

MINUTES OF THE SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF
YREKA HELD IN SAID CITY ON JANUARY 10, 2019

On the 10TH day of January 2019, the City Council of the City of Yreka met in the City Council Chambers of said City in special 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 December 21, 2018 through January 10, 2019.
- b. Approval of Minutes of the meeting held December 20, 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 21, 2018 through January 10, 2019.

Following Council discussion, Councilmember McCoy moved to approve the payments 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.

Approve a supplemental appropriation in an amount not to exceed \$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.

Project Manager Willow Martindale, reported that the City 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 that time the pricing was competitive and having a nearby resource that understood the nature of the rural community needs was important. Ten years later, the needs of our City have long outgrown this platform. In September of 2018 the 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. We have outgrown our website and is at risk on this non-supported

proprietary platform. The City has formed a team consisting of myself, Renee Hoisington, Gabe Holden, and Rhetta Hogan, to evaluate, select, and migrate website platforms that will meet the City's needs.

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.

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 features, for full agenda management and human resources would be evaluated once the initial website is up and running and the platform stabilized.

Following Council discussion, Councilmember McCoy moved to approve a supplemental appropriation in an amount not to exceed \$40,000 for purposes of website migration for software and hosting services, and authorize the staff to solicit proposals pursuant to a Request for Proposals or solicitation of quotes through joint powers authority.

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

Adopt Resolution authorizing an Amendment to Willow Martindale's Limited Term Employment Agreement.

City Manager Steve Baker reported that on December 21, 2017, the City Council adopted Resolution No. 2017-54 authorizing a limited term contract with Willow Martindale for services that included code enforcement, information technology and support in delivering other strategic projects. That 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.

Following Council discussion, Councilmember Kegg moved to adopt the Resolution as amended.

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

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

Attest:

Joan Smith Freeman, Mayor
Minutes approved by Council
Motion January 24, 2019

Elizabeth E. Casson, City Clerk