

MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF
YREKA HELD IN SAID CITY ON JUNE 20, 2019

On the 20TH day of June 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, Duane Kegg, Paul McCoy, and Norman Shaskey. Absent – Joan Smith Freeman.

Mayor Pro-tempore Kegg 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 June 12 through June 20, 2019.
- b. Approval of Minutes of the special meeting held June 11, 2019.
- c. Adopt Resolution setting forth the Appropriations Limit for the City of Yreka for Fiscal Year 2019-2020.

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

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

Mayor Pro-tempore Kegg thereupon declared the motion carried.

Community Development Block Grant (CDBG) - Amended Reuse Plan for all Program Income Generated, and Program Income-Funded Project Waiver Requests

- a. Public Hearing
- b. Adopt a Resolution Approving an Amended Reuse Plan for all Program Income Generated by Community Development Block Grant Program Assisted Activities.
- c. Adopt Resolution approving applications for CDBG Program Income-Funded Project Waiver requests and authorizing the City Manager to executed related documents.

This being the time and date scheduled for the Public Hearing, Mayor Pro-tempore Kegg opened the public hearing to the audience, announcing that the purpose of the public hearing is to receive public comments on the City's proposed Amended Reuse Plan and the City's proposed use of available program income funds.

There being no statements or comments received from the audience, Mayor Pro-tempore Kegg closed the public hearing.

Resolution # 2019-21 Approving an Amended Reuse Plan for all Program Income Generated by Community Development Block Grant Program Assisted Activities.

City Manager Steve Baker reported that the City of Yreka receives repayments from past housing rehabilitation loans and business loans through the Community Development Block Grant (CDBG). This Program Income from the repayment of prior loans, with CDBG approval, may be used for additional projects in the City without a new competitive award procedure.

The Federal Housing and Urban Development Department has updated its form for Program Income Reuse, which requires the City to update its Program Income Reuse Plan to remain in compliance and allow continued use of these funds. The Plan is template-driven and will be valid for a 5-year period.

Following Council discussion, Councilmember Shaskey moved to adopt the Resolution as submitted.

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

Mayor Pro-tempore Kegg thereupon declared the motion carried.

Adopt Resolution # 2019-22 approving applications for CDBG Program Income-Funded Project

City Manager Baker reported that on May 20, 2019 at 4:00 PM the City held a public meeting to solicit citizen input regarding community needs and project ideas for the reuse of CDBG Program Income. Two letters providing comment were received prior to the meeting and identified the need to 1) remodel City Hall to achieve ADA compliance and allow public access to restrooms during Council meetings, and 2) provide Madrone Hospice with a new senior bus to allow them to continue to provide essential services to the City's senior population. A public hearing presenting these projects for public comment was held on June 11, 2019 at a meeting of the City Council.

The CDBG Program requires a Council Resolution to apply for these Program Income Waivers. The City Hall ADA Restroom Project would use up to \$500,000 in excess Program Income from the Community Development Block Grant (CDBG) Program to make these ADA accessibility improvements and may require a match of City funds. The Madrone Hospice Senior Services Bus Purchase, a public service, is expected to cost up to \$100,000 of CDBG PI funds.

Following Council discussion, Councilmember Shaskey moved to adopt the Resolution as submitted.

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

Mayor Pro-tempore Kegg thereupon declared the motion carried.

Adopt Resolution # 2019-24 approving requests associated with the Special Event known as the Siskiyou Scenic Bicycle Tour to be held on May 2, 2020.

Dr. Crystal Duncan addressed the Council on behalf of the Rotary Club of Yreka to answer any questions regarding the event.

Following Council discussion, Councilmember McCoy moved to adopt the Resolution as submitted.

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

Mayor Pro-tempore Kegg thereupon declared the motion carried.

Authorize the City Manager to enter into an agreement with CivicPlus for Human Resources and appropriate the one-time implementation fee of \$5,875 for product migration, and annual product licensing fee of \$4,725.

Willow Martindale addressed the Council reporting that in January the Council approved a supplemental appropriation in an amount not to exceed \$40,000 for website migration of software and hosting services. At that time staff outlined its goals for the implementation of the CivicPlus products

Product migration has been moving along since January and staff has identified that the Human Resources "lite" inclusive in the base product lacks the depth for regulatory compliance (EEOC) for applicant tracking reporting, employee "onboarding" and training. The full Human Resources module, does provide those needed services.

Some of the features in the CivicPlus Human Resources product are:

- Ability to process "onboarding" employees online
- EEOC compliant applicant tracking system; with automated notification of status
- Full integrated online applications for employment opportunity postings (industry standard)
- Workflow job posting and recruitment including department heads posting job positions, creating supplemental applicant assessment questions, and selecting candidates.

This workflow management tool achieves EEOC compliance, streamlines new hire processes, provides online employee library for information, benefit information and training portal, along with many other features.

Staff is requesting a supplemental appropriation for the initial setup and migration fees of \$5,875, and for the annual product licensing maintenance fee of \$4,725 per year for the 4-year term.

Following Council discussion, Councilmember Shaskey moved to authorize the City Manager to enter into an agreement with CivicPlus for Human Resources and appropriate the one-time implementation fee of \$5,875 for product migration, and annual product licensing fee of \$4,725.

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

Mayor Pro-tempore Kegg thereupon declared the motion carried

Authorize the Finance Director to Amend the Expenditure Budget and Authorize the City Manager to Execute a Consultant Task Order with PACE Engineering to Provide Additional Engineering Services for the Water Supply and Storage Improvements Project in the Amount of \$139,000.

City Manager Baker reported that in March 2016, the Council approved Resolution 2016-12 authorizing the City to apply to the Drinking Water State Revolving Fund (Proposition 1) program funds from the California State Water Resources Control Board (SWRCB) for water project planning. Due to the efforts of PACE Engineering and City staff, the City received a \$393,000 Planning Grant for the Water Supply and Storage Improvements Project and began work in April 2016. The City must complete the planning tasks for the grant in order to submit a Construction application, whether with SWRCB or another funding program.

PACE Engineering has provided a letter outlining the proposed additional work (see attached). A proposed Task Order (#2019-03) for additional work on the Water Supply and Storage Improvements Project has been prepared. The estimate, by PACE, of completing the necessary tasks is approximately \$139,000. Council authorization for this Task Order is recommended. The total estimated cost of \$139,000, will be paid from the Water Enterprise Fund.

Following Council discussion, Councilmember McCoy moved to authorize the Finance Director to amend the expenditure budget and authorize the City Manager to execute a consultant task order with PACE Engineering to provide additional engineering services for the Water Supply and Storage Improvements Project in the amount of \$139,000.

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

Mayor Pro-tempore Kegg thereupon declared the motion carried

Adopt a Resolution # 2019-25 establishing and funding the title and position of a fulltime paid career Fire Chief.

City Manager Baker reported that in the fall of 2018, the City of Yreka engaged Emergency Services Consulting International to conduct an Organizational Assessment of the Fire Department, hereafter the Report, dated February 2019.

The Report went into detail the current conditions and operation issues of the Yreka Volunteer Fire Department in areas of Management, Staffing, Finances, Facilities and Equipment, Service Delivery and Performance, and Training. The Report recommended changes in staffing and Fire Department reorganization and governance. Through several public meeting, it has been determined it would be in the best interests of the City and Yreka Volunteer Fire Department to establish and fund a fulltime career position of a paid Fire Chief, reporting to the City Manager, with the minimum qualifications and recommended compensation level contained within the report.

The Report identified that calls for services will likely continue to increase particularly as demographic changes are occurring within the City.

The committee's recommendation is to recruit for this position from existing revenue and general fund operation reserves. It is expected that over time, the new Fire Chief will help explore additional grant and revenue resources. It is estimated that a full-time position would cost \$93,891 in salary plus \$67,167 in benefits annually.

Following Council discussion, Councilmember Shaskey moved to adopt the Resolution as submitted.

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

Mayor Pro-tempore Kegg thereupon declared the motion carried

Authorize the City Manager to enter into an agreement for recruitment services specializing in executive/management position for the Fire Chief and Appropriation of \$15,000 for professional services.

City Manager Baker reported that staff is recommending the utilization of professional recruitment and placement services including the development of a job description, standards for physical abilities and base-line experience, professional recruitment of fire industry professionals to help ensure performance expectations from qualified applicants.

Since Emergency Services Consulting International (ESCI) has an in depth understanding of the department, staff recommends entering into an agreement with Emergency Services Consulting International.

In the ESCI proposal's Scope of Services, collaboration with key stakeholders and representatives from the YVFD is identified as being critical to recruitment process.

Following Council discussion, Councilmember McCoy moved to authorize the City Manager to enter into an agreement for recruitment services specializing in executive/management position for the Fire Chief and approve a supplemental appropriation of \$15,000 for professional services.

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

Mayor Pro-tempore Kegg 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 July 18, 2019

Elizabeth E. Casson, City Clerk