

STEWARDSHIP REPORT

July 1, 1998 to June 30, 1999

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I. EXECUTIVE SUMMARY/STATE OF THE ACCEL JPA

July 1, 1998 to June 30, 1999 was a very effective year in terms of the Authority of California Cities Excess Liability (ACCEL's) JPA's realized objectives, strategies developed and Program accomplishments. As ACCEL's Program Administrator, Driver has enjoyed the opportunity of facilitating most of these accomplishments which ACCEL has achieved during this contract period.

Some key areas where ACCEL has realized significant results are in the areas of Memorandum of Coverage/insurance program flexibility, success in the negotiation of traditional program renewal terms, conditions and costs and further developments in the use of electronic products to improve ACCEL's website based Program Manual, as well as this year's Stewardship being provided for the first time on our new website, www.accepool.org.

As your Program Manager, Driver pursues excellence in the services provided to the Member Cities just as you have striven for excellence in the CAJPA accreditation process. A significant number of additional hours this year can be attributed to the CAJPA accreditation process, but the outcome will be reaching the target ACCEL set for itself.

With soft market conditions continuing, Driver committed itself to negotiating further coverage extensions and cost reductions on ACCEL's behalf. This was realized as detailed in Section II of this report.

Finally, Driver is committed to finding creative, state of the art solutions to ACCEL's issues on an ongoing basis. We look forward to working with you on your planned objectives as well as those unforeseen, and to developing timely, effective responses to those issues. Driver thanks you for the opportunities provided us in the last year, and your Driver Team looks forward to working with you during this next contract term to continue the evolution of this very successful California Joint Powers Authority.

Fiscal Year 1998/1999 Annual Report

Fiscal Year 1998/1999 represents Authority for California Cities Excess Liability's (ACCEL) twelfth program year of self-funding. Funding through June 30, 1999 was \$27,512,872. This figure represents ACCEL's current liabilities including Accounts Payable, estimated loss reserves, and retrospective rating reserves and refunds. There were twelve Member Cities participating in ACCEL during this fiscal year.

All Members participated in a \$9,000,000 insurance layer, written by Insurance Company of the State of Pennsylvania (AIG), of \$1,000,000 individual Member City self insured retention (Some members purchase down to \$500,000 SIR). ACCEL was formed in 1986 to fund for catastrophic liability losses covered under its Memorandum of Coverage as an alternative to the high cost of liability insurance in the marketplace at that time. This Memorandum of Coverage pools ACCEL's General Liability, Automobile Liability and Public Official Errors & Omissions Liability coverages.

In addition to the pooled Liability Program structure, there are currently two optional programs for Members to consider. These are 1) Optional Excess Liability Program with \$10,000,000 in limits excess of the underlying \$10,000,000, and 2) Optional Excess Workers Compensation Program which provides participating Cities with statutory Excess Workers Compensation coverage, as well as \$2,000,000 in Employers Liability coverage. This coverage was written through National Union Fire Insurance Company of the State of Pennsylvania.

ACCEL's success as a financially strong, and effective JPA is a direct result of its commitment to extensive risk management programs, Member Cities' involvement in ACCEL Board Meetings, Committee Meetings and other related activities, and active participation in all aspects of pool management. Standing active committees include Finance, Underwriting and Claims. Participation on the Board and at the Committee level ensure that costs to ACCEL are reduced whenever possible.

Because of continuing soft market conditions, ACCEL has demonstrated the ability to seek enhancements to its coverage where possible, and to choose traditional insurance options if it makes sense in the short term. ACCEL has positioned itself to take advantage of the most favorable risk management alternatives available during any given Fiscal Year, while maintaining the sound structure of its core Joint Powers Authority status.

Continuing future goals for ACCEL include seeking new members to join the Authority, and the return of moneys to Member Cities through the retrospective rating process.

II. SUMMARY OF MARKETING ACTIVITIES

A. Excess Liability Pool Layer Insurance

The membership reviewed the current excess insurance arrangement with C.V. Starr and after careful consideration decided to maintain the current relationship based on price indications similar to expiring. The Program Administrators provided updates to overall marketplace conditions at both the February 1999 and April 1999 meetings to assure that the renewal strategy had not been impacted.

The Board reviewed options for the renewal at the June 1999 meeting. The ACCEL layer (\$9,000,000 xs \$1,000,000) was reduced approximately 5% from the prior year - a total premium of \$1,181,011. In addition, Modesto, Monterey, Mountain View, Ontario, Santa Cruz, Visalia, Palo Alto and Santa Barbara all purchased *Drop Down* coverage for the layer \$500,000 xs \$500,000.

There were various coverage improvements during the program year that remained with the policy on renewal. A detailed coverage comparison was provided at the April 1999 meeting and as a result, subsequent negotiations achieved the removal of two exclusions for inverse condemnation and school liability. At this time, a discussion began regarding the Y2K exclusion and removal of it for members who had completed the supplementary questionnaire.

B. Optional Excess Liability Insurance

C.V. Starr offered a renewal quotation on ACCEL's Optional Excess Liability \$10,000,000 excess of \$10,000,000 layer at a cost of \$217,511 gross, the same as last year's premium. Coverage is offered through the Insurance Company of the State of Pennsylvania as is the underlying coverage. Policy terms and conditions follow the underlying as well.

C. Optional Excess Workers' Compensation Insurance

ACCEL's Optional Excess Workers Compensation Program began its fourth year Rates were once again reduced; a minimum of 15%.

<u>SELF INSURED RETENTION LEVEL</u>	<u>JULY 1, 1999-2000</u>
\$500,000	\$0.0295
\$300,000	\$0.068
\$250,000	\$0.078

D. Public Employee Dishonesty Insurance

July 10, 1999 was the renewal date for this coverage. Coverage was written through the Fidelity and Deposit Company, providing limits of \$250,000, subject to a deductible of \$1,000 per loss. ACCEL's Public Employee Dishonesty Coverage has been placed with the Fidelity & Deposit Co. since 1987 and has provided excellent service to ACCEL.

E. Trustees Errors & Omissions

Driver was directed to renew ACCEL's Association Professional Liability for a one year period from July 1, 1999 to July 1, 2000 through the National Union Fire Insurance Company of Pittsburgh, PA (A.M. Best Rating of A+ XV) for a flat annual premium of \$11,500. This is the same premium as the prior policy year. The limits of liability are \$1,000,000 per occurrence and in the aggregate with a \$15,000 self-insured retention per occurrence.

III. SUMMARY OF PROGRAM ADMINISTRATION ACTIVITIES

A. JPA Administration

During the July 1, 1998 to June 30, 1999 contract period, Driver Risk Services prepared five (5) agendas for the ACCEL Board of Directors Meetings on the following dates:

September 17 & 18, 1998 Mountain View
December 3 & 4, 1998 Santa Monica
February 2, 1999 San Francisco
April 15, 1999 Ontario
June 10, 1999 San Diego

During the program year, many changes occurred and numerous accomplishments were made. The following represents a highlight from the five meetings that consultants discussed that Marsh & McLennan was acquiring Sedgwick.

- The Authority developed a policy and procedure regarding "Member Cities' Retention of Attorney-Client Privileged documents.
- Members were provided with information regarding the development of a new pool for primary Employment Practice coverages - ERMA, the Employment Risk Management Authority (no members joined this primary pool in part because this coverage was provided in the insured excess layer).
- The Authority planned to hold their first Long-Range Strategic Planning meeting in December 1999.
- The Authority received its CAJPA Accreditation after implementing various minor controls and officially modifying policies and procedures to be in compliance with the standards.
- ACCEL conducted a Strategic Planning meeting as part of the December 1999 meeting. They reviewed long-range planning items, such as their Mission Statement, meeting frequency, standing committees and ratemaking process. The full review of the meeting is best seen in a copy of the minutes attached to the ACCEL website at www.accelpool.org.
- Review of outstanding litigation was a significant commitment this program year. Many large catastrophic claims were addressed.
- Technology continues to play an important role in pool services. ACCEL has moved from an Electronic Manual provided to members regularly on floppy disk to e-mail updates of this document to keep current with additions of minutes and changes in policies and procedures. ACCEL is now moving to a website-based manual.
- The benefit of communicating electronically has been seen now that all members are regularly utilizing e-mail within their cities. The ACCEL Monday morning "updates" are regularly used as a tool to remind members and consultants of ongoing responsibilities. Draft minutes and draft agendas are regularly communicated in this manner.
- Other communication tools such as videoconferencing and, specifically, telephone conferencing have been carefully reviewed and utilized as economic means of meeting Brown Act Meeting Requirements. ACCEL has established protocols for these conference calls to assure that even Closed Sessions are properly protected.
- Although the process of managing the organization has become more routine, automation has allowed for greater cost savings and more immediate responses to members' needs. The consultants continue to find ways that will quickly move to a web-based environment where routine items such as Certificates of Insurance are requested on line.

B. Administrative Duties and Financial Oversight

Driver oversees and coordinates the varied services provided by ACCEL's contractors as scheduled below:

- Carl Warren & Company - Excess Liability Claims Administrator
- Leo Heyenrath - Liability Claims Auditor/Consultant
- Leon Elwell - Financial Auditor
- City of Monterey, Financial Investor

- o ARM Tech - Actuarial Services (Biannual if contract is renewed)
- o Rourke, Woodruff & Spradlin - Legal Consultant
- o Boornazian, Jensen & Garthe - Coverage Counsel

Driver facilitated the renewal of the following contracts during the July 1, 1998 to June 30, 1999 contract period:

- o Sedgwick of California, Inc./Program Administrator (July 1, 1997 - 2000)
- o Carl Warren & Company (July 1, 1998 - 1999)
- o Leo Heyenrath (April 1, 1999 - 2002)
- o City of Monterey (July 1, 1997 - June 30, 1999)
- o Rourke, Woodruff & Spradlin (July 1, 1997 - continuous until canceled)
- o Boornazian, Jensen & Garthe (July 1, 1997 - continuous until canceled)

Driver oversees ACCEL's financial objectives, strategies and procedures by working with ACCEL's Treasurer, its Financial Auditor, and the Executive Committee to assure the achievement of the Board's financial goals.

With respect to Driver's administrative duties, below is a schedule of activities that we have managed, overseen or prepared during the course of this contract period:

- o Maintain and update official ACCEL documents and files
- o Joint Powers Authority Agreement
- o Joint Powers Authority Bylaws
- o Budget
- o Annual Audit
- o ACCEL's Investment Fund Reports
- o Resolutions
- o Policies & Procedures
- o Agendas
- o Minutes
- o Underwriting Specifications
- o Memorandum of Coverage
- o Liability Plan, Structure & Financing
- o Take meeting minutes at five Board Meetings held during the contract period, as well as additional Committee Meetings as necessary.
- o Prepare minutes after meetings and distribute to ACCEL Members
- o Distribute, collect and file Fair Political Practices Commission Form 700 in January of each year.
- o Make Public Agency Roster Filings with the Secretary of State and County Clerk
- o File Joint Powers Agreement changes with the Secretary of State
- o Prepare time tracking reports to review flow of hours and projects being completed.

IV. APPENDIX

A. Program Administrator's Time Tracking Report (7/1/98 - 6/30/99)

1. JPA Administration

	ACCEL (Less Brokerage) Time Tracking Report 07/01/98-06/30/99 07/01/97-06/30/98			
	Total Hours	Total Amount	Total Hours	Total Amount
Outline View	07/01/98	07/01/98	07/01/97	07/01/97
	06/30/99	06/30/99	06/30/98	06/30/98
ACCEL	2,311.00	\$159,513.75	2,507.25	\$177,787.25
Liability	2,091.75	\$141,222.50	1,786.50	\$120,457.75
Administration JPA	2,022.75	\$136,729.25	1,648.25	\$107,902.25
Claims			60.75	\$8,008.00
Risk Management	15.75	\$2,150.25	12.50	\$1,687.50
Consulting				
Word Processing	53.25	\$2,343.00	65.00	\$2,860.00
Other	218.75	\$18,223.75	720.75	\$57,329.50
Administration	27.00	\$2,025.00	12.25	\$918.75
Administration JPA	177.50	\$14,910.00	574.00	\$48,620.25
Special Projects	14.25	\$1,288.75	134.50	\$7,790.50
Workers' Compensation	0.50	\$67.50		
Risk Management	0.50	\$67.50		
Consulting				
Totals	2,311.00	\$159,513.75	2,507.25	\$177,787.25

B. Policy/Premium Register

AUTHORITY FOR CALIFORNIA CITIES EXCESS LIABILITY

POLICY AND PREMIUM REGISTER

JULY 1, 1998 TO JUNE 30, 1999

Coverage	Underwriter / Contact	Insurance Company & Policy Number	Term	Limits of Liability	Premium
Trustees Errors & Omissions	Sedgwick James of Texas, Inc. 500 North Akard Street, Suite 2200 Dallas, TX 75201 (214) 849-5000 (214) 849-5001 Facsimile	National Union Fire Insurance Company AM Best Rating A++XV APL8564690	7/1/98-7/1/99	\$1,000,000 Per Loss \$15,000 Retention	\$11,500
Public Employee Dishonesty	Jackie Day Fidelity & Deposit Company 100 First Street, Suite 1700 San Francisco, CA 94105 (415) 896-0701 (415) 896-0613 Facsimile	Fidelity & Deposit AM Best Rating AVIII 30087186	7/1/97 - 7/1/00	\$250,000 Per Loss \$1,000 deductible	\$6,204 (Billed in three anniversary installments of \$2,068)
Excess Pooled Liability Program	William Dougherty Driver Risk Services 500 Washington St. Suite 300 San Francisco, CA 94111-2933 (415) 371-5400 (415)597-6762 Facsimile Michael Simmons, Managing Executive Daniel Howell, Senior Vice-President	ACCEL - Authority for California Cities Excess Liability (A Joint Powers Authority)	7/1/98 - 7/1/99	\$9,000,000 per occurrence subject to a \$1,000,000 Self Insured Retention *	\$3,793,044
Optional Liability Reinsurance Program	C.V. Starr & Company Two Rincon Center, Suite 310 Spear Street Tower San Francisco, CA 94105 (415) 836-2656 (415) 836-3451 Facsimile Frank Tanabe	Insurance Company of the State of Pennsylvania AM Best Rating A++XV 4798-2278	7/1/97 - 7/1/98	\$7,000,000 Excess \$2,000,000 Excess \$1,000,000	Included in above

William Weichold

Optional Excess Liability Program Same as Optional Liability Reinsurance \$10,000,000 Excess \$217,511 \$10,000,000

Optional Excess Workers' Compensation American International Companies National Union Fire Insurance Company 7/1/98 - 7/1/99 Statutory Limits for Excess Workers' Compensation \$198,889

Three Embarcadero Center AM Best Rating A++XV \$2,000,000 Employers Liability

San Francisco, CA 415-7583 94111 \$2,000,000 Excess Jones Act (specified cities)

(415) 445-2925

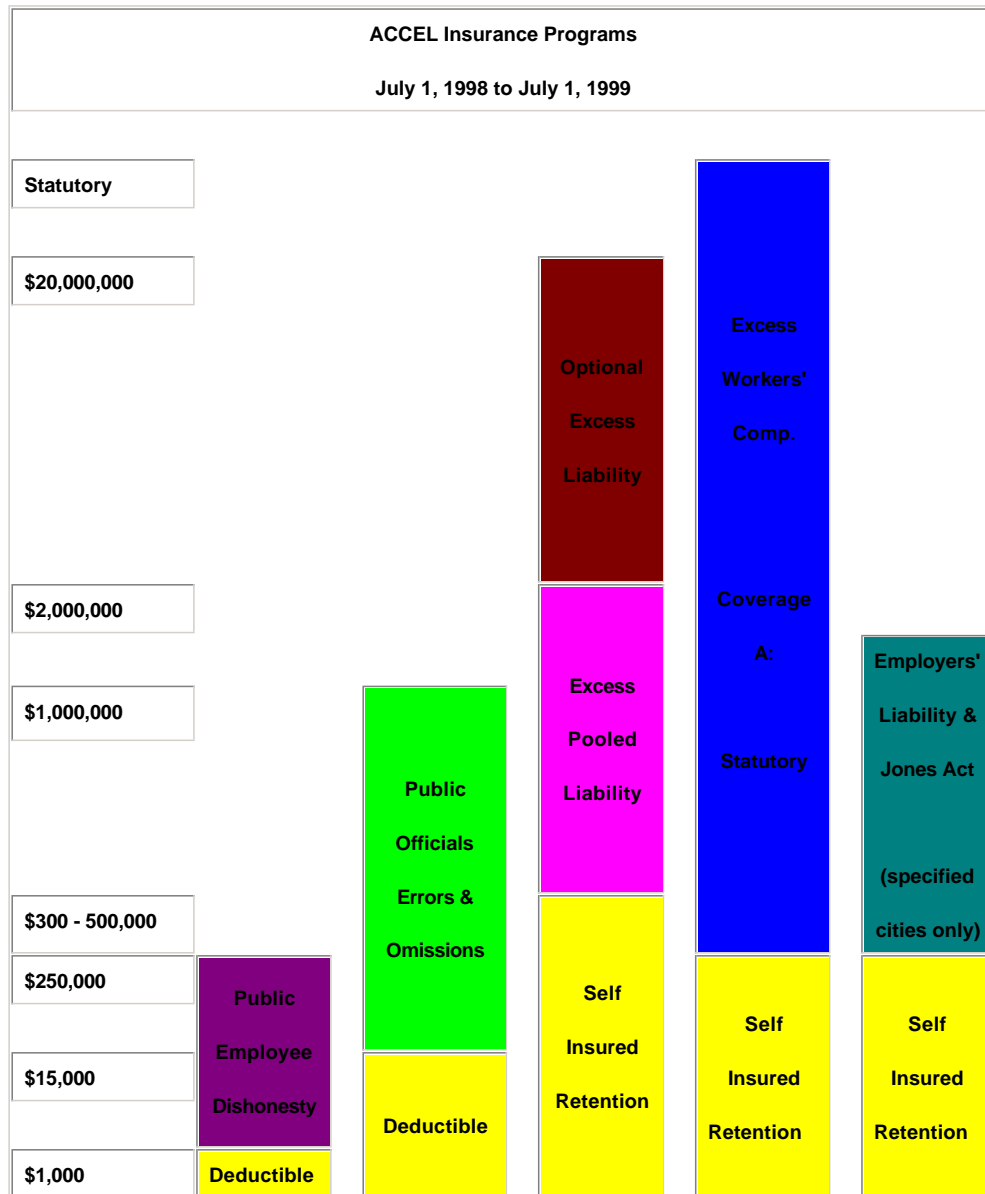
(415) 398-7967 Facsimile

Donna Pruet

James M. Dickey

* These limits are shared through the Insurance Company of the State of Pennsylvania's (ICSP) provision of \$7,000,000 excess of \$3,000,000 layer of this coverage. Please see ICSP's coverage document for Terms and Conditions for this contributing layer.

C. ACCEL's Program Structure Chart



Some Members at Lower Retention

Self Insured Retention or Deductible

D. Summary of Funds/Estimated Earnings Report Ending 6/30/99

Available as a hardcopy

E. Proposed Client Service Calendar for 7/1/99 – 6/30/00**1999 SERVICE CALENDAR**

AUGUST 1999			
RESPONSIBLE PARTY	PROJECT	CATEGORY	STATUS
Program Administrator	Excess Liability Program - If the policy has not been received, send Extension Binder to members	Renewal	Completed
Program Administrator	Excess Workers' Compensation Program - If we did not receive the policy, send Extension Binder to members	Renewal	Policy to be mailed 2/1
Program Administrator	Trustees Errors & Omissions - If the policy has not been received, send Extension Binder to members	Renewal	Policy to be mailed 2/1
Program Administrator	Conflict of Interest Code must be reviewed every two years and filed with the FPPC prior to October 1st every even numbered year	Bi-Annually	Not this year, place reminder on agenda

SEPTEMBER 1999			
RESPONSIBLE PARTY	PROJECT	CATEGORY	STATUS
Program Administration	Set up meeting notice and catering arrangements for December Board Meeting. Include Prospective Annual Meetings' Calendar and the Review of the Investment Policy	Agenda	Completed
Program Administrator	Mail agenda for September Board Meeting	Agenda	Completed
Program Administrator	September Board of Directors Meeting	Meeting	Completed
Program Administrator	Finalize minutes of September Board Meeting	Meeting	Completed
Leo Heyenrath	Prepare Liability claims Audit	Annual	
Program Administrator	Prepare Annual Stewardship Report	Annual	Part of website

OCTOBER 1999			
RESPONSIBLE PARTY	PROJECT	CATEGORY	STATUS
Program Administrator	Send out meeting notice via facsimile and e-mail	Meeting	Completed
Program Administrator	Update ACCEL Program Manual.Hypertext	Special	Completed

NOVEMBER 1999			
RESPONSIBLE PARTY	PROJECT	CATEGORY	STATUS
Program Administrator	Mail Agenda for December Board Meeting	Agenda	Completed

DECEMBER 1999			
RESPONSIBLE PARTY	PROJECT	CATEGORY	Status
Program Administrator	Set up meeting and catering arrangements for February 2000 Board Meeting. Send out meeting notice via facsimile and email	Agenda	Completed

Program Administrator	December Board of Directors Meeting	Meeting	Completed
Program Administrator	ACCEL Newsletter	Annual	2/8/00
Program Administrator	Finalize Minutes for December Board Meeting	Agenda	

JANUARY 2000

RESPONSIBLE PARTY	PROJECT	CATEGORY	Status
Program Administrator	Actuarial Study - Done every two years - initiate completion process	Actuarial Study	Not this year
Program Administrator	Mail Statement of Economics Interest Form 700's for members to complete as required annually by the FPPC	Annual	1/28/00
	The Forms are due back to Driver by April 1st.		
Program Administrator	All Meetings for the year - set up Client and JPA Administration files	Annual	1/7/00
Program Administrator	Run Account Time Tracking prior calendar year report	Semiannual	Completed
Program Administrator	Consulting Services Contract		Agendized
	(3 year contract renewal 4/1/97 - 2000)		

FEBRUARY 2000

RESPONSIBLE PARTY	PROJECT	CATEGORY	Status
Program Administrator	February Board of Directors meeting	Meeting	2/8/00
Program Administrator	Finalize minutes of February Board Meeting	Meeting	2/17/00
Program Administrator	Update applications for Excess Workers' Compensation renewal process	Renewal	2/18/00
Program Administrator	Send reminder to members requesting information for retrospective rating purposes and insurance marketing process	Renewal	2/18/00
Program Administrator	Send notice of insurance program renewals to members, requesting updated renewal information - Request renewal Certificates of Insurance; Request estimated annua. payroll for Workers' Compensation and Liability	Renewal	2/18/00
Program Administrator	Update applications for Excess Liability renewal process	Renewal	2/18/00
Program Administrator	Set up meeting notice and catering arrangements for June meeting. Send out meeting notice via facsimile and email.	Agenda	2/29/00
Program Administrator	Set up meeting notice and catering arrangements for April Board Meeting. Send out meeting notice via facsimile and email.	Agenda	2/23/00

MARCH 2000

RESPONSIBLE PARTY	PROJECT	CATEGORY	STATUS
Program Administrator	Have all loss reports from members Excess of \$25,000 that are valued as of December 31st been received. Due 2/15 per P&P	Retro	3/1/00
Program Administrator	Send reminder to members who have not sent in updated underwriting information for	Renewal	3/06/00

	program renewals		
Program Administrator	Set up renewal master insurance program marketing files	Renewal	3/10/00
Program Administrator	Run first Retro Draft Reports	Annual	3/10/00
Program Administrator	Send <i>final</i> reminder to members who have not sent in updated underwriting information for program renewals	Renewal	3/20/00
Program Administrator	Receipt of the 12/31 claims audit from Leo Heyenrath – initiate process of data input into Retrospective Rating Program	Retro	3/22/00
Program Administrator	Prepare specifications for Optional Excess Liability Program	Renewal	3/24/00
Program Administrator	Prepare specifications for Optional Excess Workers' Compensation Program	Renewal	3/24/00
Program Administrator	Prepare specifications for Trustees Errors & Omissions	Renewal	3/24/00
Program Administrator	Approach all markets for July renewals	Renewal	3/24/00

APRIL 2000

RESPONSIBLE PARTY	PROJECT	CATEGORY	STATUS
Program Administrator	Mail Agenda April Board Meeting	Agenda	4/03/00
	April Board of Directors Meeting	Meeting	4/13-14/00
Program Administrator	Finalize minutes of April Board Meeting	Meeting	4/21/00

MAY 2000

RESPONSIBLE PARTY	PROJECT	CATEGORY	STATUS
Program Administrator	Set up meeting notice and catering arrangements for June Board Meeting. Send out meeting notice via facsimile and email	Agenda	5/1/00

JUNE 2000

RESPONSIBLE PARTY	PROJECT	CATEGORY	STATUS
Program Administrator	Finalize Annual Budget	Annual	6/05/00
Program Administrator	Mail Agenda for June Board Meeting	Agenda	6/09/00
Program Administrator	June Board of Directors Meeting	Meeting	6/22-23/00
Program Administrator	Finalize minutes from June Board Meeting	Meeting	6/28/00
Program Administrator	Optional Excess Liability Program - Prepare binders and invoices	Renewal	6/29/00
Program Administrator	Optional Excess Workers' Program - Prepare binders and invoices	Renewal	6/29/00
Program Administrator	Trustees Errors & Omissions - Prepare binders for members and one invoice directly to Treasurer	Renewal	6/29/00
Program Administrator	Public Employee Dishonesty - Bill anniversary installment billing	Three year term	6/29/00
ACCEL Treasurer	Financial Audit as of 6/30	Annual	6/29/00

JULY 2000

RESPONSIBLE PARTY	PROJECT	CATEGORY	STATUS
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Program Administrator	Optional Excess Liability Program Renewals	Renewal	7/01/00
Program Administrator	Optional Excess Workers' Compensation Program Renewals	Renewal	7/01/00
Program Administrator	Trustees Errors & Omissions Policy Renewals	Renewal	7/01/00
Program Administrator	Public Employee Dishonesty Policy Renewals	Three year term	7/01/00
Program Administrator	Program Administration Contract - Invoice Treasurer for Program Administration Fee - include in June agenda	Three year term	7/03/00
Program Administrator	Set up renewal policy files for all insurance programs	Renewal	7/10/00
Program Administrator	Follow-up on all premium payments for July renewal billings	Annual	7/21/00
Program Administrator	Excess Workers' Compensation - request final payrolls for expired policy	Audit	7/24/00
Program Administrator	Prepare Insurance Premium Audits as of June 30th	Annual	7/26/00
ACCEL Treasurer	Annual Report of Financial Transactions of Special Districts - File within 12 months of fiscal year end	Annual	7/28/00
Program Administration	Annual Roster Filing for State of California	Annual	7/28/00

F. 1998 – 1999 Board of Directors

The Board of Directors of ACCEL is composed of a representative of each member city. Each Director is appointed by their City Council. Each member of the Board of Directors has equal vote in matters concerning the Authority.

CITY ADDRESS BOARD MEMBER

ANAHEIM CITY OF ANAHEIM THOMAS L. VANCE

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