

YREKA CITY COUNCIL  
AGENDA  
May 16, 2019 – 6:30 P.M.

Yreka City Council Chamber 701 Fourth Street, Yreka, CA

The full agenda packet can be found on the City's website [www.ci.yreka.ca.us/council](http://www.ci.yreka.ca.us/council)

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 May 3 through May 16, 2019.
  - b. Approval of Minutes of the meeting held May 2, 2019.
2. Discussion/Possible Action – Approval of Yreka Summer Swim and Activity Program at the Montague Community Park and Pool and Supplemental Appropriation in the amount of \$8,000 to be allocated between FY 2018-19 and FY 2019-20.
3. Discussion/Possible Action – Authorize City Staff to Enter into an Asset and Operations Management Software and Professional Services Agreement with Cartegraph Systems, LLC
4. Discussion/Possible Action – Chamber of Commerce Contract; Lease 320 W. Miner Street.
5. Discussion/Possible Action – Authorize a Position Control Change deleting the Grant and project Analyst Position and adding a Public Works Municipal Projects Manager.
6. Discussion/Possible Action – Adopt Resolution adopting the 2019 meeting calendar for the Yreka City Council.

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.

**CLOSED SESSION:**

The City Council will recess to Closed Session to discuss the following item(s). At the conclusion of the Closed Session, Open Session will reconvene and reportable action, if any, will be announced:

1. Conference with Real Property Negotiator (Government Code Section 54956.8)  
Property: Assessor Parcel No. 053-361-100 – 320 W. Miner St.  
Third Party Negotiator: Mitchell, Darrell B & Meagan M  
City Negotiators: City Manager and City Attorney  
Under Negotiation: Possible Lease – negotiation of terms and conditions.
2. Conference with Real Property Negotiator (Government Code Section 54956.8)  
Property: Fall Creek  
Third Party Negotiator: PacifiCorp  
City Negotiators: City Manager and City Attorney  
Under Negotiation: Possible purchase including price, terms of payment, or both.
3. Conference with Legal Counsel - Anticipated Litigation  
Initiation of litigation pursuant to Subdivision (c) of Section 54956.9 of the Government Code:  
(Number of cases to be discussed – 1 - The names of the parties are not disclosed, as it is believed that that to do so would jeopardize the City's ability to serve process or to conclude existing settlement negotiations to the City's advantage).

**RETURN TO OPEN SESSION: Announcement** of any action taken by the City Council in Closed Session required by the Ralph M. Brown Act. (Government Code Section 54950 et. seq.)

Adjournment.

In compliance with the requirements of the Brown Act, notice of this meeting has been posted in a public accessible place, 72 hours in advance of the meeting.

All documents produced by the City which are related to an open session agenda item and distributed to the City Council are made available for public inspection in the City Clerk's Office during normal business hours.

*In compliance with the Americans with Disabilities Act, those requiring accommodations for this meeting should notify the City Clerk 48 hours prior to the meeting at (530) 841-2324 or by notifying the Clerk at [casson@ci.yreka.ca.us](mailto:casson@ci.yreka.ca.us).*

# Accounts Payable

## Manual Check Proof List

User: lysandra  
Printed: 05/02/2019 - 2:56PM  
Batch: 00001.05.2019



Invoice No	Amount	Payment Date	Description	Check Number	Date	Acct Number	reference
Vendor: 2700	CAMERON WEIST						
04/18/19	32,250.00	04/18/2019	BOND COUNCIL SERVICES	939	04/18/2019	11-200-0911-525-000	
Total for Check	32,250.00						
Total for 2700	32,250.00						
Total Checks:	32,250.00						

*(Handwritten signature/initials over the total checks row)*

# Accounts Payable

## Computer Check Proof List by Vendor

User: lysandra  
 Printed: 05/09/2019 - 9:21AM  
 Batch: 00003.05.2019



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor: 2271	ACCELA INC #774375			Check Sequence: 1	ACH Enabled: False
ACC45583	INV ACC45583 - APRIL 2019	428.00	05/17/2019	70-030-0000-526-100	
ACC45583	INV ACC45583 - APRIL 2019	428.00	05/17/2019	80-030-0000-526-100	
	Check Total:	856.00			
Vendor: 6021	BASIC LABORATORY INC			Check Sequence: 2	ACH Enabled: False
1903886	INV 1903886 - WKLY EFFLUENT SAMPLED	149.00	05/17/2019	80-560-0000-416-001	
1904153	INV 1904153 - MO. EFFLUENT SAMPLED 4/	281.00	05/17/2019	80-560-0000-416-001	
1904296	INV 1904296 - WKLY. EFFLUENT SAMPLED	149.00	05/17/2019	80-560-0000-416-001	
1904426	INV 1904426 - WKLY. EFFLUENT SAMPLED	149.00	05/17/2019	80-560-0000-416-001	
	Check Total:	728.00			
Vendor: 1135	BRUCE'S TOWING			Check Sequence: 3	ACH Enabled: False
20868	INV 20868 - TOWING	175.00	05/17/2019	01-200-0000-516-000	
	Check Total:	175.00			
Vendor: 1310	CRAFCO INC			Check Sequence: 4	ACH Enabled: False
35007079	INV 35007079 - POLY FLEX 547 FOR CRACK	12,219.08	05/17/2019	20-310-2025-420-503	
	Check Total:	12,219.08			
Vendor: 20056	DEPT OF TRANSPORTATION			Check Sequence: 5	ACH Enabled: False
SL190621	INV SL190621 1-3/19	1,229.57	05/17/2019	24-320-0000-518-001	
	Check Total:	1,229.57			
Vendor: 1116	DRY CREEK LANDFILL INC			Check Sequence: 6	ACH Enabled: False
2653480	INV 2653480 - SLUDGE DISPOSAL - TKT #36	1,508.02	05/17/2019	80-560-0000-420-006	
2661078	INV 2661078 - SLUDGE DISPOSAL - TKT #36	1,489.08	05/17/2019	80-560-0000-420-006	
	Check Total:	2,997.10			

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Pages 1-4

Invoice No	Description	Amount	Pay	Date	Acct Number	Reference
Vendor: 2312	FAMILY CARPET-N-THINGS				Check Sequence: 7	ACH Enabled: False
04/26/19	INV 04/26/19 - LABOR & RUBBER BASE (27	100.25		05/17/2019	01-480-0000-521-000	
	Check Total:	100.25				
Vendor: 2228	KENNETH FRIED				Check Sequence: 8	ACH Enabled: False
160470	INV 160470 - HAGER LATCH FOR CITY HAI	12.93		05/17/2019	01-080-0000-521-000	
160474	INV 160474 - AMERICAN DEADLOCKS (2) F	47.41		05/17/2019	01-370-0000-521-000	
	Check Total:	60.34				
Vendor: 1902	G & G HARDWARE (WWTP)				Check Sequence: 9	ACH Enabled: False
258914	INV 258914 - DRILL BIT, TAP PLUG, & WIRE	45.85		05/17/2019	80-560-0000-420-003	
	Check Total:	45.85				
Vendor: 2602	GOLDEN STATE FIRE APPARATUS INC				Check Sequence: 10	ACH Enabled: False
32690	ORDER 32690 - FINAL	14,476.77		05/17/2019	30-210-0000-650-000	
	Check Total:	14,476.77				
Vendor: 1140	GRAINGER				Check Sequence: 11	ACH Enabled: False
9151188597	INV 9151188597 - SLEEVE COUPLING INSEI	164.74		05/17/2019	80-560-0000-420-003	
	Check Total:	164.74				
Vendor: 2142	DOHN HENION				Check Sequence: 12	ACH Enabled: False
05/17/19	MAY 2019 (2)	1,250.00		05/17/2019	01-040-0000-525-001	
	Check Total:	1,250.00				
Vendor: 2702	JASON HENRICKSON				Check Sequence: 13	ACH Enabled: False
RFND DEPOSIT	RFND CLEANING 04/13/19	100.00		05/17/2019	01-470-0000-543-000	
	Check Total:	100.00				
Vendor: 1212	MT SHASTA SPRING WATER				Check Sequence: 14	ACH Enabled: False
333186	INV 333186 - (1) 5-GAL SPRING & (4) 5-GAL	45.60		05/17/2019	80-560-0000-420-003	
334191	INV 334191 - (1) 5-GAL SPRING & (4) 5-GAL	45.60		05/17/2019	80-560-0000-420-003	
	Check Total:	91.20				
Vendor: 1215	MUNNELL & SHERRILL				Check Sequence: 15	ACH Enabled: False
298112	INV 298112 - SAFETY GLASSES	24.23		05/17/2019	20-310-0000-510-000	
298112	INV 298112 - SAFETY GLASSES	24.23		05/17/2019	20-390-0000-510-000	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
298112	INV 298112 - SAFETY GLASSES	24.23	05/17/2019	01-400-0000-510-000	
298112	INV 298112 - SAFETY GLASSES	24.23	05/17/2019	70-500-0000-510-000	
298112	INV 298112 - SAFETY GLASSES	24.23	05/17/2019	80-550-0000-510-000	
	Check Total:	121.15			
Vendor: 1728	NATIONAL WILD TURKEY FEDERATION			Check Sequence: 16	ACH Enabled: False
RFND DEPOSIT	RFND CLEANING 04/06/19	100.00	05/17/2019	01-480-0000-543-000	
	Check Total:	100.00			
Vendor: 22019	OFFICE DEPOT			Check Sequence: 17	ACH Enabled: False
309621119001	INV 309621119001 - PENS, HANGING FILES	36.64	05/17/2019	01-030-0000-515-000	
309627613001	INV 309627613001 - DESKTOP FILE	18.16	05/17/2019	01-030-0000-515-000	
310150175001	INV 310150175001 - PRONG FASTENERS	2.78	05/17/2019	01-020-0000-515-000	
310150175001	INV 310150175001 - RED CARD STOCK	13.18	05/17/2019	01-030-0000-515-000	
310150335001	INV 310150335001 - CARD STOCK	20.95	05/17/2019	01-020-0000-515-000	
	Check Total:	91.71			
Vendor: 2216	RAY MORGAN COMPANY			Check Sequence: 18	ACH Enabled: False
2515525	INV 2515525	100.81	05/17/2019	01-200-0000-515-000	
APRIL 2019	001	0.00	05/17/2019	01-020-0000-515-000	
APRIL 2019	519	19.20	05/17/2019	01-030-0000-515-000	
APRIL 2019	911	0.20	05/17/2019	01-210-0000-515-000	
APRIL 2019	015	0.00	05/17/2019	01-070-0000-515-000	
APRIL 2019	777	34.17	05/17/2019	70-030-0000-515-000	
APRIL 2019	123	2.05	05/17/2019	01-060-0000-515-000	
APRIL 2019	061	0.00	05/17/2019	01-370-0000-515-000	
APRIL 2019	545	27.41	05/17/2019	01-030-0000-515-000	
APRIL 2019	030	7.13	05/17/2019	01-300-0000-515-000	
APRIL 2019	111	0.12	05/17/2019	01-220-0000-515-000	
APRIL 2019	777	34.16	05/17/2019	80-030-0000-515-000	
APRIL 2019	ETC	0.27	05/17/2019	01-020-0000-515-000	
APRIL 2019	421	0.00	05/17/2019	01-040-0000-515-000	
APRIL 2019	550	11.91	05/17/2019	01-020-0000-515-000	
APRIL 2019	343	0.00	05/17/2019	01-050-0000-515-000	
	Check Total:	237.43			
Vendor: 1283	SC ECONOMIC DEVELOPMENT COUNCIL			Check Sequence: 19	ACH Enabled: False
EPA 1	INV EPA BROWNFIELDS 1	1,476.00	05/17/2019	60-610-3520-525-000	
EPA 2	INV EPA BROWNFIELDS 2	11,048.51	05/17/2019	60-610-3520-525-000	
EPA 3	INV EPA BROWNFIELDS 3	31,306.70	05/17/2019	60-610-3520-525-000	

Invoice No	Description	Amount	Pay	Date	Acct Number	Reference
	Check Total:	43,831.21				
Vendor: 2701	SISKIYOU COMMUNITY RESOURCE COLL				Check Sequence: 20	ACH Enabled: False
RFND DEPOSIT	RFND CLEANING 04/05/19	100.00		05/17/2019	01-480-0000-543-000	
	Check Total:	100.00				
Vendor: 1314	SISKIYOU OPPORTUNITY CENTER				Check Sequence: 21	ACH Enabled: False
15208	INV 15208 - MAILING UTILITY BILLS 4/19	205.86		05/17/2019	70-030-0000-526-000	
15208	INV 15208 - MAILING UTILITY BILLS 4/19	205.86		05/17/2019	80-030-0000-526-000	
15212	INV 15212 - SHREDDING	5.15		05/17/2019	70-030-0000-526-000	
15212	INV 15212 - SHREDDING	5.14		05/17/2019	80-030-0000-526-000	
	Check Total:	422.01				
Vendor: 2533	AARON SMITH				Check Sequence: 22	ACH Enabled: False
TRNG 5/20-22	TRNG 5/20-22 MCCLELLAN MILEAGE	348.00		05/17/2019	01-200-6506-513-004	
	Check Total:	348.00				
Vendor: 1570	STATE WATER RESOURCES CONTROL BOA				Check Sequence: 23	ACH Enabled: False
SW-0169658	INV SW-0169658 - ANNUAL PERMIT FEE 4/1	1,400.00		05/17/2019	80-560-0000-535-000	
	Check Total:	1,400.00				
Vendor: 1574	YMCA				Check Sequence: 24	ACH Enabled: False
RFND DEPOSIT	RFND CLEANING 04/27/19-04/28/19	100.00		05/17/2019	01-480-0000-543-000	
RFND DEPOSIT	RFND CLEANING 04/26/19-04/28/19	100.00		05/17/2019	01-470-0000-543-000	
	Check Total:	200.00				
	Total for Check Run:	81,345.41				
	Total of Number of Checks:	24				

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MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF  
YREKA HELD IN SAID CITY ON MAY 2, 2019

On the 2<sup>nd</sup> day of May 2019, 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.

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 April 19 through May 2, 2019.
- b. Approval of Minutes of the meeting held April 18, 2019.

Following Council discussion, Councilmember McCoy moved to approve the items on the consent calendar 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.

Alternatives for Montague pool use while Ringe Pool is out of service – Mayor Freeman.

Mayor Freeman reported that she has met with members Yreka Splash, representatives of the City of Montague, and Scott Eastman of the YMCA to discuss possible alternatives to allow Yreka youth to get to the Montague pool either for lessons or free swim. One of the options is for the City to once again pay for bus passes and to fund a position through the YMCA for a staff person to chaperone the kids on the Stage bus, supervise the kids at the Montague Pool, and return with the kids on the Stage bus back to Yreka.

Following Council discussion, it was the consensus of the Council to direct staff to work with the YMCA to work out options and cost, and report back to Council by the 1<sup>st</sup> meeting in June.

Update on Contract process – Contract with Chamber of Commerce.

City Manager Steve Baker reported that he has been in negotiations with the Chamber. The current proposal includes some of the changes already discussed and also provides some options for consideration by the City Council such as location and Saturday hours.

One of the criticisms of the current site of the Chamber Office is that it is difficult to locate. This proposal includes a discussion of changing the location of the office, which would make it more visible, but also would cost more. The estimated cost for rent, utilities, internet and phone at the current location is \$6,000, while the estimated cost of a new location on Miner Street would be closer to \$15,000.

Prior to 2007, the City leased the space the Chamber was in and subleased to the Chamber and another business. This is a possible option for the City's arrangement with the Chamber. The City and Chamber stopped this practice in 2007, in part because of difficulties with the second sublease.

If the location changed, the Chamber could be open on Saturdays. The estimated cost for this coverage by an hourly employee would be approximately \$2,000 to offer this between Memorial Day and Labor Day.

The Chamber has proposed eliminating the Night of Lights event and combining the tree lighting with the Holiday Parade the Saturday after Thanksgiving. The July 4<sup>th</sup> celebration that was discussed at the last Council meeting would be added for this year's (2019-2020) contract year.

This addresses some of the concerns that came up at the last workshop and council meeting regarding this item; however, there is a fiscal impact to some of these changes. Prior to working on a final document to bring back to the Council, staff is suggesting a discussion on some of these items in the proposal. The goal is to bring back a complete revised contract at a future meeting, prior to June 30, 2019.

Following Council discussion, it was the consensus of the Council to direct the City Manager to work with the Chamber and the City Attorney to prepare and bring back a Contract for Council approval by the second meeting in June.

City Treasurer's Report: Acceptance of:

Cash Balances Report – March 2019

Budget of Revenue and Expenditures with Year to Date Actuals through March 2019

Quarterly Treasurer's Investment Report – 3rd Quarter Fiscal Year 2018/2019

Quarterly Fiscal Performance Report – 3rd Quarter Fiscal Year 2018/2019

Following Council discussion, Councilmember Shaskey moved to accept the Treasurer's reports 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

**CLOSED SESSION:**

1. Conference with Real Property Negotiator (Government Code Section 54956.8)

Property: Fall Creek

Third Party Negotiator: PacifiCorp

City Negotiators: City Manager and City Attorney

Under Negotiation: Possible purchase including price, terms of payment, or both.

2. Conference with Legal Counsel - Anticipated Litigation

Initiation of litigation pursuant to Subdivision (c) of Section 54956.9 of the Government Code: (Number of cases to be discussed – 1 - The names of the parties are not disclosed, as it is believed that that to do so would jeopardize the City's ability to serve process or to conclude existing settlement negotiations to the City's advantage).

**RETURN TO OPEN SESSION:** Upon return to open session, City Manager Baker reported out that no reportable action was taken in closed session.

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

Attest:

\_\_\_\_\_  
Joan Smith Freeman, Mayor  
Minutes approved by Council  
Motion May 16, 2019

\_\_\_\_\_  
Elizabeth E. Casson, City Clerk



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**CITY OF YREKA**  
**CITY COUNCIL AGENDA MEMORANDUM**

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To: Yreka City Council  
Prepared by: Steve Baker, City Manager  
Agenda title: Discussion/Possible Action – Approval of Yreka Summer Swim and Activity Program in at the Montague Community Park and Pool and Supplemental Appropriation of \$8,000 to be allocated between FY18-19 and FY19-20  
Meeting date: May 16, 2019

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Discussion:

At the May 2, 2019 Yreka Council Meeting, discussion centered around providing transportation, contract staffing, and pool passes to afford recreational swimming to Yreka's youth.

The proposal's basic elements included the options of:

- paying trained staff from the Siskiyou Family YMCA to chaperone (youth leader) the swimmers in transit on the STAGE bus and remain onsite while at the Montague Community Park,
- providing reduced rate bus passes to the youth and;
- providing swim passes for youth swimmers.
- suggested program duration discussed was 6-8 weeks.

In determining cost estimates, the following information was provided:

- Participant levels: 5-10 average, 10-20 good, 20+ overwhelmingly successful
- Number weekdays for program: to be determined (e.g. M/W/F, T/TH, M-F?)
- Staffing levels (1-2 based on program participant, with an initial commitment of one), estimated rate \$15 per hour per youth leader.

Assuming good participation within the program model, cost would be \$8,000

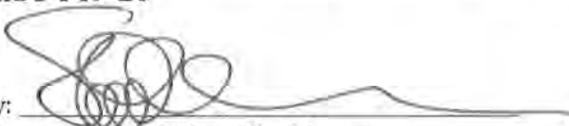
- Estimated reimbursement to YMCA \$4,800-\$5,200 8 weeks 5 days a week per youth leader
- Montague pool passes: \$600-\$1,000 (fixed cost passes)
- STAGE Bus passes \$400-\$800 (fixed cost passes)
- Program Contingency: \$1,000 (participant volume fluctuation on the high side, e.g. additional daily swim or bus passes)

**Fiscal Impact:** It is estimated that a full-service program would range \$8,000 on the high side with one YMCA teen leader employee. Program can be scalable in size from there. Should participation exceed collective estimates, then a second teen leader may be needed, that would affect estimated cost.

Recommendation:

That the Council Approval of Yreka Summer Swim and Activity Program in at the Montague Community Park and Pool and Supplemental Appropriation of \$8,000 to be allocated between FY18-19 and FY19-20

Approved by: \_\_\_\_\_

  
Steven Baker, City Manager



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**CITY OF YREKA  
CITY COUNCIL AGENDA MEMORANDUM**

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To: Yreka City Council  
From: Matt Bray, Public Works Director   
Prepared by: Cynthia Lynch, Municipal Projects Manager  
Agenda title: Discussion/Possible Action: Authorize City Staff to Enter into an Asset and Operations Management Software and Professional Services Agreement with Cartegraph Systems, LLC  
Meeting date: May 16, 2019

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**Discussion:**

At the Council meeting held on November 1, 2018, Council authorized the Department of Public Works to advertise a Request for Proposals for Asset and Operations Management software and professional services in order to incorporate the City's utility mapping into a cohesive tracking and analyzing system. The City received six proposals and requested software demonstrations from four of the vendors. After careful consideration and trial testing of the software in the field, Staff determined that the software and support provided by Cartegraph Systems are the best suited to City needs.

Cartegraph Systems has provided a three-year Purchase Agreement, which was reviewed and edited by Staff and the City Attorney. Cartegraph has concurred with the suggested changes and the agreement is ready for the City Manager's signature.

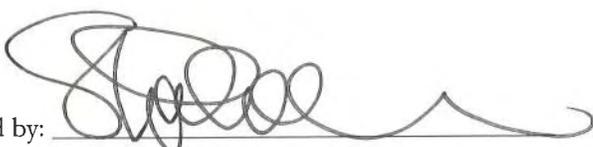
In FY 2018 funds were budgeted to implement GIS work and a related asset management system. Approximately \$144,000 remains in this fund for the asset management project phase. Since this project is included in the City budget no supplemental allocation is required.

**Fiscal Impact:**

The first full year of service is expected to cost up to \$42,000 for the initial system implementation and \$21,640 for the software, totaling approximately \$63,640. The City would also pay \$21,640 each year for the software solutions in Years 2 and 3.

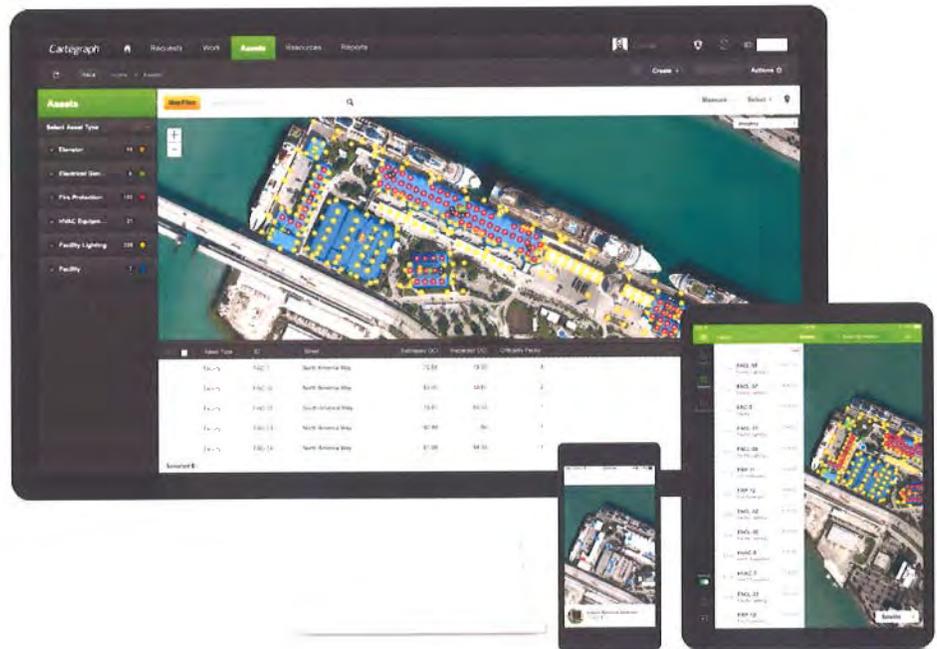
**Recommendations:**

That the City Council authorize staff to enter into an Asset and Operations Management software and professional services agreement with Cartegraph Systems, LLC.

Approved by:   
Steven Baker, City Manager

City of Yreka  
Asset Management System & Operations Management System  
Response to RFP

**Cartegraph**  
The Operations Management System.



City of Yreka

## Cover Letter

November 26, 2018

City of Yreka  
Attn: Matthew K. Bray, Director of Public Works  
701 – 4<sup>th</sup> Street  
Yreka, CA 96097

Cartegraph is pleased to submit our response to Yreka's RFP for an *Asset and Operations Management System*. In order to effectively manage infrastructure, many cities and counties require a centralized system to track assets, workflows, and resources. This is of utmost importance in order to maintain public safety, citizen satisfaction and efficiently connect people to the community – we know we can help you achieve this.

Cartegraph is in the business of building high-performance government. We devote ourselves to people like those within the city of Yreka –people who are committed to becoming more effective, more efficient, and more productive for the benefit of their citizens. We believe high performance governments build a culture that creates effective teams...teams that develop efficient processes that produce measureable, actionable results.

It all starts with our Enterprise Asset Management (EAM) solution, the Cartegraph Operations Management System (OMS). This modern, web-based system integrates citizen requests, work management, asset management, analytics, and reporting into an enterprise-wide solution that is accessible from a desktop, laptop, or mobile device. By replacing disparate and outdated systems with an EAM like Cartegraph OMS, Yreka will gain visibility on every aspect of its operations. Featuring a bi-directional sync with the ArcGIS platform, Cartegraph OMS will serve as the single connection point for the cities' systems and data.

Although known for our technology, Cartegraph believes that software alone isn't enough to help you accomplish your goals. The solution lies in your people, your processes, and how you use the product to achieve superior results. Through a combination of coaching, consulting, and state-of-the-art software, Cartegraph will work with Yreka to achieve the goals outlined in the RFP and those that we will jointly discover during the Needs Analysis phase.

Our team will connect with you to learn about your unique needs and pain points, set goals to address them, train your team how to use the software to accomplish those objectives, measure success, and celebrate wins. As we support you on your journey to becoming a high-performance government, we will coach your staff on best practices, consult with you on future initiatives, and serve as a trusted partner every step of the way. A relationship with Cartegraph will empower the County to accomplish goals such as:

- Improving customer service and work order requests
- Maximizing operational efficiency by streamlining resource; request, work and asset management
- Simplifying the cataloging of data both in the field and the back-office
- Inventorying assets at ease
- Budgetary forecasting with easy to use reporting tools, and ultimately...
- Optimizing assets' useful life by creating a proactive, rather than reactive Public Works department

Tyler Flajole will serve as your primary contact moving forward. If you have any questions or feedback concerning this response, please feel free to contact him at his direct number at (916) 740-5079 or [tylerflajole@cartegraph.com](mailto:tylerflajole@cartegraph.com). On behalf of my entire organization, thank you for considering Cartegraph.

Sincerely,



**Mitch Bradley**

**Cartegraph**

*High-Performance Government Starts Here*  
SVP of Sales and Marketing  
563-557-5299 Direct 925-577-8236 Cell

**Cartegraph**

## Vendor Profile and Executive Summary

<b>Company Name:</b>	Cartegraph Systems LLC	<b>Established:</b>	March 11, 1994
<b>Company Address:</b>	3600 Digital Drive	<b>City/State/Zip:</b>	Dubuque, IA 52003
<b>Employees:</b>	102	<b>Country:</b>	United States
<b>Company Structure:</b>	Delaware Corporation	<b>Federal ID Number:</b>	42-1419553
<b>Telephone:</b>	(800) 688-2656	<b>Fax #:</b>	(563) 556-8149
<b>Web address:</b>	<a href="http://www.Cartegraph.com">www.Cartegraph.com</a>		

### ***We Are Cartegraph***

Cartegraph provides an operations management solution to help you improve productivity and align more closely with the needs of the City. The experienced, process-driven implementation and support team delivers asset management software that improves efficiency.

We create simple, innovative technology that helps organizations save time and money...and we've been doing it for more than 24 years. In that time, we've proudly built and maintained a reputation as a thought leader and an innovator in the industry. Does your city know what assets they have, what condition they are in, and what they are costing? Cartegraph OMS can help you answer those questions with confidence.

#### **Cartegraph Vision:** *Revolutionize Operations*

**Cartegraph Mission:** *Cartegraph is in the business of building high-performance government. We devote ourselves to people in government operations committed to being more effective, more efficient, and more productive for the benefit of their citizens. Our software empowers users to capture data, analyze it, and prepare for the future.*

Through a combination of coaching, consulting, and state-of-the-art software, Cartegraph will work with the City to become more effective, more efficient, and more productive in its daily operations.

The partnership between the City and Cartegraph centers on the use of Cartegraph's Operations Management system (OMS). This modern, web-based system integrates request, work, advanced asset, and resource management into one centralized system—accessible from a desktop, laptop, or mobile device.

Cartegraph OMS is built to support every network asset the City is responsible for. Featuring a bi-directional sync with the ArcGIS platform, Cartegraph OMS will serve as the single connection point for the City's systems and data, including: customer service requests, work management, GIS, capital planning, fleet, and material management.

A partnership with Cartegraph is more than a software purchase. It's the start of a new way to do business. Cartegraph's approach is rooted in the people and best practices that will help the City operate more effectively, more efficiently, and more productively.

By partnering with Cartegraph, the City will enter a long-term relationship with a team of Business Development Managers, Account Managers, and Customer Success Managers...all experienced in engineering, public administration, and business management. They are supported by Services and Support staff with decades of business, public works, organizational management, and IT experience.

You will find your Customer Success Manager (CSM) available during, and especially after your transition to Cartegraph OMS. The CSM team is available to answer questions, identify growth opportunities pertaining to your goals, and remain in contact with your stakeholders to ensure you are maximizing the system.

Cartegraph's headquarters is located in Dubuque, Iowa. The administration, development, marketing, technical support, and the majority of the services team are located in the Dubuque office.

### ***Financial Stability***

Cartegraph is a privately-held, locally-owned Delaware corporation. Pamlico Capital, is the majority shareholder. The company is financially stable and has sufficient credit facilities in place. As a privately-held company, Cartegraph wishes to keep our financial information confidential at this stage in the process. Should Cartegraph be chosen as a finalist, we will be happy to work with the City to provide any additional financial information desired.

**Funding Assistance Available to City**

Government entities can finance the use of their Operations Management System (OMS) software through an agreement between Cartegraph and U.S. Bank. The strategic agreement aims to help states, municipalities, and local governments overcome budget challenges and acquire the essential software they need to manage their assets, deploy resources effectively, and spend money smarter.

Through U.S. Bank’s Government Leasing and Finance Group, Cartegraph customers have a variety of products and services available to help them overcome budget restrictions and capital constraints. The customized program—featuring flexible terms and payment plans—is specifically designed to meet a full range of government requirements including tax-exempt lease purchase (TELP), operating leases, technology refresh leases, and project financing.

Please call (800) 253-3468 or visit [www.usbank.com/govleasing](http://www.usbank.com/govleasing) for more information on financing Cartegraph Operations Management System software through U.S. Bank.

**Product Offerings and Services**

Cartegraph provides multiple levels of product offerings. Throughout the process we work with you to determine the most efficient and effective use of Cartegraph’s wide-range of solutions. Cartegraph’s Operations Management System (OMS) brings work and asset management into one system. The following reflects the various configurations of our Operations Management System (OMS) and service offerings.

ENTERPRISE PLATFORM	PLATFORM BY DOMAIN	PLATFORM BY ASSET
License for All Asset Domains and Templates	License by Asset Domain Categories	License by Asset Domain Categories
Work, Asset, Requests and Resource Management	Work, Asset, Requests and Resource Management	Work, Asset, Requests and Resource Management
Field Workforce Solution: CG for iPad and Cartegraph One	Field Workforce Solution: CG for iPad and Cartegraph One	Field Workforce Solution: CG for iPad and Cartegraph One
Vehicles and Equipment Maintenance (VRR)	Vehicles and Equipment Maintenance (VRR)	Vehicles and Equipment Maintenance (VRR)
Access to both Domains & Assets listed in the <b>Platform by Domain</b> and the <b>Platform by Asset</b> columns.	Domains: Transportation, Water, Sewer, Storm, Parks & Rec, Facilities, Flood Control, Signals, Treatment Facilities, and Walkability.	Assets: ADA Ramps, Athletic Space, Bench, Bridge, Generators, Facility, Lighting, Fence, Fire Protection, Flood Protection, Guardrails, HVAC, Landscape Area, Levee, Light Fixture, Marking, Park, Park Amenity, Park Structure, Pavement, Parking Lot, Playground, Playground Equipment, Plumbing, Preemption, Pump Station, Roofing, Sewer Mains, Manholes, Cleanouts, Laterals, Pumps, Sidewalks, Signs, Signals, Storm Manholes, Pipes, Inlets, Outlets, Basins, Channels, Culverts, Facilities, Pumps, Supports, Trees, Water Facilities, Hydrants, Valves, Mains, Meters, Laterals,

		Pumps, Storage Tanks, and more.
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<b>OMS Extensions (optional, billable components)</b>	
Advanced Work	Scenario Builder, Capital Improvement Planning, Budget Forecasting
Advanced Assets	Asset Preventative Maintenance, Advanced Inspections, and Asset Condition Manager
Advanced Resources	Advanced Material Management / Inventory Management
SeeClickFix Requests	Comprehensive Citizens Request Management
Advanced Users	Asset Builder, API/SDK
Offline with Cartegraph for iPad	Offline capability in remote areas

<b>OMS SERVICES</b>		
<b>Professional Services</b>	<b>Tech Support</b>	<b>Hosting</b>
Implementation	Standard	Hosted Production Environment (up to 50 GB)
System Integrations	Priority	Hosted Test Environment (up to 50 GB)
Data Conversion		Additional Hosted Storage - 50GB
Training		
Data Collection		

**Licensing Model**

The Cartegraph OMS platform can support an unlimited number of simultaneous named users. For a city with a large on-premise deployment, additional server capacity may need to be considered to maintain peak performance when scaling to very large number of users. If the solution is hosted in the Cartegraph Cloud, server capacity is less of a concern to the city since the infrastructure and scaling needs are handled by Cartegraph.

Cartegraph software is licensed based a subscription model and named user logins. A named user is defined as an employee or contractor, working for the City, that must have their own unique identity (user/password) to access the system. A named user can access all licensed domains and functionality within the system and does not get counted as an additional license for use in the field. Named users can access the OMS web application, Cartegraph for iPad application, or both with the same user license.



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**CITY OF YREKA  
CITY COUNCIL AGENDA MEMORANDUM**

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To: Yreka City Council  
Prepared by: Steven W. Baker, City Manager  
Agenda title: Discussion/Possible Action – Chamber of Commerce Contract; Lease 320 Miner Street.  
Meeting date: May 16, 2019

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Discussion:

At the last meeting, Council, staff and the Yreka Chamber discussed the agreement between the City and the Chamber of Commerce. Since one of the main items was location and the additional cost, on May 8<sup>th</sup>, the Mayor and I met with the owner of the building at 320 Miner Street and representatives of the chamber on site. As a result of that meeting, we have some business terms to incorporate into the existing agreement as well as a lease agreement with the owner. These will not be ready prior to the agenda package going out.

We will update the Council at the meeting, or before if we are able.

Approved by: \_\_\_\_\_

Steven Baker, City Manager



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**CITY OF YREKA**  
**CITY COUNCIL AGENDA MEMORANDUM**

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To: Yreka City Council  
Prepared by: Steven W. Baker, City Manager  
AGENDA TITLE: DISCUSSION/POSSIBLE ACTION – Authorize a Position Control Change Deleting the Grants and Project Analyst Position and adding a Public Works Municipal Projects Manager  
Meeting date: May 16, 2019

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Discussion:

Council and staff have had a number of discussions regarding getting projects and programs accomplished. One of the key positions is the Public Works Municipal Projects Manager who handles public works projects, grants and other projects. This position was assisted by the Grants and Project Analyst.

As a result of a promotion, the Grants and Policy Analyst position is open. After extensive conversations, staff has concluded that instead of hiring at the analyst level, upgrading the position to a Public Works Municipal Project Manager and splitting projects between the two project managers would make more sense and allow projects to move forward. We will then move forward with the recruitment.

We are therefore requesting a modification to the position control list in the 2019-20 budget deleting the analyst and moving that position to a second project manager position. The additional annual cost of the position (approximately \$15,000 to \$18,000) will be covered by savings in the current two-year budget.

When the project managers are working on grant funded projects, their costs are charged to the grants as permitted by the grant agreement.

Fiscal Impact

The fiscal impact of \$15,000 to \$18,000 annually is covered by salary savings in the current budget

Recommendation:

That the Council Authorize a Position Control Change Deleting the Grants and Project Analyst Position and adding a Public Works Municipal Projects Manager.

Approved by: \_\_\_\_\_

Steven Baker, City Manager



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**CITY OF YREKA  
CITY COUNCIL AGENDA MEMORANDUM**

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To: Yreka City Council  
Prepared by: Steve Baker, City Manager  
Agenda title: Adopt Resolution adopting the 2019 meeting calendar for the Yreka City Council.  
Meeting date: May 16, 2019

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Discussion:

At the meeting held May 2, 2019, the City Council discussed the possible cancellation of the June 6 and July 4 meetings, replacing the June 6 meeting with a Special Meeting to be held Tuesday June 11, 2019.

The June 6, 2019 meeting conflicts with the Jackson Street School Eight Grade Graduation, and the meeting scheduled July 4, 2019 is on a legal holiday. Yreka Municipal Code Section 1.24.010 states that *"When the day for any regular meeting falls on a legal holiday, no meeting shall be held on such holiday, but a regular meeting shall be held at the same hour on the following Tuesday or as the Council may direct by adoption of a Resolution"*.

Staff is recommending that these City Council meetings be formally cancelled, and that a Special Meeting be scheduled for June 11, 2019. By scheduling this cancellation well in advance and establishing a formal meeting calendar for the year, advance planning by staff (as well as Council) is easier.

Fiscal Impact: None

Recommendation: Staff recommends adoption of the Resolution adopting the 2019 meeting Calendar for the Yreka City Council.

Approved by: \_\_\_\_\_

Steven Baker, City Manager

RESOLUTION NO. 2019-16  
RESOLUTION OF THE CITY COUNCIL OF THE CITY OF YREKA  
ADOPTING THE 2019 MEETING CALENDAR FOR THE  
YREKA CITY COUNCIL

BE IT RESOLVED by the City Council of the City of Yreka that the 2019 meeting calendar for the regular meetings of the Yreka is as follows:

*January 3 & 17 meetings cancelled*  
January 24, 2019 Special Meeting

*July 4, 2019 - Cancelled*  
July 18, 2019

February 7, 2019  
February 21, 2019

August 1, 2019  
August 15, 2019

March 7, 2019  
March 21, 2019

September 5, 2019  
September 19, 2019

April 4, 2019  
April 18, 2019

October 3, 2019  
October 17, 2019

May 2, 2019  
May 16, 2019

November 7, 2019  
November 21, 2019

*June 6, 2019 - Cancelled*  
June 11, 2019 Special Meeting  
June 20, 2019

December 5, 2019  
December 19, 2019

Passed and adopted this 16th day of May, 2019, by the following vote:

AYES:  
NAYS:  
ABSENT:

\_\_\_\_\_  
Joan Smith Freeman, Mayor

Attest:

\_\_\_\_\_  
Elizabeth E. Casson, City Clerk