



Request for Proposals

For

Risk Management Information System

You are invited to submit a proposal to provide a Risk Management Information System (RMIS) to the Association of Bay Area Governments (ABAG). We are requesting proposals for a software program to help manage the functions of ABAG's Pooled Liability Assurance Network Program (PLAN).

I. Introduction

Formed in 1986, the PLAN is a risk-sharing pool of 31 cities and towns in the San Francisco Bay Area. ABAG administers the PLAN by providing claims administration, risk management, financial, and administrative services for its members. The municipal liability pool provides coverage for property damage, bodily injury, personal injury and errors and omissions. The property pool provides coverage for buildings, contents, and automobile physical damage.

PLAN member claims are administered "in-house" by ABAG employees, using the CSC RiskMaster software. A total of twelve employees access the system regularly, with nine claims staff processing an average of 950 claims per year. Claims are paid from pool funds with amounts below a member's deductible, ranging from \$25,000 to \$250,000 per occurrence, billed back to the member. Additional information about the PLAN can be found on our website at www.abag.ca.gov/plan.

Our goal is to reduce the frequency and severity of member losses by working with them to implement best practices in risk and claims management. Our objective is to review options for a software program that will improve our ability to achieve our goals, as outlined in the project goals below.

II. Project Goals

Our project goal is to select a RMIS provider and software package that will enhance the services we provide our members and external contacts. We prefer a web-based program that will provide secure, reliable access, integrate our accounting functions, and include exposure and risk management audit data to improve the efficiency and quality of our analysis. Project goals also include:

- a. Improve efficiency of claims administration by integrating deductible billing and streamlining processing of routine claim functions.
- b. Improve quality and efficiency of reporting by integrating exposure and claim data, standardizing claim coding and reports, and identifying trends.
- c. Improve risk management services by integrating best practice audit data and tracking capabilities.

Please see Exhibit 1 for an illustration of our current database structure and proposed structure under a new software program. We will look to the selected RMIS provider to develop and recommend ways for the software to address these goals and to recommend other innovative ways to improve our services.

III. Minimum Technical Standards

- a. ABAG currently employs a Sun Solaris platform for its E-Business Suite application and database. Intel based servers provide the ABAG's messaging requirements and Novell GroupWise is the messaging component. UNIX servers support all Internet deployment with the appropriate firewalls in place. All systems are effectively networked and intersystem accessibility (behind the firewall) is seamless to the user community.
- b. ABAG's Information Technology Plan incorporates an Enterprise data model and includes a technology framework that utilizes Oracle as its primary foundation. The plan limits technological diversity by adopting commercially available product suites. It also dictates that all technological solutions are to be seamlessly integrated at the application level through standard APIs and directly compatible with the Oracle database. All new and/or proposed IT solutions are evaluated for compliance with these goals in mind. Compliance, at the database level, is defined as data that is stored in a "normalized" fashion and native to the Oracle database. Redundancy in data, systems, application, or function is limited and highly discouraged.
- c. The current E-Business Suite version is 11.5.9 and the Oracle database version is 10g. We have accounts receivable, accounts payables and general ledger as installed modules in the E-Business Suite. ABAG has plans to upgrade its E-Business Suite to version 12 and database to 11g in the future. The proposed solution must leverage these applicable technologies to provide an optimal enterprise solution.
- d. ABAG is diverse in its business objectives and recognizes that there may be unique functional requirements and/or associated technical solutions that cannot meet the ABAG's enterprise standards. In such cases, the prospective RMIS provider must provide the integration and database synchronization tools required to ensure that the solution operates in an enterprise/normalized manner. Intersystem communication and batch updates should be transparent to the user and automated to the degree that they do not become a significant maintenance/support obligation.

IV. System Features

Please address the following requests for a description of the various elements of the software and system features. If any aspect of the feature must be customized or provided by another software product please provide details and pricing.

A. Claims Administration

We are seeking a program that will provide for more efficient processing of claims, with the ability to setup, pay, and store claims electronically. We also want to standardize our claim coding to the Public Entity Risk Institute (PERI) standard, to allow for participation in their data exchange program.

i. Data Fields & Processing

1. Describe the program's claim processing capabilities and any "user-friendly" features, such as customizable screens, processing shortcuts, or other user-defined preferences.
2. Provide a list of the standard claim fields.
3. Provide a list of any claim fields included in the PERI data standards that are not standard in your program.
4. Does the program allow for fields to be changed/customized, and if so, how many fields?
5. Describe the organizational hierarchy in your system.
6. Describe the search capabilities within the system.
7. Describe the adjusters' notes function, including features, limitations and security.
8. Describe the adjusters' diary function, including entry and report options.
9. Describe the process of attaching electronic files to the claim file and any limitations to the types of files, i.e.: images, email, documents, photos, videos, spreadsheets?
10. Does your system fully integrate with Microsoft Office applications?
11. Contain a letter wizard that exports claim data to standard letters and reports?
12. Is there an email capability or seamless interface to our email program?
13. Can users look up multiple claims concurrently?
14. How does the system differentiate between types of claims such as auto physical damage, auto liability, property, general liability, and E&O claims?
15. Does it allow for "remote" users, such as our members, to access limited information?

ii. Internal Security

1. Describe the internal security features of your program.
2. Can the security/authority profile be changed easily by a user such as the administrator and then duplicated and modified to provide for efficient addition of new users?
3. Does the application allow an administrator to set authority levels for items such as setting reserves, requesting payments and crediting recoveries or refunds?
4. How does the program track the transactions for authorized users when issuing checks, voiding checks, or entering collections?
5. Can certain claim information (such as adjusters' notes) be blocked from view by others?

iii. Reserves & Payments

1. Does the system have check writing capability?
2. Describe how reserves and payments are tracked in the system, such as at claim level, claimant level, or both.
3. List the reserve and payment types that are standard.
4. Does the system flag for duplicate payments? Vendors? Does it allow for an override?
5. Does the system require that tax id's be put in the data field for all vendors?

B. Accounting

We are seeking a program that will improve our ability to pay claims, track claim payments and bill our members for payments below their deductible. The program must have the capability of interfacing with our Oracle accounting system. We currently issue invoices via a customized “re-bill” program that interfaces with RiskMaster. Any new program must be capable of deductible billing, either internally or via a built-in interface with Oracle. The program should also be able to issue 1099s without customized programming or third-party software.

1. Describe the accounting functions within your software.
2. Does the application allow for interfacing/exporting accounting data into Oracle, and if so, how? (i.e. exporting user-selected data to an Excel table)
3. Is the system able to track deductible billing at the client, claim and claimant levels?
4. Able to create invoices?
5. Able to generate 1099s?
6. Describe the system’s ability to issue invoices and payments electronically.
7. Describe the check register report and other reporting capabilities of the system.
8. Describe how your system processes subrogation or other credits.
9. How are voided checks and stop payments handled in your system?
10. Are recoveries, voids and stop payments reflected accurately in the accounting system and claim history incurred records? Does the incurred amount reflect all credits? Does system re-bill if necessary?

C. Reports

We are seeking a program that contains or is initially set up to contain all of the standard reports we provide our members, including risk management data reports and analysis in a “dashboard” style. We have provided a number of sample reports as an attachment and encourage responders to provide samples of standard reports in those formats. Standardized reports should be set up to run on a regular schedule, with the capability of users, including members accessing remotely, to request and run reports as needed. Training and support for users creating ad-hoc reports must be provided.

1. Describe the report writing capabilities of your software.
2. Provide a listing in its entirety of all standardized reports available through the system.
3. Describe the programs ability to send data to the PERI data exchange and your experience in assisting clients in that process.
4. Describe the ad hoc reporting capabilities of your software. Can each user create a separate ad hoc report library? What support is afforded to users for ad-hoc reporting?
5. Describe any user-friendly features for ad-hoc report building (e.g., click/drop/drag navigation with no need to build formulas or macros)?
6. Describe the ability of your system to generate historical “as of” reports.
7. Describe your automated report generation and distribution capabilities
8. Describe ability to notify adjuster or supervisor when claim reaches certain pre-defined status or other threshold, such as days open, payments, or other factors.
9. Describe the capability to export reports and data to other software applications, including Microsoft Office, Adobe Acrobat, etc.
10. Can the application interface with other third-party report writers, such as Business Intelligence or Crystal Reports?
11. Describe how end-users can drill down in reports, such as on an entity hierarchy.

12. Describe the system's graphing & charting capabilities.
13. Describe your ability to produce exposure reports, graphs and charts based on exposure data in conjunction with claim and organizational data to create frequency and loss rates.
14. Describe your ability to produce safety/loss control analysis reports, graphs and charts based on type, nature, cause, trends, etc.
15. Describe any forecasting capabilities or reports.
16. Does the application allow the user to define a cost allocation formula and report based on incurred, premium, exposure, department, etc. information?
17. Can report requests run in a background mode to allow the user's computer to be used for another activity during the report production?
18. Describe the ability for remote users, such as members, to develop, save and run reports.
19. Describe the capability of administrator to restrict remote users to applicable data only.
20. Is data immediately available for query upon input?
21. Does your system allow sorting by user-specified fields? If so, is there a limitation to the number of sort fields?
22. Legal Information Reports:
 - a. Describe any litigation management reports or other litigation management features of your software.
 - b. Describe ability to identify/isolate "litigated" claims.
 - c. Describe ability to produce reports based on multiple selection criteria such as defense attorney, claimant attorney, jurisdiction, status, outcome, etc.

D. Risk Management Function

We are seeking a program that will integrate a variety of exposure data (payroll, population, FTEs, etc.) to allow for better analysis of loss trends and benchmarking. We also desire a program that can track our members' progress in achieving a variety of risk management best practices, including the ability to retain audit information, update annual goals, and track grant payments for risk control programs. If your software does not perform exposure, policy, or risk control management please indicate if customization is available and include estimate of cost.

i. Exposure Data

1. Does your software provide an exposure management module that integrates with other modules (i.e. claim, policy, etc.)?
2. What type of information can be stored in the exposure module? Please provide a listing of standard data elements.
3. Can exposure data fields be customized?
4. Does the exposure module integrate with claims to allow for the creation of ad-hoc reports that are based on exposure data?
5. Can remote users update exposures, adding, deleting or editing values in real time?
6. Describe how notes related to loss control/safety inspections may be associated with exposures allowing for the creation of useful loss control reports.

ii. Policy / Certificate of Insurance Management

1. Please describe your policy management module. Does this module fully integrate with other modules?
2. Provide a list of the policy information data fields such as types of coverage, dates, insurers, limits, claims-made or occurrence, retentions, and deductibles.

3. Can the application assist in identifying applicable deductibles/retentions or automatically filling in policy information for the adjuster's review?
4. Does the system allow for the storage of scanned policy images, as well as searchable policy file formats?
5. Does the application monitor aggregate/excess limits and automatically prompt when aggregate or excess policy limits may be reached?
6. Describe ability to designate policies within specific lines of business for particular entities.
7. Does your system facilitate the issuance and storage of certificates of insurance/self-insurance? If so, describe capabilities.
8. Does your system track certificates from others? If so, describe the capabilities.

iii. Risk Control and Grant Program Data

1. Describe your software's ability to track risk control performance measures, including any standard metrics and ability to customize metrics.
2. Can remote users update completion of performance measures related to them?
3. Describe how data related to performance measures can be associated with other modules (i.e. claims, exposure) allowing for the creation of useful loss control reports.
4. Can your system track member grant program budgets, payments and descriptions?

V. Support

A. Data Conversion

We are seeking a solution to convert all of our historical claims data and database structure to conform to the PERI data exchange format. This will involve consolidating cause codes and mapping certain types of claims and data to populate fields and descriptions we do not use. The database has just over 14,000 claims with over \$95 million in transactions.

1. Describe your experience and capabilities in converting data from other systems.
2. Describe your experience in assisting customers to standardize their historical data to conform to the PERI standards.

B. Ongoing Client Service/Support

1. Describe the ongoing level of support offered with your software.
2. How many technical support personnel do you have?
3. List all client support personnel to be assigned to this project.
4. What is your ratio of support personnel to users?

C. Client Training

1. Describe the initial training that is provided upon selection of your software.
2. Describe the ongoing training provided for new employees, new system functions or advanced features.

D. External Security

1. Describe the external security features of your software to prohibit unauthorized users, hackers, viruses, etc. from access.
2. Describe your database security features and backup processes.

3. Describe your password security.

VI. Pricing

Fee quotes should include all software and services discussed herein, as well as any other costs which we may be expected to pay in connection with the agreement. Please indicate the fee structure for our expected users, 12 to 15 “in-house” with access to all data and 10 to 31 “remote” users accessing their own data, with limited ability to view and update records and run reports.

All fee information should include initial one-time costs such as lease/purchase of software, customization (if any), data conversion charges, and initial training and installation. Ongoing fees and support costs for at least the first five years must also be provided. There should be no additional charges for a backup of the proposed system to be stored on a remote server for our disaster recovery plan.

Initial One-time Costs – including but not limited to

1. Purchase of RMIS provider proprietary software
2. Customization of software (if any).
3. Data conversion charges.
4. Initial training and installation.

Annual Ongoing Costs – including but not limited to

1. System support.
2. Upgrades & maintenance charges.
3. License fees.
4. Technical support costs
5. What are “remote” users allowed to do w/o a license?

VII. References

Please provide five current client references, at least three of whom process deductible billings, and two references for clients who switched to another RMIS provider in the last two years.

VIII. Evaluation and Selection

RMIS providers should include sufficient information to allow us to thoroughly evaluate and score their proposals. ABAG staff will objectively review each response in detail based on evaluation criteria, not limited to, but including:

A. Timely and Thorough Response: 15% of total score

The response must be on time and demonstrate the RMIS provider's understanding of the scope of services/type of software desired. Failure to receive a response by the specified deadline may result in disqualification. Further, ABAG may reject any response that is incomplete.

B. System Solution: 30% of total score

The selected system must address the stated needs and enable ABAG to improve and expand upon the services offered to our members. The system should also be able ability to adapt to the dynamic

environment in which we operate and provide a user-friendly, innovative risk management software solution.

C. Client Service/Support Reputation: 20% of total score

The successful RMIS provider will offer dedicated and experienced client service support. References, training opportunities and commitments will also be considered.

D. RMIS provider's Experience: 15% of total score

Experience in performing similar tasks for other entities. This includes but is not limited to the following factors: number of years in operation, performance of tasks similar to the requested products and services in this RFP, and number of equivalent size and complexity of clients.

E. Program Pricing: 20% of total score

The combination of client service, software, and support should be reasonably priced given the current market for such products and services.

Percentages will be awarded according to the quality of the response with respect to each criterion:

0%	Unresponsive to the requirements of the section.
10% - 30%	Does not meet current service level or requirements of the section.
40% - 60%	Partially meets requirements of the section.
70% - 90%	Fully responsive to the requirements of the section.
100%	Exceeds all requirements of the section.

Proposals are due by April 18, 2008. Please submit one electronic copy and six hard copies of the proposal to the contact listed below.

After a review of the proposals, the vendor(s) with the highest rating(s) will be requested to provide a presentation of their software features, with a question and answer period and a hands-on demonstration of their software. Another round of scoring will be made using the same criteria and weighting listed above. At that point we will enter a phase of competitive pricing negotiations with the highest-ranked vendor. If that is unsatisfactory we will negotiate with the second highest-ranked vendor to negotiate a price, and to others in order of scoring if needed.

Upon selection of a vendor, vendor will cooperate with, and provide support to ABAG staff to conduct an in-house test lasting up to 90 days to run data through the software and confirm capabilities, especially the interchange of data with Oracle. If the software is rejected at that point ABAG will agree to liquidated damages up to an agreed amount. Proposal should include vendor's proposed schedule of liquidated damages.

ABAG anticipates selecting its Risk Management Information System provider by July 31, 2008. Upon receipt of proposal responses, ABAG will schedule any necessary system demonstrations and presentations with selected RMIS provider(s). Cooperation and timely availability to present software solutions will be expected from each candidate.

Based on our current project timeline, ABAG will arrange for hands-on demonstrations during April and May 2008, preferably at ABAG's offices in Oakland, California. Please review your schedules and provide dates of availability within this period. It is extremely important that key project team members, including implementation and client support staff, attend any software demonstrations.

Any inquiries or requests for explanation in regard to these requirements shall be made no later than April 9, 2008. Prospective RMIS providers desiring further information or interpretations should make requests in writing by email.

Responses to any "substantive" questions answered by ABAG at the request of an individual RMIS provider will be forwarded to all potential RMIS providers.

Proposals and requests for information should be addressed to:

Gertruda Luermann, Risk Management Analyst
Association of Bay Area Governments
101Eighth Street
Oakland, CA 94607
FAX # (510) 433-5592
Email: gertrudal@abag.ca.gov

RMIS providers are cautioned to refrain from contacting or soliciting any ABAG staff or PLAN members regarding this RFP. Proposals shall be reviewed based solely on information provided in the RFP. Requests for additional information shall not be solicited by any means other than prescribed herein.

ABAG RESERVES THE RIGHT TO AWARD TO THE RESPONSIBLE FIRM WHOSE PROPOSAL IS JUDGED TO OFFER THE MOST ADVANTAGES TO THE PLAN PROGRAM, WITH ABAG BEING THE SOLE JUDGE THEREOF; TO REQUEST CLARIFICATION OF INFORMATION SUBMITTED AND TO REQUEST ADDITIONAL INFORMATION ON ONE OR MORE RMIS PROVIDERS; TO REJECT ANY OR ALL PROPOSALS, IN WHOLE OR ANY PART THEREOF, AND TO RESOLICIT FOR PROPOSALS IN SUCH AN EVENT; TO WAIVE ANY MINOR TECHNICALITIES OR INFORMALITIES IN ACCORDANCE WITH ABAG'S DETERMINATION OF ITS OWN BEST INTERESTS.

Any bid awarded as a result of this Request for Proposal and software presentations will be preceded by the successful negotiation of a contract and non-disclosure agreement between each party.

IX. Terms and Condition

Confidentiality

Any information, data, instruments, documents, studies, or reports presented by both parties during the request and response stage and subsequent stages of this project should be considered proprietary and confidential and may not be reproduced with out prior written approval of ABAG. All offers and any other materials submitted in response to this Request for Proposal will become the property of ABAG and may be returned only at ABAG's option and at the prospective RMIS provider's expense.

Date Recognition:

RMIS providers shall ensure the product(s) and service(s) furnished pursuant to this RFP which perform any date and/or time data recognition function, calculation, or sequencing, will support a four digit year format, and will provide accurate date/time data and leap year calculations on and after December 31.... at the same level of functionality for which originally acquired without additional cost to the user. This warranty shall survive termination or expiration of the agreement between ABAG and the selected RMIS providers.

Cancellation:

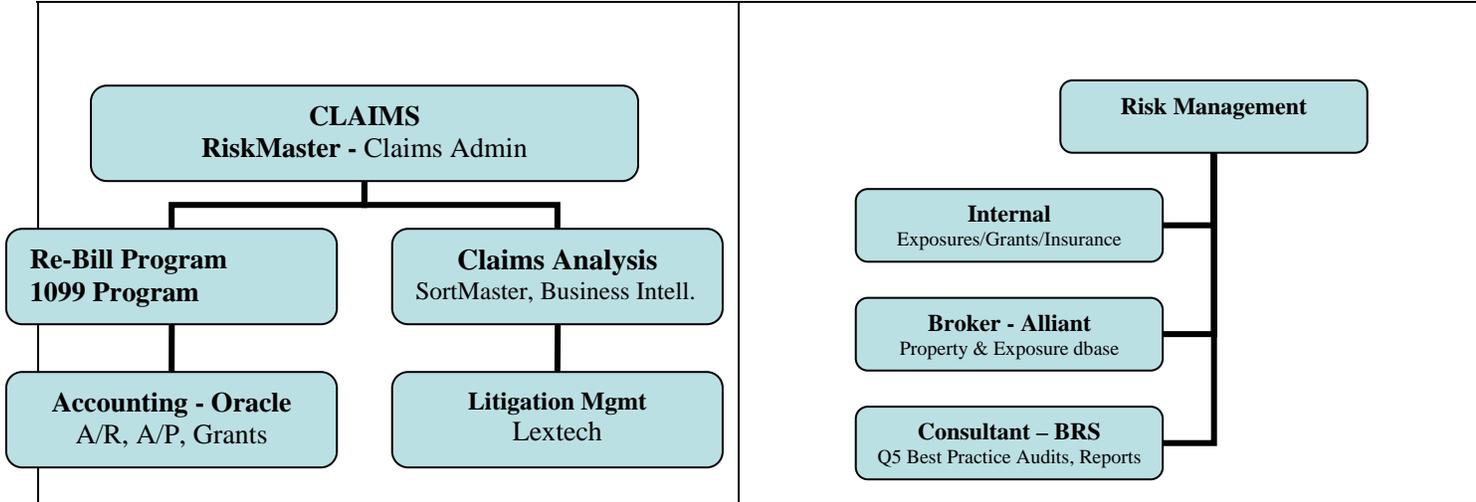
ABAG reserves the right to withdraw this request for proposal by written notice, to reject any oral offers and to reject any and all offers submitted in response to this Request for Proposal at any time. ABAG shall incur no liability whatsoever to prospective RMIS providers by reason of such withdrawal, rejection or acceptance.

Source Code:

In the event the RMIS provider is sold, merged, goes out of business, or fails to provide continued support and maintenance of the application purchased, the RMIS providers must provide ABAG with the source code, including for any customized features.

Exhibit 1

Current Software and Data Structure



Proposed Software and Data Structure

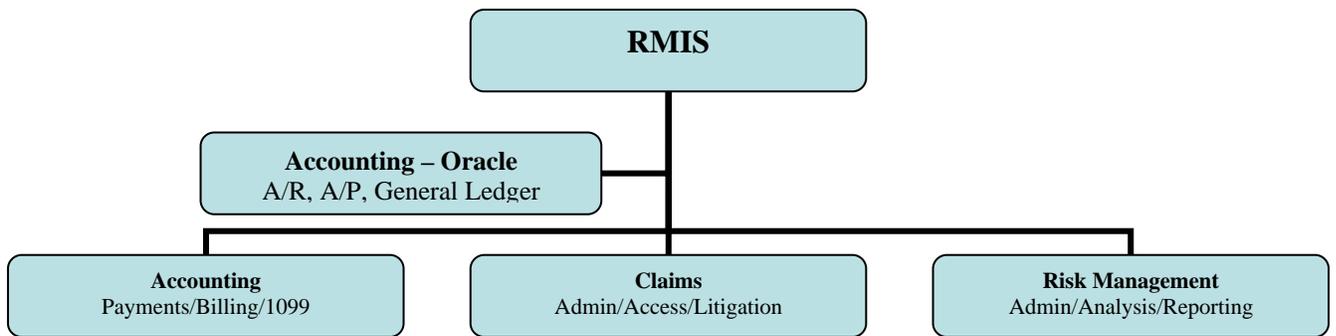


Exhibit 2
List of Software Providers

Aon e-Solutions Group

200 East Randolph, 14th Floor
Chicago, IL 60601
Tel: (877) 367-5690
Fax: (312) 381-0155
www.aonriskconsole.com

Computer Sciences Corporation (CSC)

Post Office Box 10
Columbia, SC, 29202
(803) 333-4000
www.riskmaster.com

CS STARS LLC

500 West Monroe Street
Chicago, IL 60661
(800) 927-3343
www.csstars.com

DAVID Corporation

200 Pine Street, 2nd Floor
San Francisco, CA 94104
Tel: (800) 553-2843 Fax: (415) 362-5010
www.davidcorp.com

Delphi Technology, Inc.

One Washington Mall, 3rd Floor
Boston, MA 02108
Tel: (617) 259-1200
Fax: (617) 778-2296
www.delphi-tech.com

Effisoft USA

57 E. Main St. Suite 217,
Westborough, MA 01581
tel. (508) 475-0670
fax (508) 475-0671
www.iffisoftusa.com

Envision Technology Solutions, Inc.

10639 Welch Road
Orient, OH 43146
(801) 415-9949
(201) 792-0785
www.envision-ts.com

INFORM Applications, Inc.

888 Veterans Memorial Highway
Hauppauge, NY 11788
Tel: (631) 851-0222
Fax: (631) 851-1744
www.INFORMApplications.com

MountainView Software

335 North 300 West
Suite 104
Kaysville, Utah 84037
www.mvsc.com

Recordables, Inc.

P.O. Box 6690
Libertyville, IL 60048
(312)961-7894
www.recordables.com

Risk Sciences Group, Inc.

1900 E. Golf Road, Suite 700
Schaumburg, IL 60173
Tel: (800) 619-0224
Fax: (847) 619-3079
www.risksciencesgroup.com

Sapiens Americas

400 CentreGreen Way, Ste. 150
Cary, NC 27513
Tel: + 919 405 1545
Fax: + 919 405 1700
www.sapiens.com

Valley Oak Systems, Inc.

5000 Executive Pkwy, Suite 340
San Ramon, CA 94583
Tel: (925) 242-4600
Fax: (925) 901-1020
www.valleyoak.com

Appendix

Please go to our web site at www.abag.ca.gov/plan to download a PDF file containing this RFP and the Sample Reports listed below.

Sample Reports

1. Claims Reports
 - i. Claims Count by Year
 - ii. Quarterly Claims Report to Members
 - iii. Sidewalk Claims by Year

2. Risk Management Reports
 - i. Sample Exposure Datasheet
 - ii. Sample Management Data Reports (MDR)
 1. MDR Member Sample 1
 2. MDR Member Sample 2
 3. MDR Pool Sample
 - iii. Sample Grant Program Datasheet

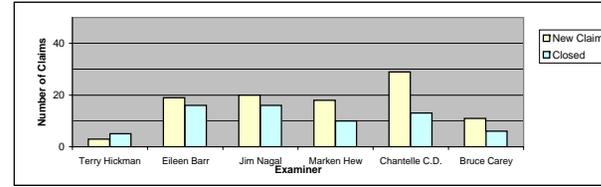
3. Risk Control Audit Reports
 - i. Self Assessment Sample 1
 - ii. Scorecard Member Sample 2
 - iii. Scorecard Pool Sample
 - iv. Sample Dashboards

4. Actuary Reports
5. Invoice & Check Register

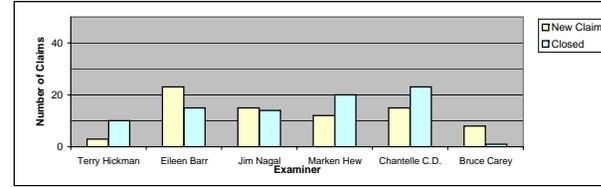
**Appendix I.i.
Claims Count
By Year**

2007 CLAIMS COUNT

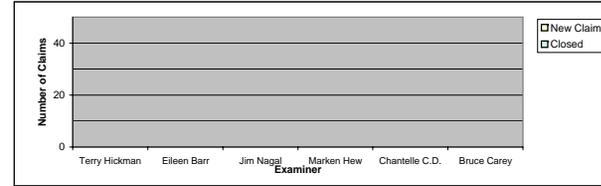
	2007 <u>Oct.</u>	<u>Prior Month</u> <u>Carry Over</u>	<u>New</u> <u>Claims</u>	<u>Closed</u>	<u>Pending</u>	<u>% New</u>	<u>% Closed</u>	<u>% Pending</u>	<u>Re-assign</u> <u>Legal</u>	<u>Re-assign</u> <u>In</u>	<u>Re-assign</u> <u>Out</u>	<u>Revised</u> <u>Pending</u>
Terry Hickman		94	3	5	93	3.0%	7.6%	19.2%				93
Eileen Barr		65	19	16	68	19.0%	24.2%	14.0%				68
Jim Nagal		102	20	16	105	20.0%	24.2%	21.7%				105
Marken Hew		71	18	10	79	18.0%	15.2%	16.3%				79
Chantelle C.D.		81	29	13	96	29.0%	19.7%	19.8%				96
Bruce Carey		37	11	6	43	11.0%	9.1%	8.9%				43
Total		450	100	66	484	100.0%	100.0%	100.0%	0	0	0	484



	2007 <u>Nov.</u>	<u>Prior Month</u> <u>Carry Over</u>	<u>New</u> <u>Claims</u>	<u>Closed</u>	<u>Pending</u>	<u>% New</u>	<u>% Closed</u>	<u>% Pending</u>	<u>Re-assign</u> <u>Legal</u>	<u>Re-assign</u> <u>In</u>	<u>Re-assign</u> <u>Out</u>	<u>Revised</u> <u>Pending</u>
Terry Hickman		93	3	10	100	3.9%	12.0%	19.9%				100
Eileen Barr		68	23	15	81	30.3%	18.1%	16.1%				81
Jim Nagal		105	15	14	108	19.7%	16.9%	21.5%				108
Marken Hew		79	12	20	73	15.8%	24.1%	14.5%				73
Chantelle C.D.		96	15	23	90	19.7%	27.7%	17.9%				90
Bruce Carey		43	8	1	51	10.5%	1.2%	10.1%				51
Total		484	76	83	503	100.0%	100.0%	100.0%	0	0	0	503

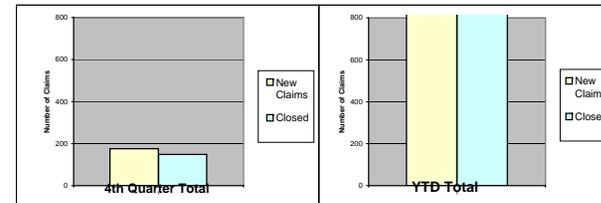


	2007 <u>Dec.</u>	<u>Prior Month</u> <u>Carry Over</u>	<u>New</u> <u>Claims</u>	<u>Closed</u>	<u>Pending</u>	<u>% New</u>	<u>% Closed</u>	<u>% Pending</u>	<u>Re-assign</u> <u>Legal</u>	<u>Re-assign</u> <u>In</u>	<u>Re-assign</u> <u>Out</u>	<u>Revised</u> <u>Pending</u>
Terry Hickman		100										0
Eileen Barr		81										0
Jim Nagal		108										0
Marken Hew		73										0
Chantelle C.D.		90										0
Bruce Carey		51										0
Total		503	0	0	0	0.0%	0.0%	0.0%	0	0	0	0

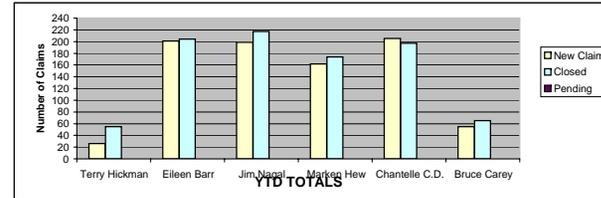


	<u>New</u> <u>Claims</u>	<u>Closed</u>
4th Quarter Totals	176	149

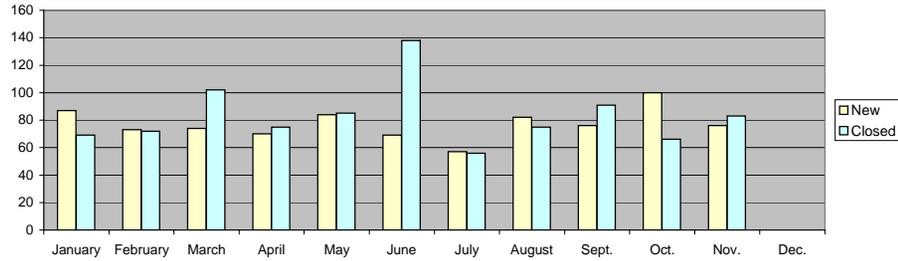
2007	<u>Year to Date Total</u>	<u>New</u> <u>Claims</u>	<u>Closed</u>
		848	912



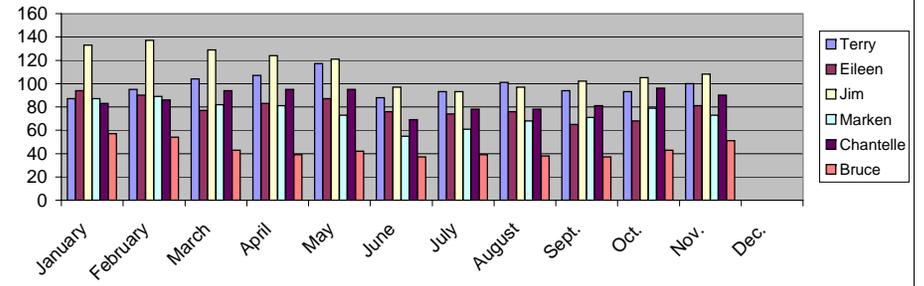
	2007 <u>YTD</u> <u>Totals</u>	<u>Pending</u> <u>1/1/2006</u>	<u>New</u> <u>Claims</u>	<u>Closed</u>	<u>Pending</u> <u>12/31/06</u>	<u>% New</u>	<u>% Closed</u>	<u>% Pending</u>	<u>Re-assign</u> <u>Legal</u>	<u>Re-assign</u> <u>In</u>	<u>Re-assign</u> <u>Out</u>	<u>Revised</u> <u>Pending</u>
Terry Hickman		81	26	55	0	3.1%	6.0%					0
Eileen Barr		82	201	204	0	23.7%	22.4%					0
Jim Nagal		127	199	217	0	23.5%	23.8%					0
Marken Hew		83	162	174	0	19.1%	19.1%					0
Chantelle C.D.		87	205	197	0	24.2%	21.6%					0
Bruce Carey		56	55	65	0	6.5%	7.1%					0
2007 Total		516	848	912	0	100.0%	100.0%	0.0%	0	0	0	0



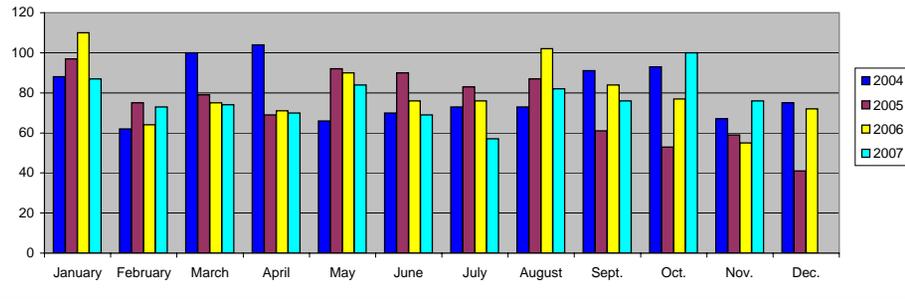
2007 New & Closed Claims by Month



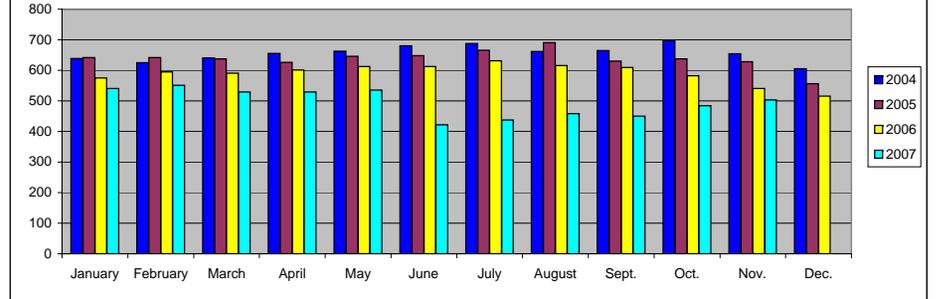
2007 Pending by Month by Examiner



2004 - 2007 New Claims by Month



2004 - 2007 Pending by Month



*Property Claims Paid Amounts in 2nd Quarter Policy Year 2007-2008
From October 1, 2007 through December 31, 2007*

Appendix I.ii.
Quarterly Claim Report
to Members, sample

Region	Claim No.	Stat	Event Date	Cmnt. Name	Amount	Check No.	Check Date
AMERICAN CANYO	AU059160	C	11/8/2007	CITY OF AMERICAN C	449.01	8888	11/26/2007
AMERICAN CANYO	AU059160				449.01		
AMERICAN CANYO	PD058444	O	11/26/2006	CITY OF AMERICAN C	400.00	1111	11/1/2007
					5,000.00	8888	11/1/2007
					3,000.00	2000256	11/7/2007
AMERICAN CANYO	PD058444				8,400.00		
AMERICAN CANYO	PD059152	C	11/12/2007	CITY OF AMERICAN C	400.00	8888	11/19/2007
AMERICAN CANYO	PD059152				400.00		
AMERICAN CANYO	3				9,249.01		

Closed Claims In 2nd Quarter policy year 2007-2008
From October 1, 2007 through December 31, 2007

REGION	ABAG CLAIM NO.	MEMBER FILE NO.	CLAIMANT FULL NAME	EVENT Cause DATE	PAID	COLLEC.	INCUR. Dt./Tm. Closed
AMERICAN CAN	AU058891	TBD	CITY OF AMERICAN (7/26/2007 Intersection collisi	0.00	0.00	0.00 11/1/2007 15:30:00
AMERICAN CAN	AU059160	TBD	CITY OF AMERICAN (11/8/2007 City vehicle unsafe	449.01	0.00	449.01 11/26/2007 10:13:00
AMERICAN CAN	GL058267	06-027	COOPER, SHJAMIL	12/6/2005 FALSE ARREST	0.00	0.00	0.00 12/13/2007 07:43:00
AMERICAN CAN	GL058706	07-007	JACKSON, KAZI	3/27/2007 Pothole	0.00	0.00	0.00 12/13/2007 07:53:00
AMERICAN CAN	GL058721	07-008	ABRAMS, JEFFREY	2/5/2007 Pothole	0.00	0.00	0.00 12/13/2007 08:00:00
AMERICAN CAN	PD059152	TBD	CITY OF AMERICAN (11/12/2007 City/Town property \	400.00	0.00	400.00 11/19/2007 09:42:00
AMERICAN CAN	PI058416	AC	GEORGE LOUIE /, L:	1/5/2007 Civil Rights Violati	0.00	0.00	0.00 10/30/2007 12:26:00
AMERICAN CAN	7				849.01	0.00	849.01

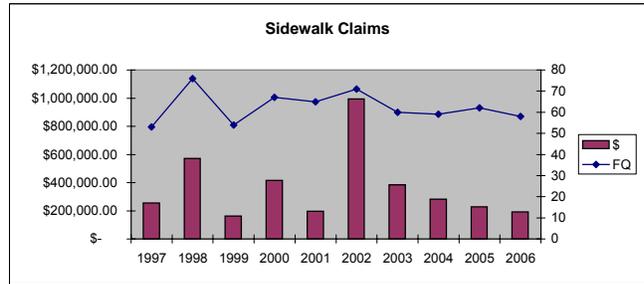
Appendix 1.iii. Sidewalk Claims By Year

Sidewalk Claims By Policy Year

As of 8/1/2007 All Members

Event Date	Claim Number	RESERVE	PAID	COLLECTIO	INCURRED
Event Date	Claim Number	RESERVE	PAID	COLLECTIO	INCURRED
1986	8	\$ -	\$ 104,564.01	\$ -	\$ 104,564.01
1987	40	\$ -	\$ 166,106.80	\$ 1,569.63	\$ 164,537.17
1988	27	\$ -	\$ 59,604.52	\$ -	\$ 59,604.52
1989	29	\$ -	\$ 78,463.45	\$ -	\$ 78,463.45
1990	42	\$ -	\$ 140,579.07	\$ -	\$ 140,579.07
1991	44	\$ -	\$ 139,860.99	\$ -	\$ 139,860.99
1992	8	\$ -	\$ 126,139.89	\$ -	\$ 126,139.89
1993	42	\$ -	\$ 321,917.94	\$ -	\$ 321,917.94
1994	48	\$ -	\$ 370,956.46	\$ 35.00	\$ 370,921.46
1995	49	\$ -	\$ 156,795.93	\$ -	\$ 156,795.93
1996	61	\$ -	\$ 212,729.82	\$ -	\$ 212,729.82
1997	53	\$ -	\$ 255,991.42	\$ 95.50	\$ 255,895.92
1998	76	\$ 6,744.36	\$ 565,017.26	\$ 845.94	\$ 570,915.68
1999	54	\$ -	\$ 162,737.84	\$ -	\$ 162,737.84
2000	67	\$ -	\$ 415,419.20	\$ -	\$ 415,419.20
2001	65	\$ -	\$ 196,076.00	\$ 150.00	\$ 195,926.00
2002	71	\$ -	\$ 995,212.26	\$ -	\$ 995,212.26
2003	60	\$ -	\$ 385,501.84	\$ 2,231.37	\$ 383,270.47
2004	59	\$ 53,500.18	\$ 228,636.97	\$ -	\$ 282,137.15
2005	62	\$ 174,690.53	\$ 53,636.93	\$ -	\$ 228,327.46
2006	58	\$ 178,300.00	\$ 13,359.00	\$ -	\$ 191,659.00
2007	1	\$ 500.00	\$ -	\$ -	\$ 500.00
Records: 1024		\$ 413,735.07	\$ 5,149,307.60	\$ 4,927.44	\$ 5,558,115.23

\$ 5,427.85



Member	UTILITIES								STREETS AND ROADS				WATERFRONT			
	WATER			WASTEWATER / SEWAGE				ELECTRIC	GAS	Paved Roads	Unpaved Roads	Bridges	Highway Tolls	Beaches	Marinas / Wharves	Piers
	Payroll	Annual Gallons (millions)	# of Dams	Annual Gallons (millions)	# of Plants	Storm Sewers (miles of)	Sanitary Sewers (miles of)	Payroll	Payroll							
1			0					no exposure	no exposure							
2			0					no exposure	no exposure	54	0	3	0			
3	1,479,000	9	0			158	149	no exposure	no exposure	90	0		0	9	2	1
4	1,690,402	1,600,000	0	#####	1	42	81	no exposure	no exposure	152	0			0	0	0
5			0					no exposure	no exposure	88	0	7	0			
6			0					no exposure	no exposure	12		0				
7			0					no exposure	no exposure							
8			0					no exposure	no exposure	81	0		0			
9			0					no exposure	no exposure							
10	1,311,000	8,030	0			110	66	no exposure	no exposure	54	0		0	1		1
11			0					no exposure	no exposure							
12			0					no exposure	no exposure							
13	809,026		0			83	100	no exposure	no exposure							
14			0					no exposure	no exposure							
15	0	0	0	0	0	20	52	no exposure	no exposure	55	0	5	0	0	0	0
16			0					no exposure	no exposure	105	0	9	0			
17	893,555	830	0	840	1	55	55	no exposure	no exposure	55	0	4	0	0	0	0
18	1,700,426		0				173	no exposure	no exposure	139						
19	1,200,000		0			160	135	no exposure	no exposure	116	0		0			
20			0					no exposure	no exposure	101	0	1	0	0	0	0
21			0	3,920,000	1	90	165	no exposure	no exposure	89	8	0	0	8	0	1
22			0					no exposure	no exposure							
23			0					no exposure	no exposure							
24	1,163,000		0			100	73	no exposure	no exposure	88						
25			0				48	no exposure	no exposure	85	0	0	0			
26			2				250	no exposure	no exposure	189		1	0	1	1	
27			0					no exposure	no exposure							
28			0					no exposure	no exposure							
29			0	5,694	1	33	75	no exposure	no exposure	75	0	6	0	0	1	0
30			0					no exposure	no exposure							
31			0					no exposure	no exposure							
Grand Total:	10,246,409	1,608,869	2	#####	4	851	1,422	0	0	1,628	8	36	0	19	4	3

Still Need

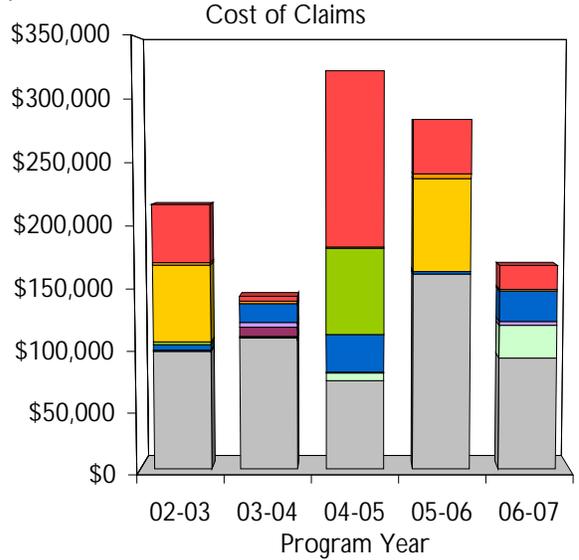
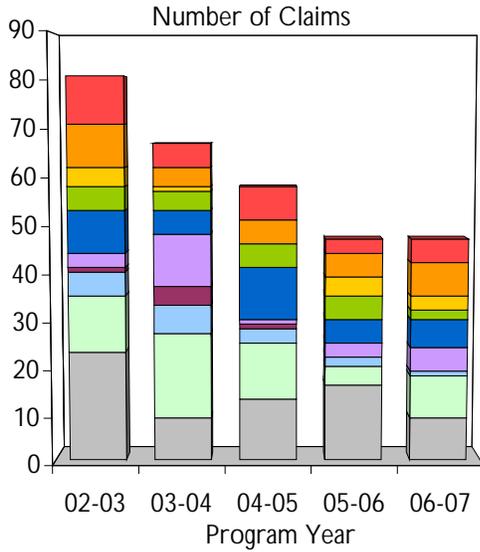
ADDITIONAL EXPOSURES

Member	Libraries	Museums	Aircraft	Golf Courses	Amusement Parks	Zoos	Heliports	Airports	Swimming Pools	Water Slides	Diving Boards	Fairs / Festivals	Landfills	Parks Playgrounds Rec Fac	Mines / Tunnels	Garbage or Refuse	Skate Parks	Day Care Centers		Stadium / Grandstands 5,000+		Fireworks	
																		# of	ADA	# of	Receipts		
1						0			1														1
2	1					0								1					1				
3	1			0	0	0			3		3	3		48				3		2			1
4	2					0			1		4	1		23									
5	1					0			1			5		11			1						
6		1				0								3									
7						0			2														1
8	1	1				0			1		1	2		22									1
9						0			1														
10	1					0						1		35									1
11						0						2											1
12						0			1			1											
13				1		0								3									
14						0																	
15	0	0	0	0	0	0	0	0	0	0	0	2	0	7	0	0	0	0	0	0	0	0	0
16	3					0						2		20									
17	0	0	0	0	0	0	0	0	0	0	0	2	0	6	0	0	0	1		0		0	0
18	1					0			3		3	2		25				1					1
19	1					0			3		3	3		19			1						1
20	1					0			5	2		4		16				1	1				
21	0	0	0	0	0	0	0	0	2	0	2	0	0	15	0	0	1	5	5	0			0
22						0																	
23						0																	
24	1					0			1		1	1		44									
25	1					0						3		10									
26	3			1		0			4		1			50				1	1				
27						0																	
28						0			2			1											
29						0			1			1											1
30						0						1											
31						0						1											
Grand Total:	18	2	0	2	0	0	0	0	32	2	18	36	0	358	0	0	3	13	7	2	0	9	

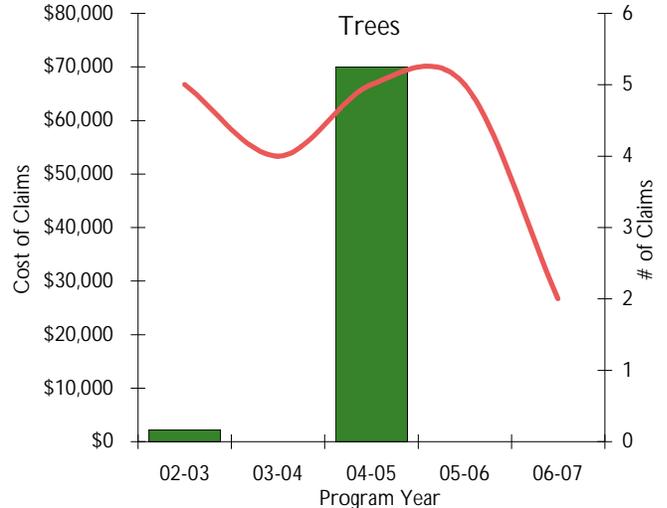
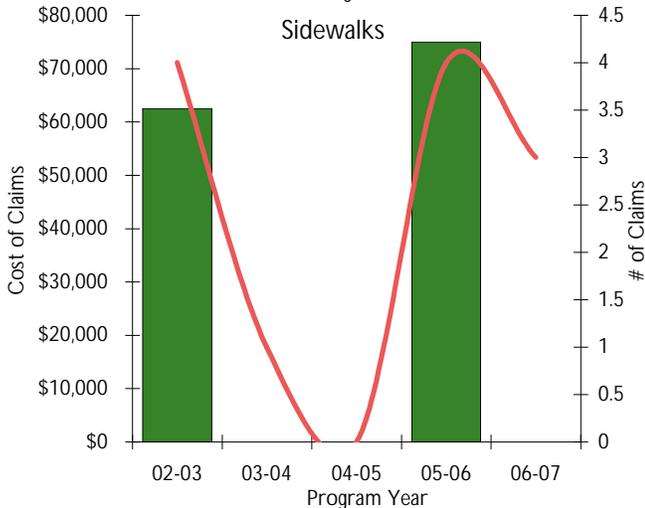
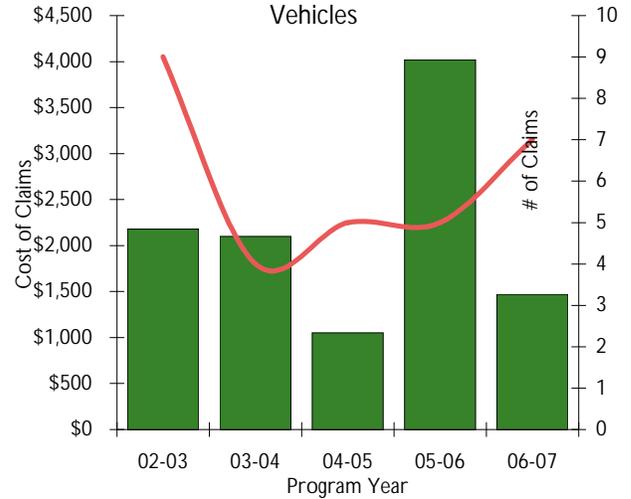
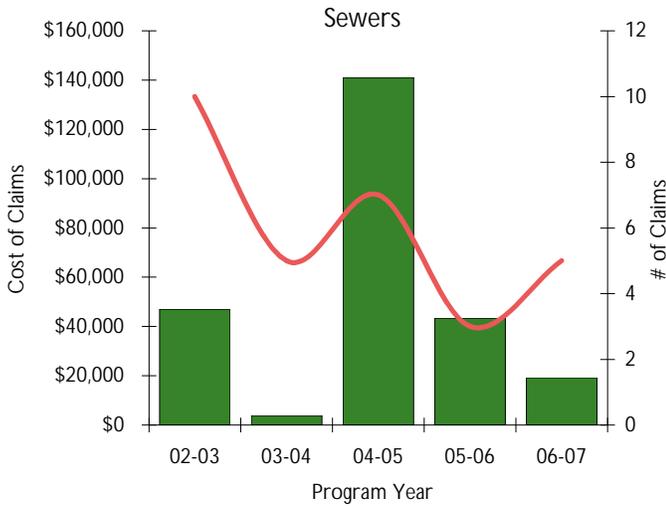
Still Need

Pooled Liability Assurance Network
Risk Management Data Report for Sample

Claims by Exposure



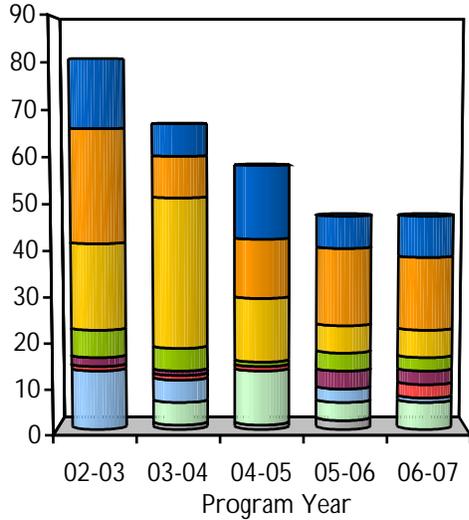
- Sewers
- Vehicle
- Sidewalks
- Trees
- Police
- Roads
- Slip/Trip/Fall
- Construction
- Other Vehicle
- Other



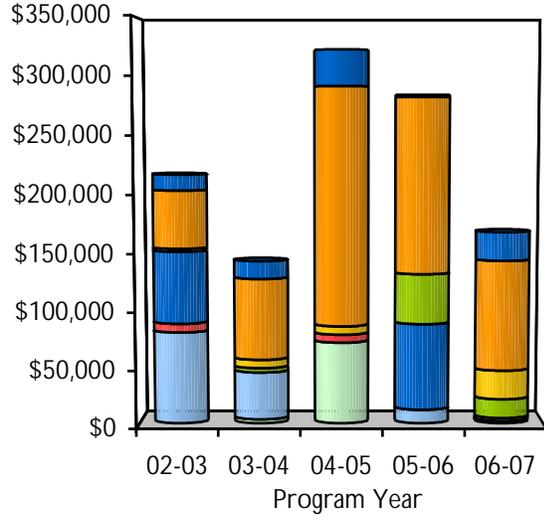
- Number of Claims
- █ Cost of Claims

Claims by Department

Number of Claims

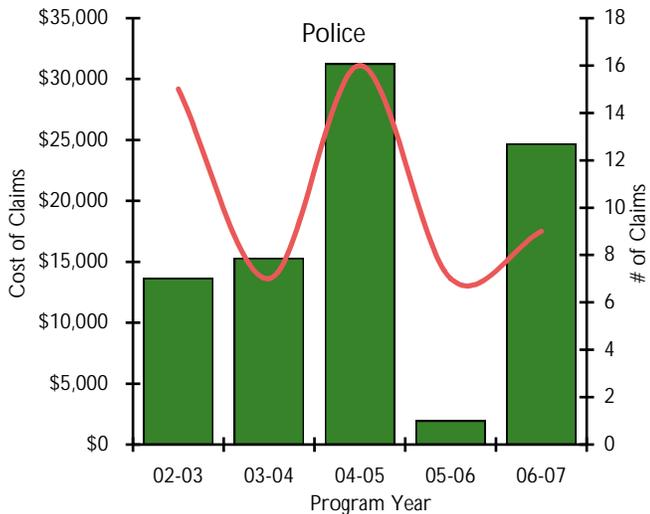


Cost of Claims

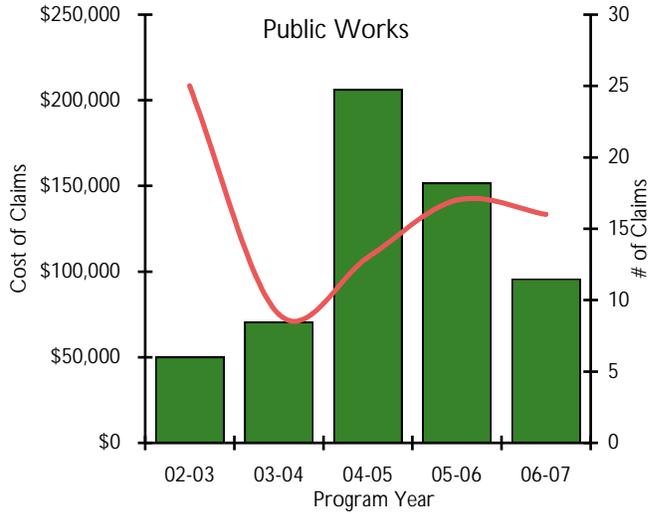


- Police
- Public Works
- Streets
- Sewer
- Sidewalks
- Administration
- Fire
- Water
- Parks and Rec.
- Other

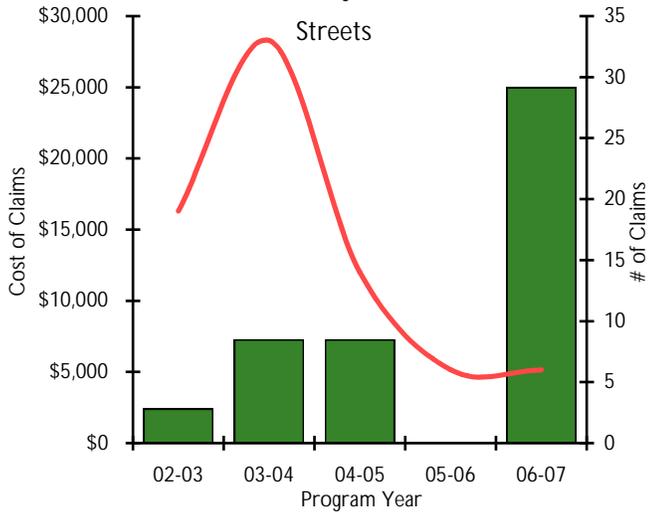
Police



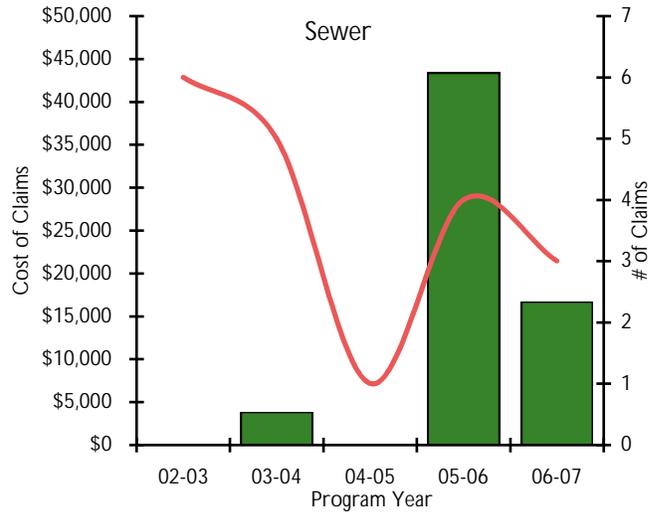
Public Works



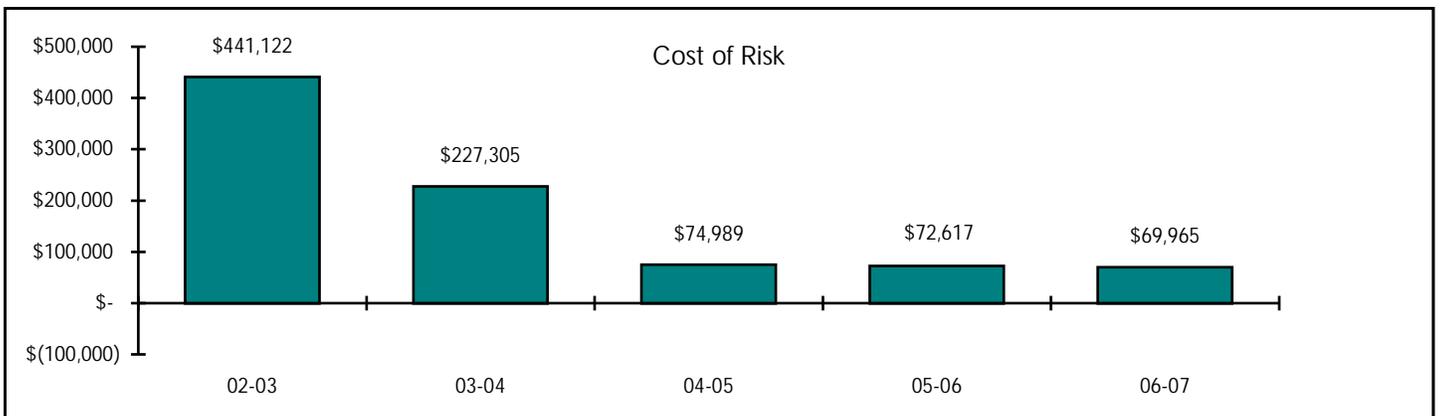
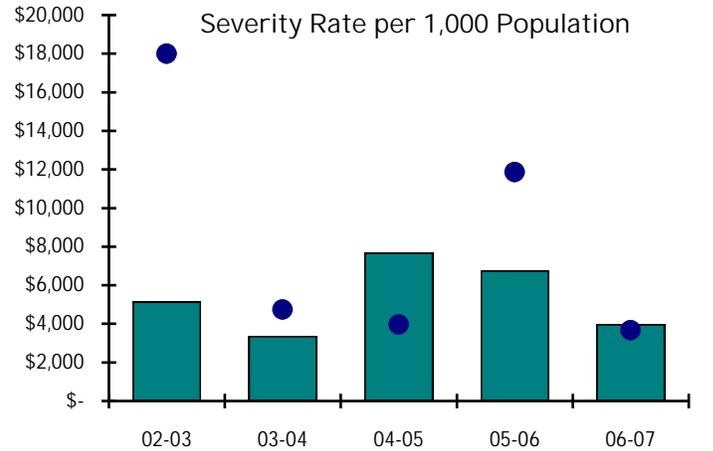
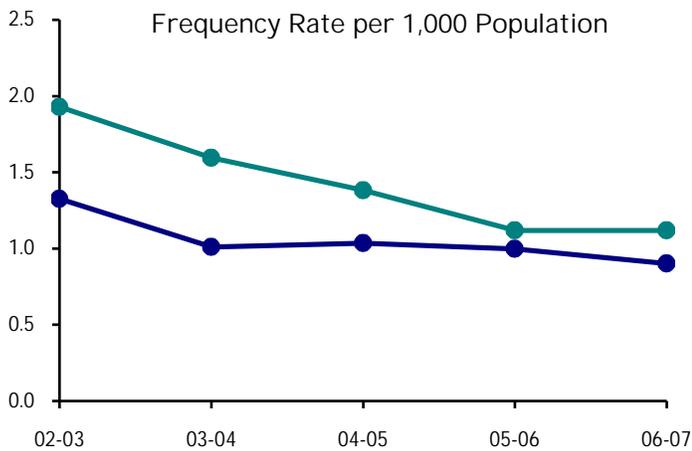
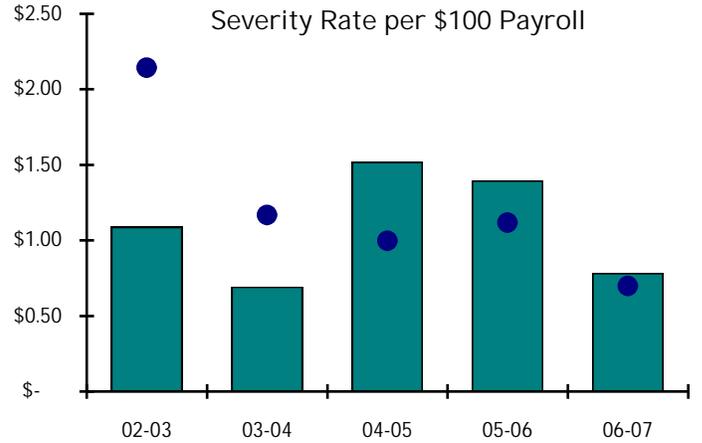
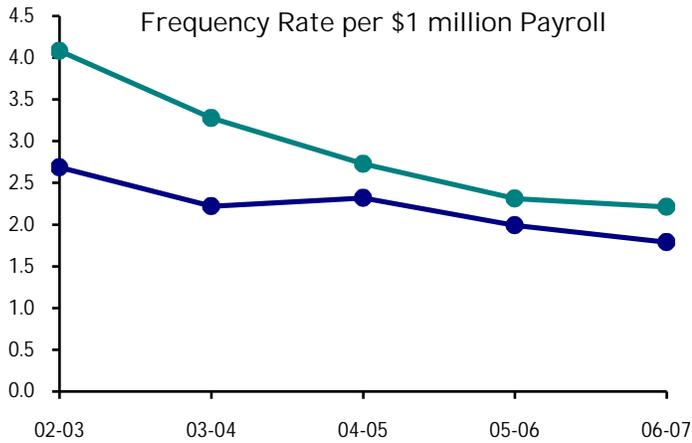
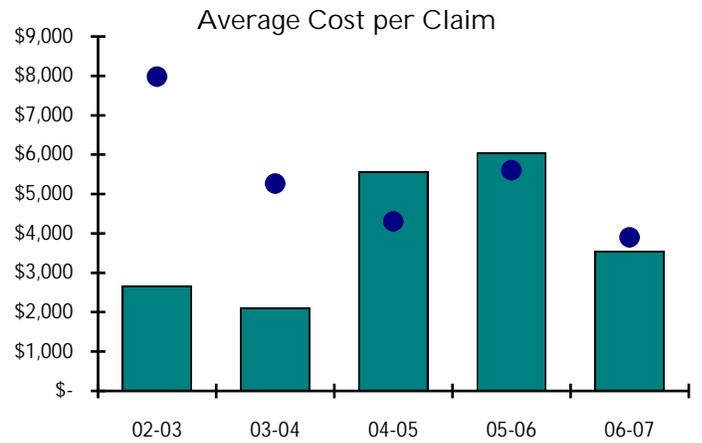
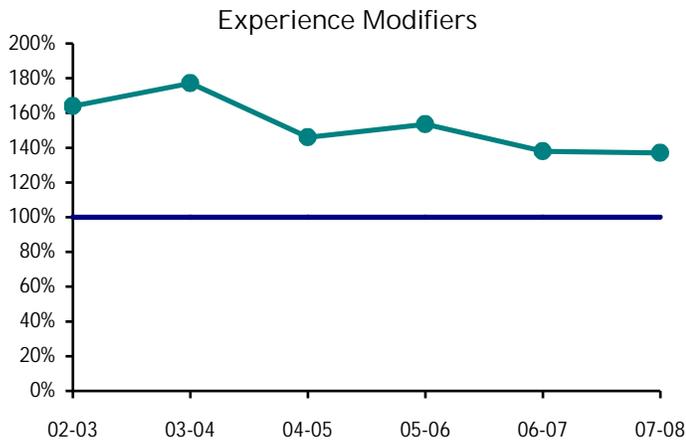
Streets



Sewer



- Number of Claims
- Cost of Claims



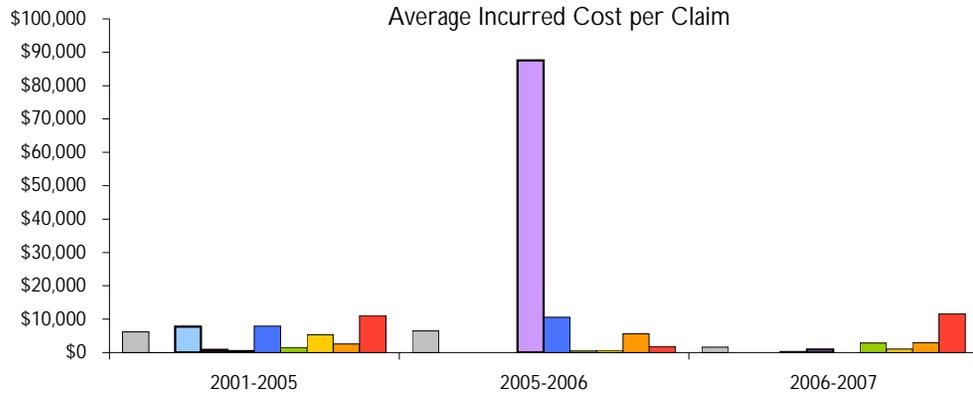
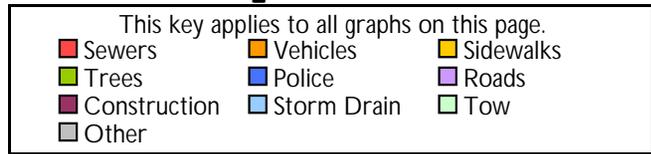
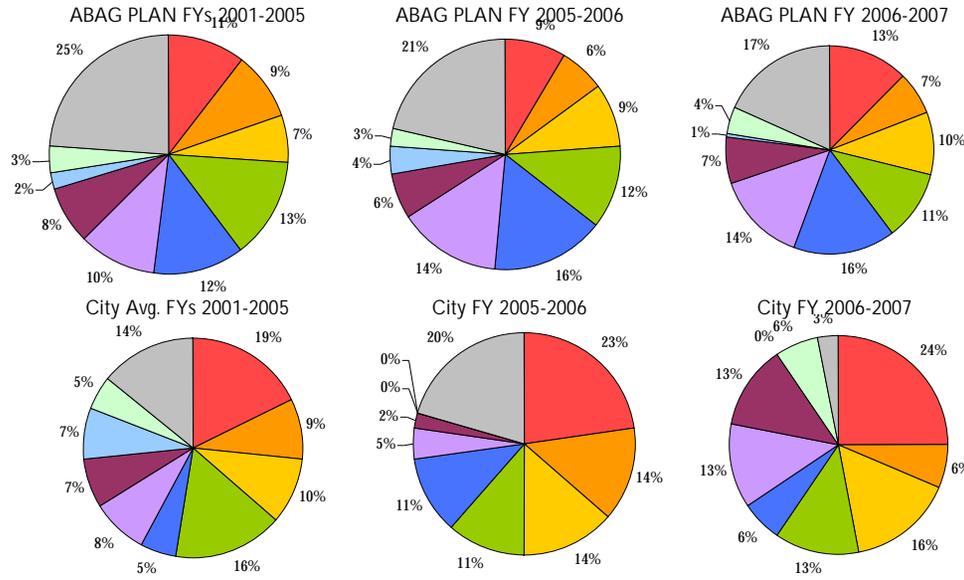
General Liability Management Data Report



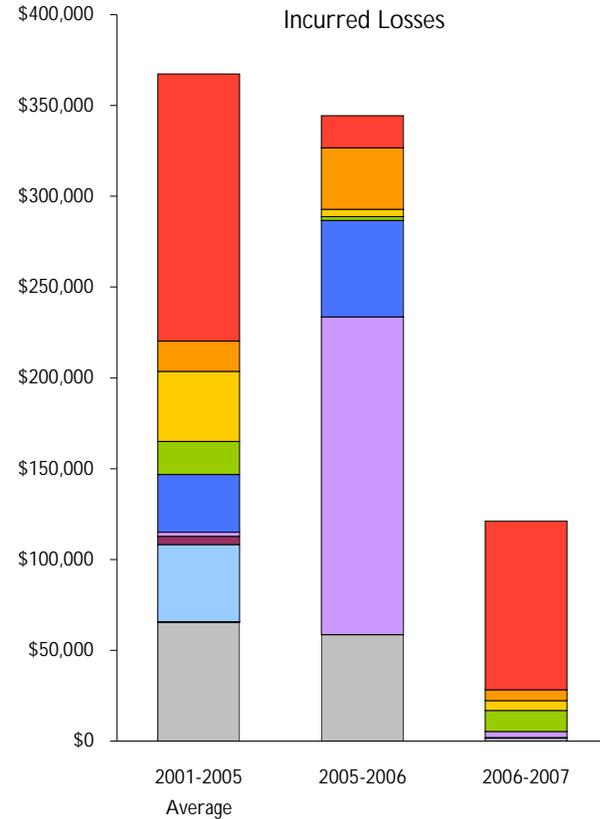
Loss Analysis for the City of [Redacted]

The graphs on this page illustrate the loss experience of ABAG PLAN and the City in terms of those specific loss areas that have historically been most costly for ABAG PLAN members. The "Other" category consists of low frequency, low severity claim types that do not fit logically in one of the larger categories. This category also includes those claims for which not enough information was available to assign a category.

These charts illustrate the major loss areas as percentages of all claims for the years indicated.



This graph illustrates the average cost of a claim in each major loss area for the years indicated.



This graph illustrates these major loss areas as portions of the total cost of losses for the years indicated.

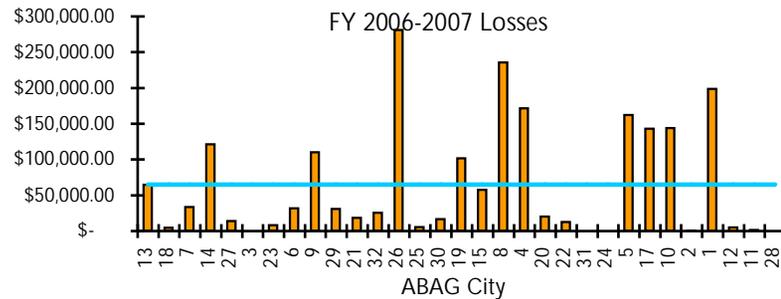
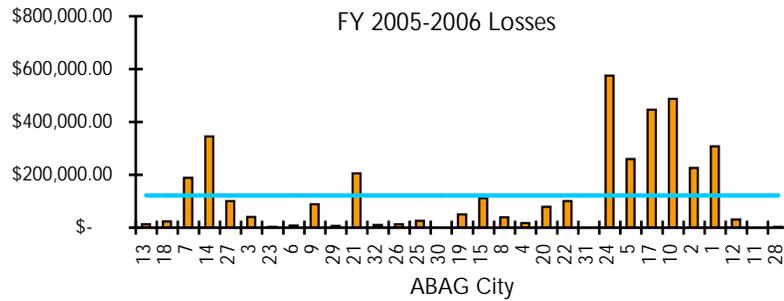
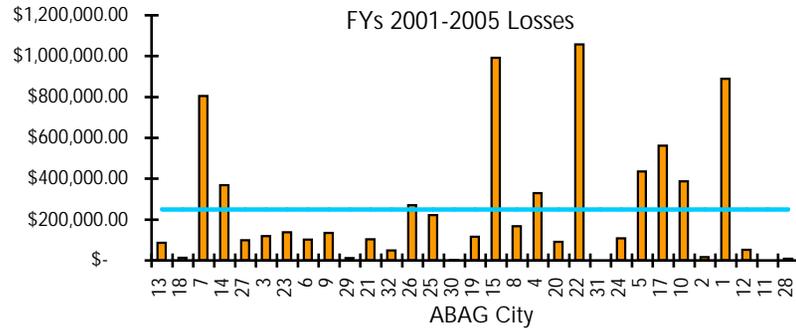
General Liability Management Data Report



Your City is # 14

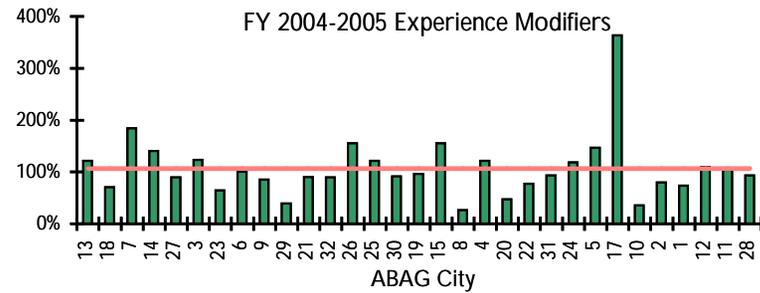
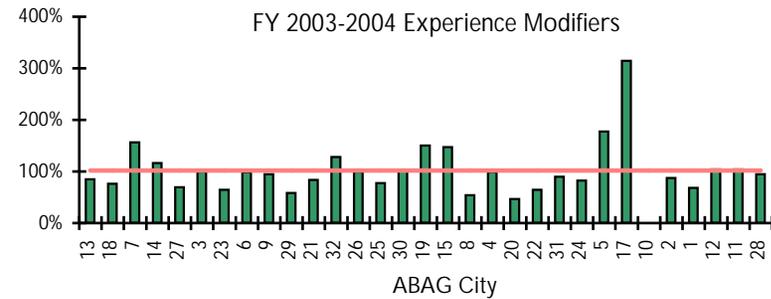
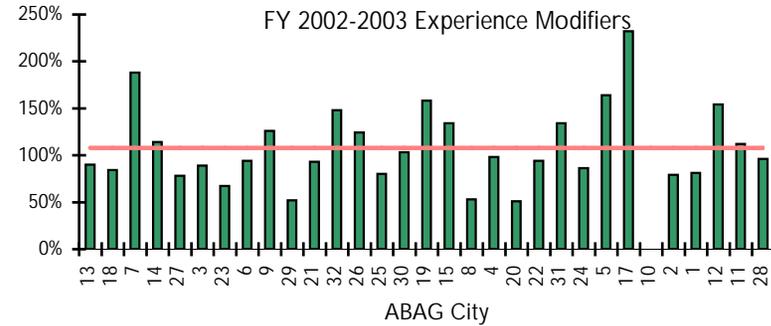
Losses

The graphs below illustrate the total sum of paid and reserved dollars (total incurred) to pay all claims for each year listed. The average for all ABAG PLAN member cities is brightlined.



Experience Modifiers

The graphs below illustrate the experience modifiers for each year listed. The experience modifier is a factor applied to a City's premium based on its loss experience. The average for all ABAG PLAN member cities is brightlined.



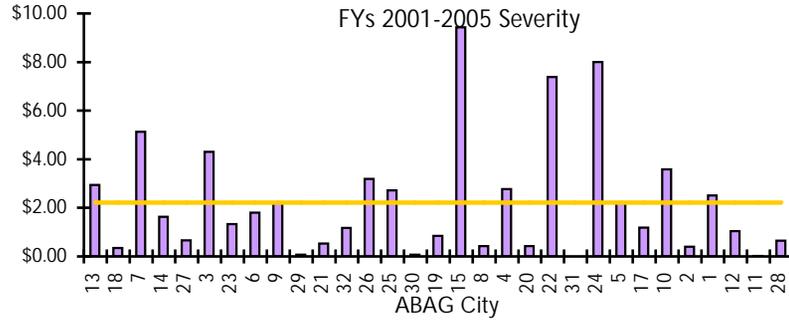
General Liability Management Data Report



Your City is # 14

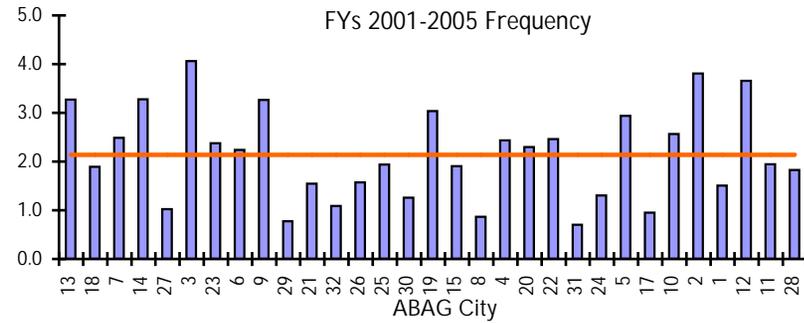
Severity by Payroll

The graphs below illustrate the cost of claims per \$100 payroll for the years listed. The average for all ABAG PLAN member cities is brightlined.

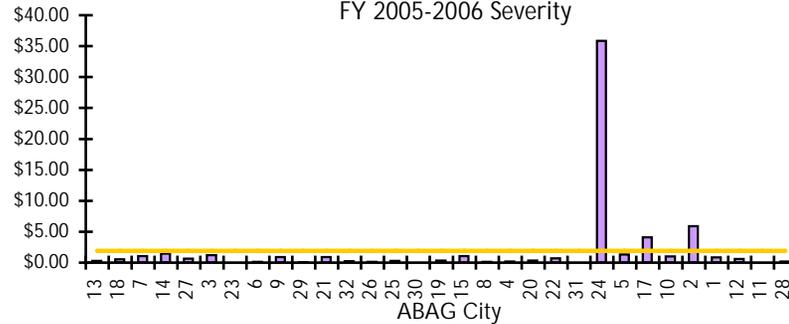


Frequency by Payroll

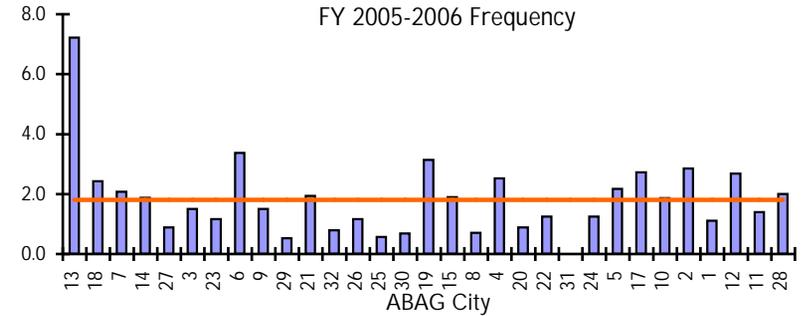
The graphs below illustrate the number of claims per \$1,000,000 payroll for the years listed. The average for all ABAG PLAN member cities is brightlined.



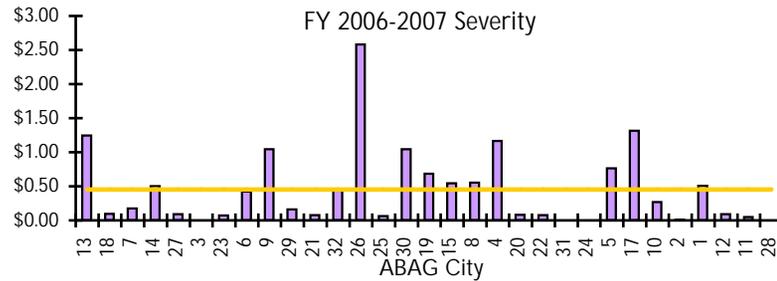
FY 2005-2006 Severity



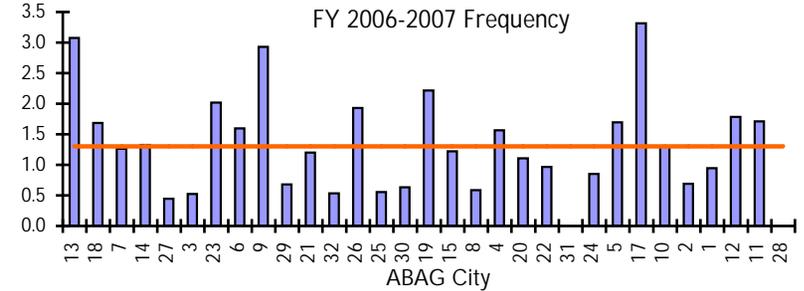
FY 2005-2006 Frequency



FY 2006-2007 Severity



FY 2006-2007 Frequency



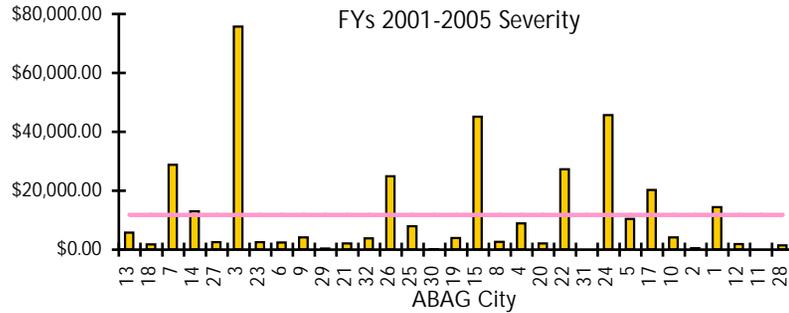
General Liability Management Data Report



Your City is # 14

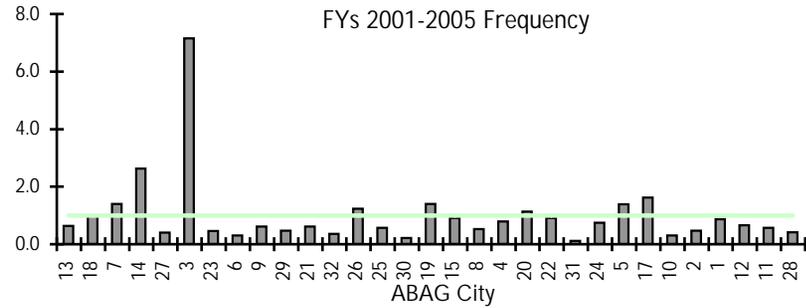
Severity by Population

The graphs below illustrate the cost of claims per 1,000 population for the years listed. The average for all ABAG PLAN member cities is brightlined.

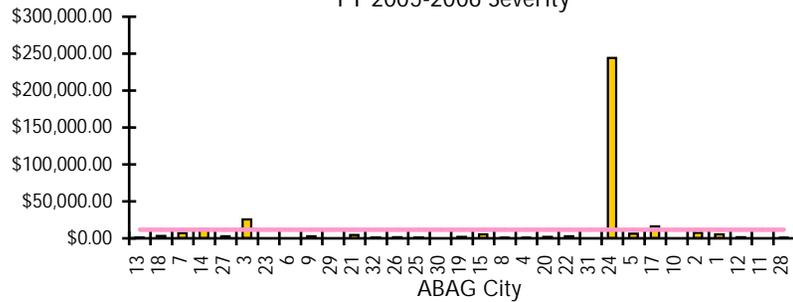


Frequency by Population

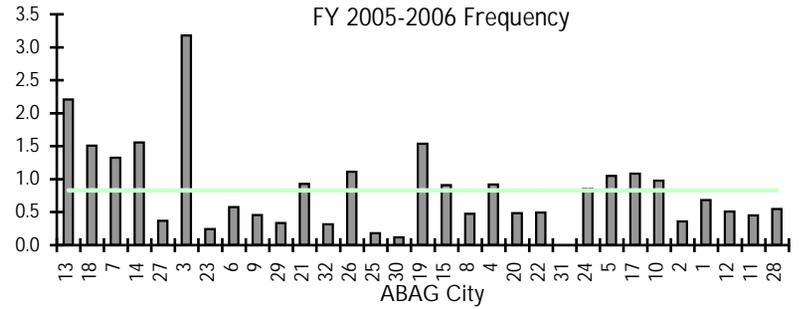
The graphs below illustrate the number of claims per 1,000 population for the years listed. The average for all ABAG PLAN member cities is brightlined.



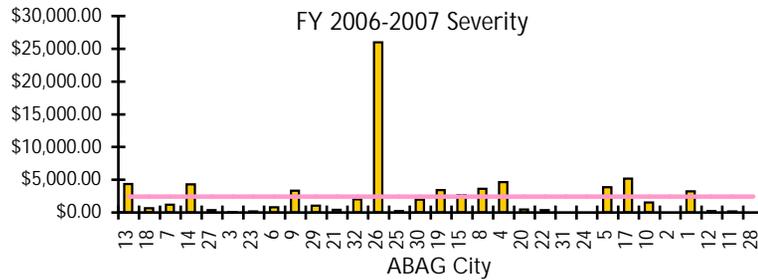
FY 2005-2006 Severity



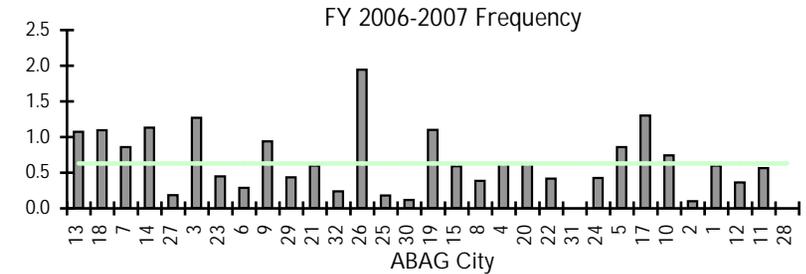
FY 2005-2006 Frequency



FY 2006-2007 Severity



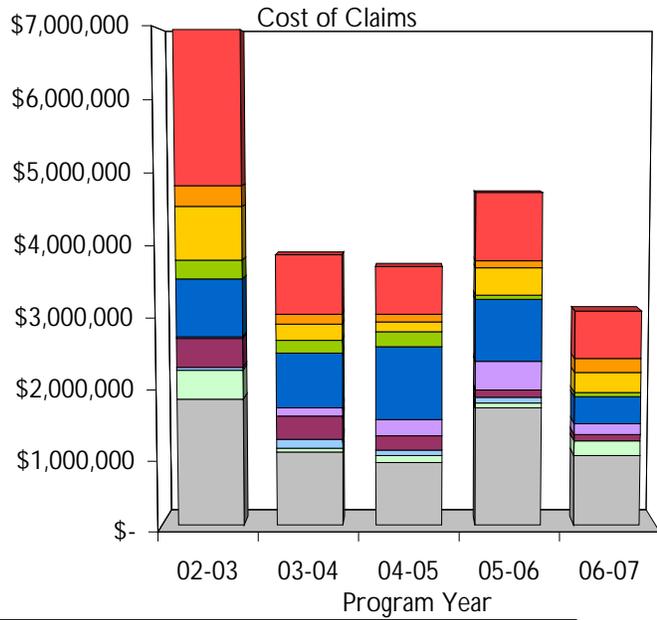
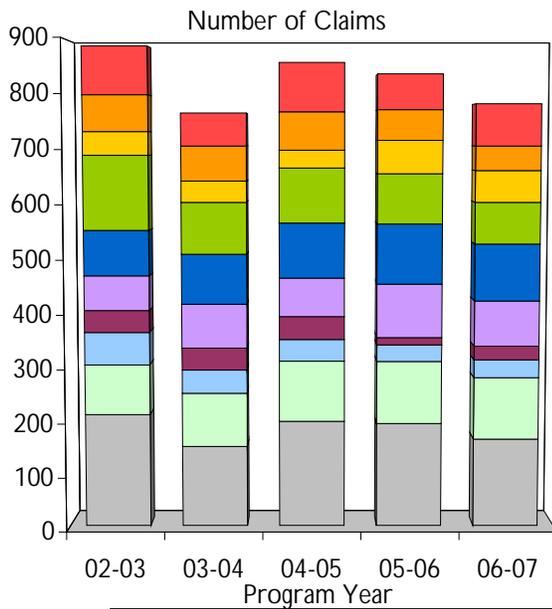
FY 2006-2007 Frequency



Appendix 2.ii.3. Management Data Report Pool Sample

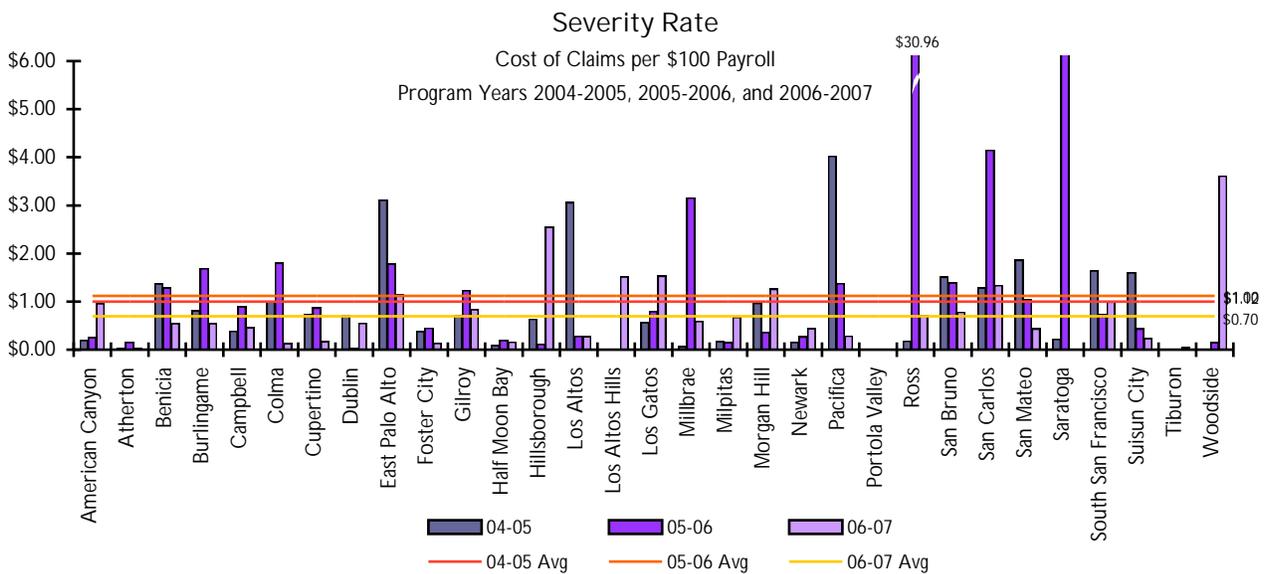
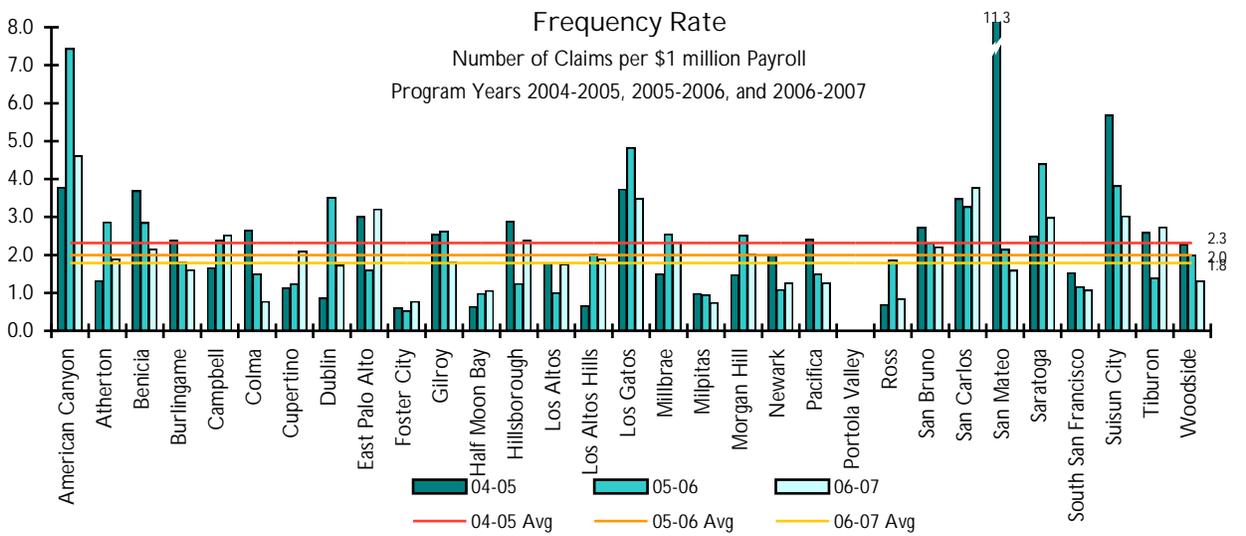
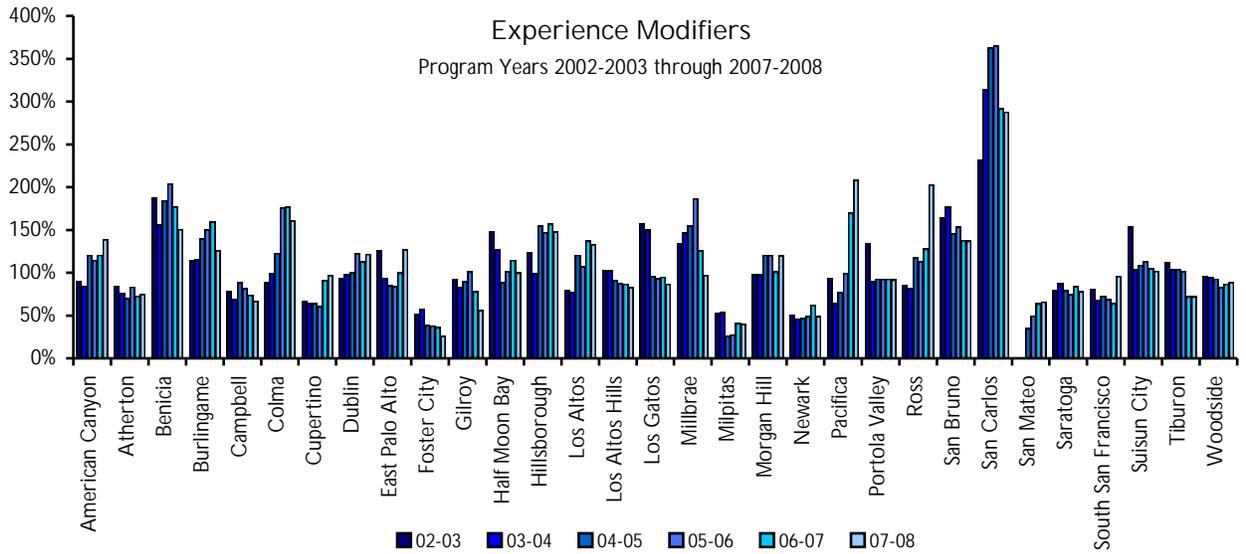
Public Liability Assurance Network
Risk Management Data Report

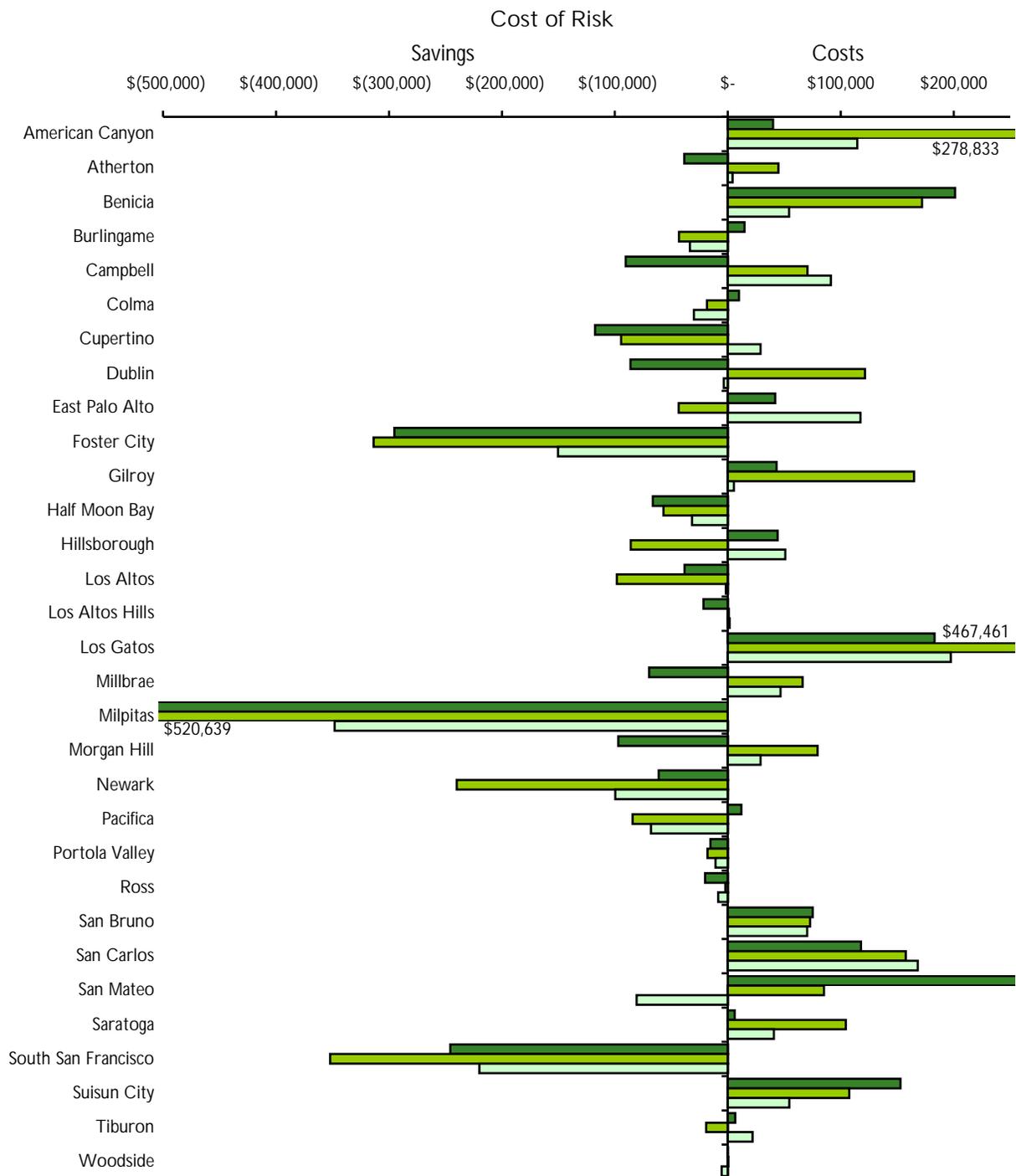
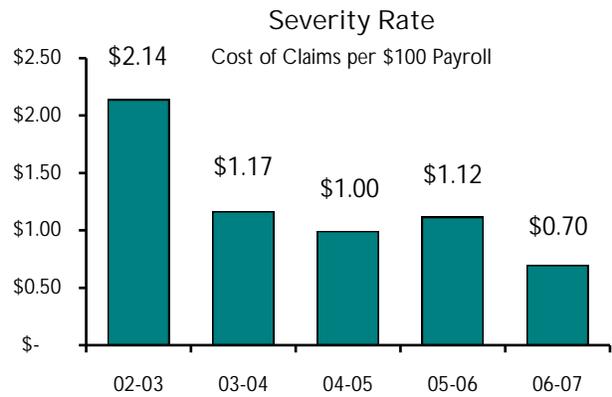
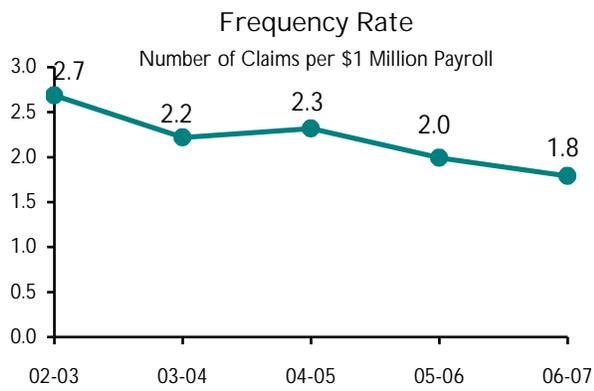
Claims by Exposure



Exposure	Number of Claims				
	02-03	03-04	04-05	05-06	06-07
Sewers	89	60	90	65	77
Vehicles	67	64	70	56	45
Sidewalks	43	39	32	61	58
Trees	138	96	101	92	77
Police	84	92	102	111	105
Roads	64	82	71	99	84
Slip/Trip/Fall	41	41	43	14	26
Construction	60	43	40	31	33
Other Vehicle	93	100	113	116	115
Other	209	149	196	192	163
Total	888	766	858	837	783

Exposure	Cost of Claims				
	02-03	03-04	04-05	05-06	06-07
Sewers	\$ 2,157,483	\$ 839,123	\$ 672,800	\$ 960,772	\$ 674,613
Vehicles	\$ 290,809	\$ 138,059	\$ 106,120	\$ 96,708	\$ 195,730
Sidewalks	\$ 751,392	\$ 227,810	\$ 141,417	\$ 385,437	\$ 287,409
Trees	\$ 266,278	\$ 181,020	\$ 210,417	\$ 56,575	\$ 59,813
Police	\$ 814,619	\$ 780,618	\$ 1,037,059	\$ 876,408	\$ 385,028
Roads	\$ 25,324	\$ 117,449	\$ 232,499	\$ 407,696	\$ 153,808
Slip/Trip/Fall	\$ 409,798	\$ 333,171	\$ 206,024	\$ 107,447	\$ 89,069
Construction	\$ 40,131	\$ 127,013	\$ 78,634	\$ 81,567	\$ 3,887
Other Vehicle	\$ 413,596	\$ 51,440	\$ 98,049	\$ 66,430	\$ 205,775
Other	\$ 1,802,311	\$ 1,051,021	\$ 899,058	\$ 1,681,261	\$ 1,000,741
Total	\$ 6,971,740	\$ 3,846,725	\$ 3,682,076	\$ 4,720,300	\$ 3,055,872





Loss Prevention Programs

July 01, 2007 - to date

Member	Best Practices FY 07/08 available	Defensive Driving	Framework Grants all years	Risk Mgmt Programs FY 07/08 available	Remaining 06-07	Police Risk Mgmt Grants	Remaining 06-07	Risk Mgmt Training	Sewer Smart	Member Totals				
Budget Balance FY07/08	\$ 323,460.00	\$ 25,000.00	\$ 284,433.20	\$ 485,000.00	FY06/07 \$	\$ 390,000.00	FY06/07	\$ 62,000.00	\$ 60,000.00	\$ 1,629,893.20				
	1,062.50	8,969.56	0.00	10,000.00	10,000.00		7,131.69			\$ 1,062.50				
	-	3,856.03	-	10,000.00	4,787.73		10,000.00			\$ -				
	4,173.50	25,376.82	-	30,000.00	5,000.00	11,622	Tasers	290.00	PARMA	\$ 16,085.32				
	1,625.00	16,032.95	3,494.00	EVOC-Fire	-	20,000.00	5,000.00	544	Lexipol (2-	-	\$ 5,662.80			
	1,368.75	8,653.00	-	15,000.00	5,000.00	11,421	tasers	-	1,827.19	CAJPA	\$ 14,616.72			
	6,776.75	5,134.86	10,000.00	FY06/07	8,751.02	10,000.00	tree prunin	-	1,327	Video	-	2,000.02	CAJP, EQ Mgmt Training	\$ 28,854.65
	6,432.50	7,979.74	-	15,000.00	-	N/A	N/A				\$ 6,432.50			
	3,787.50	8,221.07	9,910.31	FY05/06	10,000.00	-	10,000.00				\$ 13,697.81			
	3,718.75	8,766.85	-	15,000.00	10,000.00	-	10,000.00	1,375.40	CAJPA		\$ 5,094.15			
	-	4,654.12	3,639.00	FY05/06	608.50	10,000.00	locator trai	-	9,640.00		\$ 4,247.50			
	400.00	12,171.45	-	15,000.00	15,000.00	sidewalk	-	15,000	Video	-	\$ 30,400.00			
	-	4,952.38	-	10,000.00	10,000.00	-	10,000.00				\$ -			
	1,813.00	13,033.55	1,573.00	EVOC - Fire	-	15,000.00	10,000.00	840	force & dri	7,550.00	\$ 4,226.00			
	250.00	9,402.54	-	15,000.00	10,000.00	-	10,000.00				\$ 250.00			
	62.50	2,132.48	-	10,000.00	8,825.00	N/A	N/A				\$ 62.50			
	10,251.75	12,208.06	-	15,000.00	10,000.00	7,010	Video	-			\$ 17,261.75			
	2,366.50	8,961.86	3,630.00	EVOC - Fire	-	15,000.00	10,000.00	15,000	Video	-	\$ 20,996.50			
	567.46	13,382.27	-	20,000.00	10,000.00	-	9,415.00	560.00	PARMA		\$ 1,127.46			
	400.00	11,585.72	-	15,000.00	10,000.00	2,950	Lexipol	7,050.00			\$ 3,350.00			
	1,087.50	8,423.44	-	15,000.00	1,275.00	-	1,502.06	375.00	IEA class		\$ 1,462.50			
	-	22,127.25	-	30,000.00	10,000.00	-	10,000.00				\$ -			
	-	1,867.09	-	10,000.00	10,000.00	N/A	N/A				\$ -			
	31.25	4,998.03	-	10,000.00	10,000.00	-	8,050.00				\$ 31.25			
	400.00	19,890.98	726.00	EVOC - Fire	-	25,000.00	5,000.00				\$ 1,126.00			
	1,203.96	21,671.91	777.00	def. Driving	10,000.00	FY06/07	25,000.00	-	2,450	Lexipol	-	\$ 14,430.96		
	983.00	19,101.22	3,817.00	EVOC/FD/	-	25,000.00	10,000.00	15,000	audio rec	-	\$ 19,800.00			
	2,343.50	4,179.98	2,017.80	FY06/07	10,000.00	6,790.78	N/A	N/A			\$ 4,361.30			
	558.00	24,335.61	-	30,000.00	10,000.00	-	10,000.00				\$ 558.00			
	1,537.50	6,426.33	-	10,000.00	10,000.00	-	1,099.34				\$ 1,537.50			
	875.00	2,653.62	-	10,000.00	-	-	-				\$ 875.00			
	-	2,209.21	-	10,000.00	10,000.00	N/A	N/A				\$ -			
Sub-Totals	\$ 54,076.17	\$ 14,017.00	\$ 35,567.11	\$ 24,359.52	\$ 83,163.26	\$ 6,427.61	\$ 40,689.46	\$ 73,829.87	\$ 217,610.67					
Plan: General Program Expense	24,472.30	293.32				3,392.50	workshops	4,982.29	Workshops	40,689.46	73,829.87			
Program Grants Totals	\$ 78,548.47	\$ 14,310.32	\$ 35,567.11	\$ 24,359.52	\$ 86,555.76	\$ 11,409.90	\$ 40,689.46	\$ 291,440.54						
Budget Balance 07/08	\$ 244,911.53	\$ 10,689.68	\$ 248,866.09	\$ 460,640.48	\$ 303,444.24	\$ 50,590.10	\$ 19,310.54	\$ 1,338,452.66						
Remaining 06/07 Budget Balance	24%	57%	13%	5%	22%	18%	68%	18%						
BUDGET TOTAL	\$ 244,911.77	\$ 22,688.25	\$ 248,866.09	\$ 660,299.04	\$ 380,207.98	\$ 116,371.60	\$ 19,311.22	\$ 1,856,382.07						

Audit Report

Client: ABAG PLAN
Audit Location: Town of
Audit Name: Self Evaluation & Accountability Assessment
Audit Date: April 19, 2007

Risk Management Framework Grant Threshold (100.00%)

Risk Management Policy

To reduce or eliminate costs associated with risks of loss, each City must create a risk management structure with adequate resources to address the risk exposures of the City with visible support of City Management.

1-1-1 The City Council has adopted a resolution supporting a formal Risk Management Program and Policy and provides appropriate resources. ②

In Place/Effective

Sent draft policy and cover letter for Debra to re-issue.

1-1-2 The City Manager has endorsed the Risk Management Program and Policy and communicated it to all employees. ②

In Place/Effective

2-21-07: The Town plans to enclose a copy of the updated risk management policy with forthcoming paychecks.

Subsection Score: ●

Injury & Illness Prevention Program (IIPP)

The City maintains an up-to-date Injury & Illness Prevention Plan (IIPP) as required by Cal/OSHA, and actively maintains its requirements.

1-2-1 IIPP is available for review and shows proof of periodic review/revision. ①

Absent/Ineffective

The IIPP was not available for review and/or shows no proof of periodic review or revision.

2-21-07: The Town has requested that we provide them with a sample IIPP for their review and consideration since they have not yet implemented the sample provided by Du-All Safety. We will provide Rumi with a copy via e-mail.

1-2-2 IIPP identifies the person of authority who is responsible for its administration. ②

In Place/Effective

2-21-07: In the revised IIPP, the Town will identify the Human Resources Manager and Maintenance Superintendent as the IIPP coordinators.

1-2-3 Accountability standards and methods of enforcement are included. ②

In Place/Effective

2-21-07: The Town has a progressive disciplinary procedure in its civil service rules that would apply to safety issues under the IIPP. To clarify this, the Town will reference the progressive disciplinary procedure in the IIPP and state that progressive discipline will be used as appropriate. We also recommended adding simple leading indicators as performance standards within the IIPP. Samples were previously provided for consideration.

1-2-4 System for communicating hazards to employees and receiving employee feedback on safety concerns is in place. ①

In Progress/Needs Work

A system for communicating hazards to employees and receiving employee feedback on safety concerns is in development or needs improvement.

1-2-5 Procedure for identifying workplace hazards is in place, including regular inspections and observations of work practices. ①

In Progress/Needs Work

Procedure for identifying workplace hazards, including regular inspections and observations of work practices is incomplete or in development.

1-2-6 A formal accident investigation procedure is in place with mandatory review by senior management to ensure corrective action is based on management action to prevent a re-occurrence rather than placing blame on employee. ①

In Progress/Needs Work

The procedure for accident investigations is incomplete. Documentation demonstrating the quality of investigations was not available for review.

1-2-7 System of follow-up of identified unsafe conditions or physical hazards in place (records of mitigation maintained for one year). ①

In Progress/Needs Work

There is no evidence of a system of follow-up of identified unsafe conditions or physical hazards. Records of mitigation of identified unsafe conditions are not maintained for one year.

1-2-8 Required and/or appropriate training is documented and maintained for one year. ①

In Progress/Needs Work

Required and/or appropriate training is not documented and/or maintained for one year.

Subsection Score: ●

Risk Management Organization

A Risk Management Committee (RMC) or Team with clearly defined accountabilities must be named. This may be a scope enhancement of current safety committees.

1-3-1 A Risk Management Coordinator must be appointed who is responsible for the implementation of risk management programs. ②

In Place/Effective

Pamela Jacobs was designated RM by CM on April 25, 2006.

1-3-2 The Chair of the RMC must attend and report on risk management plans and activities at monthly senior management meetings. ②

In Place/Effective

2-21-07: The Town will add a general risk management agenda item to the monthly meetings to discuss outstanding issues, including claims as appropriate.

1-3-3 The RMC must hold regular meetings. Minimum acceptable frequency is quarterly. ②

In Place/Effective

2-21-07: The Risk Management Committee (Department Managers) is now meeting monthly.

1-3-4 Written minutes must be kept of each meeting along with an attendance list. ②

Operational Best Practices Grant Threshold (50.00%)

Vehicle Use and Operations

Each City must adopt a comprehensive fleet management program to include driver training (defensive driver training), driver screening and selection, vehicle use, non-owned vehicle use, and vehicle maintenance.

Driver Selection and Training Measures

- 2-1-2 There is a written program in place that is actively utilized as the basis for driver selection and screening of employees and prospective employees for driving related duties. ①

In Progress/Needs Work

The Town's driver selection and training program lacks proper documentation. The Town's existing driver selection and training program does not include critical criteria.

2-21-07: We discussed the implications of not having a fleet and driver risk management program in place that includes everyone who drives Town or personal vehicles on Town business. This policy also needs to apply to volunteers who are covered under the liability program. The Town agreed to evaluate this and update the Town policy. We will follow-up with the Town.

- 2-1-3 There is evidence that employees with negative Motor Vehicle Records (MVRs) activity as defined by ABAG PLAN standards are provided personnel counseling, training, rehabilitation, and/or are removed from driving responsibilities depending on the nature and seriousness of the activity on their MVRs or observed driving behavior. ①

In Progress/Needs Work

The Town's process of obtaining and acting on MVRs is not sufficiently documented.

2-21-07: The Town agreed to update its policy to include MVR review against ABAG Plan standards. The Town also agreed to enroll all Class A and Class B drivers in the PULL program and the drug testing program. We discussed the Town's current drug testing program and recommended they consider joining a large consortium rather than operate as their own small group. We provided information on consortiums for the Town's consideration.

- 2-1-4 All employees who drive any vehicle on City business are enrolled in the DMV Employer Pull Notice (EPN) program and MVRs are reviewed to prevent negligent retention. Note: Releases required for drivers whose license does not require participation in the EPN program. ①

In Progress/Needs Work

The Town's process of enrolling employees in the EPN program and reviewing MVRs as appropriate are not sufficiently documented.

2-21-07: The Town agreed to start enrolling all newly hired employees and obtain releases from them to do so. The Town will evaluate the enrollment of existing employees and volunteers and may want to "meet and confer" with the bargaining units before taking this step as it represents a culture shift within the Town. We will follow-up to verify that this has been done before upgrading the points.

Vehicle Maintenance Measures

- 2-1-6 Vehicles and records are maintained to meet standards and warranties relevant to the vehicles or equipment and to help defend negligence claims. ②

In Place/Effective

Playground Safety

City playgrounds must be designed, inspected, and maintained in compliance with the State of California requirements, which are described in The Handbook for Public Playground Safety and ASTM F187-95.

- 2-11-1 A current playground equipment inventory exists for each playground. ②
In Place/Effective
2-21-07: The Town plans to have an employee become a certified playground safety inspector to help address the playground exposures and to bring the Town's program into compliance with best practices and regulations. We will follow-up with the Town.
- 2-11-2 An annual playground audit is available for review and reflects equipment as stated in the inventory. The audit is conducted either by a Certified Playground Safety Inspector (CPSI) or personnel trained by a CPSI. ①
More Information Needed
- 2-11-3 Documented monthly inspections and repair records are available for review. Inspections are conducted and signed off by a CPSI or staff who was trained and overseen by a CPSI. ①
More Information Needed
- 2-11-4 Depending on frequency and intensity of use, weekly and/or daily inspection checklists are available for audit. ①
More Information Needed
- 2-11-5 For playgrounds that do not comply with accessibility requirements under the ADA, an action plan with time tables to bring the site into compliance is available for review. ②
In Place/Effective

Subsection Score: ●

Facilities Maintenance and Hazard Identification

City owned and/or operated facilities, including those for which joint use agreements are in place, present risk exposures to users and neighboring facilities. A process for scheduled, documented inspection of City buildings and other facilities should be in place

- 2-12-1 Checklists or other tools used to document inspections are available for review. ①
In Progress/Needs Work
2-21-07: The Town agreed to develop a simple checklist to routinely document facility and other types of inspections. This is to include the two residences still online.
- 2-12-2 Action items are prioritized and are assigned for correction with due dates for completion. Completion dates are recorded. ①
In Progress/Needs Work
- 2-12-3 All new or newly acquired facilities have a documented risk assessment review for structural and operational risk. ②
In Place/Effective
- 2-12-4 Buildings that have not been determined to be adequately protected against natural disasters or fire are not used for public gatherings and classes or leased to others. ①
In Progress/Needs Work
2-21-07: The Town no longer has tenants in the private residences considered to be unsafe following the ABAG earthquake vulnerability study.

Subsection Score: ●
Section Score: 81%

Self Evaluation and Accountability Assessment

City of 

Association of Bay Area Governments

Risk Management Framework

<u>Subsection</u>	<u>Score</u>
Policy	●
Injury and Illness Prevention Program	●
Organization	●
Goals and Objectives	●
Claim Reporting and Follow-Up	●
Total	100%
Grant Threshold	100%

Operational Best Practices

<u>Subsection</u>	<u>Score</u>
Vehicle Use and Operations	●
Sidewalk Inspection and Maintenance	●
Urban Forest Management	●
Sewer Loss Prevention and Management	●
Police Risk Management	●
Fire Risk Management	●
Contractor Selection and Control	●
Road Maintenance	●
Contractual Risk Transfer	●
ADA Compliance and Transition Plans	●
Playground Safety	●
Facilities Maintenance	●
Total	77%
Grant Threshold	50%

Appendix 3.iii. Scorecard Pool Sample

Member	Risk Management Framework	Tier 1 Operational Best Practices											Tier 2 Operational Best Practices		Risk Mgmt	Tier 1 OBP	Tier 2 OBP	
		Vehicle Risk Management	Sidewalks	Urban Forest Management	Sewer Loss Prevention and Management	Police	Fire	Contractor Selection and Control	Road Maintenance	Contractual Risk Transfer	ADA	Playground Safety	Facilities Maintenance	Aquatics				Special Events
f	🟢 = 2	🟡 = 1	🟢 = 2	🟡 = 1	🟡 = 1	🟢 = 2	🟢 = 2	🟡 = 1	🟢 = 2	🟢 = 2	🟡 = 1	🟡 = 1	🟢 = 2	🟡 = 1	🟡 = 1	100	89	88
wn of	🟢 = 2	🟡 = 1	🟡 = 1	🟡 = 1	🟢 = 2	🟢 = 2	🟢 = 2	🟡 = 1	🟢 = 2	🟢 = 2	🟢 = 2	🟡 = 1	🟡 = 1			100	87	N/A
Bf	🟢 = 2	🟡 = 1	🟡 = 1	🟡 = 1	🟢 = 2	🟡 = 1	🟢 = 2	🟡 = 1	🟢 = 2	🟢 = 2	🟢 = 2	🟡 = 1	🟡 = 1			100	81	N/A
y of	🟢 = 2	🟡 = 1	🟡 = 1	🟢 = 2	🟢 = 2	🟡 = 1	🟡 = 1	🟡 = 1	🟢 = 2	🟡 = 1	🟢 = 2	🟢 = 2	🟡 = 1	🟡 = 1	🟡 = 1	96	88	69
ll, City of	🟢 = 2	🟡 = 1	🟡 = 1	🟢 = 2	🟢 = 2	🟢 = 2	🟢 = 2	🟡 = 1	🟢 = 2	🟡 = 1	🟢 = 2	🟡 = 1	🟢 = 2			100	89	N/A
wn of	🟢 = 2	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1	🟢 = 2	🟢 = 2	🟢 = 2	🟢 = 2	🟡 = 1	🟢 = 2	🟢 = 2			100	89	N/A
City of	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1	🟢 = 2	🟢 = 2	🟢 = 2	🟡 = 1	🟡 = 1	🟢 = 2	🟡 = 1	🟡 = 1	🟢 = 2			93	74	N/A
, City of	🟢 = 2	🟡 = 1	🟢 = 2	🟢 = 2	🟢 = 2	🟢 = 2	🟢 = 2	🟢 = 2	🟢 = 2	🟡 = 1	🟢 = 2	🟢 = 2	🟡 = 1	🟢 = 2	🟡 = 1	100	96	86
o, City of	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1	🟢 = 2	🟡 = 1	🟢 = 2	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 0	🟡 = 1	🟡 = 1			50	62	N/A
Fy of	🟢 = 2	🟢 = 2	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1	🟢 = 2	🟡 = 1	🟡 = 1	🟡 = 1	🟢 = 2	🟢 = 2	🟡 = 1			100	84	N/A
f	🟢 = 2	🟡 = 1	🟡 = 0	🟡 = 1	🟡 = 1	🟢 = 2	🟢 = 2	🟡 = 1	🟡 = 1	🟡 = 1	🟢 = 2	🟡 = 1	🟡 = 1			100	65	N/A
City of	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1	🟢 = 2	🟡 = 1	🟢 = 2	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1			96	48	N/A
h, Town of	🟢 = 2	🟡 = 1	🟡 = 1	🟡 = 1	🟢 = 2	🟡 = 1	🟡 = 1	🟢 = 2	🟡 = 1	🟡 = 1	🟢 = 2	🟡 = 1	🟡 = 1			100	67	N/A
, City of	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1	🟢 = 2	🟡 = 0	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 0		55	42	N/A
, Town of	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1	🟢 = 2	🟢 = 2	🟢 = 2	🟡 = 1	🟢 = 2	🟡 = 1	🟢 = 2	🟡 = 1	🟡 = 1			95	81	N/A
Town of	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1	🟢 = 2	🟡 = 1	🟢 = 2	🟡 = 1	🟢 = 2	🟡 = 1	🟡 = 1			84	81	N/A
, City of	🟢 = 2	🟡 = 1	🟡 = 1	🟡 = 1	🟢 = 2	🟢 = 2	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1			100	78	N/A
City of	🟢 = 2	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1	🟢 = 2	🟢 = 2	🟡 = 1	🟡 = 0	🟡 = 1	🟢 = 2			100	73	N/A
l, City of	🟢 = 2	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1	🟢 = 2	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1			100	53	N/A
N City of	🟢 = 2	🟡 = 1	🟢 = 2	🟢 = 2	🟢 = 2	🟡 = 1	🟢 = 2	🟡 = 1	🟢 = 2	🟢 = 2	🟢 = 2	🟡 = 1	🟡 = 1	🟢 = 2	🟡 = 1	100	93	8
of	🟢 = 2	🟡 = 1	🟡 = 1	🟡 = 1	🟢 = 2	🟢 = 2	🟢 = 2	🟢 = 2	🟡 = 1	🟢 = 2	🟢 = 2	🟢 = 2	🟡 = 1			100	88	N/A
Town of	🟢 = 2	🟡 = 1	🟡 = 1	🟡 = 1	N/A	🟢 = 2	🟢 = 2	🟡 = 1	🟡 = 1	🟡 = 1	🟢 = 2	🟡 = 1	🟡 = 1			100	80	N/A
, Town of	🟢 = 2	🟡 = 1	🟡 = 1	🟡 = 1	🟢 = 2	🟡 = 1	🟢 = 2	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 0			100	53	N/A
o, City of	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1	🟢 = 2	🟡 = 0	🟢 = 2	🟡 = 1			80	58	N/A
, City of	🟢 = 2	🟡 = 1	🟡 = 1	🟢 = 2	🟡 = 1	🟡 = 1	🟢 = 2	🟡 = 1	🟡 = 1	🟢 = 2	🟡 = 1	🟡 = 1	🟢 = 2			100	71	N/A
s, City of	🟢 = 2	🟢 = 2	🟡 = 1	🟡 = 1	🟢 = 2	🟢 = 2	🟢 = 2	🟡 = 1	🟢 = 2	🟡 = 1	🟡 = 0	🟡 = 1	🟢 = 2			100	79	N/A
City of	🟢 = 2	🟡 = 1	🟡 = 1	🟡 = 1	🟢 = 2	🟢 = 2	🟢 = 2	🟡 = 1	🟡 = 1	🟡 = 1	🟢 = 2	🟡 = 1	🟢 = 2			100	65	N/A
o, City of	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 0	🟡 = 1	🟡 = 1	🟡 = 0	🟡 = 1	🟡 = 1			95	56	N/A
City of	🟢 = 2	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1	🟢 = 2	🟡 = 1	🟡 = 1	N/A	🟡 = 0	100	71	0
Town of	🟢 = 2	🟡 = 1	🟢 = 2	🟢 = 2	🟢 = 2	🟢 = 2	🟢 = 2	🟡 = 1	🟢 = 2	🟢 = 2	🟢 = 2	🟡 = 1	🟡 = 1			100	84	N/A
e, Town of	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 0	🟢 = 2	🟢 = 2	🟡 = 1	🟡 = 1	🟡 = 1	🟡 = 0	🟡 = 0	🟡 = 0			12	33	N/A

Operational Dashboard



Appendix 4.
Actuary Reports

General Liability By Policy Year By Member As Of 6/30/2007

Member	Policy Year	Open Claims	Closed Claims	Total	Reserve Balance	Paid	Collection	Incurred
xyz	1992	0	1	1	\$0.00	\$250.00	\$0.00	\$250.00
	1993	0	5	5	(\$0.00)	\$35,150.77	\$0.00	\$35,150.77
	1994	0	6	6	\$0.00	\$561.77	\$0.00	\$561.77
	1995	0	11	11	\$0.00	\$122,464.10	\$0.00	\$122,464.10
	1996	0	6	6	\$0.00	\$1,209.34	\$0.00	\$1,209.34
	1997	0	4	4	\$0.00	\$3,576.33	\$0.00	\$3,576.33
	1998	0	4	4	\$0.00	\$19,560.26	\$0.00	\$19,560.26
	1999	0	7	7	\$0.00	\$1,481.31	\$0.00	\$1,481.31
	2000	0	3	3	\$0.00	\$92.05	\$0.00	\$92.05
	2001	0	6	6	\$0.00	\$1,862.12	\$0.00	\$1,862.12
	2002	0	9	9	(\$0.00)	\$91,571.56	\$0.00	\$91,571.56
	2003	0	13	13	\$0.00	\$241,440.83	\$0.00	\$241,440.83
	2004	0	10	10	(\$0.00)	\$6,393.90	\$0.00	\$6,393.90
	2005	1	32	33	\$50.00	\$11,856.60	\$0.00	\$11,906.60
	2006	6	10	16	\$61,994.00	\$2,697.67	\$0.00	\$64,691.67
xyz	Total	7	127	134	\$62,044.00	\$540,168.61	\$0.00	\$602,212.61

Member	Policy Year	Open Claims	Closed Claims	Total	Reserve Balance	Paid	Collection	Incurred
abc	1986	0	2	2	\$0.00	\$22,939.92	\$0.00	\$22,939.92
	1987	0	5	5	\$0.00	\$12,362.30	\$0.00	\$12,362.30
	1988	0	5	5	\$0.00	\$7,889.04	\$0.00	\$7,889.04
	1989	0	3	3	(\$0.00)	\$521,492.52	\$0.00	\$521,492.52
	1990	0	14	14	\$0.00	\$4,672.58	\$0.00	\$4,672.58
	1991	0	4	4	\$0.00	\$0.00	\$0.00	\$0.00
	1992	0	9	9	\$0.00	\$95,535.82	\$0.00	\$95,535.82
	1993	0	7	7	\$0.00	\$13,844.06	\$0.00	\$13,844.06
	1994	0	11	11	\$0.00	\$11,209.13	\$0.00	\$11,209.13

Overs and Unders

6/30/2006 12:00:00 AM

xyz

Fiscal Year	Claim Number	Claimant Name	Paid Sum	Deductible	Overs	Unders
1992	ABAG3841	BOUNDS, CAROL	\$250.00	\$25,000.00	\$0.00	\$250.00
1992	1	Sum:	\$250.00	\$25,000.00	\$0.00	\$250.00

Fiscal Year	Claim Number	Claimant Name	Paid Sum	Deductible	Overs	Unders
1993	ABAG4092	ESPOSITO, TOMMIE	\$768.28	\$25,000.00	\$0.00	\$768.28
	ABAG4231	CAMPAGNA, SALVATORE	\$1,750.00	\$25,000.00	\$0.00	\$1,750.00
	ABAG4428	SHANE, ELEANOR	\$32,011.10	\$25,000.00	\$7,011.10	\$25,000.00
	ABAG4497	MCGEE, CALLIE	\$71.39	\$25,000.00	\$0.00	\$71.39
	ABAG4598	HOLLY OAK RANCH	\$550.00	\$25,000.00	\$0.00	\$550.00
1993	5	Sum:	\$35,150.77	\$125,000.00	\$7,011.10	\$28,139.67

Fiscal Year	Claim Number	Claimant Name	Paid Sum	Deductible	Overs	Unders
1994	ABAG4984	HARDER, LINDA	\$101.83	\$25,000.00	\$0.00	\$101.83
	ABAG4985	KUPCIK, LILLIAN	\$459.94	\$25,000.00	\$0.00	\$459.94
1994	2	Sum:	\$561.77	\$50,000.00	\$0.00	\$561.77

Fiscal Year	Claim Number	Claimant Name	Paid Sum	Deductible	Overs	Unders
1995	ABAG5250	CARPO, ANDREI	\$98.00	\$25,000.00	\$0.00	\$98.00
	ABAG5429	PADRO, ALFRED	\$8,004.01	\$25,000.00	\$0.00	\$8,004.01
	ABAG5805	VILLAFLO (MINOR), DOUGL	\$2,244.14	\$25,000.00	\$0.00	\$2,244.14
	ABAG5968	HERNANDEZ, FIDEL & TAMM	\$800.00	\$25,000.00	\$0.00	\$800.00
	ABAG5970	P G & E	\$858.21	\$25,000.00	\$0.00	\$858.21
	ABAG7047	MEZZETTA, INC., G.L.	\$110,459.74	\$25,000.00	\$85,459.74	\$25,000.00
1995	6	Sum:	\$122,464.10	\$150,000.00	\$85,459.74	\$37,004.36

Fiscal Year	Claim Number	Claimant Name	Paid Sum	Deductible	Overs	Unders
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2006

Region Name	Event Date	Claim Number	Check Date	Check Number	Check Amount	Claimant Name	Paid Sum	Deductible	Overs	Unders
xyz	7/8/2006	GL057903	08/28/2006	1006329	497.67	KIM, DONG HYE	\$497.67	\$25,000.00	\$0.00	\$497.67
xyz	9/22/2006	AL058325	04/11/2007	1006761	2200.00	CLERICI, MAUREEN RO	\$2,200.00	\$25,000.00	\$0.00	\$2,200.00
xyz	7/14/2006	GL057922	11/17/2006	1006508	500.70	MCKELLAR, GISELLE	\$500.70	\$25,000.00	\$0.00	\$500.70
xyz	7/30/2006	GL058173	05/08/2007	1006826	5100.45	ESTATE OF RYAN STEV	\$5,100.45	\$25,000.00	\$0.00	\$5,100.45
xyz	8/1/2006	GL057928	08/23/2006	1006286	118.75	NURIK, SHOSHANA	\$118.75	\$25,000.00	\$0.00	\$118.75
xyz	8/19/2006	GL058026	10/13/2006	1006438	350.00	SWINTH, PAULETTE	\$350.00	\$25,000.00	\$0.00	\$350.00
xyz	8/23/2006	GL058355	04/11/2007	1006758	889.01	MV TRANSPORTATION	\$889.01	\$25,000.00	\$0.00	\$889.01
xyz	9/18/2006	GL058084	01/24/2007	1006637	419.25	SANBORN, SHELLY AN	\$419.25	\$25,000.00	\$0.00	\$419.25
xyz	1/5/2007	GL058532	03/29/2007	1006739	1685.00	OLOCCO, PHIL	\$1,685.00	\$25,000.00	\$0.00	\$1,685.00
xyz	2/10/2007	GL058533	05/21/2007	1006853	6860.00	JONES, JEFF	\$7,940.00	\$25,000.00	\$0.00	\$7,940.00
xyz	2/10/2007	GL058533	05/24/2007	1006865	1080.00	JONES, JEFF	\$7,940.00	\$25,000.00	\$0.00	\$7,940.00
xyz	4/2/2007	GL058605	05/15/2007	1006840	34.36	JEHOVAH'S WITNESSE	\$34.36	\$25,000.00	\$0.00	\$34.36
xyz	5/2/2007	GL058635	06/07/2007	1006877	2507.50	VICTOR, ETHEL	\$3,487.26	\$25,000.00	\$0.00	\$3,487.26
xyz	5/2/2007	GL058635	06/27/2007	1006923	979.76	VICTOR, ETHEL	\$3,487.26	\$25,000.00	\$0.00	\$3,487.26
xyz	7/19/2006	GL057953	09/15/2006	1006391	302.46	ANDERSON, DAVID AN	\$302.46	\$250,000.00	\$0.00	\$302.46
xyz	8/1/2006	GL058221	01/24/2007	1006635	1246.00	MERRITT, GEORGE	\$1,246.00	\$250,000.00	\$0.00	\$1,246.00
xyz	8/7/2006	GL057980	10/20/2006	1006453	1139.53	SOLOMON, STEVEN	\$1,139.53	\$250,000.00	\$0.00	\$1,139.53
xyz	8/20/2006	GL058031	10/11/2006	1006431	4851.36	LUZURIAGA, DAVID AN	\$4,851.36	\$250,000.00	\$0.00	\$4,851.36
xyz	8/28/2006	GL058085	10/20/2006	1006443	300.00	FAN, SYLVIA	\$300.00	\$250,000.00	\$0.00	\$300.00
xyz	9/19/2006	GL058492	06/21/2007	1006910	194.00	MOUSA, LAILA	\$194.00	\$250,000.00	\$0.00	\$194.00
xyz	12/26/2006	GL058385	04/26/2007	1006780	68747.92	BRONZINI, JOSEPH	\$68,747.92	\$250,000.00	\$0.00	\$68,747.92
xyz	12/27/2006	GL058381	02/27/2007	1006684	98.00	YERA, RAFAEL	\$5,088.69	\$250,000.00	\$0.00	\$5,088.69
xyz	12/27/2006	GL058381	03/16/2007	1006719	4990.69	YERA, RAFAEL	\$5,088.69	\$250,000.00	\$0.00	\$5,088.69
xyz	2/6/2007	GL058442	04/11/2007	1006757	525.00	TRESSER, CORI	\$525.00	\$250,000.00	\$0.00	\$525.00
xyz	4/11/2007	GL058614	05/24/2007	1006864	223.24	REGNIER, NOREL	\$223.24	\$250,000.00	\$0.00	\$223.24
xyz	5/3/2007	AL058717	06/27/2007	1006921	500.00	BERMUDEZ, CARLOS	\$500.00	\$250,000.00	\$0.00	\$500.00
xyz	10/28/2006	GL058313	06/21/2007	1006915	4000.00	BRENTLINGER, FLORE	\$4,000.00	\$100,000.00	\$0.00	\$4,000.00
xyz	12/3/2006	GL058457	04/26/2007	1006779	120.75	DEL CONT, TINA	\$670.75	\$100,000.00	\$0.00	\$670.75
xyz	12/3/2006	GL058457	05/08/2007	8888	550.00	DEL CONT, TINA	\$670.75	\$100,000.00	\$0.00	\$670.75
xyz	2/25/2007	GL058491	03/16/2007	1006718	95.00	SUE, SUE ANN	\$95.00	\$100,000.00	\$0.00	\$95.00

INVOICE

ABAG PLAN CORPORATION
P. O. Box 2050
Oakland, CA 94604-2050
(510) 464-7954

Appendix 5.
Invoice &
Check Register

Jack Dilles, Finance Director
MORGAN HILL
17555 PEAK AVENUE
MORGAN HILL, CA 95037

Invoice #: 1521908
Date of Invoice: 02/19/2008

CLAIM TYPE: GENLIAB

15 - MORGAN HILL

Claim Number	Check Number	Check Date	City Claim #	Payee	Check Amount
GL058482	1007550	02/19/2008	MH-621	PAGAN	\$8,578.98
Trans Type: PROPERTY - FINAL					Paid over deductible: \$0.00
Claimant: GREEN, MICHAEL & MELISSA					Amount Due: \$8,578.98
GL058482	1007551	02/19/2008	MH-621	CARMON PAGON	\$7,000.00
Trans Type: PROPERTY - PARTIAL					Paid over deductible: \$0.00
Claimant: GREEN, MICHAEL & MELISSA					Amount Due: \$7,000.00
GL058482	1007552	02/19/2008	MH-621	ZIYADA	\$948.00
Trans Type: PROPERTY - FINAL					Paid over deductible: \$70.38
Claimant: GREEN, MICHAEL & MELISSA					Amount Due: \$877.62
					Total of Checks for Claim: \$16,526.98
					Amount Due from Member: \$16,456.60

Total of Checks for City: \$16,526.98
Total Amount Due from Member: \$16,456.60

Association of Bay Area Governments
 Bank Account: ABAG LIABILITY
 Batch: 1222 Run Date: 2/19/2008

Control Number	Check Number	Check Date	Claim Number	Department Code	Payee Name	Payment Type	Payment Amount	Check Total
0447966	1007547	2/19/2008	AL059066	1404	21st Century as subrogee for Chu (#752544 S	PROPERTY - FINAL	\$4,105.91	\$4,105.91
0447967	1007548	2/19/2008	AL059386	1301	STATE FARM MUTUAL AUTOMOBILE INSU	PROPERTY - FINAL	\$4,764.61	\$4,764.61
0447968	1007549	2/19/2008	AL059043	0615	CSAA AS SUBROGEE FOR NICOLE BOUJA	PROPERTY - FINAL	\$921.85	\$921.85
0447969	1007550	2/19/2008	GL058482	1508	CARMEN AND JESUS PAGAN	PROPERTY - FINAL	\$8,578.98	\$8,578.98
0447970	1007551	2/19/2008	GL058482	1508	JOHN AND KAREN ZIYADA AND CARMON P	PROPERTY - PARTI	\$7,000.00	\$7,000.00
0447971	1007552	2/19/2008	GL058482	1508	JOHN AND KAREN ZIYADA	PROPERTY - FINAL	\$948.00	\$948.00
0447972	1007553	2/19/2008	GL058992	1908	NEW HOI FAI RESTAURANT	PROPERTY - FINAL	\$1,264.62	\$1,264.62
0447974	1007554	2/19/2008	AL058979	3201	ALLSTATE INSURANCE COMPANY, AS SUB	PROPERTY - FINAL	\$703.01	\$703.01
0447975	1007555	2/19/2008	GL059162	3508	ROBERT AND LORENE MUNNERT	PROPERTY - FINAL	\$295.00	\$295.00
0447976	1007556	2/19/2008	GL059281	0309	ALLAN DEAL AND JENNIFER DEAL	PROPERTY - FINAL	\$760.00	\$760.00
0447977	1007557	2/19/2008	GL058069	1312	MALIBU COURT REPORTERS	LEGAL COSTS	\$1,003.65	\$1,003.65

Total for this report: \$30,345.63