



Willows City Council Regular Meeting

March 12, 2024
Willows City Hall
6:00 PM

City Council
Gary Hansen, Mayor
Evan Hutson, Vice Mayor
Rick Thomas, Council Member
Forrest Sprague, Council Member
David Vodden, Council Member

City Manager
Marti Brown

City Clerk
Amos Hoover

201 North Lassen Street
Willows, CA 95988
(530) 934-7041

Agenda

Watch the Council meeting online via Zoom (Passcode 95988):

<https://us06web.zoom.us/j/88951212670?pwd=I4iBSPmbNMSALW6cLLmsiqd2BR3Eke.1>

Remote viewing of the City Council meeting for members of the public is provided for convenience only. In the event that the remote viewing connection malfunctions for any reason, the City Council reserves the right to conduct the meeting without remote viewing.

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **CHANGES TO THE AGENDA**

5. **PRESENTATION**

a. **Managing Sidewalk Liability**

Recommendation: Receive presentation and provide feedback and direction to staff.

Presenter: Marcus Beverly, Program Administrator, Northern California Cities Self-Insurance Fund (NCCSIF – JPA)

Contact: Marti Brown, City Manager, mbrown@cityofwillows.org

b. **Master Fee Schedule - Project Update**

Recommendation: Receive presentation on the Master Fee Schedule Project – Comprehensive Update and provide any feedback.

Contact: Joe Bettencourt, Community Development & Services Director, jbettencourt@cityofwillows.org

6. **PUBLIC COMMENT & CONSENT CALENDAR FORUM**

All matters on the Consent Calendar are considered routine and are approved by one motion and vote, unless Councilmembers or the City Manager first requests that a matter be removed for separate discussion and action. Individuals wishing to address the City Council concerning Consent Calendar items or regarding matters that are not already on the agenda are invited to make oral comments of up to three minutes at this time. Please address your comments to the Mayor and Councilmembers, and not to staff and/or the audience. By State law, the Council is not permitted to undertake any action or discussion on any item not appearing on the posted agenda. If you have any documentation that you would like distributed to the City Council, please mail it to the City Clerk at 201 North Lassen Street, Willows, CA 95988 or email it to: ahoover@cityofwillows.org.

a. **Register Approval**

Recommended Action: Approve general checking, payroll, and direct deposit check registers.

Contact: Amos Hoover, City Clerk, ahoover@cityofwillows.org

b. **Minutes Approval**

Recommended Action: Approve the February 27, 2024, meeting minutes.

Contact: Amos Hoover, City Clerk, ahoover@cityofwillows.org

c. **Amendment – Willows Employee Association (WEA) Memorandum of Understanding (MOU)**

Recommended Action: Approve amendment to the WEA’s MOU approving the United Public Employees of California (UPEC) to represent the bargaining unit in labor negotiations and all areas of bargaining.

Contact: Marti Brown, City Manager, mbrown@cityofwillows.org

7. **DISCUSSION & ACTION CALENDAR**

All matters in this section of the agenda are discussed and will be acted on individually. Individuals wishing to address the City Council concerning any of these items are invited to make oral comments of up to three minutes at this time. Please address your comments to the Mayor and Councilmembers, and not to staff and/or the audience. When the Mayor calls for public comment, please raise your hand to be acknowledged. While not required, the City requests that you please state your name clearly for the audio recording. By State law, the Council is not permitted to undertake any action or discussion on any item not appearing on the posted agenda. If you have any documentation that you would like distributed to the City Council, please mail it to the City Clerk at 201 North Lassen Street, Willows, CA 95988 or email it to: ahoover@cityofwillows.org.

a. **Use of Façade Improvement Funds**

Recommended Action: Discuss potential uses of the remaining \$4,729.64 of Façade Improvement Funds.

Requested by: Councilmember Sprague

Contact: Forrest Sprague, Councilmember, fsprague@cityofwillows.org

b. **Agreement with Willows Unified School District to lease City-Owned Property**

Recommended Action: Authorize the City Manager to execute a lease agreement with the Willows Unified School District to lease City-owned property (APN: 002-031-005).

Contact: Marti Brown, City Manager, mbrown@cityofwillows.org

8. **COMMENTS & REPORTS**

- a. Council Correspondence
- b. City Council Comments & Reports
- c. City Manager’s Report

9. **CLOSED SESSION**

Pursuant to Government Code Sections §54954.3, the public will have an opportunity to directly address the legislative body on the item below prior to the Council convening into closed session. Public Comments are generally restricted to three minutes.

a. Conference with Labor Negotiators (§54957.6)

Agency Designated Representatives:

Marti Brown, City Manager and Carolyn Walker, City Attorney

Employee Organizations: WEA, UPEC, and Management

b. Public Employee Performance Evaluation (§ 54957)

Title: City Attorney

10. ADJOURNMENT

This agenda was posted on March 7, 2024.

Amos Hoover

Amos Hoover, City Clerk

A complete agenda packet, including staff reports and back-up information, is available for public inspection during normal work hours at City Hall or the Willows Public Library at 201 North Lassen Street in Willows or on the City's website at www.cityofwillows.org.

In compliance with the Americans with Disabilities Act, the City of Willows will make available to members of the public any special assistance necessary to participate in this meeting. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132). The public should contact the City Clerk's office at 934-7041 to make such a request. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

The City of Willows is an Equal Opportunity Provider.



PRESENTATION



Date: March 12, 2024
To: Honorable Mayor and Councilmembers
From: Marti Brown, City Manager
John Wanger, City Engineer
Subject: Managing Sidewalk Liability

Recommendation:

Receive the “Managing Sidewalk Liability” presentation (Attachment 1), review the attached supplemental materials, and provide any feedback and policy direction.

Rationale for Recommendation:

Sidewalk liability has been an ongoing issue for the City of Willows. As a result, and at the request of Councilmember Hutson, the City has requested the Program Administrator of the Northern California Cities Self-Insurance Fund (NCCSIF) to present on the subject matter from a liability and insurance perspective. In addition, staff included other supplemental and related materials from a previous staff presentation.

Background:

In the fall of 2023, during a discussion related to sidewalk hazards and city liability, Councilmember Hutson requested a public presentation to the Council on this topic. As a result, staff invited the Program Administrator, Marcus Beverly, of the NCCSIF JPA (of which the City is a member) to present on this topic (Attachments 1 and 2).

In addition, and as indicated by the attachments, staff have presented on this topic before including proposing an extensive Sidewalk Repair Program (Attachments 3, 4, 5, 6 and 7).

Discussion & Analysis:

The City of Willows is the only City included in the NCCSIF JPA that does not have a sidewalk-related liability ordinance in its municipal code consistent with State law and protecting the City from future liability should a member of the public become injured while using a public sidewalk.

As the City is currently overhauling its municipal code, staff recommend adding a sidewalk ordinance to the municipal code and protecting the city from future liability.

Fiscal Impact:

There is no fiscal impact by receiving this presentation.

Attachments:

- Attachment 1: *Managing Sidewalk Liability*, Powerpoint Presentation
- Attachment 2: FY 2023-24 NCCSIF Annual Report
- Attachment 3: Sidewalk Replacement Program, Staff Report
- Attachment 4: Sidewalk Replacement Program, PPT
- Attachment 5: Sidewalk Repair Estimates (based on ADA study)
- Attachment 6: Sidewalk Repair Priority - Completed
- Attachment 7: Sidewalk Repair Priority – School Routes

MANAGING SIDEWALK LIABILITY

Willows City Council
March 12, 2024

Presented by
Marcus Beverly
NCCSIF Program Manager
Alliant Insurance Services

NORTHERN CALIFORNIA CITIES
SELF INSURANCE FUND
2023-2024 ANNUAL REPORT



Introduction

Willows is a Member of Northern California Cities Self Insurance Fund

- Administered by Alliant Insurance Services
- Willows is self-inured for Liability claims up to \$50,000 and Workers' Compensation up to \$100,000
- Please see Annual Report for More Information

PURPOSE

Provide an overview of the liability risks associated with sidewalks and what you can do to reduce those risks, including:

- Ordinance(s)
- Inspection & Maintenance Programs
- Best Practices

OUTLINE/AGENDA

- Sidewalk Claims & Ordinance
- Inspection & Maintenance
- Best Practices



CLAIMS & ORDINANCE



Sidewalk Claims for One JPA



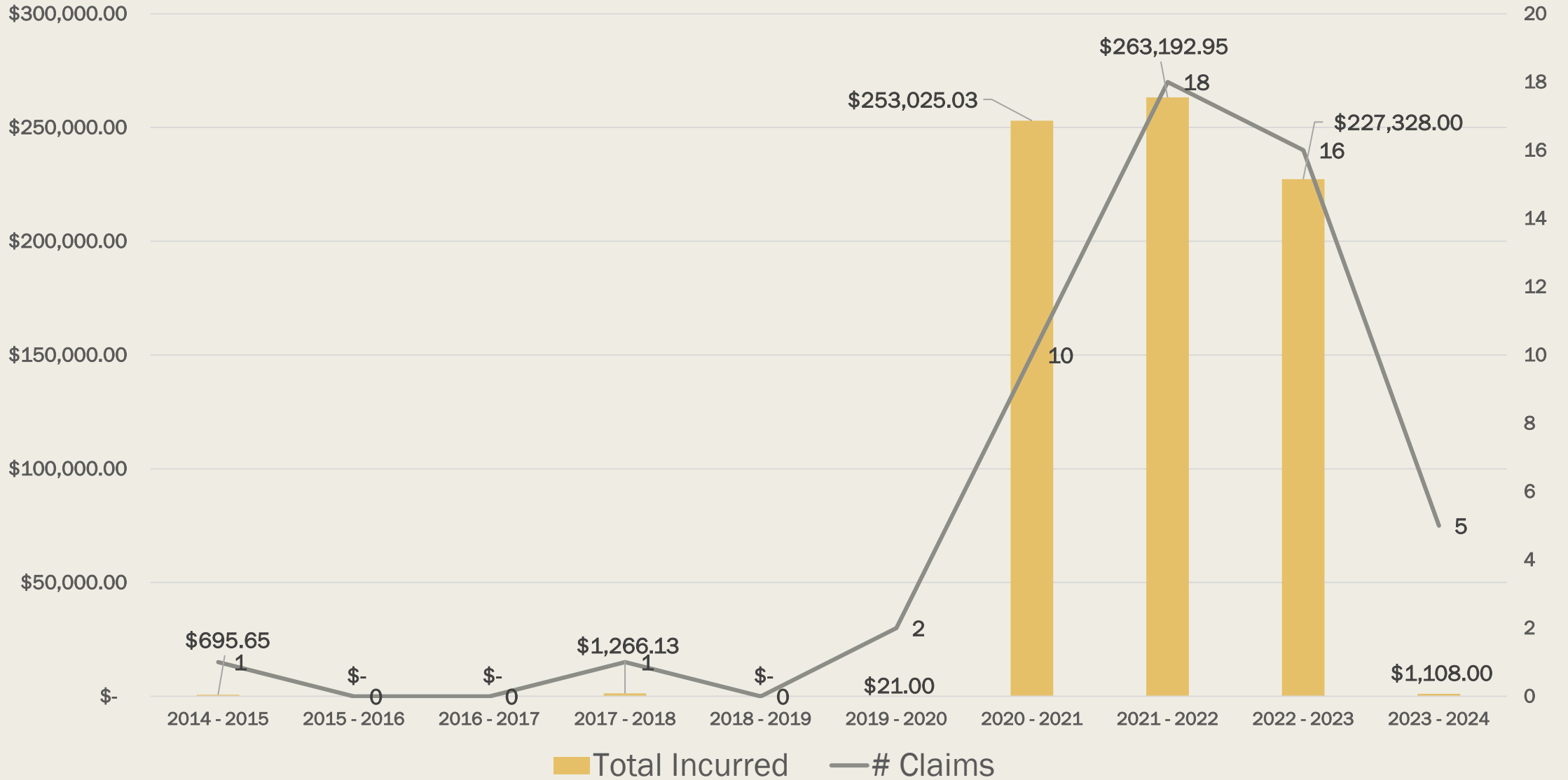
- 200 + Total Claims Over last 10 years
- \$3.4 Million Paid
- 8.5% of All Claims (2nd highest cause)
- 7% of All Paid (4th highest severity)
- \$23,994 Average Paid 2012-2022; 9 claims > \$100,000
- One Claim in 2019 = \$623,709
- Over 30 ADA related sidewalk/access discrimination claims
- Five ADA- Related Claims From Same Person = \$400,000
 - Does NOT include cost to correct!
 - *L.A. agrees to spend \$1.3 billion to fix sidewalks in ADA case*
- New claims for allowing homeless to block ADA access



Before

After

Willows Sidewalk Related Claims



Willows Liability Experience Mod Factor Increasing 19% for 24/25; from 1.1 to 1.3

The Problem



- Varies by city
 - *Aging infrastructure*
 - *Poor street tree selection*
 - *Rural feel v. developed areas*
 - *Lack of documented inspections*
 - *Budgets strained for repairs*
- Losses are frequent and *add up*
- Most claims are within member deductible

The History

Legal History



- **Common Law** – adjoining property owner had no duty to maintain sidewalks and therefore no liability for mere failure to maintain. Could be liable for other acts of negligence.
- **Streets and Highways Code §5610 (1941)** – property owner has duty to maintain adjacent sidewalk and can be *liable to the municipality* if it is forced to repair or maintain. However, owner not liable for damages to the public for failure to maintain.

Current law unless local ordinance applicable

Current Situation With No Ordinance

THE DOs & DON'Ts
OF RESIDENTIAL PARKWAY LANDSCAPING

Did you know? The parkway is the area between the curb and the sidewalk (if there is no sidewalk, then it is the area between the curb and the property line). The parkway is owned by the City and maintained by the property owner, except for City-installed trees. Landscape improvements to this area require a permit and must comply with City guidelines outlined in Municipal Code 12.20.010.

MAY BE PERMITTED:

- ✓ ROCK
- ✓ SHRUBS UNDER 24 IN. TALL
- ✓ PALM TREES
(So long as property owner signs liability/maintenance waiver)
- ✓ PLANTER BOXES
(At the discretion of the Public Works Director)
- ✓ CALIFORNIA-FRIENDLY PLANTS

NOT PERMITTED:

- ☒ CACTUS
- ☒ FRUIT TREES
- ☒ FICUS OR CYPRESS TREES
(for list of all non-acceptable, damaging trees visit our website BuenaPark.com)
- ☒ PEA GRAVEL OR BARK

NOT IN COMPLIANCE?

TALK TO US TODAY!

- Apply for a no fee permit at the Public Works Counter
- No architectural drawings required

Enforcement will begin June 1, 2019

CITY OF BUENA PARK
PUBLIC WORKS DEPARTMENT
(714) 562-3676
6650 BEACH BLVD.
BUENA PARK, 90620
BUENAPARK.COM

- Property owner has duty to MAINTAIN sidewalk except if City created the problem (tree?)
 - CA Streets & Highways Code § 5610
- City is liable for damages due to property owner's failure to maintain and for hazards the City or *third persons* create, including *defective utility work or boxes*
- Property owner is liable for damages arising from *hazards they create or if they exercise dominion or control* over the abutting sidewalk.

The “San Jose” Ordinance

14.16.2205 - Liability for injuries to public.

The property owner required by [Section 14.16.2200](#) to maintain and repair the sidewalk area [shall owe a duty to members of the public](#) to keep and maintain the sidewalk area in a safe and nondangerous condition. If, as a result of the failure of any property owner to maintain the sidewalk area in a nondangerous condition as required by [Section 14.16.2200](#), any person suffers injury or damage to person or property, the property owner shall be liable to such person for the resulting damages or injury.

Court's Reasoning in Upholding Ordinance



■ Serves important public policy purpose

- Provides an additional level of responsibility
- Owners often in the best position to quickly identify and address potentially dangerous conditions
- Provides incentive for property owners to maintain

Gonzales v. City of San Jose opinion

125 Cal.App.4th 1127 (Cal. Ct. App. 2004)

- Ordinance does not absolve City of liability for dangerous conditions on sidewalks
- *Both* city and property owner could be liable

Pros/Cons



It's Risk Management 101

- Fair to *enable* liability arising from city property to owner who has no say in how built or used?
 - *Person who has duty to maintain is normally liable for their failure and such liability is transferred routinely in contracts*
 - *City still retains property owner liability*
- Insurance companies prepared to shoulder?
 - *One more reason to cancel?*
 - *One more pot of money for plaintiffs?*
- How should risk be paid for?
 - *By taxpayers generally or by owner and insurance?*
 - *City not doing its duty if doesn't at least consider ordinance?*

Bottom Line on Ordinance

- You are *enabling* liability to third parties against the property owner for damages arising from failure to maintain
- NOT a free pass on liability or duties of the City
- Risk management best practice – have obligation to transfer?
- Should be part of *public education and outreach program*
 - Provide guidance and **incentives if possible**
- Result is a more effective program for maintaining sidewalks and reducing claims

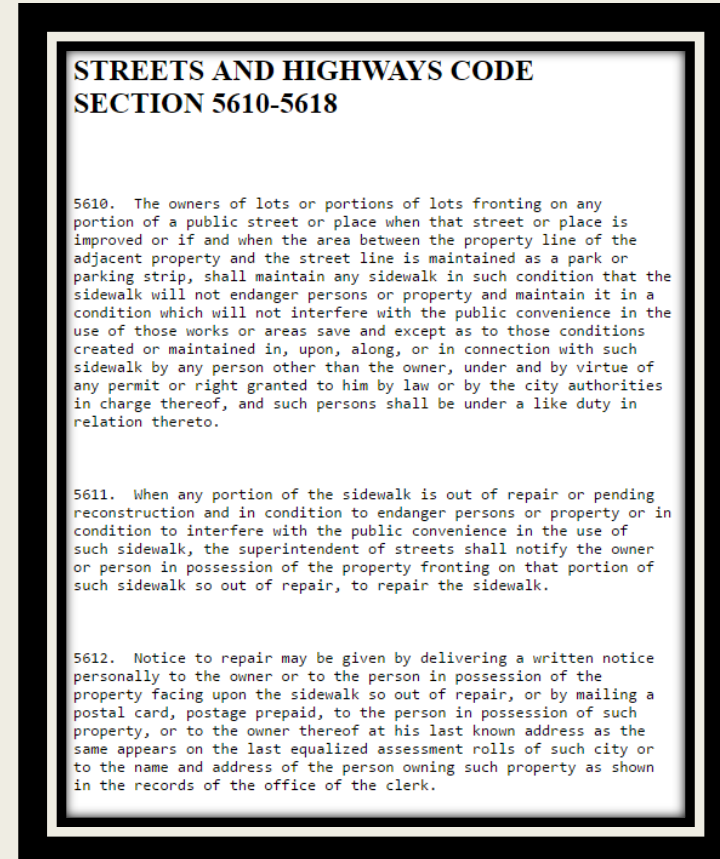
Recommended Best Practices



- Local Ordinance at least as broad as S&H code
- Liability transfer ordinance should be considered by Council
- *Look at trees, too! Who owns?*
- Documented inspection program
- Active maintenance program (duty to inspect)
 - *Warn, restrict, repair, remove*
 - *Notify property owner of maintenance obligation*
 - *Follow up, repair and bill if needed*
 - *Offer incentives*

Things to Consider

- Streets and Highway Code specific format for notices of repair to homeowners
- Administrative cost sending notices can be as expensive as repairing hazard. Average cost for PCC to repair property line \$125-150
- Political climate to enforce Streets and Highway Code, lien residents' homes
- Don't forget City owned property or sidewalk lifted by city trees
- Head in the sand approach doesn't work
- Having a Program in place is best practice to reduce liability



Resources



- NCCSIF Sidewalk Liability Best Practices & Management Program Template - <https://www.nccsif.org/>
- City of Sacramento Sidewalk Maintenance Program Handbook
- “But It’s Your Sidewalk” – League of CA Cities
- ADA Best Practices Tool Kit for State and Local Governments
- City of Gilroy 50-50 program
<https://www.cityofgilroy.org/DocumentCenter/View/681/Sidewalk-Repair-Program>
- Contact your JPA staff or risk management consultant for more

In Summary

- Pass, or at least Council consider, a “San Jose” ordinance
 - *Risk Management Best Practice*
 - *Or provide funding/program/outreach*
 - *Tackle trees, too!*
- Have an Inspection and Maintenance Program
 - *Prioritize areas and hazards*
 - *Don't forget ADA issues*
- Repair and Service Options
 - *Cutting v. Grinding*
 - *Crew Efficiency*

Comments/Questions?

Thank You!

NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND 2023-2024 ANNUAL REPORT



LETTER TO OUR MEMBERS

Dear Members,

I am proud to serve as President of the NorCal Cities Self Insurance Fund (NCC) and present their Annual Report for FY 23/24. In this 44th year of operation the risks that challenge our member cities continue to evolve and show no signs of letting up, from wildfires to cyber-attacks to record snow and flooding. Given these challenges, I am confident NCC will continue to serve members by making adjustments and decisions that allow us to respond and prepare for present and future risks.

The JPA was formed in the late 1970's when the concern was Workers' Compensation coverage. In the 1980's members were faced with a liability insurance crisis and NCC responded by creating a self-insured Liability Program. In the past few years, we have faced an unprecedented "hard market" cycle with most lines of coverage extremely challenging to place. Liability judgements and settlements continue to set records in an environment often unfriendly to public agencies. Property insurance is increasingly expensive and harder to find, with carriers increasing rates, decreasing coverage, and pulling out of California entirely. The only recent good news is the Cyber market has stabilized after a few years of extreme volatility.

NCC members have responded to this environment with continued focus on risk management and conservative funding. The group added training and services related to wildfire, cyber, and critical incident risk management while continuing to address public safety and public works risks. In FY 22/23, over \$675,000 was allocated to member risk management programs and reserves, and three members received NCC's first Cash for Safety Culture Awards for their efforts. This dual focus on risk control and conservative funding is reflected in the results; during FY 22/23, Net Position increased \$1,475,442 *after* payment of dividends totaling \$2,745,542.

The **Workers' Compensation Program** continues to provide stable results, with an underlying NCC rate decrease of (9.7%) and a net increase of 2% in total funding, *reducing the impact of a 29% increase in excess insurance*. Net Position increased by \$1,616,297 to \$18.6 million after more than \$1.3 million in dividends were returned to members. And while challenges accessing prompt and effective medical treatment continue to impact return to work programs, we were successful in working with other organizations and a new partner to open a clinic in Chico, an underserved area for our members.

The **Liability Program** has experienced similar though more dramatic results. NCC's self-insured funding has been relatively stable while weathering big increases in excess coverage costs, driven by more frequent severe claims against public entities in general. The rate for the self-insured coverage increased by 7.6% while increasing the self-insured retention from \$750,000 to \$1,000,000. Excess coverage increased 21%, representing 43% of the total funding increase in FY 23/24. In FY 22/23, Net Position decreased (\$140,855) after payment of dividends totaling \$468,889 and an unrealized investment decrease of (\$196,210).

Members will continue to face challenges in this unprecedented environment, and NCC will continue to be a valuable partner delivering on its mission to protect member resources by providing access to broad coverage and quality services at rates more competitive than members could obtain on their own. As NCC President I am pleased to support the continued success of the group in providing exceptional service, coverage, and sound risk management practices to our members.

Sincerely,



Rachel Ancheta – NORCAL CITIES President, Human Resources Director- City of Dixon



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HISTORY OF THE JPA

NCCSIF was **founded in 1979** as the Northern California Cities **Workers' Compensation Fund**.

Formed as a Joint Powers Authority (JPA), it is **one of the first pooled municipal programs in California**.

In 1981, members formed the Liability Program to apply the same concepts of pooling coverage for comprehensive coverage designed for municipalities.

In 1987, the Joint Powers Authority's name was changed to **Northern California Cities Self Insurance Fund (NCCSIF), rebranded as NorCal Cities, or NCC, for the group's 40th anniversary**.

The same year NorCal Cities began to offer group purchase of:

- Property,
- Crime, and
- Employee Assistance Program (EAP) coverage.

In 1991, the pool **began shared risk programs** for Liability and Workers' Compensation.

The group has **grown to twenty-two cities** that pool coverage to \$500,000 for Workers' Compensation and \$1,000,000 for Liability.

In 1993, NCC joined CJPRMA for Excess Liability Coverage.

The same year, NorCal Cities became one of the first pools to achieve **CAJPA Accreditation with Excellence**.

In 2003, NorCal Cities joined CSAC-EIA for Excess Workers' Compensation Pooled Coverage.

Since 2008 the pool has expanded coverage and increased the number and variety of risk management services and resources for members, including:

- **Cyber and Pollution Liability Coverage** through the Property Program
- Online training and risk management resources through Vector Solutions
- **Sewer operations risk management** through DKF Solutions
- Police Policy updates and training through Lexipol
- Body-worn camera grants for police agencies
- **Risk Management Best Practices and Scorecard** to benchmark and improve member operations
- Comprehensive Risk Assessments, training, and consultation from Sedgwick Risk Services
- **Deadly Weapons Response Coverage** to assist members in responding to such incidents.
- Cyber Excess and Risk Control Resources
- **Wildfire Risk Assessments** and mitigation

Among the training topics this year were Aquatics Risk Management, AB 1234 and AB 1825, Verbal Judo, Ergonomics, Insurance Requirements in Contracts, and Risk Management 101. ACI Specialty hosted trainings on several topics, including Fostering Resiliency, Emotional Intelligence, and Effective Communication.

MISSION STATEMENT

The Northern California Cities Self Insurance Fund (NCC) is an association of municipalities joined together to *protect Member resources* by stabilizing risk costs in a reliable, economical and beneficial manner while providing members with broad coverage and quality services in risk management and claims management.

GOVERNANCE

NorCal Cities operates under the direction of its 22 Member Cities, with each member represented on the Board of Directors. The Executive Committee consists of seven to eleven members that rotate on a geographical basis, with the President, Vice President and Treasurer elected by the Board. Four other committees review and make recommendations regarding risk management, claims, or financial issues.



BOARD OF DIRECTORS

The Board of Directors is composed of a representative appointed by the City Council of each member agency. An Alternate Representative is also appointed to serve and may vote in the Board Member's absence. Current Board Members and Alternates are listed below.

Member	Board Director	Alternate
City of Anderson*	Christy White	Jeff Kiser
City of Auburn	Jennifer Leal	Sean Rabe
City of Colusa	Ishrat Aziz-Khan	Shelly Kittle
City of Corning*	Brant Mesker	Vacant
City of Dixon	Rachel Ancheta	Kate Zawadzki
City of Elk Grove	Melissa Rojas	Kara Reddig
City of Folsom*	Allison Garcia	Steven Wang
City of Galt*	Stephanie Van Steyn	Lorenzo Hines Jr.
City of Gridley	Eliza Arteaga	Jodi Molinari
City of Ione	Jodi Steneck	Amy Gedney
City of Jackson*	Vacant	Dalacie Blankenship
City of Lincoln	Veronica Rodriguez	Claire True
City of Marysville	Jennifer Styczynski	Vacant
City of Nevada City	Sean Grayson	Gabrielle Christakes
City of Oroville	Elizabeth Ehrenstrom	Vacant
Town of Paradise	Vacant	Crystal Peters
City of Placerville*	Dave Warren	Cleve Morris
City of Red Bluff	Tom Westbrook	Anita Rice
City of Rio Vista*	Jennifer Schultz	Jen Lee
City of Rocklin	Vacant	Amanda Tonks
City of Willows*	Vacant	Marti Brown
City of Yuba City	Spencer Morrison	Natalie Springer

***Founding Members**

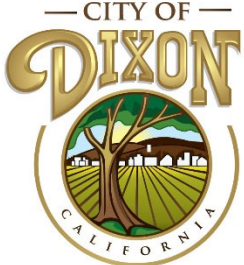
GOVERNANCE



EXECUTIVE COMMITTEE

The Executive Committee is a standing committee of the Board that acts as a steering committee for overall operation of the JPA and has been delegated certain duties in the Bylaws. The President of the Board serves as the Chair of the Committee, with the Vice President and Secretary as voting members. Remaining voting seats are selected on a rotating geographical basis. The Treasurer and CJPRMA Board Representative are non-voting members of the Committee.

Member	Name	Position
City of Dixon	Rachel Ancheta	President
City of Yuba City	Spencer Morrison	Vice President
City of Rio Vista	Jen Lee	Treasurer
City of Marysville	Jennifer Styczynski	Secretary
City of Anderson	Christy White	Member-at-large
City of Auburn	Jennifer Leal	Member-at-large
City of Folsom	Allison Garcia	Member-at-large
City of Nevada City	Sean Grayson	Member-at-large
City of Rio Vista	Jennifer Schultz	Member-at-large
City of Rocklin	Amanda Tonks	Member-at-large
City of Willows	Marti Brown	Member-at-large



GOVERNANCE

CLAIMS COMMITTEE

The Claims Committee reviews claims in the Shared Risk Layer, authorizes settlements, and makes determinations on coverage. The Claims Committee has settlement authority from a Member's Banking Layer up to \$250,000, and the Executive Committee has authority to settle claims above that amount for both Liability and Workers' Compensation. The Committee also reviews NorCal Cities' claims management practices, claim audits, litigation management and approved attorney lists and makes recommendations as needed. The Executive Committee appoints members to the Claims Committee from their ranks.



FINANCE COMMITTEE

The Board of Directors has delegated financial investment authority and other duties to the Executive Committee. The Executive Committee delegates these duties to the Finance Committee on an as-needed basis. The Treasurer is appointed annually by the Board and serves as the Chair of the Finance Committee.

RISK MANAGEMENT COMMITTEE

NorCal Cities established a Risk Management Committee in 1991, comprised of at least one member from each City. Over the years, it has been enriched by participation from employees from Public Works, Finance, Human Resources, Police, Fire, and City Management who have contributed a broad range of ideas and best practices to the members.

The Committee's goal is to foster member risk management programs to reduce the frequency and severity of accidents and claims for loss or damage. Recognizing this goal, the Committee recently approved a **Cash for Safety Culture Award Program** to recognize and reward Members for promoting a positive safety culture within their organizations. The Committee annually recommends and administers a budget to provide each member hands-on risk management consultation and training. For FY 23/24, the risk management budget is \$504,616, or 33% of the pool's administration expenses.

POLICE RISK MANAGEMENT COMMITTEE

Given the importance of managing public safety risks and the unique nature of their operations, members formed a separate Police Risk Management Committee, and all members with police departments are encouraged to participate. Members meet quarterly to share risk management tips, keep abreast of legislative and case law changes, and attend a training session at each Committee meeting.

The Committee also reviews major claims for risk management practices that can be shared or improved and evaluates equipment to prevent or minimize losses. Over the last twelve years, members have approved a **total of \$600,000 in grant funds to implement body-worn camera programs**, purchase protective gear, and other risk management goods and services. Each meeting includes feedback on how effective the funding and risk management techniques have been in **reducing the number of claims and their severity**.

Over the last year the committee has hosted training sessions including Social Worker, Therapist, Cop: Managing Today's Police Risk; Fortifying Personal Wellness, SB2 Implementation, Social Media Training, Tactical Driving for Law Enforcement, and Legislative update.



City of Yuba City Police Department

FY 23/24 MEMBERS PARTICIPATING IN EACH PROGRAM

MEMBER	POOLED PROGRAMS		GROUP PURCHASE						INDIVIDUAL PURCHASE						Alliant Special Events Program
	WORKERS' COMP	LIABILITY	APIP PROPERTY/Pollution/Cyber	APIP - Auto Physical Damage	APIP - FLOOD	EXCESS CYBER	ACIP - CRIME	ID FRAUD	ADWRP - DEADLY WEAPON RESPONSE	AMVP - Auto Physical Damage	AIRPORT	POLLUTION	DIC-Earthquake	Fiduciary Liability	
City of Anderson	✓	✓	✓			✓	✓	✓	✓	✓				✓	✓
City of Auburn	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓
City of Colusa	✓	✓	✓			✓	✓	✓	✓	✓				✓	✓
City of Corning	✓	✓					✓	✓						✓	
City of Dixon	✓	✓	✓			✓	✓	✓	✓	✓				✓	✓
City of Elk Grove	✓							✓	✓						✓
City of Folsom	✓	✓	✓	✓		✓		✓	✓	✓			✓	✓	✓
City of Galt	✓	✓	✓			✓	✓	✓	✓	✓					
City of Gridley	✓	✓	✓			✓	✓	✓	✓	✓				✓	
City of Ione	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	✓
City of Jackson	✓	✓	✓			✓		✓		✓				✓	✓
City of Lincoln	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓		✓	
City of Marysville	✓	✓	✓		✓	✓	✓	✓	✓	✓				✓	
City of Nevada City	✓							✓							✓
City of Oroville	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓				
Town of Paradise	✓	✓	✓			✓	✓	✓	✓	✓				✓	✓
City of Placerville	✓							✓							✓
City of Red Bluff	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓		✓	
City of Rio Vista	✓	✓	✓			✓	✓	✓		✓	✓			✓	✓
City of Rocklin	✓	✓	✓			✓	✓	✓	✓	✓					✓
City of Willows	✓	✓					✓	✓						✓	
City of Yuba City	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					✓

APIP = Alliant Property Insurance Program
ADWRP = Alliant Deadly Weapon Response Program

ACIP = Alliant Crime Insurance Program
AMVP = Alliant Mobile Vehicle Program

LIABILITY PROGRAM

COVERAGE HIGHLIGHTS

The Liability Program provides coverage for losses Members become legally obligated to pay as damages due to:

- **Bodily Injury and Property Damage,**
- **Employment Practices Liability (EPL),**
- **Personal Injury, and**
- **Public Officials' Errors or Omissions.**

Coverage is included for the Member City and its commissions, agencies, districts, authorities, boards, or similar entities coming under the Member's direction or control, in addition to officials, employees, or volunteers while acting for or on behalf of the Member.

The program is divided into **three separate coverage layers** - Banking, Shared Risk and Excess Coverage, as illustrated in the table to the right.

All three coverage layers include self-insurance. The **Banking Layer is funded to pay for each Member's own claims**, like a pre-funded deductible. The Shared Risk Layer is funded to pay for claims that are shared by all NorCal Cities Members. The Excess Layer is funded through the [California Joint Powers Risk Management Authority \(CJPRMA\)](#).



**CALIFORNIA JOINT POWERS
RISK MANAGEMENT AUTHORITY**

CJPRMA members pool risk up to \$7,500,000 and purchase excess reinsurance for total limits up to \$40,000,000, inclusive of NCC's Self-Insured Retention (SIR) of \$1,000,000 per occurrence, an increase from \$750,000 in FY 22/23 and \$500,000 in past years, an indication of the increasing severity of claims. Other sublimits apply, including for Employment Practices Liability (EPL) and subsidence coverage. While the last few years have seen tremendous increases in reinsurance pricing and reductions of coverage, CJPRMA has continued to provide broad coverage, valuable risk management training, and professional excess claim management services.



City of Yuba City



City of Galt

...such Person and its Subsidiaries, taken into account their debts as such Person may have, taking into account such Person's obligations as a creditor of such Person, and amount or in respect of such Person's obligations as a creditor of such Person as of the Effective Date of the extension of credit. In the event of the pro of credit and after the Effective Date of the extension of credit, the proceeds of such extension of credit. In definition, (i) "debt" means liability on a "claim" means any (x) right to payment, whether or not such liability is a claim against consolidated, affiliated, or

<p style="text-align: center;"><u>Excess Layer</u></p> <p style="text-align: center;">Excess Insurance: \$7,500,000 to \$40,000,000 EPL Coverage Limit: \$12,500,000 CJPRMA Members: \$1,000,000 to \$7,500,000</p>
<p style="text-align: center;"><u>Shared Risk Layer</u></p> <p style="text-align: center;">Banking Layer Limit to \$1,000,000</p>
<p style="text-align: center;"><u>Banking Layer</u></p> <p style="text-align: center;">Folsom: \$0 to \$100,000 All Other Members: \$0 to \$50,000</p>

LIABILITY PROGRAM

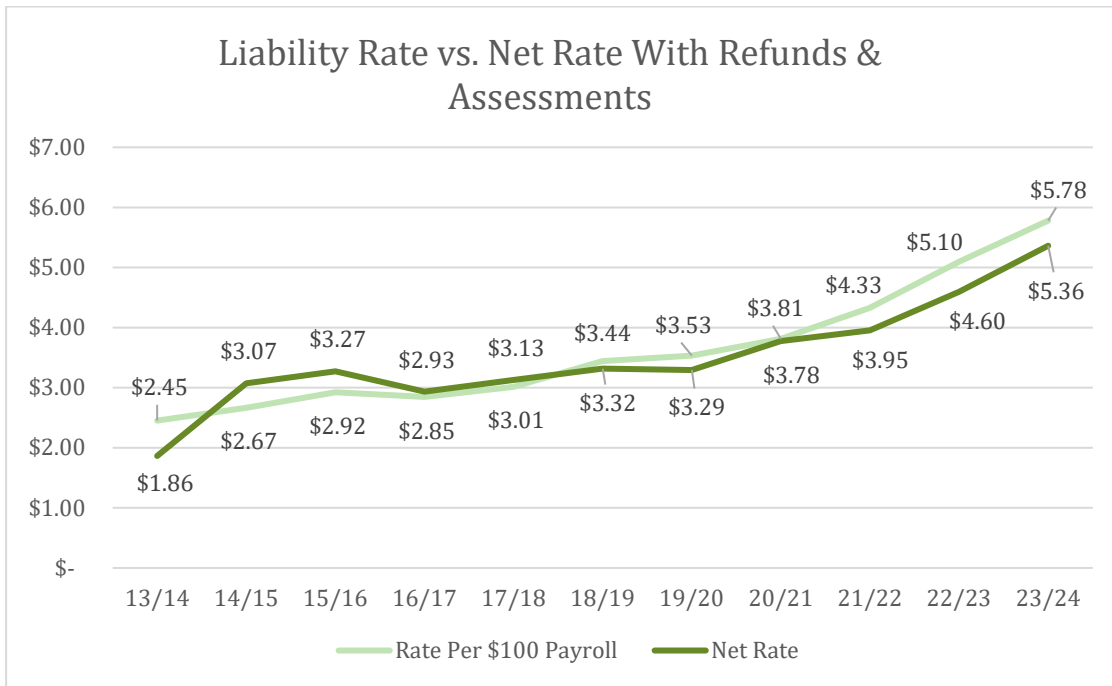
FINANCIAL HIGHLIGHTS

Total FY 23/24 funding for the Liability Program is \$13,733,453. Members have agreed to maintain the funding Confidence Level at 80% despite recent funding increases, including 21% for the current year. Member payroll accounted for 5% of this year's increase, with the base rate for the NCC coverage increasing by 7.6%. *The excess insurance market continues to be challenging* but shows some signs of easing, with an increase of 21%, compared to 26% last year and 103% in FY 21/22. Increased funding confidence levels have resulted in a decrease in Net Position of (\$140,855) after dividends of \$468,889 and unrealized investment losses of (\$196,210).

PROGRAM HIGHLIGHTS

The Board of Directors annually reviews the Banking and Shared Risk financial status to evaluate the appropriateness of declaring either a refund or an assessment. **The Banking Fund returned net dividends of \$468,889** to Members who exceeded their target funding levels. The Shared Risk Layer continues to be stable with funding within target benchmarks. However, rates overall have been increasing due to extremely "hard" excess insurance market conditions. The following chart shows the historical rates with and without the impact of refunds and assessments.

Ten years ago, the Liability net rates remained near historic lows due to large dividends that continued for several years. The gross rate was \$2.45 in 2013 before climbing to \$3.44 in 2018, in part due to increased losses during a period when the SIR was \$1 million. The rate has also increased due to an **increase in the funding Confidence Level**, from 65% in 14/15, increasing to 80% in 18/19, where it remains today. The net rate exceeded the base rate over four years from 13/14 to 16/17 due to Shared Layer Assessments. Since that time, the Net Rate has remained below the gross rate due to Banking Layer dividends.



WORKERS' COMPENSATION PROGRAM

COVERAGE HIGHLIGHTS

California Workers' Compensation laws require every employer to provide benefits to employees for injury and/or illness arising out of, or in the course and scope of, employment. Statutory benefits prescribed by law include:

- **Medical Treatment**
- **Temporary Disability Payments**
- **Permanent Disability Compensation**
- **Rehabilitation**
- **Death Benefits**



Like the Liability Program, coverage is divided into three separate layers, Banking, Shared Risk and Excess as illustrated in the chart to the right.

All three coverage layers include self-insurance. The Banking Layer is funded to pay for each Member's own claims, like a pre-funded deductible. The Shared Risk Layer is funded to pay for claims that are shared by all NorCal Cities Members. The Excess Layer is funded through the [Public Risk Innovation, Solutions, and Management JPA \(PRISM\)](#).



<p style="text-align: center;"><u>Excess Layer</u></p> <p style="text-align: center;"><u>Excess Insurance</u>: \$5,000,000 to Statutory</p> <p style="text-align: center;"><u>PRISM Members' Claims</u> \$500,000 - \$5,000,000 Including Employer's Liability</p>
<p style="text-align: center;"><u>Shared Risk Layer</u></p> <p style="text-align: center;">Banking Layer Limit to \$500,000</p> <p style="text-align: center;"><i>NorCal Cities' Claims</i></p>
<p style="text-align: center;"><u>Banking Layer</u></p> <p style="text-align: center;">All Members: \$0 to \$100,000</p> <p style="text-align: center;"><i>Member's Own Claims</i></p>

PRISM is a risk-sharing pool of most of the counties and many cities and special districts in California. Since 2003, NorCal Cities has participated in PRISM, currently providing coverage from \$500,000 to \$5 Million and purchasing excess reinsurance to provide Statutory limits. The program also provides Employer's Liability Coverage up to \$5 Million. **PRISM provides a variety of risk management resources**, including online training, consulting, and monthly webinars on a variety of topics.

FINANCIAL HIGHLIGHTS

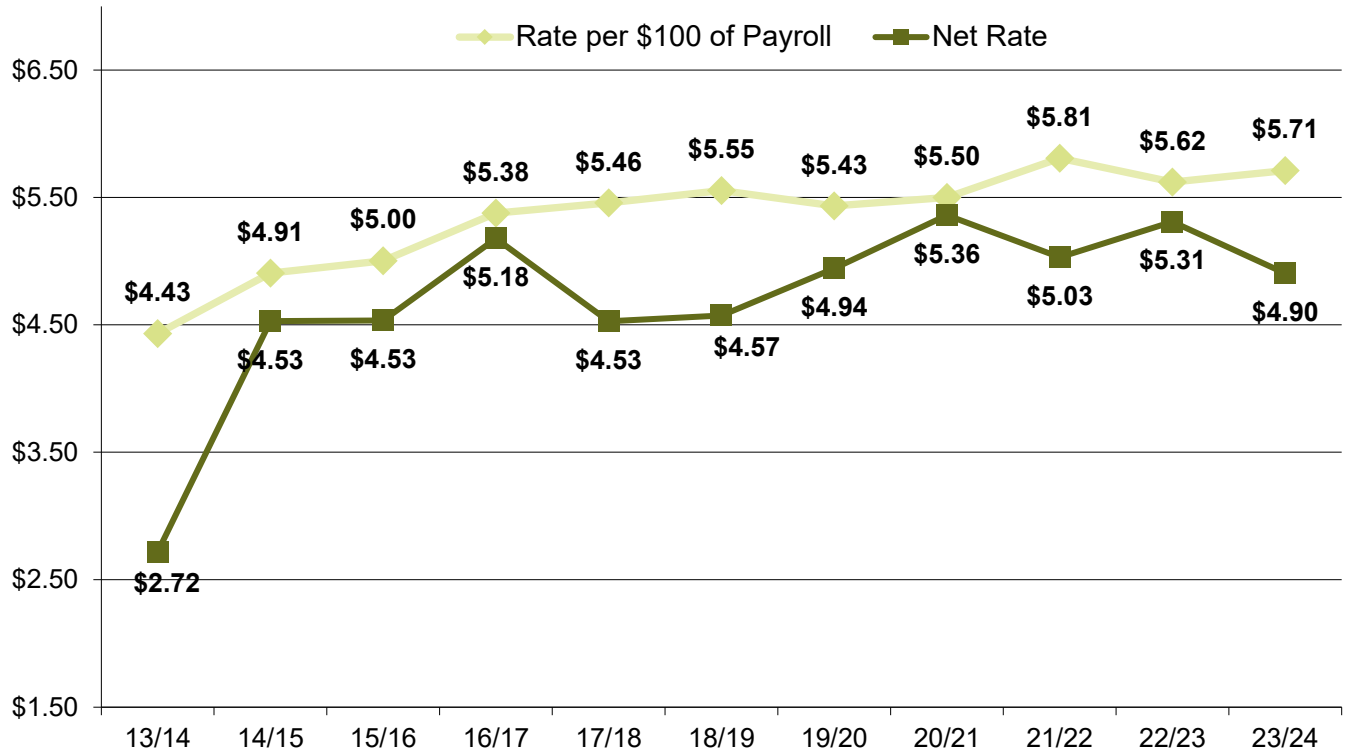
The total funding of the program for FY 23/24 is \$15,947,239 before dividends, an increase of 8% over the prior year, 2% above *the total payroll increase of 8%*. This is due to the **underlying NCC rate decreasing (9.7%)**, while excess coverage increased 29%. Over the last several years members have increased the annual funding confidence level from 60% to 80% and kept it there, a funding increase that has provided a consistently high margin for maintaining budget stability and meeting or exceeding financial benchmarks.

The Board of Directors annually reviews the Program's financial status to evaluate the appropriateness of declaring either a refund or an assessment. **In 2023 NorCal Cities returned dividends to members of \$315,370 the Shared Layer and \$1,063,090 in the Banking Layer.**

WORKERS' COMPENSATION PROGRAM

The following chart shows the historical rates with and without the impact of refunds and assessments. The rates decreased (9.7%) this year, with the gross rate at \$5.71 and the **net rate falling to \$4.90 due to net refunds of \$2,256,653**. Factoring in the refunds and assessments, the net rate has dipped as low as \$2.04 per \$100 of payroll. Rates were relatively low and stable from FY 09/10 to FY 13/14, largely due to the last regulatory reforms, but they have been increasing since then due to increases in disability benefits, medical inflation, COVID-19 claims, and new fee schedules for related services.

Work Comp Rate vs. Net Rate with Refunds & Assessments



PROGRAM HIGHLIGHTS

These results are due to a combination of cost containment strategies, including return to work programs with modified duty “bridge” assignments for injured workers. This despite a very challenging environment with rising medical and disability costs and a lack of qualified treatment facilities. NCC management and members worked together to support the opening of a new clinic in Chico and will continue to look for more treatment options.

LOOKING AHEAD

As we move in 2023, training will continue to be a major focus. NCC, together with CJPRMA, will be hosting the first ever Law Enforcement Training Day. Members will hear from a number of speakers discussing challenges specific to the Law Enforcement community including use of force, the impact of video evidence, and use of social media. Webinars emphasizing wellness and responding to adversity are scheduled, as well as a special risk management session from Gordon Graham, founder Lexipol.



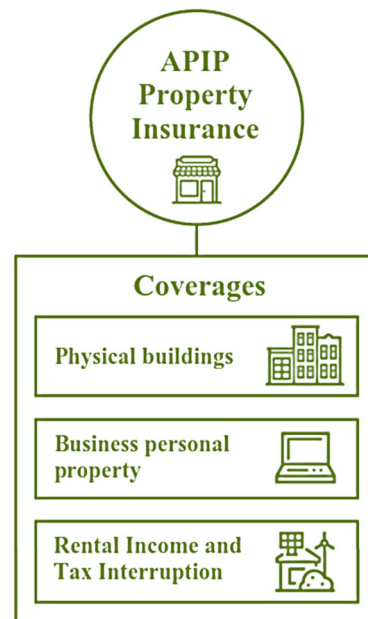
City of Auburn

PROPERTY PROGRAM

COVERAGE HIGHLIGHTS

NorCal Cities continues to offer coverage through the Alliant Property Insurance Program (APIP). This group purchase program provides the following coverages:

- **Broad Replacement Cost valuation**
- **\$25,000 All Risk Deductible per claim**
- **Rental Income and Tax Interruption**
- Course of Construction (Builder's Risk)
- **Auto Coverage with optional Replacement Cost**
- **Increased Cost of Construction (Code Upgrade)**
- Boiler & Machinery Coverage: \$100,000,000 limit per occurrence & \$10,000 deductible per claim
- **OPTIONAL Flood coverage** with deductible of \$100,000, or \$250,000 for Flood Zones A & V



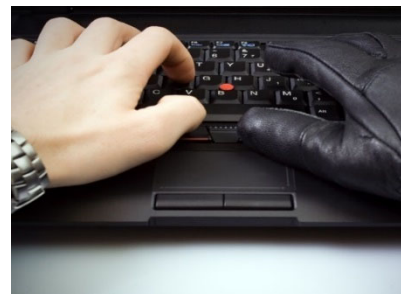
The APIP Property Program *automatically includes coverage for Pollution Liability as well as Cyber Liability.*

POLLUTION LIABILITY

- Shared limit of \$2M between all NorCal Cities members that participate in APIP
- New Pollution Conditions or Indoor Environmental Conditions Coverage: First-party and third-party coverage for **claims arising out of a pollution condition on, at, under or migrating from a covered location, or an indoor environmental condition** at a covered location
- Transportation Coverage: First-party and third-party coverage for claims arising out of a pollution condition resulting from transportation
- Non-Owned Disposal Site Coverage: Third-party coverage for claims arising out of a pollution condition on, at, under or migrating *from a non-owned disposal site*
- **Coverage for catastrophe management costs and emergency response costs** (first-party remediation costs incurred within seven (7) days following the discovery of a pollution condition) included, **provided that the claim is reported to the insurer within seven (7) days.**

CYBER LIABILITY

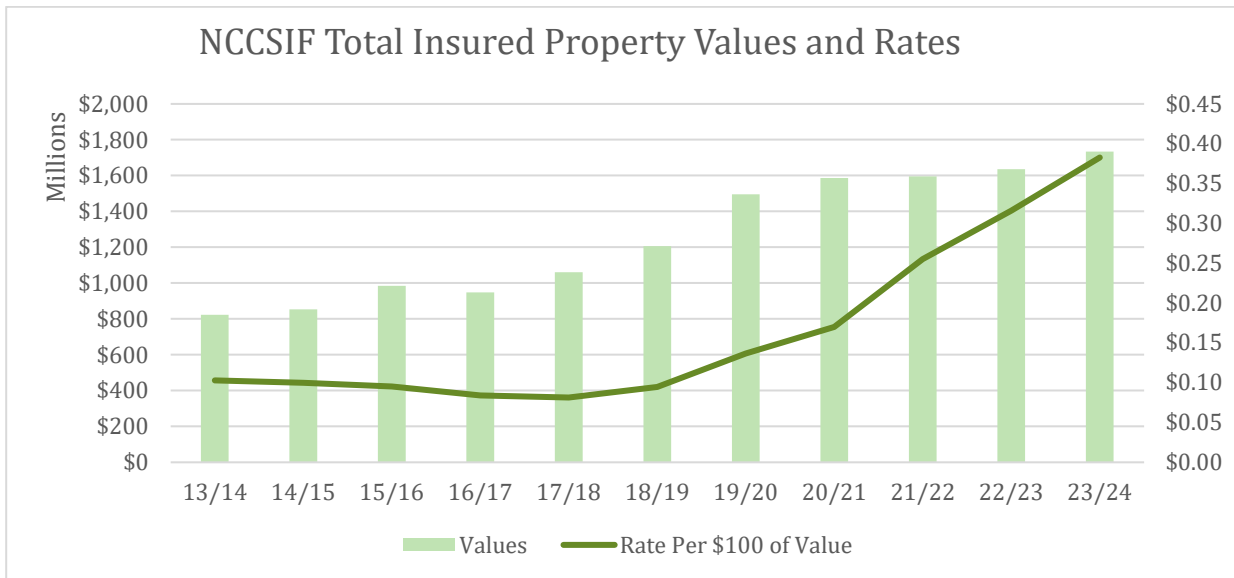
- Data and Network Liability – each member in APIP has a **\$2M/\$40M** aggregate limit.
- NorCal Cities purchases **excess limits of \$2M/\$4M** aggregate.
- **Privacy Notification Costs** limit of \$500,000 (limit is increased to \$1M if Beazley Vendor Services are used)
- **Cyber Extortion Loss** – sublimit of \$750,00 + \$750,000 excess coverage IF controls are in place.
- Data Protection Loss and Business Interruption
- **Fraudulent Instruction** resulting directly from an Insured having transferred, paid, or delivered any Money or Securities as a direct result of Fraudulent Instruction.



PROPERTY PROGRAM

FINANCIAL HIGHLIGHTS

For FY 22/23 total insurable values increased to \$1.6 billion, in part due to inflation adjustments averaging 6% due to increased costs related to COVID supply chain and labor issues. Rates continue to rise though not as severely as in the past few years, due to a continuing hard insurance market brought about by a previous soft market and increasingly severe losses, including CA wildfires, floods, tornados, and ice storms in the central U.S., and hurricanes along the coast and overseas. Despite the increases, the Program remains the most competitive option available in a very tough environment.

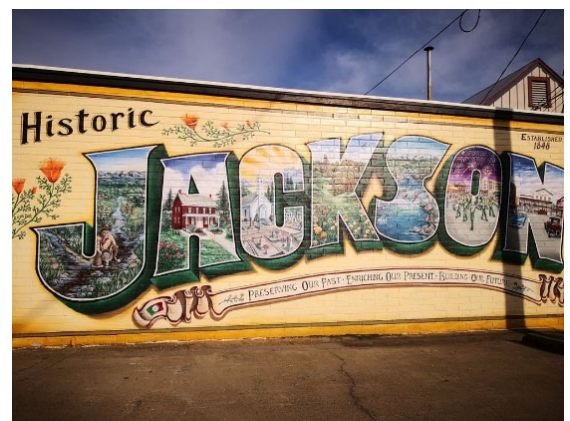


LOOKING AHEAD

Wildfire risks continue to pressure Members to take on higher retentions and focus more on loss control. The pool has obtained wildfire risk scores for select properties and will continue to offer wildfire risk assessments and recommendations all members can use to assess their properties.

Property Appraisals of scheduled buildings are conducted every five years to maintain accurate valuations. Buildings valued over \$5 Million are appraised at no cost to the member. Appraisals for properties below \$5 million are available at reduced group rates. Property appraisals were completed earlier this year, appraisal reports have been distributed to members for review with values being updated for the FY 24/25 renewal.

Trending of the insured values is done annually based on cost of construction indexes, with inflationary factors expected to continue through this fiscal year.



City of Jackson

CRIME PROGRAM

COVERAGE HIGHLIGHTS

The Alliant Crime Insurance Program (ACIP) provides coverage for employee theft, robbery, fraud, forgery, and other types of crimes through the National Union Fire Insurance Company, A.M. Best Rated A (XV). The **per occurrence limit has remained at \$3,000,000** since FY 17/18, with a \$5,000 deductible, with higher limits available for members to obtain separately.

The ACIP policy also covers Faithful Performance of Duty and deletes typical exclusions for Treasurers, Tax Collectors, and Bonded Employees. Therefore, **there is no need for the city to purchase individual bonds** for city officials who are required by law to give bonds for the faithful performance of their duties. To assure coverage **the City must pass a resolution authorizing the use of a Master Crime Policy.**

The ACIP Coverage contains the following:

- Employee Theft
- Robbery or Safe Burglary
- Computer Fraud
- **Faithful Performance of Duty**
- Funds Transfer Fraud
- **Investigative Expenses – Sublimit of \$75,000**
- Forgery or Alteration including Credit, Debit or Charge Card Forgery
- Includes chairperson and members of committees as employees
- **Includes volunteer workers other than fund solicitors as employees**
- Includes specified directors and trustees on committees as employees
- **Deletes Treasurer/Tax Collector and Bonded Employees exclusions**
- Includes specified non-compensated officers as employees
- Specified City Officials Coverage Endorsement (for cities that are required by their city charter to individually bond certain employee or officer positions)



Seventeen of the twenty-two members participate in the ACIP program: Cities of Anderson, Auburn, Colusa, Corning, Dixon, Galt, Gridley, Ione, Lincoln, Marysville, Oroville, Red Bluff, Rio Vista, Rocklin, Yuba City, Willows, and Town of Paradise.

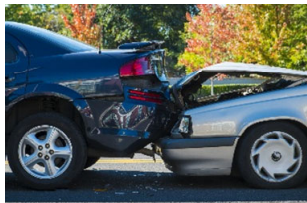
LOOKING AHEAD

As crime incidents are increasing in frequency, and more commonly through computer fraud, members could benefit from the added security a higher limit of insurance affords. NorCal Cities members are always encouraged to evaluate a higher limit of insurance in the ACIP program. Members who do not currently participate in the ACIP Crime Coverage but would like additional information should contact the Program Administration for assistance.



City of Elk Grove

OTHER PROGRAMS



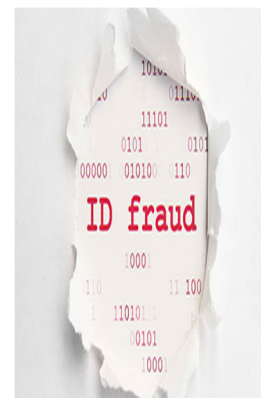
ALLIANT MOBILE VEHICLE PROGRAM (AMVP)

Select Members of NorCal Cities are enrolled in the Alliant Mobile Vehicle Program (AMVP), initially designed specifically for public agencies with a limited number of higher-valued vehicles or special equipment. The program has expanded to include all types of vehicles and mobile equipment. It provides All Risk Equipment Coverage *including earthquake and flood* for scheduled equipment. **Claims valuation is on a replacement cost basis for new vehicles or equipment for three years from date of purchase**, otherwise the policy pays to repair or replace damaged property on a like kind and quality basis (actual cash value). **Deductibles below the APIP minimum of \$25,000 are available** in this program and one reason members choose it.

IDENTITY FRAUD PROTECTION

Member employees receive protection from the impact of identity fraud with Identity Fraud Reimbursement Coverage and Resolution Services through Travelers Insurance Company, with a **limit of up to \$25,000 to reimburse many of the costs and expenses associated with identity recovery**, including lost wages, attorney fees, and document replacement fees.

Employees and immediate family members have 24/7 access to an expert fraud specialist to provide unlimited assistance in restoring a victim's identity. They also have access to online educational resources providing tips, information, and steps to avoid becoming a victim of identity theft. Members receive step-by-step guidance through the resolution process, 3-in-1 credit reporting, and one year of free credit, cyber and fraud monitoring in the event of a fraud incident.



DEADLY WEAPONS RESPONSE PROGRAM

Unfortunately, workplace acts of violence do occur and as a result, members have immediate needs for Crisis Management assistance. In response to this emerging threat, Alliant created the Deadly Weapons Response Program. In the event of a Deadly Attack at a covered location the policy provides **various Crisis Management Services**. The policy has a per event limit of \$500,000 with a pool aggregate of \$2,500,000 and \$10,000 deductible.

Sublimits of \$250,000 provide coverage for:

- Crisis Management Services
- Counseling Services/\$15,000 per person max
- Funeral Expenses/\$1M Aggregate, \$15,000 per person max
- Business Interruption
- Demo/Clearance and Memorialization

In addition to \$25,000 Medical Expense/\$50,000 Accidental Death and Dismemberment per person, both with a \$500,000 annual aggregate

Members also have access to the Beazley Deadly Weapons Protection portal. This website hosts a range of training materials and resources to support your organization before, during and after a crisis. These tools will help reduce and manage the risk associated with a deadly weapons event and respond appropriately should one occur. Register at www.deadlyweaponsprotection.com.

SERVICES

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Thirteen NorCal Cities members participate in the group purchase of an Employee Assistance Program (EAP). An EAP is a worksite-based program designed to assist City employees in identifying and resolving personal concerns, including, but not limited to, health, marital, family, financial, alcohol, drug, legal, emotional, stress, or other personal issues that may affect job performance.



The program features a benefit package which includes:

- Counseling and training
- Critical Incident Stress Debriefing (CISD)
- Childcare and eldercare resources
- Legal and financial consultation

ACI's program includes employees and ALL family members – whether or not they live in the home.

PROGRAM ADMINISTRATION

Alliant Insurance Services provides overall program administration, including meeting agendas, underwriting, and management of governing documents and policies. In addition, Alliant provides consultation and advice regarding:

- **Insurance requirements in contracts**
- Certificates of insurance and endorsements
- **Best Practices for Municipal Risk Management**
- Safety Grant administration



CLAIMS MANAGEMENT

As of July 2023, Workers Compensation Claims Management is now managed by LWP Claims Solutions. LWP is known for proactive claims management, a team approach to claim resolution, and an emphasis on fair, timely and accurate benefit delivery for insured employees, to encourage early and sustained return to work. Each member has customized claim service instructions to tailor benefits to the unique needs of their employees.



Sedgwick provides claims management for the Liability Program. The Sedgwick claims examiner is responsible for advising the member on the merits of each claim and the appropriate action to be taken, as well as providing for necessary investigation of claims and oversight of legal defense. Sedgwick manages litigated claims **based on NorCal Cities' Litigation Management Guidelines** using a group of select attorneys chosen for their skill in public entity defense of Liability claims.

RISK MANAGEMENT

NCC hired Bickmore Risk Services, now Sedgwick, in 2012 as their Risk Control Services provider to perform a Hazard and Risk Assessment for each member and **recommend policies, procedures, and training to address their individual needs**. As a result, members are receiving more direct assistance in managing their operations in ways that reduce the frequency and severity of claims. Consulting by Sedgwick includes:



- Hotline Services – call with any safety question
- **Hazard & Safety Assessments**
- **Program/Policy Development**
- On-site Training
- Safety Materials
- Webinars – on a variety of Risk Management Topics
- **Training Matrix** – details the type and frequency of training required for member employees

SERVICES

VECTOR SOLUTIONS

NorCal Cities members have access to a comprehensive online training platform to maintain compliance with OSHA regulations, fire and EMS standards, ethics and sexual harassment requirements, as well as a wide variety of other topics. Vector Solutions offers an **online based training platform** which members can use to access training sessions and to **track training** completed by employees.



LEXIPOL



Member law enforcement agencies and fire departments are provided Lexipol policy and training services. Lexipol provides comprehensive, defensible public safety policy content and integrated policy training. The **Daily Training Bulletins (DTB) bring the manual into practice through real-life, scenario-based training exercises** emphasizing high-risk, low frequency events. DTBs often qualify for continuous training certification.

GRANT FINDER

New for FY 23/24 is another service provided by Lexipol, Grant Finder, providing a real-time, online database of more than 10,000 federal, state, corporate and foundation grants. **Lexipol will provide grant consulting services** to assist members in identifying and applying for grants. And members can choose Lexipol's full grant writing services if needed at a 50% discount. Their team of experts will help members craft the best application possible and have helped clients obtain over \$46M in grant funding.



CYBER RISK MANAGEMENT

- **Beazley Breach Solutions Risk Management Portal** is located at www.beazleybreachsolutions.com. The Portal contains useful cyber information including best practices, cyber trainings, pre-breach service, and much more.
- **Beazley's cyber e-learning site** is located at <https://elearning.beazleybreachsolutions.com/>. This site has interactive learning modules intended to help users become more aware of things they as individuals can do to help improve their organization's cybersecurity.
- **Cybersecurity & Infrastructure Security Agency (CISA)** A federal government site with FREE tools and resources for protecting cities and other critical infrastructure from cyber-attacks. <https://www.cisa.gov/cyber-resource-hub>
- **NCC Designated Site:** <https://www.besewersmart.com/nccsif-cyber> Offers free cyber resources for NCC members including minimum security standards and real-time cyber threat maps.

SIDEWALK RISK MANAGEMENT

NorCal Cities has contracted with Precision Concrete to provide economical and efficient sidewalk inspection and repair at a discount for members. This service, along with support for NCC's best practices in sidewalk risk management, makes sidewalks safer and reduces claims.

RESOURCE CONTACT GUIDE

A variety of additional risk management resources are provided to NorCal Cities members as summarized in the **Resource Contact Guide** posted to the group's website and included in every Board agenda packet.

SERVICES

MEMBER TRAINING FUND

For FY 23/24, members are allotted a \$4,000 training fund towards risk management related training and/or attendance to annual CAJPA, PARMA, CalPELRA, or other Risk Management Conferences. Attendance at Risk Management Conferences helps educate members on claim reduction strategies and other cost control measures.



SEMINARS AND REGIONAL WORKSHOPS

Selection of topics determined annually by the Board and Members, including:

- **Sedgwick:** on-site and webinar sessions covering ergonomics, OSHA compliance, communication strategies, Playground Inspection, Forklift raining, wellness, public works exposures, and customized member topics.
- **Regional Workshops:** NorCal Cities conducts regional workshops and partners with other risk pools on pertinent safety topics. Topics for 2022/23 included Temporary Traffic Control and Flagging, Cyber Liability, Managing Sidewalk Liability Aquatics Risk Management, Nurturing Relationships through Effective Communication, Developing Team Relationships, Risk Management 101, Navigating Challenging Situation, Negotiation Strategies, IRI Training with Marcus Beverly, AB1234, AB 1825, Verbal Judo, Ergonomics, and The Cal OSHA Appeals -Understanding the Process and Avoiding Pitfalls
- **General Liability and Police Risk Management** related trainings provided through CJPRMA on a wide variety of topics, including Taming Nuclear Verdicts.

WEBSITE

NorCal Cities website resources include a Risk Management tab where members can access Risk Management information, including **recommended policies, procedures, and best practices**. Please take a moment to visit our website at: www.nccsif.org.

ALLIANT CONNECT



AlliantConnect is a web-based portal that provides a secure way for NorCal Cities members to access coverage information online as well as the **JPA governing documents, agendas, and other important documents**. AlliantConnect offers members access to the documents on the go via a **mobile app**. The mobile app version provides the same 24/7 access to the documents and coverage information through a secure platform. The app is available on iOS and Android devices.

FINANCIAL SERVICE PROVIDERS AND CONSULTANTS



Accounting Services
James Marta & Company



Independent Financial Auditing Services
Crowe Horwath LLP



Investment Consultants
Chandler Asset Management, Inc.

FINANCIAL OVERVIEW

STATEMENT OF NET POSITION

**Northern California Cities Self Insurance Fund
(Governmental Enterprise Fund)
Statement of Net Position
June 30, 2023**

Assets	
Current Assets	
Cash and Cash Equivalents	\$ 4,967,730
Accounts Receivable	228,589
Interest Receivable	417,296
Excess Accounts Receivable	<u>791,410</u>
Total Current Assets	<u>6,405,025</u>
Non-Current Assets	
Investments*	<u>75,592,235</u>
Total Assets	<u>\$ 81,997,260</u>
Liabilities & Net Position	
Current Liabilities	
Accounts Payable	\$ 211,288
Dividends Payable	<u>2,420,428</u>
Total Current Liabilities	<u>2,631,716</u>
Non-Current Liabilities	
Outstanding Liabilities*	50,862,915
ULAE*	<u>2,625,527</u>
Total Non-Current Liabilities	<u>53,488,442</u>
Total Liabilities	<u>56,120,158</u>
Net Position	
Designated for Contingency	200,000
Designated for Risk Management	1,227,518
Undesignated	<u>24,449,584</u>
Total Net Position	<u>25,877,102</u>
Liability & Net Position	<u>\$ 81,997,260</u>

*For internal reporting purposes, investments and claim liabilities are classified as non-current.

SUMMARY OF RESULTS

- The Net Position for the whole pool increased by \$1,475,442, despite a decrease of (\$774,484) in the Fair Market Value of the group's investments and member dividends of \$2,745,542. **Without the dividends the pool would have shown an increase in net position of \$4,220,984.**
- The Liability Program saw a decrease of (\$140,855) in Net Position after dividends, while the Workers' Compensation Program saw an increase of \$1,616,297. Each program remains well funded and within the benchmarks established by NCC and audited by CAJPA for Accreditation with Excellence.

FINANCIAL OVERVIEW

STATEMENT OF REVENUES AND EXPENSES

Northern California Cities Self Insurance Fund

(Governmental Enterprise Fund)

Statement of Revenues, Expenses and Changes in Net Position

For the Year Ended June 30, 2023

Operating Income		
Administration Deposit	\$	1,481,389
Banking Layer Deposit		9,811,997
Shared Risk Layer		7,934,999
Excess Deposit/Premium		6,997,716
Property/Crime Insurance Income		5,639,421
Banking Layer Assessment		254,913
Shared Risk Refund		(675,751)
Banking Layer Refund		(2,069,791)
Risk Management Grants		258,855
Other Income		70,838
Total Operating Income		<u>29,704,586</u>
Operating Expenses		
Claims Expense		13,120,817
Consultants		60,414
Safety Service		534,005
Claims Administration		1,832,107
Program Administration		509,141
Board Expenses		16,246
Excess Insurance		6,839,636
Property/Crime Insurance Expense		5,639,413
Member Identity Theft Protection		32,041
Total Operating Expenses		<u>28,583,820</u>
Operating Income (Loss)		1,120,766
Non-Operating Income		
Change in Fair Market Value		(774,484)
Investment Income		1,129,160
Total Non-Operating Income		<u>354,676</u>
Change in Net Position		1,475,442
Beginning Net Position		<u>24,401,660</u>
Ending Net Position	\$	<u>25,877,102</u>

SUMMARY OF RESULTS

- Total operating revenues for fiscal year 2023 were \$29,704,586, prior to refunds, an increase of 1.2%, or \$365,642, as compared to a 20% increase in 2022.
- Total operating income for 2023 was \$1,120,766 with an additional \$1,129,160 in investment income. NorCal Cities earned \$1,475,422, compared to \$422,604 in 2022 despite a change in market value of investments of (-\$774,484) and net dividends of \$2,490,629.

PROGRAM ADMINISTRATION CONTACT INFORMATION



www.alliant.com
Corporate License No. 0C36861

Alliant Insurance Services, Inc.

2180 Harvard Street, Suite 460
Sacramento, California 95815
(916) 643-2700 Main
(916) 643-2750 Fax



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Conor Boughey, ARM
Senior Vice President
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cboughey@alliant.com

Please visit our *newly updated website* at www.nccsif.org

Thank You

City of Rocklin for Hosting Our Meetings!

February 23, 2021

AGENDA ITEM

TO: Honorable Mayor Domenighini and Members of the City Council

FROM: Royce W. Cunningham, Contract Community Development Services Director

SUBJECT: City Council Study Session to Discuss Options for a Potential Sidewalk Repair Program

RECOMMENDATION

That the City Council consider options for a potential sidewalk repair program and provide guidance to Staff.

SITUATION (or BACKGROUND):

The City of Willows has many neighborhoods that date back to the early 1900s. To many, the charming, tree-lined streets are one of the great things about living in Willows. However, tree roots and age have caused many of the sidewalks in Willows to fall into a state of disrepair. Broken and uplifted portions of sidewalks create tripping hazards for pedestrians, and in some areas make it extremely difficult for people in wheelchairs or using walkers to pass. In other areas, there is no sidewalk at all, or a sidewalk ends abruptly without reason. City staff recognizes the condition of sidewalks in Willows has created barriers to the safe, enjoyable walkability of the city. Staff recognizes that there is a need to develop and implement a sidewalk repair program to prevent the continued deterioration of the City's sidewalks.

As with many municipalities, Willows addresses sidewalk maintenance and repair in accordance with the California State Street and Highways Code Section 5610 (Attachment 1), which states that sidewalk maintenance and repair is the responsibility of the adjacent property owner. When citizens contact the City to report a damaged sidewalk in front of their residence or business, current City practice is to inform the citizen that the City does not have a City-funded sidewalk repair program, but that citizens can replace the sidewalk themselves if the work meets City standards. Unfortunately, when many citizens hear that a City sidewalk repair program does not exist, the damaged sidewalk goes unrepaired. In the past, the City did at times grind localized areas of sidewalk lifting or place temporary asphalt patches at damaged areas. However, since the recession of 2008, labor and funding resources have diminished, and the City is not actively performing sidewalk repairs.

In 2015 the City of Willows had an accessibility study performed by DAC, a consulting firm, to identify areas of the City where sidewalks and curb ramps do not adequately provide pedestrian mobility. The DAC study identified many recommended improvements, including new sidewalks, sidewalks to repair and/or replace, and new pedestrian curb ramps at street corners. The estimated

total of costs for these improvements was in the hundreds of thousands of dollars. The City has recently undertaken a street improvement project along the section of North Lassen Street between Wood Street and Sycamore Street to replace curbs, gutters, and sidewalks. However, this project is but a fraction of the amount of sidewalk repairs needed citywide.

Staff has recently performed research on various Sidewalk Repair Programs in other cities in northern California. These programs generally follow one of two models, described as follows:

Model 1: Repairs are the Responsibility of the Property Owner

This model is used in many cities, such as the City of Sacramento, the City of Concord, the City of Chico, and the City of Davis. Under this model, citizens will typically report a damaged sidewalk to the City. The City will inspect the damage, and if significant, notify the property owner that repairs need to be made. The property owner then has three options.

- 1) hire a contractor to make the repair, while also paying the appropriate City fees for permits and inspections.
- 2) make the repair themselves, paying for City fees and inspections.
- 3) have the City make the repairs and reimburse the City for all costs, using prices the City has determined.

Under all three of these scenarios, the property owner is responsible for all costs. The City does have a payment plan if the third option is selected by the property owner and they can show economic hardship. The City may also perform a temporary repair, such as placing an asphalt wedge against a tripping hazard until the property owner can make the permanent repair.

Model 2: City and Property Owner Split the Cost of Repairs

This model is also used by many cities, such as the City of San Rafael, the City of Napa, the City of Redwood City, and the City of Dixon. Under this model, the City will pay 50% of the cost of the repair, up to a maximum amount. In some cities, the maximum amount is a fixed dollar value, such as \$1,000 in San Rafael, or \$750 in Alameda. In Dixon, the maximum City share is \$12.50 per square foot of sidewalk surface area replaced, and in Napa it is \$4.00 per square foot. In some of these cities the homeowner takes the lead on arranging the work, with reimbursement from the City based on work receipts. In other cities, the value of the work is based upon quotes the City has obtained from contractors. The cities that participate in a share of the cost of sidewalk repairs typically fund their Sidewalk Repair Programs using SB-1 or other discretionary transportation funds, or money from the General Fund.

Model 3: City Implements a Fully Funded Sidewalk Repair Program

This model is used by some cities but is not seen as frequently. Typically, the City will identify a budget for the Sidewalk Repair Program in the annual City Budget or will establish a sidewalk repair capital project with a set duration and budget.

In 2015 the City of Vallejo allocated \$262,000 for a sidewalk repair program. The program limited participation to homeowners of owner-occupied residences. The program only included certain types of repairs, such as sidewalks damaged by street tree roots, and there was a limitation on the

February 23, 2021

area of sidewalk to be replaced, a maximum of 9 linear feet of sidewalk. After identifying the sidewalk locations for repair under the program, the City contracted the work out by public bid. In 2015 and 2016, the City of Vallejo expended 99% of the funds allocated to their Sidewalk Repair Program.

The City of Redding has a similar annual sidewalk repair program, with funding established in the City's annual budget based upon available funds. Each year the City's Engineering Division contracts out a Sidewalk Repair Project.

FINANCIAL CONSIDERATIONS

The financial impacts of a sidewalk repair program will depend on the type of program put in place, primarily in the funding source selected. Costs could vary widely if the program is partially or fully funded using City funds. Potential revenue sources for the City of Willows for annual contributions to a sidewalk repair program could be SB-1 transportation funds, of which the City receives approximately \$100,000 annually, or Community Development Block Grant (CDBG) federal housing funds, of which the City receives approximately \$70,000 annually. The General Fund is another potential funding source.

NOTIFICATION

None

ALTERNATE ACTIONS

The City Council may direct staff to develop a sidewalk repair program using concepts presented in the three model program types presented above. The City Council may also direct staff to not pursue development of a sidewalk repair program. None recommended.

RECOMMENDATION

Staff is not making a recommendation on this issue at this time. Staff is seeking guidance from the City Council on the possible development of a Sidewalk Repair Program for the City of Willows.

Respectfully submitted,

Royce W. Cunningham, P.E.
Contract Community Development Services Director

Attachment: CA Streets and Highways Code Section 5610

City Council Study Session to Discuss Options for a Potential Sidewalk Repair Program



City Council Meeting
February 23, 2021

Condition of City Sidewalks

- Many of the City's tree-lined streets and sidewalks were constructed in the early 1900s
- With time and the growth of the tree roots, the sidewalks have uplifted and broken, making pedestrian walkability difficult
- Some streets have sections where there is no sidewalk
- Some street intersections have no curb ramps, making mobility difficult for people in wheelchairs or using walkers

Deteriorated Sidewalk



Uplifted Sidewalk Tripping Hazard



Missing Sidewalk



Missing Sidewalk at Street Corner



Missing Sidewalk and Curb Ramp



Sidewalk Repair Responsibility

- Most Cities address sidewalk maintenance through the California Streets and Highways Code Section 5610, which states:
 - “The owners of lots ... fronting on any portion of a public street ... shall maintain any sidewalk in such condition that the sidewalk will not endanger persons or ... interfere with the public ... ”
- While the property owner may be responsible for sidewalk maintenance, the result is that most damaged sidewalks go unrepaired

Formally Adopted Sidewalk Repair Programs

- Many Cities take a proactive approach to sidewalk repair by adopting a Sidewalk Repair Program
- Sidewalk Repair Programs generally follow one of three models, each with a different set of rules to follow and a different level of City financial participation

Model 1: Property Owner is 100% Responsible

- When the City is notified of a damaged sidewalk, the City inspects the damage and notifies the owner that a repair is needed
- The owner has three options to make the repair
 - The owner hires a contractor to make the repair to City standards and the owner pays 100% for the cost, and for City fees and inspections
 - The owner themselves makes the repair to City standards and pays City fees and inspections
 - The owner has the City make the repairs and then reimburses the City for the costs

Model 2: City and Property Owner Share Costs

- The most common model, Cities that use this model typically fund 50% of the repair costs, up to a maximum amount
- The amount can be a fixed amount, such as \$1000 as used in San Rafael
- The amount can also be a price per square foot, such as \$12.50/SF as used in Dixon
- In some Cities, the work is arranged with a contractor by the property owner
- In other Cities, the City arranges the work with a contractor through a publicly bid contract

Model 3: City Fully Funded Program

- This model is not seen as frequently as the other two models
- The City can allocate funds in the annual City Budget, or periodically as financially feasible
- The funding sources can be discretionary transportation funds such as SB-1 funding
- The funding can also be from other sources, such as General Funds, or federal CDBG housing funds
- Some Cities periodically implement a major City-wide sidewalk repair capital project to address sidewalk repairs

Conclusions

- Each of these three models has different advantages and disadvantages for the both the property owner and for the City
- The higher the level of property owner financial responsibility generally places less burden on the City budget, but less sidewalks get repaired each year as some property owners can't afford the cost
- The higher the level of City financial participation generally results in more sidewalks being repaired each year, but funds gets redirected from other City programs

Recommendations

- Staff is not making any recommendations at this time
- Staff is requesting guidance from the City Council as to whether a Sidewalk Repair Program is desired, and if so, what type of program is preferred

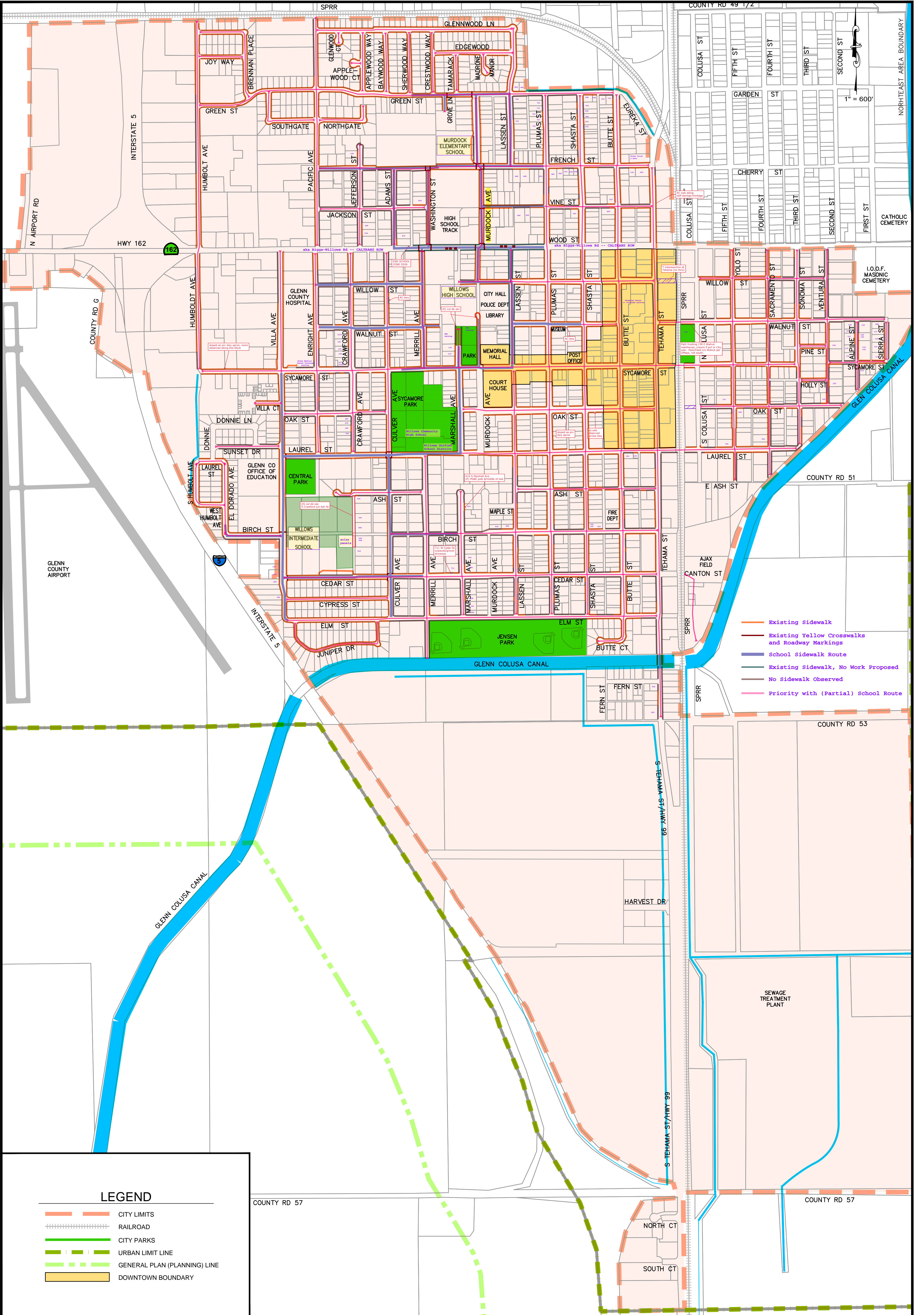
Discussion

Street name	Limits	Estimated cost from 2015 report
Adams St.	French to Wood	\$ 7,612.00
Alpine St.	Walnut St. to end	\$ 22,062.00
Applewood Ct.	Applewood Way to Cul-de-sac	\$ 1,092.00
Applewood Way	Glennwood Ln. to Green St.	\$ 3,360.00
Ash St.	Merrill Ave. to cul-de-sac	\$ 21,247.00
Ash St.	Tehama St. to Lassen St.	\$ 40,383.00
Baywood Way	Glennwood Ln. to Green St.	\$ 2,976.00
Birch St.	Tehama St. to Culver Ave	\$ 39,658.00
Birch St.	Villa Ave to El Dorado	\$ 11,494.00
Brennan Place	Humboldt Ave. to Green St.	\$ 9,198.00
Butte St.	Cul-de-sac to Green St.	\$ 129,494.00
Canton St.	Tehama St. to end	\$ 6,922.00
Cedar St.	Tehama St. to Villa Ave	\$ 76,001.00
Crawford Ave	Wood St. to Laurel St.	\$ 39,048.00
Crestwood Way	Glennwood Ln. to Green St.	\$ 4,662.00
Culver Ave	Wood St. to Elm St.	\$ 67,665.00
Cypress St.	Culver Ave to Villa Ave	\$ 12,144.00
Edgewood Ln.	Lassen St. to Crestwood Way	\$ 35,542.00
El Dorado Ave.	Birch St. to Laurel St.	\$ 1,300.00
Elm St.	Tehama St. to Vila Ave	\$ 77,321.00
Enright Ave	Wood St. to Laurel St.	\$ 39,499.00
French St.	Tehama St. to Pacific Ave	\$ 113,885.00
Glennwood Ct.	Glenwood Ln. to cul-de-sac	\$ 1,092.00
Glennwood Ln.	Lassen St. to Pacific Ave	\$ 65,749.00
Green St.	Butte to Humboldt	\$ 144,512.00
Grove Ln.	Green St. to end	\$ 8,902.00
Holly St.	Ventura St. to Sonoma St.	\$ 4,206.00
Humboldt Ave.	City Limit to Sycamore St.	\$ 106,714.00
Humboldt Ave.	El Dorado Ave. to Laurel St.	\$ 3,038.00
Jackson St.	Washington St. to Pacific Ave.	\$ 12,248.00
Jefferson St.	Cul-de-sac to Wood St.	\$ 8,184.00
Joy Way	Brennan Pl. to Humboldt Ave.	\$ 18,932.00
Juniper Dr.	Elm St. to Elm St.	\$ 67,370.00
Lassen St.	Glennwood Ln. to French St.	\$ 28,798.00
Lassen St.	Wood St. to Elm St.	\$ 98,864.00
Laurel St.	El Dorado Ave. to Humboldt St.	\$ 2,600.00
Laurel St.	Snoma St. to Villa Ave	\$ 245,417.00
Madrone Manor	Edgewood Ln to Culd-de-sac	\$ 3,672.00
Marshall Ave	cule-de-sac to Elm St.	\$ 10,140.00
Marshall Ave	end to end	\$ 20,752.00
Merrill Ave	end to end	\$ 13,754.00
Merrill Ave	Wood St. to Sycamore St.	\$ 15,369.00
Murdock Ave.	cul-de-sac to Laurel St.	\$ 35,804.00

Murdock Ave.	Green St. to Willow St.	\$	29,434.00
Northgate Dr.	Pacific Ave. to end	\$	22,792.00
Oak St.	Culver Ave to Villa Ave	\$	20,737.00
Oak St.	End to Clusa St.	\$	36,512.00
Oak St.	Tehama St. to Marshall Ave	\$	108,345.00
Pacific Ave.	City Limit to Wood St.	\$	26,222.00
Pine St.	Ventura St. to Sonoma St.	\$	14,804.00
Plumas St.	Green St. to Elm St.	\$	140,894.00
Sacramento St.	City Limits to Wood St.	\$	85,866.00
Shasta St.	Green St. to Elm St.	\$	209,612.00
Sherwood Way	Glennwood to Green St.	\$	7,380.00
Sierra St.	Sycamore to Walnut St.	\$	9,306.00
Sonoma St.	Wood St. to Laurel St.	\$	32,950.00
Southgate Dr.	Pacific Ave to Green St.	\$	18,722.00
Sunset Dr.	Villa Ave. to Donnie Ln.	\$	1,540.00
Sycamore St.	Sierra to Ventura	\$	24,306.00
Sycamore St.	Sonoma to Humboldt	\$	323,151.00
Tamarack Way	Edgewood Ln. to Green St.	\$	11,154.00
Tehama St.	French to County Rd. 53	\$	89,052.00
Ventura St.	Wood St. to Oak St.	\$	38,098.00
Villa Ave.	Wood St. to Elm St.	\$	82,472.00
Villa Ct.	Villa Ave. to end	\$	10,339.00
Vine St.	Tehama St. to Murdock Ave	\$	57,688.00
Walnut St.	Butte to Lassen	\$	56,670.00
Walnut St.	End to Enright Ave	\$	47,654.00
Walnut St.	Sierra to Tehama	\$	82,098.00
Washington St.	French to Wood	\$	15,480.00
Willow St.	Merrill Ave. to Enright	\$	48,691.00
Willow St.	Tehama St. to Marshall Ave	\$	107,091.00
Willow St.	Ventura St. to Colusa St	\$	52,412.00
Yolo St.	Wood St. to Ash St.	\$	87,484.00
Subtotal of all Streets		\$	3,577,638.00

Indexed to 2021 number	\$	4,442,710.87
Contingency (20%)	\$	888,542.17
Total Estimate construction Cost	\$	5,331,253.04
Design (10%)	\$	533,125.30
CM/Inspection (15%)	\$	799,687.96
Estimated Total Cost	\$	6,664,066.30

Note: 2015 report prepared by Disability Access Consultants (hard copy of binder on shelf in PW office)



- Existing Sidewalk
- Existing Yellow Crosswalks and Roadway Markings
- School Sidewalk Route
- Existing Sidewalk, No Work Proposed
- No Sidewalk Observed
- Priority with (Partial) School Route

- LEGEND**
- CITY LIMITS
 - RAILROAD
 - CITY PARKS
 - URBAN LIMIT LINE
 - GENERAL PLAN (PLANNING) LINE
 - DOWNTOWN BOUNDARY

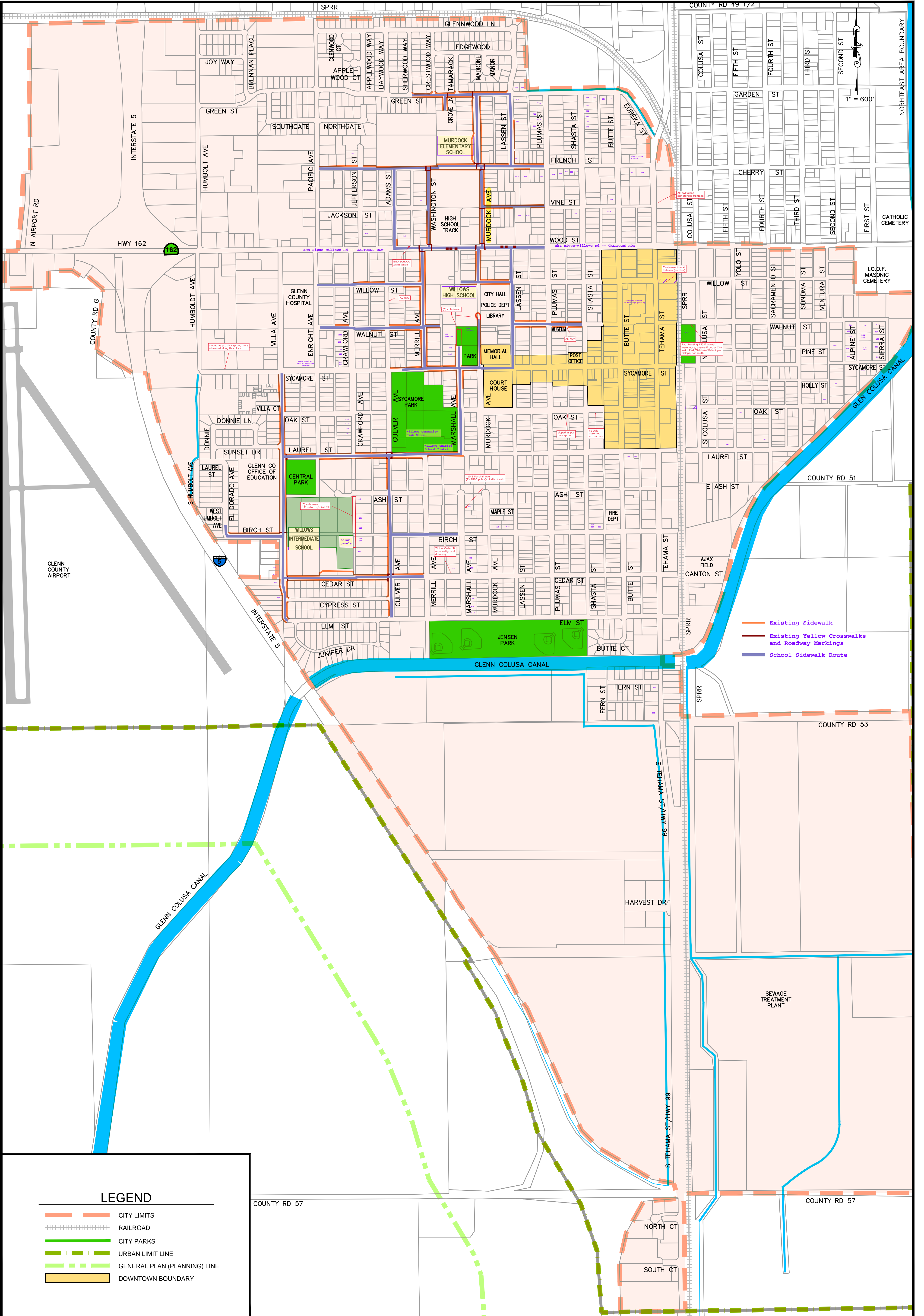


CITY OF WILLOWS



Coastland Civil Engineering, Inc.
1400 Neotomas Avenue, Santa Rosa, CA 95405
707.571.8005 707.571.8037 Fax

WILLOWS CITY BASE MAP
JUNE 2022



- Existing Sidewalk
- Existing Yellow Crosswalks and Roadway Markings
- School Sidewalk Route

- LEGEND**
- CITY LIMITS
 - RAILROAD
 - CITY PARKS
 - URBAN LIMIT LINE
 - GENERAL PLAN (PLANNING) LINE
 - DOWNTOWN BOUNDARY



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CITY OF WILLOWS

WILLOWS CITY BASE MAP

JUNE 2022



PUBLIC COMMENT & CONSENT CALENDAR FORUM



	<u>PERIOD</u>		
	3/1/2024	TO	3/1/2024
Payroll	458	TO	495
Payroll Check Register	40893	TO	40897

APPROVAL DATE 3/12/2024

APPROVED _____



City of Willows

Payroll Check Register

Employee Pay Summary

Pay Period: 2/12/2024-2/25/2024

Packet: PYPKT00182 - Payroll 2-12-24 to 2-25-24

Payroll Set: Payroll Set 01 - 01

Employee	Employee #	Payment Date	Number	Earnings
ABOLD, STEVEN B	ABO00	03/01/2024	487	2,130.11
ARELLANES, ASHLEY MARIE	ARE00	03/01/2024	471	1,334.13
BEATTY, RYAN	BEA00	03/01/2024	40893	80.00
BETTENCOURT, JOSEPH	BET01	03/01/2024	493	4,750.61
BOBADILLA, TAVIAN	BOB02	03/01/2024	479	160.00
BOBADILLA, PEDRO D	BOB00	03/01/2024	478	50.00
BOBADILLA, TRISTAN	BOB01	03/01/2024	477	160.00
BRIONES, BRENDA VALENZU	BRI00	03/01/2024	472	320.00
BROTT, SHERRY	BRO02	03/01/2024	466	300.00
BROWN, MARTHA	BRO01	03/01/2024	462	5,676.92
CANO, GABRIELA M	CAN01	03/01/2024	40894	96.00
CANO, ILIANNA	CAN00	03/01/2024	40895	160.00
CORTES-LOSOYA, MARIA	COR00	03/01/2024	488	240.00
EHORN, CAITLIN A	EHO02	03/01/2024	473	1,468.00
EHORN, MARIA ANNETTE	EHO00	03/01/2024	467	50.00
ENOS, KYLE	ENO00	03/01/2024	483	2,294.24
FLOWERDEW, NICK	FLO00	03/01/2024	482	80.00
FUENTES, JAIME	FUE01	03/01/2024	484	2,605.94
GAMBOA, YADIRA	GAM00	03/01/2024	474	352.00
HANSEN, GARY L	HAN02	03/01/2024	458	250.00
HOOVER, AMOS	HOO00	03/01/2024	463	2,388.00
HUTSON, KRISTINA RENEE	HUT04	03/01/2024	480	190.00
HUTSON, EVAN C	HUT01	03/01/2024	485	250.00
LOMBARD, TYLER JOSEPH	LOM00	03/01/2024	486	1,005.86
MASSOLO, REGINA	MAS01	03/01/2024	464	2,112.17
MCDERMOTT, ELLA G	MCDE01	03/01/2024	40896	96.00
MINGS, MICHAEL E	MIN00	03/01/2024	489	1,933.68
MONCK, NATHANIAL T	MON00	03/01/2024	494	14,009.68
MOORE, JOANNE	MOO01	03/01/2024	465	4,040.15
MYERS, HOLLY	MEY00	03/01/2024	468	50.00
PALAFX-SAN, NYLA	PAL03	03/01/2024	40897	160.00
PFYL, NATISA N	PFY00	03/01/2024	495	3,001.51
RANDOLPH, MATTHEW	RAN01	03/01/2024	490	1,676.15
RAYGOZA, RODRIGO	RAY00	03/01/2024	481	180.00
REED, JOSHUA	REE00	03/01/2024	491	1,798.86
RUSTENHOVEN, TARA L	RUS01	03/01/2024	470	2,446.92
SPENCE, KYLIEGH C	SPE02	03/01/2024	475	440.00
SPRAGUE, FORREST	SPR00	03/01/2024	459	250.00
THOMAS, RICHARD	THO00	03/01/2024	460	250.00
VALENCIA, LLANIRA	VAL01	03/01/2024	469	50.00
VARGAS, GIOVANI	VAR00	03/01/2024	476	504.00
VASQUEZ, PEDRO CEASAR	VAS01	03/01/2024	492	2,596.76
VODDEN, DAVID	VOD00	03/01/2024	461	250.00
			Totals:	62,237.69



Willows City Council Regular Meeting Action Minutes

Agenda Item #6b.

City Council
Gary Hansen, Mayor
Evan Hutson, Vice Mayor
Rick Thomas, Council Member
David Vodden, Council Member
Forrest Sprague, Council Member

February 27, 2024
Willows City Hall
Closed Session: 5:30 PM
Regular Session: 6:00 PM

City Manager
Marti Brown

City Clerk
Amos Hoover

201 North Lassen Street
Willows, CA 95988
(530) 934-7041

1. CALL TO ORDER – 5:30 PM

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

Councilmembers Present: Mayor Hansen, Vice Mayor Hutson and Councilmembers Thomas, Sprague, and Vodden

Councilmembers Absent: None

4. CHANGES TO THE AGENDA

5. CLOSED SESSION

a. Conference with Legal Counsel – Substantial Risk of Litigation

Report Out: No reportable action or direction given to staff.

6. PUBLIC COMMENT & CONSENT CALENDAR FORUM

a. Register Approval

Action: Approved general checking, payroll, and direct deposit check registers.

b. Minutes Approval

Action: Approved the February 13, 2024, meeting minutes with one edit to include vote on item #8a.

Moved/Seconded: Councilmembers Vodden and Thomas

Yes: Councilmembers Thomas, Sprague, and Vodden, Vice Mayor Hutson, and Mayor Hansen

No: None

7. DISCUSSION AND ACTION CALENDAR

a. Emergency Repair and Routine Vehicle Maintenance of Utility 8 Fire Truck

Action: Adopted a resolution authorizing a budget amendment of \$9,000 to account 301-150-43000 for emergency repairs of fire department apparatus and other routine vehicle maintenance.

Moved/Seconded: Councilmembers Sprague and Vodden

Yes: Councilmembers Thomas, Sprague, and Vodden, Vice Mayor Hutson, and Mayor Hansen

No: None

b. Proposed Sales Tax Policy Statement, Ordinance & Resolution

Action: Discussed a potential policy statement regarding how revenue generated from a 1.5% sales tax would or could be used and discussed the policy implications of and response to Initiative 21-0042A1 and gave direction to staff.

8. COMMENTS & REPORTS

- a. Council Correspondence
- b. City Council Comments & Reports
- c. City Manager's Report

9. CLOSED SESSION

a. Conference with Labor Negotiators (§54957.6)

Agency Designated Representatives:

Marti Brown, City Manager and Carolyn Walker, City Attorney

Employee Organizations: WEA, UPEC, and Management

b. Conference with Legal Counsel – Existing Litigation (§54956.9)

Name of Case: Forbes v. County of Glenn

c. Conference with Legal Counsel – Existing Litigation (§54956.9)

Name of Case: Willows Residents for Due Process vs. Respondent,

Willows Unified School District

d. Public Employee Performance Evaluation (§ 54957)

Title: City Manager

Report Out: Information was received by the Council and direction was given to staff.

10. ADJOURNMENT - 8:32PM

Amos Hoover, City Clerk



DISCUSSION & ACTION CALENDAR

FORREST J. SPRAGUE

Willows City Councilman

201 N. Lassen St Willows, CA 95988

Ph: 530-514-8700 Email: fsprague@cityofwillows.org

February 13, 2024

Dear Mayor Hansen and Council members,

This letter is in reference to Action Calendar Item 9c, "Use of Façade Improvement Funds."

Pursuant to Ms. Brown's late 2023 email to the Council regarding wayfinding signs on Wood Street, please review the attached photos. I concur with what I perceive to be Ms. Brown's objective. Specifically redesigning and replacing the existing signs.

First, are snapshots of the wayfinding sign at the corner of Wood and Butte Streets. That sign is rusty, and in my view, is not in the best location.

I say that because next are photos of the two old houses and an office building that are seen immediately after turning onto Butte Street driving toward downtown. These structures hardly offer the best visual characteristics of what "downtown" actually has to offer.

Next, are shots of the existing signs on Wood Street (Hwy 162). Apparently these signs were approved and installed years ago by Caltrans. Clearly they are outdated, bent over, and they should be replaced.

Then instead of where they are located now, are shots of two possible locations for new wayfinding signs at the corners of Wood Street and Lassen Street.

Next as a suggestion, is my hand drawn mockup of what new signs might look like with more destination points identified.


As you know, Lassen Street was recently improved. The Baptist Church is noteworthy and the Museum is nearby. So I suggest that we guide visitors to the downtown area down Lassen Street to Sycamore. We might also consider placing additional directional signs at that intersection.

Turning right (west) onto Sycamore takes visitors past the recently remodeled Courthouse and Memorial Park is currently being improved. And I am told that Memorial Hall is slated for some exterior repairs.

Turning left onto Sycamore Street takes traffic downtown past the historic Post Office and the Chamber of Commerce office, which are much more attractive buildings than those first seen on Butte Street.

To conclude, I suggest that this endeavor would be a good use of the surplus Façade Improvement Fund. I now have a contact person at Caltrans who has expressed at least some interest in this idea, if we decide to move forward.

Respectfully,



FORREST J. SPRAGUE

Wood Street (Hwy 162) and Butte Street



Looking East



Looking West

Butte Street



East side



West side

Wood Street (Hwy 162) just before coming to Lassen Street



Looking West



Looking East

Possible sign Locations
Corners of Wood Street and Lassen Street



West side



East side

City Of Willows

HISTORIC DOWNTOWN

MUSEUM

MEMORIAL HALL

COURT HOUSE

CITY HALL

LIBRARY

WOOD STREET AT LASSEN⁸¹



LASSEN AT SYCAMORE 82



COMMENTS AND REPORTS



CLOSED SESSION