

YREKA CITY COUNCIL
SPECIAL CITY COUNCIL MEETING
Thursday January 10, 2019 @ 6:30 P.M.
Yreka City Hall 701 Fourth Street, Yreka, CA

PLEDGE OF ALLEGIANCE

PLEASE SILENCE YOUR CELL PHONES. THANK YOU.

PUBLIC COMMENTS: This is the time for public comments. Council may ask questions but may take no action during the public comment section of the meeting, except to direct staff to prepare a report or place an item on a future agenda. If you are here to make comments on a specific agenda item, you may speak at that time. If not, this is the time. Please limit your remarks to 5 minutes.

SPEAKERS: Please speak from the podium. State your name and mailing address so that City Staff can respond to you in regard to your comments, or provide you with information, if appropriate. You are not required to state your name and address if you do not desire to do so.

1. Discussion/Possible Action - Consent Calendar: All matters listed under the consent calendar are considered routine and will be enacted by one motion unless any member of the Council wishes to remove an item for discussion or a member of the audience wishes to comment on an item. The City Manager recommends approval of the following consent calendar items:
 - a. Approval/ratification of payments issued from December 21, through January 10, 2019.
 - b. Approval of Minutes of the meeting held December 20, 2018.
2. Discussion/Possible Action – Approve a supplemental appropriation in an amount not exceeding \$40,000 for purposes of website migration for software and hosting services, authorize the staff to solicit proposals pursuant to a Request for Proposals or solicitation of quotes through joint powers authority.
3. Discussion/Possible Action – Adopt Resolution authorizing an Amendment to Willow Martindale’s Limited Term Employment Agreement.

City Manager/Staff Reports

Council Statements and Requests: Members of the Council may make brief announcements, reports, or request staff to report to Council on any matter at a subsequent meeting.

Adjournment

In compliance with the requirements of the Brown Act, notice of this meeting has been posted in a public accessible place, 24 hours in advance of the meeting.

Accounts Payable

Manual Check Proof List

User: lysandra
Printed: 12/28/2018 - 1:26PM
Batch: 00008.12.2018



Invoice No	Amount	Payment Date	Description	Check Number	Date	Acct Number	reference
Vendor: 1029	BENEFIT & RISK MANAGEMENT						
12/18/18	5,829.05	12/18/2018	SELF-INSURED DENTAL	897	12/18/2018	90-110-0000-340-104	
Total for Check	5,829.05						
Total for 1029	5,829.05						
Total Checks:		5,829.05					

A handwritten mark consisting of a curved line that starts with a small loop and ends in a tail, resembling a stylized flourish or a signature.

1

Accounts Payable

Manual Check Proof List

User: lysandra
Printed: 12/28/2018 - 1:24PM
Batch: 00007.12.2018



Invoice No	Amount	Payment Date	Description	Check Number	Date	Acct Number	reference
Vendor: 1381	US BANKCORP LEASING DIVISIO						
				899	12/28/2018		
12/28/18	10,202.89	12/28/2018	DECEMBER 2018			30-210-0000-740-001	
12/28/18	90.11	12/28/2018	DECEMBER 2018			30-210-0000-745-001	
Total for Check	10,293.00						
Total for 1381	10,293.00						
Total Checks:		10,293.00					

A handwritten signature or mark, possibly a stylized 'L' or 'S', located below the 'Total Checks' line.

Accounts Payable

Computer Check Proof List by Vendor



User: lysandra
 Printed: 12/28/2018 - 7:32AM
 Batch: 00010.12.2018

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 1527 93749	ACME COMPUTER INV 93749 - EDGESWITCH	378.22	12/28/2018	Check Sequence: 1 01-210-0000-516-000	ACH Enabled: False
	Check Total:	378.22			
Vendor: 1012 120326	AMERICAN VETERINARY HOSPITAL INV 120326 - EXAM & MISC	26.75	12/28/2018	Check Sequence: 2 01-230-0000-416-000	ACH Enabled: False
	Check Total:	26.75			
Vendor: 4301 12351442 12351443 12351444 12351445 12367442	AT&T CALNET INV 12351442 INV 12351443 INV 12351444 INV 12351445 INV 12367442	20.82 20.73 39.96 20.73 98.81	12/28/2018 12/28/2018 12/28/2018 12/28/2018 12/28/2018	Check Sequence: 3 01-300-0000-517-000 80-560-0000-517-000 01-020-0000-517-000 70-510-0000-517-000 01-210-0000-517-000	ACH Enabled: False
	Check Total:	201.05			
Vendor: 6021 1812321 1812458 1812459 1812484 1812606 1812688 1812976 1813002 1813120 1813314	BASIC LABORATORY INC INV 1812321 - WKLY EFFLUENT SAMPLED INV 1812458 - MO. EFFLUENT SAMPLED OI INV 1812459 - MO. YREKA CREEK SAMPLE INV 1812484 - QRTLY WELLS SAMPLED ON INV 1812606 - WKLY EFFLUENT SAMPLED INV 1812688 - COLIFORM BACTI INV 1812976 - WKLY EFFLUENT SAMPLED INV 1813002 - COLIFORM BACTI, QTRAY INV 1813120 - WKLY EFFLUENT SAMPLED INV 1813314 - COLIFORM BACTI	135.40 249.00 996.00 747.00 135.40 96.00 135.40 140.00 135.40 96.00	12/28/2018 12/28/2018 12/28/2018 12/28/2018 12/28/2018 12/28/2018 12/28/2018 12/28/2018 12/28/2018 12/28/2018	Check Sequence: 4 80-560-0000-416-001 80-560-0000-416-001 80-560-0000-416-001 80-560-0000-416-001 70-500-0000-420-006 80-560-0000-416-001 70-500-0000-420-006 80-560-0000-416-001 70-500-0000-420-006	ACH Enabled: False
	Check Total:	2,865.60			
Vendor: 1024	BAY ALARM COMPANY			Check Sequence: 5	ACH Enabled: False

Pages 1-5

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
641166 1-3/19	ACCT 641166 1-3/19	104.19	12/28/2018	01-020-0000-517-004	
641266 1-3/19	ACCT 641266 1-3/19	104.19	12/28/2018	01-350-0000-517-004	
	Check Total:	208.38			
Vendor: 1092	DASH MEDICAL GLOVES INC			Check Sequence: 6	ACH Enabled: False
1133550	INV 1133550 - GLOVES	77.47	12/28/2018	01-200-0000-416-000	
	Check Total:	77.47			
Vendor: 2512	ECORP CONSULTING INC			Check Sequence: 7	ACH Enabled: False
85250	INV 85250 - YREKA CREEK FHR PERMITTI	715.00	12/28/2018	60-390-6035-525-000	
85812	INV 85812 - YREKA CREEK FHR PERMITTI	148.75	12/28/2018	60-390-6035-525-000	
	Check Total:	863.75			
Vendor: 1123	FEDEX			Check Sequence: 8	ACH Enabled: False
6-399-53169	INV 6-399-53169	22.92	12/28/2018	01-200-0000-516-000	
	Check Total:	22.92			
Vendor: 3451	FIRST BANKCARD (HARDWARE)			Check Sequence: 9	ACH Enabled: False
253195	INV 253195 - WATER PRESSURE VALVE REC	72.18	12/28/2018	70-500-0000-420-009	
253215	INV 253215 - NIPPLE & THREADED SEAL T.	12.48	12/28/2018	70-500-0000-420-009	
253233	INV 253233 - CONNECTOR & BUSHING FOF	9.14	12/28/2018	01-210-0000-421-000	
253234	INV 253234 - SANDBELTS FOR SIGN SHOP (12.91	12/28/2018	01-370-0000-521-000	
253238	INV 253238 - SANDBELTS FOR PAINTING B	2.16	12/28/2018	01-370-0000-521-000	
253268	INV 253268 - ELECT. BALLAST FOR YFD	36.62	12/28/2018	01-210-0000-421-000	
253286	INV 253286 - HVY DTY CABLE TIE FOR CHI	22.60	12/28/2018	01-090-0000-561-006	
253293	INV 253293 - LED MINI BLUE 100 CT LIGHT	9.69	12/28/2018	01-090-0000-561-006	
253343	INV 253343 - RAKE SPRING BRACE 22 FOR	26.93	12/28/2018	01-400-0000-416-000	
253356	INV 253356 - FASTENERS FOR CLEAR WEL	9.73	12/28/2018	70-500-0000-420-002	
253367	INV 253367 - FASTENERS FOR HOSE ON BA	3.21	12/28/2018	80-550-0000-420-003	
253372	INV 253372 - ANGLER BROOM & DUSTPAN	12.92	12/28/2018	01-400-0000-421-000	
253383	INV 253383 - KORKY HIGH EFF VALVE & T	22.61	12/28/2018	01-470-0000-521-000	
253533	INV 253533 - ALKALINE AA (1) 6PK FOR NC	9.69	12/28/2018	70-500-0000-420-001	
253554	INV 253554 - FASTENERS FOR SEWER COL	3.21	12/28/2018	80-550-0000-420-003	
253569	INV 253569 - AIR CONDITIONER & A/C COV	13.12	12/28/2018	01-350-0000-521-000	
253636	INV 253636 - CAULKING, BLADE, LATEX R	22.11	12/28/2018	01-080-0000-521-000	
253653	INV 253653 - GLV. ELBOW & GLAV. NIPPLE:	11.80	12/28/2018	70-500-0000-420-009	
	Check Total:	313.11			
Vendor: 13Y6403	MEEK'S (PUBLIC WORKS)			Check Sequence: 10	ACH Enabled: False

Invoice No	Description	Amount	Pay Date	Acct Number	Reference
90637	CM 90637 - CREDIT FOR RETURNED & PUF	-19.93	12/28/2018	01-200-0000-521-000	
90639	CM 90639 - CREDIT FOR RETURNED WIRE	-19.91	12/28/2018	01-200-0000-521-000	
926570	INV 962570 - PIPE TAPE, MILWAUKEE DEM	52.33	12/28/2018	70-500-0000-450-001	
962611	INV 962611 - BUSHING, STEEL INSERT, PVC	10.20	12/28/2018	70-500-0000-450-001	
962776	INV 962776 - PINE PLYWOOD FOR KITCHEN	187.48	12/28/2018	01-080-0000-521-000	
962950	INV 962950 - WOOD SHIMS FOR METER RE	4.07	12/28/2018	70-500-0000-420-009	
963017	INV 963017 - COPPER GROUND, PVC ELBO	24.49	12/28/2018	20-312-0000-420-000	
963029	INV 963029 - PVC MIP PLUG FOR WATER M	9.70	12/28/2018	70-500-0000-420-009	
963041	INV 963041 - CEMENT TYPE II-V (4) 94LB B	51.12	12/28/2018	20-312-0000-420-000	
963442	INV 963442 - BLOW PLYWOOD, DECK SCRIP	97.53	12/28/2018	01-470-0000-521-000	
963567	INV 963567 - TERMINAL ADAPTER, COUPL	20.62	12/28/2018	01-200-0000-521-000	
963567	INV 963567 - YELLOW GROUND PLUG COR	12.26	12/28/2018	24-320-0000-422-000	
963567	INV 963567 - WIRE & GROUND BRONZE CL	101.44	12/28/2018	24-320-0000-422-000	
963580	INV 963580 - ADAPTERS, ELBOW, STRAPS,	22.34	12/28/2018	01-200-0000-521-000	
963643	INV 963643 - PROPANE (1) 16.4OZ BOTTLE	26.44	12/28/2018	70-500-0000-420-007	
963986	INV 963986 - BLOW PLYWOOD FOR TEMPC	26.85	12/28/2018	01-470-0000-521-000	
964947	INV 964947 - CEMENT FOR WATER LINE SE	38.34	12/28/2018	70-500-0000-420-005	
964947	INV 964947 - TAPE MEASURE (1) 30' RULE	29.67	12/28/2018	70-500-0000-422-000	
965538	INV 965538 - TARP STRAPS FOR WATER ME	5.11	12/28/2018	70-500-0000-420-009	
965760	INV 965760 - TREATED WOOD, & DECK SC	41.74	12/28/2018	70-500-0000-420-009	
	Check Total:	721.89			
Vendor: 1302	NICHOLS CONSULTING ENGINEERS CHTD			Check Sequence: 11	ACH Enabled: False
926025506	INV 926025506 - NPDES MS4 COMPLIANCE	3,452.50	12/28/2018	20-390-1024-525-000	
	Check Total:	3,452.50			
Vendor: 16014	PACE ENGINEERING INC			Check Sequence: 12	ACH Enabled: False
33692	INV 33692 - DEV PLAN REVIEW	386.00	12/28/2018	01-300-1033-525-001	
33693	INV 33693 - ENGINEER SERVICES	500.75	12/28/2018	01-220-0000-526-000	
33693	INV 33693 - ENGINEER SERVICES	1,876.50	12/28/2018	01-300-0000-525-000	
33693	INV 33693 - ENGINEER SERVICES	482.50	12/28/2018	60-390-6035-525-000	
33693	INV 33693 - ENGINEER SERVICES	96.50	12/28/2018	01-300-0000-525-001	
33693	INV 33693 - ENGINEER SERVICES	1,978.25	12/28/2018	20-300-0000-525-000	
33694	INV 33694 - ENGINEER SERVICES	1,158.00	12/28/2018	01-300-0000-525-001	
33957	INV 33957 - ENGINEER SERVICES	3,992.00	12/28/2018	01-300-0000-525-000	
33957	INV 33957 - ENGINEER SERVICES	1,572.50	12/28/2018	01-300-0000-525-001	
33957	INV 33957 - ENGINEER SERVICES	675.50	12/28/2018	01-220-0000-526-000	
33957	INV 33957 - ENGINEER SERVICES	386.00	12/28/2018	01-060-0000-526-000	
33958	INV 33958 - WW COLL SYS PLANNING	11,464.00	12/28/2018	81-550-6038-525-000	
33959	INV 33959 - WATER SUPPLY & STORAGE IN	22,074.00	12/28/2018	71-510-6040-625-004	
34192	INV 34192 - GIS SUPPORT	79.50	12/28/2018	60-150-1025-525-000	

5

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	46,722.00			
Vendor: 1540 1281850	POTABLE DIVERS INC INV 1281850 - INSPECT AND CLEAN BUTCI	3,500.00	12/28/2018	Check Sequence: 13 70-500-0000-420-008	ACH Enabled: False
	Check Total:	3,500.00			
Vendor: 2620 PAY REQUEST #6	SISKIYOU CASCADE CONSTRUCTION N OREGON ST REHAB #6 - FINAL	22,651.56	12/28/2018	Check Sequence: 14 60-310-6036-625-007	ACH Enabled: False
	Check Total:	22,651.56			
Vendor: 19102 369129 369179	SISKIYOU DISTRIBUTING INV 369129 - BLEACH & DISH SOAP INV 369179 - DISH SOAP	65.36 58.64	12/28/2018 12/28/2018	Check Sequence: 15 01-200-0000-516-001 01-200-0000-516-001	ACH Enabled: False
	Check Total:	124.00			
Vendor: 1570 WD-0143710	STATE WATER RESOURCES CONTROL BOA INV WD-0143710 - ANNUAL NPDES FEE, FA	550.00	12/28/2018	Check Sequence: 16 70-510-0000-535-000	ACH Enabled: False
	Check Total:	550.00			
Vendor: 1127 IN1399018 IN1399018	TASC INV IN1399018 - RENEWAL FEE INV IN1399018 - ADMIN FEES	288.00 1,330.56	12/28/2018 12/28/2018	Check Sequence: 17 90-110-0000-390-150 01-110-0000-390-200	ACH Enabled: False
	Check Total:	1,618.56			
Vendor: 2170 329899 329899	TECHNOLOGY UNLIMITED INC INV 329899 - LICENSE RENEWAL INV 329899 - LICENSE RENEWAL	1,338.22 1,338.21	12/28/2018 12/28/2018	Check Sequence: 18 70-030-0000-526-000 80-030-0000-526-000	ACH Enabled: False
	Check Total:	2,676.43			
Vendor: 25120 005821 12/18 054217 12/18 78350 12/18	YREKA TRANSFER ACCT 005821 12/18 ACCT 054217 12/18 ACCT 78350 12/18	89.00 137.00 60.00	12/28/2018 12/28/2018 12/28/2018	Check Sequence: 19 01-210-0000-518-004 01-480-0000-518-004 80-560-0000-518-004	ACH Enabled: False
	Check Total:	286.00			

Invoice No	Description	Amount	Pa	t Date	Acct Number	Reference
	Total for Check Run:	87,260.19				
	Total of Number of Checks:	19				

7

Accounts Payable


Manual Check Proof List

User: lysandra
Printed: 01/02/2019 - 1:52PM
Batch: 00001.01.2019



Invoice No	Amount	Payment Date	Description	Check Number	Date	Acct Number	reference
Vendor: 3050	CHEVRON & TEXACO CARD SER'						
				898	12/28/2018		
54888329	409.57	12/28/2018	INV 54888329			01-200-0000-520-310	
54888329	129.16	12/28/2018	INV 54888329			20-311-0000-650-000	
Total for Check	538.73						
Total for 3050	538.73						

Total Checks: 538.73



Accounts Payable

Computer Check Proof List by Vendor

User: lysandra
 Printed: 01/02/2019 - 4:18PM
 Batch: 00001.01.2019



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 1527	ACME COMPUTER			Check Sequence: 1	ACH Enabled: False
93351	INV 93351 - OFFICE 365	1,641.60	01/04/2019	01-200-0000-525-000	
	Check Total:	1,641.60			
Vendor: 4301	AT&T CALNET			Check Sequence: 2	ACH Enabled: False
12371491	INV 12371491	19.08	01/04/2019	70-510-0000-517-000	
12371492	INV 12371492	57.72	01/04/2019	70-510-0000-517-000	
12371493	INV 12371493	21.23	01/04/2019	70-510-0000-517-000	
	Check Total:	98.03			
Vendor: 2423	BELKORP AG LLC			Check Sequence: 3	ACH Enabled: False
508870	INV 508870 - VACUUM COLLECTION SYST	9,066.89	01/04/2019	10-400-0000-650-000	
	Check Total:	9,066.89			
Vendor: 1050	CAL-ORE COMMUNICATIONS INC			Check Sequence: 4	ACH Enabled: False
DECEMBER 2018	ACCT 324001631	150.00	01/04/2019	01-200-0000-517-005	
DECEMBER 2018	ACCT 324001630	99.00	01/04/2019	01-210-0000-517-005	
DECEMBER 2018	ACCT 324000973	99.00	01/04/2019	70-510-0000-517-005	
	Check Total:	348.00			
Vendor: 2377	CAMPORA INC			Check Sequence: 5	ACH Enabled: False
12/24/18	FUEL DELIVERY 12/24/18	442.95	01/04/2019	01-210-0000-518-002	
	Check Total:	442.95			
Vendor: 2043	CDTFA			Check Sequence: 6	ACH Enabled: False
29-671226 2018	USE TAX 29-671226 2018	4.46	01/04/2019	01-220-0000-515-000	
29-671226 2018	USE TAX 29-671226 2018	39.25	01/04/2019	01-230-0000-416-000	
29-671226 2018	USE TAX 29-671226 2018	14.81	01/04/2019	01-230-0000-510-000	
29-671226 2018	USE TAX 29-671226 2018	22.05	01/04/2019	01-350-0000-450-000	

6

Pages 1-8

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
29-671226 2018	USE TAX 29-671226 2018	18.92	01/04/2019	01-350-0000-510-000	
29-671226 2018	USE TAX 29-671226 2018	48.23	01/04/2019	01-350-0000-515-000	
29-671226 2018	USE TAX 29-671226 2018	1.29	01/04/2019	01-350-0000-516-001	
29-671226 2018	USE TAX 29-671226 2018	64.30	01/04/2019	01-230-0000-520-000	
29-671226 2018	USE TAX 29-671226 2018	3.58	01/04/2019	01-230-0000-521-000	
29-671226 2018	USE TAX 29-671226 2018	668.65	01/04/2019	01-350-0000-520-000	
29-671226 2018	USE TAX 29-671226 2018	9.15	01/04/2019	01-200-0000-416-000	
29-671226 2018	USE TAX 29-671226 2018	49.07	01/04/2019	01-200-0000-510-000	
29-671226 2018	USE TAX 29-671226 2018	53.37	01/04/2019	01-200-0000-516-000	
29-671226 2018	USE TAX 29-671226 2018	4.97	01/04/2019	01-200-0000-517-000	
29-671226 2018	USE TAX 29-671226 2018	104.24	01/04/2019	01-200-0000-520-000	
29-671226 2018	USE TAX 29-671226 2018	960.83	01/04/2019	01-210-0000-416-000	
29-671226 2018	USE TAX 29-671226 2018	148.38	01/04/2019	01-210-0000-421-000	
29-671226 2018	USE TAX 29-671226 2018	100.32	01/04/2019	01-210-0000-450-007	
29-671226 2018	USE TAX 29-671226 2018	22.70	01/04/2019	01-210-0000-450-011	
29-671226 2018	USE TAX 29-671226 2018	0.23	01/04/2019	01-210-0000-515-000	
29-671226 2018	USE TAX 29-671226 2018	1.46	01/04/2019	01-210-0000-516-000	
29-671226 2018	USE TAX 29-671226 2018	28.59	01/04/2019	01-010-0000-550-000	
29-671226 2018	USE TAX 29-671226 2018	34.95	01/04/2019	01-020-0000-515-000	
29-671226 2018	USE TAX 29-671226 2018	1.55	01/04/2019	01-020-0000-515-001	
29-671226 2018	USE TAX 29-671226 2018	88.32	01/04/2019	01-030-0000-515-000	
29-671226 2018	USE TAX 29-671226 2018	18.40	01/04/2019	01-030-0000-526-000	
29-671226 2018	USE TAX 29-671226 2018	4.83	01/04/2019	01-060-0000-515-000	
29-671226 2018	USE TAX 29-671226 2018	1.30	01/04/2019	01-070-0000-515-000	
29-671226 2018	USE TAX 29-671226 2018	2.56	01/04/2019	01-070-0000-516-000	
29-671226 2018	USE TAX 29-671226 2018	0.45	01/04/2019	01-070-0000-520-000	
29-671226 2018	USE TAX 29-671226 2018	4.99	01/04/2019	01-080-0000-516-001	
29-671226 2018	USE TAX 29-671226 2018	0.95	01/04/2019	01-080-0000-516-001	
29-671226 2018	USE TAX 29-671226 2018	3.58	01/04/2019	01-080-0000-521-000	
29-671226 2018	USE TAX 29-671226 2018	32.94	01/04/2019	01-090-0000-561-006	
29-671226 2018	USE TAX 29-671226 2018	25.02	01/04/2019	01-130-0000-510-000	
29-671226 2018	USE TAX 29-671226 2018	25.01	01/04/2019	01-130-0000-515-000	
29-671226 2018	USE TAX 29-671226 2018	2.71	01/04/2019	01-130-0000-517-000	
29-671226 2018	USE TAX 29-671226 2018	10.64	01/04/2019	11-200-0911-515-000	
29-671226 2018	USE TAX 29-671226 2018	10.38	01/04/2019	01-480-0000-550-005	
29-671226 2018	USE TAX 29-671226 2018	30.17	01/04/2019	10-200-1033-650-000	
29-671226 2018	USE TAX 29-671226 2018	151.30	01/04/2019	20-310-2025-416-001	
29-671226 2018	USE TAX 29-671226 2018	272.88	01/04/2019	20-310-2025-420-501	
29-671226 2018	USE TAX 29-671226 2018	298.33	01/04/2019	20-310-2025-420-521	
29-671226 2018	USE TAX 29-671226 2018	90.64	01/04/2019	24-200-0000-416-003	
29-671226 2018	USE TAX 29-671226 2018	46.70	01/04/2019	30-210-0000-650-000	
29-671226 2018	USE TAX 29-671226 2018	65.82	01/04/2019	60-150-1025-515-000	
29-671226 2018	USE TAX 29-671226 2018	2.88	01/04/2019	70-030-0000-515-000	

10

Invoice No	Description	Amount	Pa	t Date	Acct Number	Reference
29-671226 2018	USE TAX 29-671226 2018	13.77		01/04/2019	01-470-0000-521-000	
29-671226 2018	USE TAX 29-671226 2018	19.02		01/04/2019	01-470-0000-525-002	
29-671226 2018	USE TAX 29-671226 2018	1.15		01/04/2019	01-480-0000-515-000	
29-671226 2018	USE TAX 29-671226 2018	8.65		01/04/2019	01-480-0000-520-000	
29-671226 2018	USE TAX 29-671226 2018	11.32		01/04/2019	01-480-0000-521-000	
29-671226 2018	USE TAX 29-671226 2018	12.56		01/04/2019	11-200-0911-516-000	
29-671226 2018	USE TAX 29-671226 2018	67.58		01/04/2019	11-200-0911-650-000	
29-671226 2018	USE TAX 29-671226 2018	179.72		01/04/2019	20-310-0000-416-001	
29-671226 2018	USE TAX 29-671226 2018	77.84		01/04/2019	20-310-0000-420-001	
29-671226 2018	USE TAX 29-671226 2018	12.32		01/04/2019	20-310-0000-420-501	
29-671226 2018	USE TAX 29-671226 2018	0.72		01/04/2019	20-310-0000-420-521	
29-671226 2018	USE TAX 29-671226 2018	27.58		01/04/2019	20-310-0000-422-000	
29-671226 2018	USE TAX 29-671226 2018	678.51		01/04/2019	20-310-0000-450-000	
29-671226 2018	USE TAX 29-671226 2018	3.58		01/04/2019	01-350-0000-521-000	
29-671226 2018	USE TAX 29-671226 2018	31.56		01/04/2019	01-350-0000-522-000	
29-671226 2018	USE TAX 29-671226 2018	-0.60		01/04/2019	01-370-0000-515-000	
29-671226 2018	USE TAX 29-671226 2018	2.17		01/04/2019	01-370-0000-517-000	
29-671226 2018	USE TAX 29-671226 2018	33.80		01/04/2019	01-400-0000-416-000	
29-671226 2018	USE TAX 29-671226 2018	8.08		01/04/2019	01-400-0000-416-007	
29-671226 2018	USE TAX 29-671226 2018	157.92		01/04/2019	01-400-0000-416-018	
29-671226 2018	USE TAX 29-671226 2018	1.17		01/04/2019	01-400-0000-420-000	
29-671226 2018	USE TAX 29-671226 2018	52.05		01/04/2019	01-400-0000-421-000	
29-671226 2018	USE TAX 29-671226 2018	4.65		01/04/2019	01-370-0000-518-004	
29-671226 2018	USE TAX 29-671226 2018	3.58		01/04/2019	01-370-0000-521-000	
29-671226 2018	USE TAX 29-671226 2018	2.30		01/04/2019	01-400-0000-515-000	
29-671226 2018	USE TAX 29-671226 2018	8.20		01/04/2019	70-510-0000-521-000	
29-671226 2018	USE TAX 29-671226 2018	60.71		01/04/2019	80-030-0000-515-000	
29-671226 2018	USE TAX 29-671226 2018	1.16		01/04/2019	70-500-0000-416-000	
29-671226 2018	USE TAX 29-671226 2018	48.90		01/04/2019	70-500-0000-416-001	
29-671226 2018	USE TAX 29-671226 2018	6.92		01/04/2019	70-500-0000-420-000	
29-671226 2018	USE TAX 29-671226 2018	40.61		01/04/2019	70-500-0000-420-005	
29-671226 2018	USE TAX 29-671226 2018	40.61		01/04/2019	70-500-0000-420-010	
29-671226 2018	USE TAX 29-671226 2018	17.13		01/04/2019	70-510-0000-416-000	
29-671226 2018	USE TAX 29-671226 2018	61.83		01/04/2019	70-510-0000-420-000	
29-671226 2018	USE TAX 29-671226 2018	11.03		01/04/2019	70-510-0000-420-004	
29-671226 2018	USE TAX 29-671226 2018	12.39		01/04/2019	70-510-0000-422-000	
29-671226 2018	USE TAX 29-671226 2018	5.74		01/04/2019	70-510-0000-513-001	
29-671226 2018	USE TAX 29-671226 2018	3.86		01/04/2019	70-510-0000-515-000	
29-671226 2018	USE TAX 29-671226 2018	311.93		01/04/2019	81-560-0000-650-000	
29-671226 2018	USE TAX 29-671226 2018	1.16		01/04/2019	80-550-0000-416-000	
29-671226 2018	USE TAX 29-671226 2018	0.35		01/04/2019	80-550-0000-416-001	
29-671226 2018	USE TAX 29-671226 2018	21.79		01/04/2019	80-550-0000-420-003	
29-671226 2018	USE TAX 29-671226 2018	3.58		01/04/2019	80-560-0000-521-000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	5,665.05			
Vendor: 1066	CITY CLERKS ASSN OF CA			Check Sequence: 7	ACH Enabled: False
72	INV 72 - RENEW MEMBERSHIP 2019-2020	90.00	01/04/2019	01-020-0000-511-000	
	Check Total:	90.00			
Vendor: 3643	CITY OF YREKA - WATER DEPT			Check Sequence: 8	ACH Enabled: False
DECEMBER 2018	007488-000	98.85	01/04/2019	01-020-0000-518-003	
DECEMBER 2018	006327-000	88.89	01/04/2019	01-200-0000-518-003	
DECEMBER 2018	013280-000	85.21	01/04/2019	01-200-0000-518-003	
DECEMBER 2018	006327-001	260.42	01/04/2019	01-200-0000-518-003	
DECEMBER 2018	006404-000	401.39	01/04/2019	01-210-0000-518-003	
DECEMBER 2018	006420-000	78.31	01/04/2019	01-210-0000-518-003	
DECEMBER 2018	020499-000	946.97	01/04/2019	01-370-0000-518-003	
DECEMBER 2018	005406-000	31.60	01/04/2019	01-400-0000-518-003	
DECEMBER 2018	005407-000	78.38	01/04/2019	01-400-0000-518-003	
DECEMBER 2018	006136-000	31.60	01/04/2019	01-400-0000-518-003	
DECEMBER 2018	006427-000	31.60	01/04/2019	01-400-0000-518-003	
DECEMBER 2018	006529-000	41.08	01/04/2019	01-400-0000-518-003	
DECEMBER 2018	006531-000	41.08	01/04/2019	01-400-0000-518-003	
DECEMBER 2018	007603-000	88.48	01/04/2019	01-400-0000-518-003	
DECEMBER 2018	009919-000	126.40	01/04/2019	01-400-0000-518-003	
DECEMBER 2018	009919-001	78.12	01/04/2019	01-400-0000-518-003	
DECEMBER 2018	016150-000	187.24	01/04/2019	01-400-0000-518-003	
DECEMBER 2018	016165-000	136.30	01/04/2019	01-400-0000-518-003	
DECEMBER 2018	017683-000	88.48	01/04/2019	01-400-0000-518-003	
DECEMBER 2018	017825-000	47.40	01/04/2019	01-400-0000-518-003	
DECEMBER 2018	017826-000	379.20	01/04/2019	01-400-0000-518-003	
DECEMBER 2018	017827-000	421.20	01/04/2019	01-400-0000-518-003	
DECEMBER 2018	017890-000	78.12	01/04/2019	01-400-0000-518-003	
DECEMBER 2018	017949-000	566.80	01/04/2019	01-400-0000-518-003	
DECEMBER 2018	017950-000	126.40	01/04/2019	01-400-0000-518-003	
DECEMBER 2018	017952-000	88.48	01/04/2019	01-400-0000-518-003	
DECEMBER 2018	017963-000	31.60	01/04/2019	01-400-0000-518-003	
DECEMBER 2018	019066-000	629.27	01/04/2019	01-400-0000-518-003	
DECEMBER 2018	019244-000	33.07	01/04/2019	01-400-0000-518-003	
DECEMBER 2018	020207-000	47.40	01/04/2019	01-400-0000-518-003	
DECEMBER 2018	007599-000	0.74	01/04/2019	01-400-0000-518-003	
DECEMBER 2018	017948-000	0.00	01/04/2019	01-400-0000-518-003	
DECEMBER 2018	020121-000	0.00	01/04/2019	01-400-0000-518-003	
DECEMBER 2018	018636-000	0.00	01/04/2019	01-400-0000-518-003	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
DECEMBER 2018	017947-000	0.00	01/04/2019	01-400-0000-518-003	
DECEMBER 2018	021313-000	31.60	01/04/2019	01-400-0000-518-003	
DECEMBER 2018	017694-007	425.72	01/04/2019	01-420-0000-518-003	
DECEMBER 2018	013279-000	96.30	01/04/2019	80-560-0000-518-003	
DECEMBER 2018	020153-000	2,381.55	01/04/2019	80-560-0000-518-003	
	Check Total:	8,305.25			
Vendor: 3118	CROSS PETROLEUM			Check Sequence: 9	ACH Enabled: False
357862-IN	INV 357862-IN - RENEWABLE DIESEL 1,000	2,788.84	01/04/2019	01-350-0000-520-100	
357863-IN	INV 357863-IN - UNLEADED GAS 4,000 GAL	10,049.98	01/04/2019	01-350-0000-520-100	
	Check Total:	12,838.82			
Vendor: 1107	DISH NETWORK			Check Sequence: 10	ACH Enabled: False
0354090 1/19	8255707080354090 1/19	80.73	01/04/2019	01-200-0000-517-000	
	Check Total:	80.73			
Vendor: 1916	G & G HARDWARE (POLICE)			Check Sequence: 11	ACH Enabled: False
253762	INV 253762 - MISC SUPPLIES	71.94	01/04/2019	11-200-0911-515-000	
	Check Total:	71.94			
Vendor: 1141	KARL GREINER			Check Sequence: 12	ACH Enabled: False
10122	INV 10122 - DECEMBER 2018	580.00	01/04/2019	01-470-0000-525-000	
	Check Total:	580.00			
Vendor: 2142	DOHN HENION			Check Sequence: 13	ACH Enabled: False
01/04/19	JANUARY 2019 (1)	1,250.00	01/04/2019	01-040-0000-525-001	
	Check Total:	1,250.00			
Vendor: 1400	MADRONE HOSPICE			Check Sequence: 14	ACH Enabled: False
01/04/19	JANUARY 2019	6,250.00	01/04/2019	01-090-0000-560-004	
	Check Total:	6,250.00			
Vendor: 1220	MAILFINANCE			Check Sequence: 15	ACH Enabled: False
N7499956	INV N7499956	269.06	01/04/2019	01-030-0000-526-000	
	Check Total:	269.06			
Vendor: 1467	OWEN EQUIPMENT SALES			Check Sequence: 16	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
44386	INV 44386 - SUBLET REPAIR: STREET SWEI	12,892.50	01/04/2019	01-350-0000-520-000	
	Check Total:	12,892.50			
Vendor: 1253	PERFECTION CLEANING INC			Check Sequence: 17	ACH Enabled: False
DECEMBER 2018	FIRE DEPT & MUSEUM	425.00	01/04/2019	01-210-0000-526-001	
DECEMBER 2018	CITY HALL & CHAMBER	425.00	01/04/2019	01-080-0000-526-001	
DECEMBER 2018	POLICE DEPT	780.00	01/04/2019	01-200-0000-526-001	
DECEMBER 2018	FLEET	180.00	01/04/2019	01-350-0000-526-001	
DECEMBER 2018	SERVICE CENTER	450.00	01/04/2019	01-370-0000-526-001	
DECEMBER 2018	GREENHORN GATES - LOCKING	475.00	01/04/2019	01-400-0000-426-003	
DECEMBER 2018	WWTP	300.00	01/04/2019	80-560-0000-526-001	
	Check Total:	3,035.00			
Vendor: 2253	PERSONNEL EVALUATION INC			Check Sequence: 18	ACH Enabled: False
30450	INV 30450	40.00	01/04/2019	01-200-0000-526-000	
	Check Total:	40.00			
Vendor: 1630	PERSONNEL PREFERENCE			Check Sequence: 19	ACH Enabled: False
77118	INV 77118	379.40	01/04/2019	01-400-0000-526-000	
77157	INV 77157	303.52	01/04/2019	01-400-0000-526-000	
	Check Total:	682.92			
Vendor: 3065	PETTY CASH - CITY OF YREKA			Check Sequence: 20	ACH Enabled: False
11/21/18	DOLLAR TREE - CHRISTMAS SUPPLIES	13.70	01/04/2019	01-030-0000-515-000	
12/11/18	RITE AID - CHRISTMAS SUPPLIES	10.48	01/04/2019	01-030-0000-515-000	
12/18/18	SC RECORDER - RECORDING FEE	1.00	01/04/2019	01-130-0000-515-000	
12/20/18	SC RECORDER - RECORDING FEE	4.00	01/04/2019	60-390-6035-535-000	
	Check Total:	29.18			
Vendor: 1283	SC ECONOMIC DEVELOPMENT COUNCIL			Check Sequence: 21	ACH Enabled: False
01/04/19	JANUARY 2019	3,333.33	01/04/2019	01-090-0000-560-001	
	Check Total:	3,333.33			
Vendor: 1296	SCORE			Check Sequence: 22	ACH Enabled: False
01/04/19	JANUARY - MARCH 2019	77,357.86	01/04/2019	90-110-0000-360-001	
	Check Total:	77,357.86			
Vendor: 2042	SISKIYOU MEDIA COUNCIL			Check Sequence: 23	ACH Enabled: False

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
01/04/19	JANUARY - MARCH 2019	1,450.00	01/04/2019	01-090-0000-560-003	
	Check Total:	1,450.00			
Vendor: 2127	DAVID SMITH			Check Sequence: 24	ACH Enabled: False
585	INV 585 - DECEMBER 2018	1,883.75	01/04/2019	01-220-0000-526-000	
	Check Total:	1,883.75			
Vendor: 22015	SUBURBAN PROPANE			Check Sequence: 25	ACH Enabled: False
DECEMBER 2018	1638-002535	318.47	01/04/2019	01-020-0000-518-002	
DECEMBER 2018	1638-002543	57.01	01/04/2019	01-470-0000-518-002	
DECEMBER 2018	1638-002551	1,802.92	01/04/2019	01-480-0000-518-002	
	Check Total:	2,178.40			
Vendor: 20015	TERMINIX INTERNATIONAL			Check Sequence: 26	ACH Enabled: False
468276 - 2019	ACCT 468276 - FOR 1 YEAR	391.56	01/04/2019	01-480-0000-525-000	
	Check Total:	391.56			
Vendor: 25090	USPS			Check Sequence: 27	ACH Enabled: False
01/04/19	JANUARY 2019	700.00	01/04/2019	70-030-0000-515-001	
01/04/19	JANUARY 2019	700.00	01/04/2019	80-030-0000-515-001	
	Check Total:	1,400.00			
Vendor: 4185	VERIZON WIRELESS			Check Sequence: 28	ACH Enabled: False
DECEMBER 2018	970733304-00001	180.58	01/04/2019	70-510-0000-517-000	
DECEMBER 2018	970733304-00001	114.03	01/04/2019	70-510-0000-517-001	
DECEMBER 2018	970733304-00001	152.17	01/04/2019	70-500-0000-517-000	
DECEMBER 2018	970733304-00001	101.82	01/04/2019	80-550-0000-517-000	
DECEMBER 2018	970733304-00001	172.08	01/04/2019	80-560-0000-517-000	
DECEMBER 2018	970733304-00001	63.78	01/04/2019	60-150-1025-517-000	
DECEMBER 2018	970733304-00001	27.66	01/04/2019	24-320-0000-517-000	
DECEMBER 2018	970733304-00001	37.15	01/04/2019	20-390-0000-517-000	
DECEMBER 2018	970733304-00001	77.14	01/04/2019	20-310-0000-517-000	
DECEMBER 2018	970733304-00001	77.40	01/04/2019	01-400-0000-517-000	
DECEMBER 2018	970733304-00001	102.29	01/04/2019	01-370-0000-517-000	
DECEMBER 2018	970733304-00001	53.78	01/04/2019	01-020-0000-517-000	
DECEMBER 2018	970733304-00001	63.78	01/04/2019	01-030-0000-517-000	
DECEMBER 2018	970733304-00001	53.78	01/04/2019	01-070-0000-517-000	
DECEMBER 2018	970733304-00001	38.01	01/04/2019	01-150-0000-517-000	
DECEMBER 2018	970733304-00001	91.35	01/04/2019	01-130-0000-517-000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
DECEMBER 2018	970733304-00001	63.78	01/04/2019	01-050-0000-517-000	
DECEMBER 2018	970733304-00001	8.03	01/04/2019	01-080-0000-517-000	
DECEMBER 2018	970733304-00001	38.01	01/04/2019	01-230-0000-517-000	
DECEMBER 2018	970733304-00001	171.34	01/04/2019	01-300-0000-517-000	
DECEMBER 2018	970733304-00001	71.71	01/04/2019	01-350-0000-517-000	
DECEMBER 2018	970733304-00001	206.00	01/04/2019	01-210-0000-517-000	
	Check Total:	1,965.67			
Vendor: 1374	YREKA CHAMBER OF COMMERCE			Check Sequence: 29	ACH Enabled: False
01/04/19	JANUARY 2019	4,750.00	01/04/2019	01-090-0000-560-000	
	Check Total:	4,750.00			
	Total for Check Run:	158,388.49			
	Total of Number of Checks:	29			

MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF
YREKA HELD IN SAID CITY ON DECEMBER 20, 2018

On the 20th day of December 2018, the City Council of the City of Yreka met in the City Council Chambers of said City in regular session, and upon roll call, the following were present: Deborah Baird, Joan Smith Freeman, Duane Kegg, Paul McCoy, and Norman Shaskey Absent - None.

Mayor Freeman announced that the Closed Session has been pulled from the agenda.

Consent Calendar: Mayor Freeman announced that all matters listed under the consent calendar are considered routine and will be enacted by one motion unless any member of the Council wishes to remove an item for discussion or a member of the audience wishes to comment on an item:

- a. Approval/ratification of payments issued from December 6, through December 20, 2018.
- b. Approval of Minutes of the meeting held December 6, 2018.

Councilmember Kegg requested that item 1a be pulled for discussion.

Following Council discussion, Councilmember Kegg moved to approve the minutes as submitted.

Councilmember Shaskey seconded the motion, and upon roll call, the following voted YEA: Baird, Freeman, Kegg, McCoy and Shaskey.

Mayor Freeman thereupon declared the motion carried.

Approval/ratification of payments issued from December 6, through December 20, 2018.

Following Council discussion, Councilmember Shaskey moved to approve the payments as submitted.

Councilmember McCoy seconded the motion, and upon roll call, the following voted YEA: Baird, Freeman, Kegg, McCoy and Shaskey.

Mayor Freeman thereupon declared the motion carried.

Cancel the regularly scheduled Council meetings for January 2019 and setting January Special Meeting dates; Discussion of a future agenda item regarding Tuesday Night Council meetings.

Following Council discussion, Councilmember McCoy moved to cancel the regular Council meetings scheduled for January 3 and 17, 2019, and to schedule Special Meetings to be held January 10, and January 24, 2019.

Councilmember Shaskey seconded the motion, and upon roll call, the following voted YEA:

Baird, Freeman, Kegg, McCoy and Shaskey.

Mayor Freeman thereupon declared the motion carried.

Approve the Transportation Claim for the 2018-2019 Local Transportation Fund and authorize the Mayor to sign the Claim on behalf of the City.

Public Works Director Matt Bray reported that the Local Transportation Funds (LTF) are distributed to cities and counties in California because of the Transportation Development Act (TDA) that was passed in the late 1970's to subsidize public transit. The County receives 0.25 cents of each 7.25 cents of State sales tax collected from the County. The major use of the funds is for public transit. However, counties with a population of less than 200,000 are allocated a portion of the funds for streets and roads after the County transit needs are met and a public hearing on Unmet Needs is held. Siskiyou County distributes any remaining funds to the County and the cities in Siskiyou County based on population.

The Local Transportation Commission (LTC) staff has estimated that the allocation of streets revenue for the City of Yreka is \$284,454.00 in the 2018/2019 fiscal year. The County estimated that it will use \$197,520.00 of the City's allocation for public transit this year. Therefore, the City claim is for \$86,934.00. The amount the City will receive may vary, because it is based on actual receipts from the State of California.

Following Council discussion, Councilmember McCoy moved to approve the Transportation Claim as submitted and to authorize the Mayor to sign the claim on behalf of the City.

Councilmember Kegg seconded the motion, and upon roll call, the following voted YEA: Baird, Freeman, Kegg, McCoy and Shaskey.

Mayor Freeman thereupon declared the motion carried.

Authorize the City Manager to approve a Final Change Order bringing the existing construction contract with Siskiyou Cascade Construction, LLC, for the N. Oregon Street Rehabilitation Project to \$1,184,180, and to execute related documents.

Public Works Director Matt Bray reported that on May 3, 2018, Council adopted Resolution No. 2018-21 awarding Siskiyou Cascade Construction a contract for the N. Oregon Street Rehabilitation Project. The purpose of the project was to repair the street and the underlying water and sewer systems. Since the age of the City infrastructure lends itself to uncertainty regarding specific locations and depths of waterlines, asphalt, etc., it was expected that there would be a need for contract change orders, and the Council authorized City staff to execute any needed change orders up to 10% of the original contract amount of \$1,072,742 without additional Council approval. This total amount (contract plus 10%) is \$1,180,016.20.

The project has been completed, and the Notice of Completion was filed with the County on November 9, 2018. The final contract change order has been submitted to the City and checked for accuracy by City staff and by the project engineering consultant, E&S Engineers and

Surveyors. The change order, which is for street work (removal of asphalt over the expected depth), is in the amount of \$23,843.75. This increase would bring the total final contract amount to \$1,184,180.20, which is \$4,164.00 over the amount previously authorized by Council. The City is requesting Council approval to exceed the 10% change order cap by \$4,164.00 in order to close out the project.

The final change order is solely for street work. The street project portion of the project, including the final change order, totals \$542,367.19; the street costs are 88.53% reimbursable by the Caltrans State Transportation Improvement Program (STIP), leaving 11.47% of the costs as City match. The sewer and water portions of the project are not eligible for STIP reimbursement, but they are planned improvement expenses and are covered by water and sewer rates.

Following Council discussion, Councilmember Kegg moved to approve the final change order as submitted.

Councilmember Baird seconded the motion, and upon roll call, the following voted YEA: Baird, Freeman, Kegg, McCoy and Shaskey.

Mayor Freeman thereupon declared the motion carried.

Approval of Amendment to the Employment Contract of the City Manager.

Mayor Freeman reported the Employment Agreement for the City Manager dated February 4, 2010 and amended May 21, 2015, provides for evaluations of the City Manager as well as merit increases.

The City Council held closed sessions at the last two Council meetings to discuss the City Manager's performance. This item is on the agenda as a result of a positive performance evaluation of the City Manager.

The proposed amendment provides for a 3% merit increase in pay and an additional week of vacation. The City Manager also receives the standard benefits provided for full time management employees. The remainder of the contract remains the same.

Following Council discussion, Councilmember Kegg moved to approve the Amendment to the Employment Contract of the City Manager as submitted.

Councilmember McCoy seconded the motion, and upon roll call, the following voted YEA: Freeman, Kegg, McCoy and Shaskey. Abstain – Baird.

Mayor Freeman thereupon declared the motion carried.

Approve Supplemental Appropriation of \$48,747 for Citizens Option for Public Safety (COPS) allocation pursuant to GC 30061.

Finance Director Rhetta Hogan reported that the City adopted in its biannual budget, a \$100,000 allocation for the Citizens Option for Public Safety that supports the salary and benefits of a sworn officer. The City received notice from the County of a supplemental revenue appropriation of an additional \$48,747. The expenditure budget has been modified to reflect another ½ full time employee of a sworn officer to be paid from the allocation.

In the past, the grant was able to support two officers. However, currently one hundred thousand dollars only covers the wages and benefits of a single sworn officer. The approval of the budget revision would reflect acceptance of the supplemental appropriation and corresponding expenditures of wages and benefits for 1.5 full time sworn officer.

Following Council discussion, Councilmember Shaskey moved to approve the supplemental appropriation as submitted.

Councilmember Kegg seconded the motion, and upon roll call, the following voted YEA: Baird, Freeman, Kegg, McCoy and Shaskey.

Mayor Freeman thereupon declared the motion carried.

ADJOURNMENT There being no further business before the Council the meeting was adjourned.

Attest:

Joan Smith Freeman, Mayor
Minutes approved by Council
Motion January 10, 2019

Elizabeth E. Casson, City Clerk



CITY OF YREKA
CITY COUNCIL AGENDA MEMORANDUM

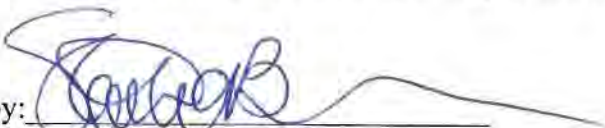
To: Yreka City Council
From: Steve Baker, City Manager
Prepared by: Website Migration Team, Willow Martindale, Lead
Agenda title: Discussion and possible action – Approve a supplemental appropriation in an amount not exceeding \$40,000 for purposes of website migration for software and hosting services, authorize the staff to solicit proposals pursuant to a Request for Proposals or solicitation of quotes through joint powers authority.
Meeting date: January 10, 2018

Background: The City of Yreka first launched its website in 2008 on a proprietary software platform that was locally owned and operated by Wrinkle Dog out of Klamath Falls. At the time, the pricing was competitive and having a nearby resource that understood the nature of the rural community needs was important. Ten years after, the needs of our City have long outgrown this platform, and cannot support an interactive digital platform. In September of 2018, Wrinkledog's proprietary software was sold to a marketing firm that is not in tune with the needs of local government nor aligned with Yreka's digital city vision. Yreka has basically outgrown our website and is at risk on this non-supported proprietary platform, as the successor company, Impressions is focused more toward the "website-overnight" clientele to offer single page presence, and not in-depth search, multi transactional, interactive and functionalities based programing.

Discussion:

During the budget process, staff requested an appropriation of \$25,000 to modernize its website platform, knowing our site was outdated and not poised to meet future digital city needs. Our website is suffering from 10-years of "static and dated" site structure, images, and most of all outdated html protocols. The requested appropriation was cut during the budget review process; however, the September 2018 sale has placed the website upgrade project back on the fast track. City staff have formed a team, led by Willow Martindale to evaluate, select, and migrate website platforms that seeks to:

- Modernize website structure to a citizen focused search structure, (currently the website is more structured by departmental hierarchy);
- Capture customer transactional data that can be integrated with other systems (Asset Management to capture Public Works maintenance requests);
- Interact with the City's Geographic Information Systems ERSI layer maps on the cloud;
- Launch workflow between individuals for agenda preparation, with future add-on features for full-scale agenda workflow.
- Reserve City facilities, that have the ability to launch to a payment platform; and

Approved by: 

Steven Baker, City Manager

- Online employment applications for recruitment, onboarding, and with future add-on features for full employment application tracking and recruiting.

The team (comprised of Willow, Gabe, Renee and Rhetta) performed due diligence in researching available products, and site feature sets through product demonstrations, other city testimonials and references, and is poised to commence the procurement process, once funds are made available.

The website migration is a pivotal change for the organization. This will allow the City to interact with the citizens with a front facing website, and superior technology than the existing website. By starting the migration of the website the City will be in a better position to interact with its citizens, and allowing the citizens to engage online to obtain needed information.

Matter of Urgency: As of the writing of the staff report, City staff along with ACME are running into difficulties in maintaining some aspects of the website, as the knowledge base of the product has not transferred seamlessly. Overall, the current website is not the ideal platform for a municipality, and poses multiple different types of risks for our organization.

Fiscal Impact:

The expected website software and upfront migration costs are estimated to be \$25,000, with annual maintenance fees averaging \$5,000 for the base product. Add-on product features, for full agenda management and human resources would be evaluated once the initial website is up and running and the platform stabilized. The supplemental appropriation request is for the \$25,000 migration in fiscal year 2018-19, and thereafter approximately \$5,000 annual maintenance fee in fiscal year 2019-20.

Recommendation:

That the council – Approve a supplemental appropriation for purposes of website migration for software and hosting services, authorize the staff to solicit proposals to pursuant to a Request for Proposals or solicitation of quotes through joint powers authority.



CITY OF YREKA
CITY COUNCIL AGENDA MEMORANDUM

To: Yreka City Council
Prepared by: Steven W. Baker, City Manager
Agenda title: Discussion/Possible Action – Adoption of a Resolution Authorizing an Amendment to Willow Martindale’s Limited Term Employment Agreement
Meeting date: January 10, 2019

Discussion:

On December 21, 2017, The City Council authorized a one-year limited term contract with Willow Martindale for services that included code enforcement, information technology and support in delivering other strategic projects. The resulting contract expires January 16, 2019.

Staff would like to renew that contract and also make Ms. Martindale eligible for merit and cost of living increases, similar to other management employees. Staff is recommending an 18-month renewal that would align with the next two-year budget cycle. During that time, the classification description will be finalized and compensation benchmarked. Staff anticipates bringing the position back to the Council well before the 18-month period, for review.

The position was purposely flexible, based on various needs of the City. Initially, much of her work consisted of dramatically increasing code enforcement activities, including bringing cases to hearings. In addition, she is the team lead on upgrading the City’s website and has worked on other projects.

This position is still needed. In particular, code enforcement that is specifically related to fire safety will be increased again this year and updating the City’s website is crucial.

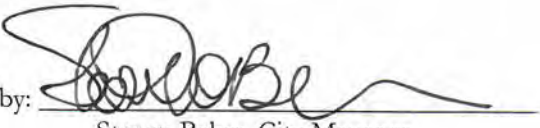
Fiscal Impact:

This position is in the current two-year budget.

Recommendation:

That the City Council adopt the Resolution Authorizing an Amendment to Willow Martindale’s Limited Term Employment Agreement.

Approved by: _____


Steven Baker, City Manager

RESOLUTION NO. 2019-1

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YREKA
AUTHORIZING AN AMENDMENT TO WILLOW MARTINDALE'S
LIMITED TERM EMPLOYMENT AGREEMENT

WHEREAS, the City Manager outlined to the City Council the unmet needs of the City to provide and establish operations for needed services and projects and that it is in the City's interest to employ Willow Martindale for a limited term period to address part of these unmet needs; and,

WHEREAS, the City is in need of skilled services for the establishment of code enforcement duties, to provide team leader services with information technology projects, and analytical and support services in delivering strategic projects for City for the limited term;

WHEREAS, the City would like to amend and renew the Employment Agreement with Willow Martindale;

NOW, THEREFORE, the City Council of the City of Yreka does hereby resolve, determine and order as follows:

Section 1. The City Council of the City of Yreka does hereby find that the facts certified by the City Manager are true, the Amendment to the Agreement described herein is in the best interests of the City of Yreka, and the City Council does hereby authorize execution of said Amendment by the City Manager on behalf of the City of Yreka. The City Manager or designee is hereby further authorized and directed to execute such other agreements, documents and certificates, and to perform such other acts and deeds, as may be necessary or convenient to effect the purposes of this Resolution and the transactions herein authorized, and the City Clerk or such Clerk's designee is hereby authorized and directed to affix the City's seal to said documents and to attest thereto.

Section 2. It is further resolved, if any section, subsection, part, clause, sentence or phrase of this Resolution or the application thereof is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, the validity of the remaining portions of this Resolution, the application thereof, shall not be effected thereby but shall remain in full force and effect, it being the intention of the City Council to adopt each and every section, subsection, part, clause, sentence phrase regardless of whether any other section, subsection, part, clause, sentence or phrase or the application thereof is held to be invalid or unconstitutional.

Section 3. This resolution shall take effect immediately upon its passage.

Passed and adopted this 10th day of January, 2019, by the following vote:

AYES:

NAYS:

ABSENT:

The foregoing resolution was adopted this 10th day of January, 2019.

Attest: _____
Elizabeth Casson
City Clerk

Joan Smith Freeman
Mayor

AMENDMENT TO EMPLOYMENT AGREEMENT

THIS AMENDMENT TO EMPLOYMENT AGREEMENT dated January 16, 2018, is made and entered into this 10th day of January 2019 by and between the City of Yreka, a municipal corporation, hereinafter referred to as "City" and Willow Martindale, hereinafter referred to as "Martindale".

WITNESSETH:

WHEREAS, City and Martindale desire to extend and amend the employment contract with Martindale.

NOW, THEREFORE, THE PARTIES DO HEREBY AGREE AS FOLLOWS:

1. Effective immediately upon execution of this Amendment to Agreement and on the first full pay period after January 1, 2019, City agrees to extend the employment contract Term with Martindale for an additional 18 months.
2. Effective immediately upon execution of this Amendment to Agreement and on the first full pay period after January 1, 2019, City agrees that Martindale shall be eligible for the 2.5% cost of living adjustment provided to Management employees, and such future COLAs provided to Management employees.
3. Effective the first full pay period after January 1, 2019, and following the merit increase schedule afforded to Management employees thereafter, Martindale shall be eligible for a 5% merit increase.
4. This Agreement may be amended in a written document signed by the employee and the City Manager.
5. In all other respects, the Agreement entered into between the City and Martindale on January 16, 2018, except as is modified herein, is confirmed and remains in full force and effect for the term specified.

Willow Martindale

CITY OF YREKA

by _____
Steven W. Baker, City Manager

ATTEST:

by _____
Elizabeth Casson, City Clerk