

AUTHORITY FOR CALIFORNIA CITIES EXCESS LIABILITY 2007 - 2008 SERVICE CALENDAR

Draft June 24, 2007

AUGUST 2007			
RESPONSIBLE PARTY	PROJECT	CATEGORY	STATUS
Program Administrator	Excess Liability – If the policy has not been received, send Extension Binder to members	Renewal	
Program Administrator	Excess Workers' Compensation Program - If the policy has not been received, send Extension Binder to members	Renewal	
Program Administrator	Trustee's Errors & Omissions - If the policy has not been received, send Extension Binder to members	Renewal	
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.	Biennially	
SEPTEMBER 2007			
RESPONSIBLE PARTY	PROJECT	CATEGORY	STATUS
Program Administrator	Set up meeting notice and catering arrangements for December Board Meeting Include Prospective Annual Meetings' Calendar and the Review of the Investment Policy	Agenda	
Program Administrator	Mail agenda for September/October Board Meeting	Agenda	
Program Administrator	September/October Board of Directors Meeting	Meeting	
Program Administrator	Finalize minutes of September Board Meeting	Meeting	
Leo Heyenrath	Prepare Liability claims Audit	Annual	
OCTOBER 2007			
RESPONSIBLE PARTY	PROJECT	CATEGORY	STATUS
Program Administrator	Send out meeting notice Email and Website Posting	Meeting	
NOVEMBER 2007			
RESPONSIBLE PARTY	PROJECT	CATEGORY	STATUS
Program Administrator	Mail Agenda for December Board Meeting	Agenda	
DECEMBER 2007			
RESPONSIBLE PARTY	PROJECT	CATEGORY	STATUS
Program Administrator	Finalize Minutes for December Board Meeting	Agenda	
Program Administrator	Set up meeting notice and catering arrangements for February Board Meeting Send out meeting notice Email and Website Posting	Agenda	
Program Administrator	December Board of Directors Meeting	Meeting	
JANUARY 2008			
RESPONSIBLE PARTY	PROJECT	CATEGORY	STATUS
Program Administrator	When preparing the Retrospective Rating Calculations, remember to compare the CWC loss run with losses reviewed	Annual	
Program Administrator	Mail Statement of Economics Interest Form 700's for members to complete as required annually by the FPPC The Forms are due back to Driver by April 1st.	Annual	
Program Administrator	All Meetings for the year - set up Client and JPA Administration files	Annual	
Program Administrator	Program Administration Contract (3 year contract renewal, Exp. July 2006)	Three Year Term	
Program Administrator	Run Account Time Tracking prior calendar year report	Semiannual	
Program Administrator	Actuarial Study – Done every two years – initiate completion process	Actuarial Study	

AUTHORITY FOR CALIFORNIA CITIES EXCESS LIABILITY 2007 - 2008 SERVICE CALENDAR

Draft June 24, 2007

FEBRUARY 2008			
RESPONSIBLE PARTY	PROJECT	CATEGORY	STATUS
Program Administrator	February Board of Directors Meeting	Meeting	
Program Administrator	Finalize minutes of February Board Meeting	Meeting	
Program Administrator	Update applications for Excess Workers' Compensation renewal process	Renewal	
Program Administrator	Send reminder to members requesting information for retrospective rating purposes and insurance marketing process	Renewal	
Program Administrator	Send notice of insurance program renewals to members, requesting updated renewal information - Request renewal Certificates of Insurance; Request estimated annual payroll for workers' compensation; and Liability	Renewal	
Program Administrator	Update applications for Excess Liability renewal process	Three Year Term	
Program Administrator	Set up meeting notice and catering arrangements for April Board Meeting. Send out meeting notice Email and Website Posting	Agenda	
Program Administrator	Set up meeting notice and catering arrangements for June Board Meeting. Send out meeting notice Email and Website Posting	Agenda	
MARCH 2008			
RESPONSIBLE PARTY	PROJECT	CATEGORY	STATUS
Program Administrator	Have all loss reports from members Excess of \$25,000 that are valued as of December 31 st been received. Due 2/15 per P&P	Retro	
Program Administrator	Send reminder to members who have not sent in updated underwriting information for program renewals	Renewal	
Program Administrator	Set up renewal master insurance program marketing files	Renewal	
Program Administrator	Run first Retro Draft Reports	Annual	
Program Administrator	Send <i>final</i> reminder to members who have not sent in updated underwriting information for program renewals	Renewal	
Program Administrator	Receipt of the 12/31 claims audit from Leo Heyerath – initiate process of data input into Retrospective Rating Program	Retro	
Program Administrator	Prepare specifications for Optional Excess Liability Program	Renewal	
Program Administrator	Prepare specifications for Optional Excess Workers' Compensation Program	Renewal	
Program Administrator	Prepare specifications for Trustees Errors & Omissions	Renewal	
Program Administrator	Approach all markets for July renewals	Renewal	

AUTHORITY FOR CALIFORNIA CITIES EXCESS LIABILITY 2007 - 2008 SERVICE CALENDAR

Draft June 24, 2007

APRIL 2008			
RESPONSIBLE PARTY	PROJECT	CATEGORY	STATUS
Program Administrator	Mail Agenda April Board Meeting	Agenda	
Executive Committee	Conduct the ACCEL Performance Measures for the Program Administrators	Annual	
Program Administrator	April Board of Directors Meeting	Meeting	
Program Administrator	Finalize minutes of April Board Meeting	Meeting	
MAY 2008			
RESPONSIBLE PARTY	PROJECT	CATEGORY	STATUS
Program Administrator	Set up meeting notice and catering arrangements for June Board Meeting Send out meeting notice Email and Website Posting	Agenda	
Program Administrator	Follow up with Members on reporting payroll to Treasurer (due May 1 th by Members)	Annual	
JUNE 2008			
RESPONSIBLE PARTY	PROJECT	CATEGORY	STATUS
Program Administrator	Finalize Annual Budget	Annual	
Program Administrator	Mail Agenda for June Board Meeting	Agenda	
Program Administrator	June Board of Directors Meeting	Meeting	
Program Administrator	Finalize minutes from June Board Meeting	Meeting	
Program Administrator	Optional Excess Liability Program - Prepare binders and invoices	Renewal	
Program Administrator	Optional Excess Workers' Program - Prepare binders and invoices	Renewal	
Program Administrator	Trustees Errors & Omissions - Prepare binders for members and one invoice directly to Treasurer	Renewal	
Program Administrator	Public Employee Dishonesty - Bill anniversary installment billing	Annual Billing	
ACCEL Treasurer	Financial Audit as of 6/30	Annual	
JULY 2008			
RESPONSIBLE PARTY	PROJECT	CATEGORY	STATUS
Program Administrator	Optional Excess Liability Program Renews	Renewal	
Program Administrator	Optional Excess Workers' Compensation Program Renews	Renewal	
Program Administrator	Trustees Errors & Omissions Policy Renews	Renewal	
Program Administrator	Public Employee Dishonesty Policy Renews	Annual Billing	
Program Administrator	Program Administration Contract - Invoice Treasurer for Program Administration Fee – Include in June Agenda	3 year term	
Program Administrator	Set up renewal policy files for all insurance programs	Renewal	
Program Administrator	Follow-up on all premium payments for July renewal billings	Annual	
Program Administrator	Excess Workers' Compensation – request final payrolls for expired policy	Audit	
Program Administrator	Prepare Insurance Premium Audits as of June 30th	Annual	
ACCEL Treasurer	Annual Report of Financial Transactions of Special Districts – File within 12 months of fiscal year end	Annual	
Program Administrator	Annual Roster Filing for State of California	Annual	