



STAFF REPORT – CITY COUNCIL MEETING

February 07, 2024

TO: Honorable Mayor and City Council Members

FROM: Danette Demello, Assistant City Manager

PREPARER: Danielle Allred, Contracts and Special Projects Manager

DATE: January 25, 2024

TITLE: **(1) Approve a Change of Employees Serving as the City of Arcata's Representatives on the Board of Directors for the California Intergovernmental Risk Authority (CIRA) and for the Redwood Empire Municipal Insurance Fund (REMIF), to Tabatha Miller as Director, and to Danielle Allred as Alternate Director; and (2) Designate the City Manager to Approve Future Changes to CIRA and REMIF Appointments.**

RECOMMENDATION:

It is recommended that the Council: approve a change in the employees serving as the City of Arcata's representatives on the Board of Directors for the California Intergovernmental Risk Authority (CIRA), and for the Redwood Empire Municipal Insurance Fund (REMIF), to Tabatha Miller as Director, and to Danielle Allred as Alternate Director; (2) and designate the City Manager to approve future changes to CIRA and REMIF appointments.

INTRODUCTION:

As set forth in the CIRA and REMIF joint powers authorities' (JPA) bylaws, the governing body, or other duly designated official, of each member entity of the JPA shall appoint a representative to the Board of Directors and designate an Alternate Director to act in the absence of its duly appointed representative. The member entity shall provide written notification of the appointments to the JPA at its principal executive office, and such appointments shall remain in effect until the receipt of a written notice designating a replacement.

BACKGROUND:

Rather than purchase commercial insurance through a commercial insurance carrier, the City of Arcata participates in an intergovernmental arrangement through which a group of cities and towns (referred to as the members) contribute to a shared fund that pays for liability and workers' compensation claims and provides risk management services. That fund is often commonly referred to as a pool. Pools are empowered to exist through the sections of the California Government Code known as joint powers authority (JPA), which allow two or more like entities to pool funds to pay for claims.

The City of Arcata is a member of both the CIRA and REMIF JPAs. CIRA provides coverages for liability, workers' compensation, property, public officials' errors and omissions, auto physical damage, special events, fidelity bonds, cyber liability, and other ancillary benefits. REMIF is the JPA in which the City obtains its medical and health coverages.

DISCUSSION:

Per the bylaws of each of these two JPAs, each member entity's governing board or designated official has the responsibility to appoint a Director and Alternate Director to serve on the JPA's Board of Directors and act on behalf of the member entity on all matters coming before the Board. The employees currently serving as the Director, Danette Demello, and Alternate Director, Karen Diemer, both have plans to retire this year.

The Finance Director's deep familiarity with the City's current programs, projects and budgets, make Tabatha Miller well suited to the position of Director and making informed decisions on behalf of the City at the Board of Directors meetings, which are held at least annually. The Contracts & Special Projects Manager's familiarity with insurance coverages and risk transference in contracts, risk management, and City capital improvement projects make Danielle Allred well suited to stand-in as needed as the Alternate Director. Therefore, it is recommended the Council appoint the City's Finance Director, Tabatha Miller, and the City's Contracts & Special Projects Manager, Danielle Allred, to serve as the Director and Alternate Director, respectively.

Additionally, it is recommended that the Council duly designate the City Manager as the official authorized to make future changes to the City of Arcata's appointments of employees serving as the Director and Alternate Director on the CIRA and REMIF Boards of Directors.

BUDGET/FISCAL IMPACT:

The Board of Directors meetings for CIRA and REMIF are scheduled to occur at least once annually. The meetings for both Boards are scheduled consecutively and in the same location. The meeting location is subject to change, and the Budget/Fiscal impact will depend on the costs of travel to and from the selected meeting location. Most of the travel and meeting costs for two City representatives to attend the meeting are covered by the JPAs. Costs for any additional attendees would come from the attendee's department budget.