henningsgaard. The meeting was live streamed and recorded, and will be transcribed by ABC Transcription Services, LLC.

REPORTS OF COUNCILORS

Item 3(a): **Councilor Herman** reported that she attended the virtual town hall with Representative Webber, who had recommended that the Astoria Library receive \$420,000 in federal relief funds. If the funds are granted, they would be used for the first phase of remodeling the building.

Item 3(b): **Councilor Rocka** reported that he spoke with Ken Shonkwiler [22:19] from Oregon Department of Transportation (ODOT) about the Uniontown Reborn project. Mr. Shonkwiler is involved in securing funding for projects and he expressed concerned about customer access to businesses in Uniontown during the project. The project will take several years to complete, but it will make the area attractive, welcoming, and more pedestrian friendly. He reported that he had heard a lot from the public about the proposal to bring rentable electric scooters to town.

Item 3(c): **Councilor Hilton** reported that he had also received a lot of comments about the scooters. He appreciated all of the engagement, conversations and interest in the issue. He reported that Home Bakery was painting their sign and it looked good.

Item 3(d): **Councilor Brownson** reported that Councilor Hilton had suggested at the work session that the Council delay their decision on the scooters, which he appreciated because it gave Councilors the opportunity to get community feedback. He had posted about the scooters on Nextdoor and received many responses. The input has been great. He reported that Juneteenth had been declared a federal holiday and he hoped Astoria would embrace it.

CHANGES TO AGENDA

No changes.

CONSENT CALENDAR

The following items were presented on the Consent Calendar:

- 5(a) City Council Minutes of May 17, 2021
- 5(b) Astoria Public Library Advisory Board Minutes of June 1, 2021
- 5(c) Parks Advisory Board Minutes of May 26, 2021
- 5(d) Consideration of Liquor License Application from Cervesia Gratis Inc. doing business as Fort George Brewery, located at 70 W Marine Drive, Bldg 4, for a Second Location Sales License
- 5(e) Consideration of Amendment to Intergovernmental Agreement for Motor Vehicle Fuel Tax Collection

City Council Action: Motion made by Councilor Rocka, seconded by Councilor Hilton, to approve the Consent Calendar. Motion carried unanimously. Ayes: Councilors Brownson, Herman, Rocka, and Hilton; Nays: None.

REGULAR AGENDA ITEMS

Item 6(a): Consideration of Findings of Fact for Denial of Appeal (AP21-03) by Lamont Hornbeck of Historic Landmarks Commission denial of Exterior Alteration (EX21-02) by Adrienne Fabrique for 1229 Franklin Avenue

City Council tentatively denied an Appeal application (AP21-03) for 1229 Franklin Ave at the June 7th public hearing. This upheld the Historic Landmark's decision to deny replacement of historic windows with composite windows that did not have the same design and dimensions as the historic windows. Staff has prepared revised findings to reflect the Council's deliberations and Council should review the findings to determine if they adequately reflect their tentative denial. If the findings are sufficient, the City Council should consider officially denying Appeal AP21-03 and adopt the findings of fact.

City Council Action: Motion made by Councilor Rocka, seconded by Councilor Hilton, to adopt the Findings and Conclusions contained in the Staff report and deny Appeal AP21-03 by Lamont Hornbeck. Motion carried unanimously. Ayes: Councilors Brownson, Herman, Rocka, and Hilton; Nays: None.

Councilor Brownson read the rules of appeal into the record.

Item 6(b): Public Hearing and Resolution for Supplemental Budget – Astoria Road District Fund #170

ORS 294.473(1)(B) provides guidance for a municipality to hold a public hearing on a supplemental budget to adjust for changes which could not reasonably be foreseen when preparing the original budget. The process requires advertisement of a supplemental budget not less than 5 days before a Council meeting. There will be a public hearing for consideration of the supplemental budget being presented. Council may consider a resolution to adopt the supplemental budget as advertised.

The City of Astoria developed the adopted budget for Astoria Road District Fund # 170 which did not anticipate Oregon Department of Transportation (ODOT) changes to the Statewide Transportation Improvement Program (STIP) which was approved as the resource to replenish interest payments made on the Waterfront Bridge loan with Business Oregon Infrastructure Finance Authority (IFA). It is recommended that City Council conduct a public hearing and approve the supplemental budget as presented in the attached resolution.

Councilor Brownson opened the public hearing at 7:33 pm called for public comments. Seeing none, he closed the public hearing at 7:33 pm.

Councilor Rocka said this change was necessary to move the project forward and it seemed reasonable.

Councilor Brownson asked if this money would be reimbursed by the State. City Manager Estes explained that there was a change in the process when the State amended how they dealt with Statewide Transportation Improvement Project (STIP) funding. Staff initially believed this would be reimbursable through the loan, but now it is not. This budget transfer will accommodate that. Director Brooks added that this supplemental budget was necessary because there was a change in the exchange process. The City was initially set up to be reimbursed for the interest after it was paid. Because the exchange program has changed their format and required the City to sign a new master agreement, the City can no longer get reimbursed through the exchange fund this year because the expenditure had already been made prior to the master agreement being in place. However, the City will be able to draw down the funds through the exchange in the future for other road projects. Because there is a road connection with the waterfront bridges, the City can transfer the funds from the Road District and replenish for additional needs in the future from the exchange program.

Councilor Brownson was concerned that the change caused the City to spend money that it would not have otherwise spent.

City Council Action: Motion made by Councilor Rocka, seconded by Councilor Herman, to approve the Resolution for Supplemental Budget – Astoria Road District Fund #170. Motion carried unanimously. Ayes: Councilors Brownson, Herman, Rocka, and Hilton; Nays: None.

Item 6(c): Public Hearing to Receive comment on Community Development Block Grant Housing Rehabilitation Program Administration

The City has received a Community Development Block Grant (CDBG) managed by Community Action Team (CAT), for housing rehabilitation to assist with the renovation and repair of single family homes owned by low and moderate income homeowners. For the purpose of meeting the City's obligations related to the Community Development Block Grants, a public hearing should be held to take public comment on the effectiveness of the administration of the program. No other action is required at this point in time.

Councilor Brownson opened the public hearing at 7:37 pm and called for public comments.

Susan Wagner, Community Action Team, 125 N. 17th Street, St. Helens, said CAT was thankful to the City of Astoria for supporting this CDBG program. It was particularly important to serve the community during COVID-19. She would be happy to give the Council a report at any time.

Councilor Brownson closed the public hearing at 7:40 pm.

Item 6(d): Consideration of Resolution to Approve the 2021 Multi-Jurisdictional Natural Hazard Mitigation Plan

A County-wide Natural Hazard Mitigation Plan was adopted by the City Council in 2015. The plan is required to be reviewed and updated every five years to continue to be eligible for financial assistance in the event of a natural disaster. As in the past, Clatsop County has taken the lead in the process to update the County-wide Natural Hazard Mitigation Plan and various jurisdictional Addendums. Department of Land Conservation and Development (DLCD) has provided a grant and staff to assist with the updates. Since natural disasters do not respect jurisdictional boundaries, the Plan covers the entire County and recognizes the need for intergovernmental cooperation. The County-wide Steering Committee comprised of various jurisdictions within the County have been meeting over the last two and a half years with DLCD to develop a draft Plan for the entire County. At the December 29, 2020 City Council meeting, Planner Johnson made a presentation to explain the draft Plan and answer any questions. There was a public comment period from December 26, 2020 to January 15, 2021. Public comments were taken into consideration and then the plan was sent to FEMA for review. It is recommended that the Council adopt the attached resolution formally adopting the 2021 Multi-Jurisdictional Natural Hazards Mitigation Plan.

Councilor Rocka stated Astoria missed out on FEMA assistance with the landslide on Commercial and Bond Streets because there was no plan in place at that time. He did not want that to happen again.

Councilor Hilton said he believed this plan was vital for the future of the community.

Councilor Brownson called for public comments. There were none.

City Council Action: Motion made by Councilor Herman, seconded by Councilor Hilton to adopt the Resolution approving the 2021 Multi-Jurisdictional Natural Hazards Mitigation Plan. Motion carried unanimously. Ayes: Councilors Brownson, Herman, Rocka, and Hilton; Nays: None.

Item 6(e): Consideration of Parklet for CoCo Curry by Lily Sahunalu

The Astoria City Council has established a set of policies to allow parklets to be established in rights of way. A Parklet application (PL21-02) was submitted by Lily Sahunalu, owner of Curry & CoCo Thai Eatery, for 225 14th Street. The Parklet is to be located on 14th Street and will front the business and meets all other requirements. The applicant contacted all property owners on the block to solicit input. One adjacent business owner is not supportive of the Parklet due to parking concerns. The applicant submitted all the required application material: the application form, site plan, concept design, a design that meets site distance and safety requirements, and proof of insurance. An analysis of the Parklet is included as well as all the submitted application material. It is recommended that the Council consider the parklet application.

Director Leatherman said she met with the Applicant on site to go over the new policy that was adopted at the last City Council meeting. The Applicant expressed confidence in her ability to meet the standards. The parklet would be similar to Brut Wine Bar's parklet, but with bricks instead of cinder blocks to hold the wood in place.

Councilor Rocka believed the proposal was consistent with what the City allows, so he supported the request.

Councilor Hilton said he was in favor of the request but he was concerned about safety because the street is very busy.

Councilor Brownson noted that the diagram showed a bar would be set up to overlook the river. He wanted to make sure no one would walk in the street in front of the bar to serve drinks and that all activities remain inside the parklet. The layout invites people to cozy up to the bar from the street side. Otherwise, he was in favor of the request.

Lisa Morley, 4908 Cedar St., Astoria, said she was in favor of all of the parklets, but she was concerned about safety. Without a serious divide between the parklets and automobile traffic, a serious incident could occur. She recommended planters, concrete barriers or bollards to prevent a car from accidentally swerving and coming into contact with people in the parklet.

City Council Action: Motion made by Councilor Herman, seconded by Councilor Rocka, to approve Parklet Request PL21-02 by Lily Sahunalu with the conditions recommended by Staff. Motion carried unanimously. Ayes: Councilors Brownson, Herman, Rocka, and Hilton; Nays: None.

Item 6(f): Consider Adoption of 2021-2022 Water and Sewer Resolutions with Rate Adjustment

The approved budget for Fiscal Year 2021 – 2022 provides for a 2.5% increase in rates and fees for both water and sewer services. Two resolutions have been prepared to implement the Fiscal Year 2021 – 2022 Water & Sewer Rules and Regulations. It is recommended that City Council consider the proposed Water and Sewer Resolutions for Fiscal Year 2021 – 2022.

City Manager Estes confirmed for Councilor Rocka that the rate increases were necessary because there were no rate increases last fiscal year due to COVID-19. Additionally, last year, the City fell below the reserve amount required by the State for one loan. The State acknowledged the impacts of the pandemic and allowed the City a grace period. This increase will take care of the reserve requirement. Another reason for the increase is the rising consumer price index. Without the rate increase, the City would not be able to maintain the water and sewer systems. He noted that the Water Master Plan also includes additional needs that will require funding in the future. Staff will look for stimulus assistance and other funding mechanisms to ensure the least amount of impact to the rate payers while providing necessary services.

Councilor Rocka said the community was blessed to have a City-owned water system. The City must be able to support the system and provide services.

Councilor Brownson believed these increases would do the minimum to keep the City going. He confirmed with Staff that the total increase would be based on consumption.

Councilor Herman stated that no one likes a rate increase, but this is a modest increase and the rates must pay for the service.

City Council Action: Motion made by Councilor Rocka, seconded by Councilor Herman, to approve the resolution establishing rules, regulations, rate charges and conditions for water service. Motion carried unanimously. Ayes: Councilors Brownson, Herman, Rocka, and Hilton; Nays: None.

City Council Action: Motion made by Councilor Rocka, seconded by Councilor Hilton, to approve the resolution establishing rules, regulations, rate charges and conditions for sewer service. Motion carried unanimously. Ayes: Councilors Brownson, Herman, Rocka, and Hilton; Nays: None.

Item 6(g): Consideration to Suspend Temporary COVID-19 Utility Billing Procedures, Effective July 1, 2021

In March, 2020, staff proposed and Council directed implementation of temporary utility billing procedures which suspended application of late fees and disconnection of services in response to COVID-19 impacts on citizens. The number of accounts requiring additional assistance due to COVID impacts have been declining as businesses re-open and people are able to resume work. Staff acknowledges it will take some time and effort to resolve the remaining past due account balances but will work with individual account holders in compliance with existing repayment agreements. Similar municipalities within the County resumed normal water and sewer billing operations earlier this year. Staff is asking Council to consider suspending temporary utility billing procedures enacted in response to COVID-19, effective July 1, 2021.

Councilor Rocka said he knew that a lot of people were in worse financial shape because of the pandemic. However, the Finance Department had been trying to work with people to give them time to catch up on their bills. There is a point when the City has to return to normal procedures. He supported the suspension.

Councilor Herman stated she believed now was an appropriate time to return to normal billing procedures. She appreciated that Staff worked with rate payers. If past due accounts continue to grow, the chances of a person's ability to get current dwindle.

Councilor Brownson called for public comments. There were none.

City Council Action: Motion made by Councilor Herman, seconded by Councilor Rocka, to suspend temporary utility billing procedures enacted in response to COVID-19, effective July 1, 2021. Motion carried unanimously. Ayes: Councilors Brownson, Herman, Rocka, and Hilton; Nays: None.

Item 6(h): Refining Swim Instructor Titles and Providing Updated Job Descriptions for Swim Instructor Levels 1-3 and Creation of Community Service Officer

Parks and Recreation staff noted that, unlike many other job classifications for the Department, the position of Swim Instructor only had a single category and pay scale. Because there are layered and progressively more responsible duties that can be carried out by swim instructors, Parks staff have worked with the HR Manager to develop a tiered system for swim instructors that better define each levels' roles and provides appropriate compensation depending on the complexity training and the tasks that would be assigned. The three levels will be:

1. Swim Instructor In-Training, Range 3
2. Swim Instructor, Range 5
3. Swim Instructor Trainer, Range 7

These new categories will be applied into existing pay scales in the salary resolution to reflect fair compensation at each stage of training. The goal of this change is to increase the ability of the swim instructors and to offer incentive for employees to gain new skills, as well as greater retention of staff.

The FY2021-22 budget, as approved by the Budget Committee, includes funds to add two new full-time and one new part-time position. This was achieved as the Astor West Urban Renewal District had reached maximum indebtedness and tax resources were returning to the City of Astoria as well as other taxing entities. Based upon City Council goals, staff identified departments which would benefit from additional staffing in order to further Council goals and directives. The two full -time positions of Associate Planner and Deputy Fire Chief - Fire Marshal & Emergency Manager have already been brought before Council and approved. The final position approved is a part-time Community Service Officer position in the Police Department. This is a civilian, non-sworn position. A similarly named position was last utilized in the 2015 although the primary duties focused on parking enforcement. The revised job description for Community Service Officer has been updated to include additional duties which further enhance community policing in line with Council goals. This individual will be to out in the community to provide direct communication with citizens, promote programs available to businesses and support community events such as Coffee with a Cop, the adopt a family program and National Night out. It is recommended that the City Council approve the updated titles for Swim Instructors Levels 1-3 and job descriptions for Community Service Officer and Swim Instructors Levels 1-3.

Councilor Herman said she was excited about the Community Service Officer. She asked if the police still had bicycles. She recommended that the Community Service Officer ride a bicycle up and down the Riverwalk.

Chief Spalding responded that his department had two bicycles. Officers use the bikes on the Riverwalk, at homeless camps, and in other situations. He was also looking into electric bicycles and other transportation alternatives. He noted that the department also uses an electric golf cart. The golf cart recently had all of the batteries replaced and some community friendly decals were added so it could be identified as a Police vehicle.

Councilor Hilton stated he was also excited about the Community Service Officer because it will be a very valuable asset to the community. Additionally, the tiered levels for new swimmers will also be a valuable asset in a river community where everyone should know how to swim.

Councilor Brownson believed the community really needed the Community Service Officer to help put a more positive face on the police force. He asked how soon the position would be filled.

Chief Spalding explained that the budget for the position is effective July 1st and he hoped to advertise the position within the next several weeks. Ideally, the position would be filled within the next couple of months. The Community Service Officer will be responsible for scheduling many community events that his department does not currently have the capacity to do, like National Night Out and Shop with a Cop.

Councilor Brownson called for public comments. There were none.

City Council Action: Motion made by Councilor Rocka, seconded by Councilor Hilton, to approve the updated titles for Swim Instructors Levels 1-3 and job descriptions for Community Service Officer and Swim Instructors Levels 1-3. Motion carried unanimously. Ayes: Councilors Brownson, Herman, Rocka, and Hilton; Nays: None.

Item 6(i): Consideration of Promote Astoria Properties Landscaping Contract

Since 2016, City Council has designated Promote Astoria to continue the practice of contracting with a landscaping company for the care and maintenance of tourist related properties that will enhance their beauty and allow them to be cared for at a higher standard. After soliciting bids from local landscaping companies, Greensmith Landscapes has provided a bid of \$59,936.23 and has been selected to continue these services in the next fiscal year. It is recommended that the City Council award the contract for Promote Astoria Parks Landscape Maintenance Services to Greensmith Landscapes.

Councilor Herman said Greensmith had done a nice job and she liked this approach to having a company take responsibility for managing a number of highly visible properties.

Councilor Brownson stated he believed it was great that someone local was able and willing to do the work. Greensmith has done this work for the City in the past and knows what the job entails.

Councilor Hilton added the beautification of the city is very important.

Lisa Morley, 4908 Cedar St., Astoria, asked what budget this contract would come from and if these services used to be done by City Staff.

City Manager Estes said the contract would be paid for with the Promote Astoria Fund, which is funded by transient lodging taxes. The services have been contracted since 2016, when the City Council requested a higher standard of care than the City's General Fund could support at that time. Promote Astoria Funds are used to maintain tourist-oriented parks. Prior to 2016, Parks Staff maintained these parks with monies from the **General Fund**.

Ms. Morley said there was plenty of money and the City could spend those tax dollars. She believed those taxes would be well spent on other places in the city. The Parks Department has a \$3.1 million budget and over \$2 million of that goes to salaries. She did not understand why the City was using tax dollars that could be used somewhere else.

City Manager Estes clarified that the City Council had directed Parks Staff to prioritize child care.

Councilor Brownson said he was on the City Council when the City decided to outsource the maintenance of tourist-oriented parks using the Promote Astoria Fund. At that time, the Parks Department was under a lot of financial duress and there was not enough money to cover the City's extensive park system. The Department could either continue at an unsatisfactory level of service or find another means of maintaining an acceptable level of service. The Promote Astoria Fund can only be spent on tourist-related expenses.

Director Dart-McLean added that in 2016, the Parks Maintenance Division was not equipped enough with staffing to keep up with the level of care needed at many of the park sites, including these tourist sites. The decision was made to use Promote Astoria Funds to contract specialized landscapers for this work. Currently, the contract covers 15 park sites and the Parks Maintenance Division only has one grounds coordinator and two part-time seasonal workers who do all of the recreation and aquatics activities, mowing, and maintenance of Ocean View Cemetery. Greensmith alleviates a burden on the Parks Department and gives the department the capacity to be more flexible when responding to things like overflowing garbage cans on the Riverwalk, doing repairs at the Aquatic Center, or taking care of the Lil' Sprouts facility. Greensmith also provides dedicated care of the 15 tourist-oriented parks.

Councilor Herman noted that visitors are paying for these contracted services and residents get to enjoy the benefits. Otherwise, the taxpayers would be paying for the services.

Ms. Morley stated the taxpayers were paying for the contracted services and two-thirds of the Parks Department budget was paying for salaries. She believed the majority of the budget should go towards actual services and the Public Works Department. This contract was not a good way to spend Promote Astoria Funds.

Councilor Herman responded that employees provide the services, so it made sense that personnel would make up the bulk of the Parks Department budget.

City Council Action: Motion made by Councilor Rocka, seconded by Councilor Herman, to award the contract for Promote Astoria Parks Landscape Maintenance Services to Greensmith Landscapes. Motion carried unanimously. Ayes: Councilors Brownson, Herman, Rocka, and Hilton; Nays: None.

Item 6(j): Consideration of Promote Astoria Restroom Janitorial Contract

Since 2016, City Council has designated Promote Astoria Funds to continue the practice of contracting with a janitorial company for custodial services to keep them clean and open for use. After soliciting bids from janitorial companies, Associated Cleaning Services has provided a bid of \$83,136 and has been selected to continue these services in the next fiscal year. It is recommended that the City Council award the contract for Promote Astoria Parks Janitorial Services to Associated Cleaning Services.

City Manager Estes confirmed for Councilor Brownson that the scope of work would not change.

Councilor Brownson asked whether the excessive cleaning that was necessary during the pandemic really needed to continue. He noted that infection from contact was shown to be minor and vaccinations were now available. City Manager Estes explained the level of service would address the high numbers of visitors expected, as well as an increase in restroom use due to businesses and restaurants not being fully re-opened. Additionally, prior to the pandemic, City Council had directed Staff to increase the number of cleanings each week. The expense of the additional cleanings was offset by federal pandemic relief funds until mid-year, when Promote Astoria Funds began to fund the service for the remainder of the fiscal year.

Councilor Herman noted that Astoria did not have very many public restrooms. She asked how much more this year's contract would cost. Director Dart-McLean said the current contract was for \$72,000, but that contract did not begin until August. The new contract will only be slightly higher, but in line with the minimum wage increase.

Councilor Rocka stated that the cost to clean two bathrooms was quite a bit more than the cost of maintaining all of the landscaping in the parks. The City only received one bid for this contract because there are a few individuals who do a lot of trashing the bathrooms, so other contractors do not want to bid on the work. It was important to keep the restrooms clean and he wished there was a way to eliminate the trashing.

Councilor Hilton said a lot of people come to the community and there will be more this year than ever before. It is very important to keep the restrooms clean.

Councilor Brownson stated this was a good use of Promote Astoria Funds because tourist impact the City's infrastructure and facilities. There are more tourists in Astoria than there are citizens. He called for public comments.

Lisa Morley, 4908 Cedar St., Astoria, said she believed the restrooms should be cleaned by City Staff. Her tax dollars were being spent on additional help for the Parks Department. This work should be done with the tax dollars she was already paying. In addition to the full-time salaried employees, there is \$816,000 going to additional help in three departments. She asked why this work was not being done in-house. She also wanted to know why no one was keeping an eye on what was going on in the bathrooms.

Councilor Rocka explained that the City Council has prioritized a couple of things for the Parks Department to do that are very expensive. The City is the only child care provider right now and there is a critical need for child care. The pool was also prioritized because the citizens asked for the pool to be a priority. The fallacy is thinking that the Parks Department has a bunch of employees sitting around with nothing to do, so they should be mowing and cleaning toilets. That is not the case.

Ms. Morley responded she was offended that Councilor Rocka believed she thought the Staff had nothing to do. The Aquatic Center has a different budget. She was talking about the Parks Operation and Administration Department. The City is spending enough taxes internally to take care of all of the landscaping and restrooms. The budget is big enough and it was the same before and after COVID-19. She never said employees were sitting around doing nothing and she did not believe that was the case.

City Council Action: Motion made by Councilor Herman, seconded by Councilor Hilton, to award the contract for Promote Astoria Parks Janitorial Services to Associated Cleaning Services. Motion carried unanimously. Ayes: Councilors Brownson, Herman, Rocka, and Hilton; Nays: None.

Item 6(k): Resolution to Update Parks Fee Schedule F1, Maritime Memorial Schedule F2, and Ocean View Cemetery Fee Schedule F3

This update to the City's fee resolution pertains to the fees charged at the Aquatic Center, fees charged for engravings at Park properties, and Ocean View Cemetery.

Schedule F1, which provides fees related to the Astoria Aquatic Center, is in need of updates due to the added activities and services offered at that location instead of the Astoria Recreation Center which has been converted into Lil' Sprouts. Schedule F2 pertains to engraving fees for the Maritime Memorial currently. The Garden of Surging Waves offers memorial engraving options as well, but those fees had not been previously added to the fee schedule. The updated F2 Schedule clarifies the costs for engravings of pavers and bricks at the Garden so that Parks staff can easily provide information to individuals interested in having an engraving done at that location. Schedule F3 relates to fees charged at Oceanview Cemetery and includes updates as noted in the memorandum. It is recommended that City Council approve attached fee resolution which updates Parks Fee Schedule F1, Maritime Memorial Schedule F2, and Ocean View Cemetery Fee Schedule F3.

Councilor Brownson asked for details about the interest on the irreducible fund. Director Brooks responded that the funds are in the local government investment pool, which is currently paying 0.6 percent. For the next fiscal year, she budgeted for 0.5 percent because the interest rate was trending down during the pandemic. However, it has held steady for the last quarter.

Councilor Brownson called for public comments. There were none.

Councilor Rocka said he believed the increase at the Aquatic Center and the Maritime Memorial seemed modest. The fees at the cemetery are actually a reduction.

City Council Action: Motion made by Councilor Rocka, seconded by Councilor Herman, to approve the resolution updating the Parks Fee Schedule F1, Maritime Memorial Schedule F2, and Ocean View Cemetery

Fee Schedule F3. Motion carried unanimously. Ayes: Councilors Brownson, Herman, Rocka, and Hilton; Nays: None.

Item 6(I): Consideration to Authorize Springbrook Accounting System Upgrade to Version 7.18 and Migration to Cloud Platform

Springbrook is the primary software for all finance functions, including general ledger, accounts payable and receivable, purchasing, inventory payroll, task management and utility billing. The City has been working on Version 7.16 since March 2014. Springbrook has an updated Version 7.18, available for over a year. Staff began research into the upgrade cost in December, 2020. There are many benefits to implementing an upgrade to the latest version including enhanced features which are only available in the most recent version release. Enhancements would provide efficiency to work flows, provide regular updates, eliminate need to upgrade and maintain on premise servers, maintenance and support as well as add functions which will not be available to prior versions. Additionally, Springbrook has made significant enhancements to the cloud based platform including Tableau reporting. It is recommended that City Council authorize staff to upgrade Springbrook to Cloud based platform Version 7.18 and authorize City Manager to execute appropriate upgrade documents.

Councilor Rocka said the increase in security appealed to him because ransom attacks are becoming more and more common. The Finance Department's software is one of the City's most important systems.

Councilor Brownson agreed and said this would also improve efficiencies.

Director Brooks noted that Staff had been able to sit on several training sessions over the last year and found that many of the enhanced capabilities are only available on the cloud version. These enhancements will improve Staff's efficiencies.

Councilor Brownson asked how many years the City would be able to work with this system before another upgrade is necessary. Director Brooks said the nice part about going to the cloud is that upgrades are built into the annual cost so the City will always be on the most current version. The City will no longer have to pay to maintain servers.

Councilor Brownson called for public comments. There were none.

City Council Action: Motion made by Councilor Herman, seconded by Councilor Rocka, to authorize staff to upgrade Springbrook to Cloud based platform Version 7.18 and authorize City Manager to execute appropriate upgrade documents. Motion carried unanimously. Ayes: Councilors Brownson, Herman, Rocka, and Hilton; Nays: None.

NEW BUSINESS & MISCELLANEOUS, PUBLIC COMMENTS (NON-AGENDA)


Councilor Rocka recommended that Staff provide the Council with a summary of the total amount collected and spent by the Astor East and West Urban Renewal Districts. It would be helpful to discuss with the public the value the City got from the districts.

Director Brooks said Open Gov provided revenues and expenses, but might not include an itemized list of all expenditures. Staff could provide a high level overview of both districts.

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:03 pm.

ATTEST:



Finance Director

APPROVED:



City Manager

