

To: James L. App, City Manager  
From: Mike Compton, Director of Administrative Services *MC*  
Subject: Appointment of California Joint Powers Insurance Authority Board Members  
DATE: July 15, 2003

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Needs:

For the Council to designate a voting delegate and alternates to California Joint Powers Insurance Authority (CJPIA) Board.

Facts:

1. Paso Robles' membership in CJPIA has been approved effective 7/1/03.
2. To complete the membership process, the Council must designate one of their members as a voting delegate to the CJPIA.
3. The Council should also designate one or more staff persons as alternate voting delegates.

Analysis &  
Conclusion:

While it is generally staff that actively participates in the normal affairs of the CJPIA, the by-laws of CJPIA does require that the governing board of each member agency, the Council in our case, to designate a voting delegate.

It is recommended that the Council also appoint the Director of Administrative Services and Assistant to the City Manager as alternate voting delegates.

Fiscal  
Impact:

None.

Options:

- a. Appoint a councilman as the California Joint Powers Insurance Authority voting delegate and the Director of Administrative Services and Assistant to the City Manager as alternate voting delegates; or
- b. Amend, modify, or reject the above option.



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 to California  
 local government

RECEIVED  
 CITY MANAGER

JUN 30 2003

CITY OF PASO ROBLES

June 26, 2003

Mr. Jim App, City Manager  
 City of El Paso de Robles  
 1000 Spring Street  
 El Paso de Robles, CA 93446

Dear Mr. App:

I am pleased to welcome the City of El Paso de Robles to the CALIFORNIA JOINT POWERS INSURANCE AUTHORITY. The Board of Directors approved the City's membership in the CALIFORNIA JPIA effective July 1, 2003. This letter addresses some of the housekeeping items necessary to effect your membership.

For the General Liability Program: .

1. During the admissions process, the City Council adopted a resolution joining the CALIFORNIA JPIA, its Liability Program, and approving the execution of the Joint Powers Agreement. A copy of the Agreement is enclosed. Please have the Mayor sign the last page of the Agreement, and send the signed page to the CALIFORNIA JPIA office.
1. Each member agency of the CALIFORNIA JPIA has a representative from its governing body on the CALIFORNIA JPIA's Board of Directors. Please have the City Council appoint a Council Member as a Voting Delegate to the CALIFORNIA JPIA.
1. Appoint an Alternate Delegate; the Council may appoint a staff alternate and may appoint more than one Alternate, if they wish. A form for Certification of your voting delegate and alternate(s) is enclosed. Please fill it in and send the original to the CALIFORNIA JPIA office.
1. As required by the Joint Powers Agreement, the City needs to appoint a Risk Manager from your staff. This may be you or another staff member.

Mr. Jim App  
City of El Paso de Robles  
June 26, 2003; Page 2

Enclosed is an invoice for your City's primary deposit for the General Liability Program for the coverage period of July 1, 2003 through June 30, 2004. Please pay as soon as possible, but no later than August 1, 2003.

Upon receipt of your deposit we will send your official Certificate of Liability Coverage for the coverage period. The Certificate should be retained in your City's official records.

Enclosed is a new Membership Handbook for your information and file. It is similar to the notebook the City received prior to membership. Please refer to the new notebook as it contains information about all of the programs as of the date of the City's membership. It contains a copy of the 2002 Memorandum of Coverage as well as several other important documents regarding the CALIFORNIA JPIA programs and procedures. In addition, I have enclosed a number of other documents that may be of interest to you. They are as follows:

1. *Contractual Risk Transfer: For Cities*. This is a manual we published to assist in drafting contracts with appropriate risk transfer provisions. (Tab 8 in the notebook).
2. The March 2003 General Liability and Workers' Compensation Retrospective Deposit Computations.
3. An Explanation of the Retrospective Deposit calculation process.

Part of the strength of the CALIFORNIA JPIA is our commitment to listening to and serving the members. We encourage the City of El Paso de Robles's attendance and participation in the following:

- o The Executive Committee meets on the 4th Wednesday of each month at 6:30 p.m. in the CALIFORNIA JPIA El Capitan Room.
- o The City Managers Committee (which includes City Managers, Executive Directors, and other Chief Executive Officers of our members) meets on the 2nd Monday of each month at 12:00 noon in the CALIFORNIA JPIA El Capitan Room.
- o The Finance Officers Committee meets quarterly on the 1st Thursday of the second month of the quarter at 11:00 a.m. in the CALIFORNIA JPIA El Capitan Room.
- o We present seminars and workshops on various aspects of risk management. These meetings are held periodically, and you will be receiving announcements of upcoming programs through email. The CALIFORNIA JPIA newsletter, mailed periodically, also contains a schedule of workshops and training classes.

Mr. Jim App  
City of El Paso de Robles  
June 26, 2003; Page 3

- o The next annual meeting of the Board of Directors is scheduled for July 23, 2003. I hope your agency's Delegate and you will attend. You will receive an agenda in early July.

An important part of the Authority's membership outreach is the risk management evaluation. This is a user-friendly survey of your operations that will help your agency identify possible exposures. A member of our staff will contact you in the near future to schedule a date for the risk management evaluation.

To help us with our record keeping, please provide a listing of the names of your City Council members and their titles, and then as changes take place (i.e. Council and voting delegates) please advise the Authority. Their names, and those of your department heads, will be placed on our newsletter mailing list, seminar/workshop email list, and in our Membership Directory.

And finally, on the wall in the main lobby of our offices, we display the tile plaques of our members. If your City has a plaque, please send it, we will proudly display it.

In summary, please forward as soon as possible:

- Original signature page from the Joint Powers Agreement.
- The designation of Council Delegate, Alternate(s), and Risk Manager.
- The designation of the City's Risk Manager.
- Payment of the City's General Liability primary deposit.
- Names of City Council members.
- City Plaque

If you have any questions, please call me at any time. It is a great pleasure to have the City of El Paso de Robles as a member of the CALIFORNIA JPLA.

Sincerely,



Jonathan R. Shull  
Executive Director

Enclosures

cc: Member File  
Dwight Kunz, Carl Warren & Company

### CERTIFICATION OF DIRECTOR AND ALTERNATE(S)



I hereby certify that as of this date, the Official Minutes and Records of the city council of the City of El Paso de Robles confirm that the following persons have been appointed to represent the City of El Paso de Robles, in accordance with the provisions of Article 7 of the CALIFORNIA JOINT POWERS INSURANCE AUTHORITY Agreement.

\_\_\_\_\_  
DIRECTOR (Board Member)

ALTERNATE(S) (one or more, may be staff member)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Clerk: \_\_\_\_\_

Member: City of El Paso de Robles

Date: \_\_\_\_\_



## DESIGNATION OF RISK MANAGER

The following person has been appointed by the City Manager to serve as the Risk Manager to the CALIFORNIA JPIA for the City of El Paso de Robles:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

e-mail Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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CALIFORNIA

J · P · I · A

1978 - 2003  
Silver Anniversary

Celebrating  
25 years of service  
to California  
local governments

# INVOICE

June 24, 2003

City of El Paso de Robles  
1000 Spring Street  
Paso Robles, CA 93446

Attention:  
Mr. Jim App  
City Manager

<u>Description</u>	<u>Amount</u>
2003-2004 General Liability Primary Deposit	\$214,784.00
2003-2004 Workers' Compensation Primary Deposit	
2003-2004 Workers' Compensation Excess Pool Deposit*	
Total Primary Deposits	\$214,784.00
Membership Application Fee Refund	(\$1,000.00)
Net Amount Due	\$213,784.00

Payment due on or before August 1, 2003

\*Due to the current unpredictability in the workers' compensation excess and reinsurance markets and the current funding level of the Authority's workers' compensation primary pool, the Workers' Compensation Excess Pool was established. Its purpose is to improve the actuarial rating of the Workers' Compensation Program and to provide flexibility in dealing with the changing excess and reinsurance markets. The assessment for 2003-04 is 0.05% of your agency's payroll as reported for 2002.