Agenda Item # 6

Risk Management

Committee Reports

Association of Bay Area Governments

PLAN CORPORATION

Pooled Liability Assurance Network

Association of Bay Area Governments

Risk Management Committee
Regular Meeting
AGENDA
April 10, 2013
10:30am–1:00pm

101 Eighth Street
Oakland, CA 94607
Conference Room B

Teleconference Locations:

Participant	Member City	State	Street Address
Leslie Jensen	Morgan Hill	CA	17575 Peak Avenue
LeeAnn McPhillips	Gilroy	CA	7351 Rosanna Street

1. Call to Order

2. Public Comments

3. Approval of Minutes – October 17, 2012 - **(Action)**

4. Plan Program Performance Highlights – **(Information)**
   a. PLAN Staff will provide an update on PLAN loss trends and major loss causes.

5. Risk Management Program Update – **(Information)**
   a. Bickmore staff will provide an overview on the Risk Management Best Practices Risk Assessment Project; Phase 1)
   b. PLAN Staff will review/discuss project outcomes and outstanding issues. Staff will also discuss the initiation of Phase 2 - Operational Best Practices and review Phase 2 focal areas.

6. Risk Management Grant Program Funding – **(Information/Action)**
   a. PLAN Staff will provide an update on program funding levels for FY12/13 Risk Management Grant Program, analyze member grant fund utilization and seek approval for FY13/14 member grant allocations.

7. Risk Management Training Program – **(Information)**
   a. Staff will provide update on Risk Management Training program.

8. Insurance Program – Property Appraisals/PML Study **(Information)**

a. PLAN Staff will provide an update on Property Appraisals, Member Statement of Values and PML Study.

9. Other Business – Committee Member Nominations **(Action)**

a. PLAN Staff will present Member Participation report and seek nominations for new committee members for the 2013/14 term.

10. Adjourn

Association of Bay Area Governments

ABAG PLAN CORPORATION

Risk Management Committee
Regular Meeting Minutes
October 17, 2012

101 Eighth Street
Oakland, CA
Conference Room B

Presiding:
Michael Taylor — Saratoga

Risk Management Committee Members Present:
LaRae Brown — Millbrae
Brian Dossey — Colma

Participant
Leslie Jensen

Teleconference Location
Morgan Hill
17575 Peak Avenue
Morgan Hill, CA 95037

Staff Present
Jim Hill, PLAN Risk Management Officer
Gertruda Luermann, PLAN Risk Analyst
Carol Johnson, PLAN Administrative Assistant

1. **Meeting Called to Order:**
   Meeting was called to order by Michael Taylor at 1:15 p.m. A quorum was not present.

2. **Public Comments:**
   None

Note: Approval of minutes was postponed for quorum. Leslie Jensen joined the meeting at 1:34 p.m. A quorum was announced.

3. **Approval of Minutes, April 11 2012:**
   Minutes of April 11, 2012 were approved as presented.
   /M/Dossey/S/Brown/C/unanimously approved

4. **PLAN Program Performance Highlights (Information):**
   Jim Hill provided an update on PLAN's expected loss trends. He reported the following:

   PLAN liability programs expected liability for outstanding claims as of June 30, 2012 as being $23,498,200, representing an increase of $571,000 from the original estimate provided by the actuaries at the June Board Meeting.

   He reported the actual incurred loss development as being significantly more than anticipated. The Actual incurred losses had increased by 4.4million or $2.34 million more than anticipated.

   He stated that the paid loss development was also more than expected. Paid losses increased by 4.5 million or $1.57 more than estimated in the prior report.

   In summary he said that the Risk Management Committee will continue to monitor loss development as it impacts surplus to ensure that corresponding annual grant funding allocations recognize and reflect the increasing trend associated with PLAN program loss development.

   There was no action required on item #4.

5. **Risk Management Program Update:**
   Gertruda Luermann reported on the Risk Management Program Update and Best Practices Reassessment.

   She stated that the purpose of the reassessment is to provide a way to review the cities/towns policies and procedures with the ultimate goal of assisting each member with implementing an effective Risk Management Program. Reassessments will be conducted between October 2012 and February 2013.

   She reported that the reassessment will be part of the annual Risk Management Goals and in order to have consistent assessments among all members, a list of validation criteria was developed for staff/consultants to utilize during the review.

   Committee discussed member funding implications if the reassessment is not completed satisfactorily. Staff (Jim Hill) indicated that grant funding for that specific member could be withheld until the assessment goal is completed satisfactorily. Staff (Gertruda L.) stated that she currently reviews all grant fund requests to ensure that they are aligned with established member strategic goals and monitors member activity to ensure that goals are being met.

   Brian Dossey sought clarification as to whether completion of the actual strategic goals, completion of the activity associated with the development of the goals or completion of the Best Practices assessment checklist constituted fulfillment of the objective allowing for grant funds to be released. Staff (Jim Hill) commented that the original premise of the program was for members to have completed the Best Practices Framework to become eligible for grant funding. Funding will be contingent upon completion of the Risk Management Assessment.

Brian Dossey inquired as to the impact to specific projects (training grants) that he has applied for and is waiting funding. Staff (Jim H) clarified that the funding restrictions only apply to the Risk Management grant and that other earmarked grants (Police, Training) are unaffected by the restriction.

Gertruda Luermann stated the above rule is currently in place. The group has allowed for some level of flexibility in the past. Staff also clarified that future grant funding for activities outside of the three designated strategic priority areas will be on a matching basis. It was noted that objectives may be changed/modified due to extraordinary circumstances (claim frequency) that may require immediate attention in terms of strategic planning.

Discussion ensued. Leslie Jensen inquired as to funding for the development of a Sewer Ordinance. This activity is eligible for grant funding and staff clarified what expenses are covered (external consulting expenses vs. internal salaries/overhead).

Mike Taylor advised the group that there was no action required on item #5, however, it is understood by the Committee that members need to complete/update the Risk Management Assessment to get grant funding.

6. **Risk Management Program Funding:**
James Hill presented graphs for explanation and discussion. The materials reviewed were Grant Program Utilization Reports and Graphs.

He reported that the ABAG PLAN grant program continues to be beneficial to members and is effectively utilized. Members continue to work closely with Loss Control Consultants in identifying key strategic areas of focus with respect to loss reduction and hazard mitigation. Risk Management will continue to work with each member during the Best Practices reassessment project further exploring ways to reduce loss frequency through strategic implementation of grant funded loss control/loss reduction activities.

Discussion ensued. There was no action required on item 6

7. **Insurance Program:**
James Hill provided an update on ABAG EQ Resiliency program and discussed plans to conduct an ABAG PLAN property PML analysis to assess and determine PLAN member exposure to catastrophic loss. He stated that the study will provide information on PLAN member's individual catastrophic exposure and will provide solutions with respect to EQ exposure.

EQ PML was handed out to members. He state that the goal of the study will be to determine the average annual loss exposure for the property portfolio to assess what forms of risk transfer options would be available to PLAN.

He recommended that the Risk Management Committee approve and authorize the Risk Manager to initiate a formal PLAN Earthquake PML study at a cost not to exceed $7,500.
/M/Dossey/S/Brown/C/unanimously approved

8. Appraisal Project – Status Update:

James Hill reported the PLAN Property Program appraisal project is underway. A memo outlining the program and its requirements has been sent to all members from the PLAN Risk Management Officer. Alliant has contacted all PLAN members requesting further assistance in scheduling the appraisals and in identifying key contact personnel.

He stated that fourteen members has compiled with the appraisal requirement. Four members are still pending appraisals and Alliant has received no response to voice mails or emails.

A discussion ensued in reference to methods to ensure that all PLAN members meet the current appraisal requirement which is mandated by the PEPIP program.

9. Other Business:

None

10. Meeting was adjourned:

Meeting adjourned at 2:50 p.m.

Respectfully Submitted,
James Hill, Risk Management Officer
PLAN Secretary

Association of Bay Area Governments

ABAG PLAN CORPORATION
101 Eighth Street
Oakland, CA 94607- 4707

MEMO

Date: May 17, 2013

To: ABAG PLAN Executive Committee

From: Mike Taylor, Chair - Risk Management Committee

Subject: Risk Management Grant Program Funding

Recommendation: The Risk Management Committee is requesting approval for FY2013/14 member grant funding allocations based on the revised Actuary report. The ABAG PLAN grant program has proven to be beneficial to PLAN members and is being effectively utilized. PLAN members continue to work closely with our Loss Control consultants developing key strategic priorities to reduce loss frequency and to mitigate claims through Safety and Loss Prevention techniques.

PLAN Risk Management staff will work with each member during the Best Practices "Re-Assessment" project further exploring ways to reduce loss frequency through strategic implementation of grant funded loss control/loss reduction activities.

Attachments

1. Staff report to Committee – PLAN Program Performance Highlights (PLAN MDR)
2. Staff report to Committee – Risk Management Program Update
3. Staff report to Committee – RM Update – Best Practices Reassessment
4. Staff report to Committee – Grant Program Funding Recommendations (Preliminary)
5. Staff report to Committee – Proposed Grant Program Budget
6. Staff report to Committee - Risk Management Training Program
7. Staff report to Committee – Committee Nominations

Association of Bay Area Governments

PLAN CORPORATION

Pooled Liability Assurance Network

Association of Bay Area Governments

ABAG PLAN CORPORATION
101 Eighth Street
Oakland, CA 94607- 4707

MEMO

Date: April 10, 2013

To: Risk Management Committee

From: James Hill – PLAN Risk Management Officer

Subject: Staff Report - PLAN Program Performance Highlights

Recommendation: None. This report is for informational purposes.

Overview:

Staff will provide an update on General Liability performance (General Liability Claims) for the past fiscal year. Staff will also review General Liability claim trends by Department and by cause of loss for the past five years.

Analysis:

ABAG PLAN Management Data Report (MDR) for all members, valued as of 12/31/2012, was utilized as the source report for this analysis.

Claims Count – General Liability claims frequency (number of claims) continues to decline on a year to year basis over the past five year period. The number of claims incurred declined 24% from FY2010 to FY2011 (627 GL claims vs. 474 GL claims). Claim count declined further by 9% from FY2011 to FY2012 (432 GL claims). Overall, PLAN General Liability claim frequency has been declining. The total open claim inventory (GL) at year end was 463. Total open claims inventory, including Property claims at year end was 570.

Claims by Department – Public Works department accounted for 62% of all GL claims over the past five years. Public Safety (Police/Fire) accounted for 20% of all GL claims over the same period with Parks & Recreation accounting for 14% of the total GL claims.

For the past full fiscal year (2011/12), Public Works contributed to 46% of the claim volume. Parks & Recreation contributed to 22% of the claim volume with Public Safety accounting for 20% of the annual claims volume.

Claim Values – Incurred claims by dollar have been trending downward over the past five years, however, we experienced a "blip" in 2010-11 with incurred losses of $16,225,000. We have isolated three significant bicyclist/pedestrian claims which are adversely impacting this FY. Two of the noted claims are carrying a reserved at $5 million. One of the claims is reserved at approximately $2 million ($1.8mm).

For the past full fiscal year (2011/12), Public Works contributed $5,775,262 (59%) of the total GL incurred value. Public Safety contributed $2,883,636 (30%) of the total incurred with Parks & Rec contributing 9% of the total loss.

Staff Report – PLAN Performance Highlights (con't)

Summary:

Public Works, Public Safety and Parks & Recs continue to be the primary contributors to PLAN claim frequency and PLAN incurred loss values. Within Public Works; Street (48%), Sewer (19%) and Sidewalk (18%) claims are leading contributors. The percentage of total Public Works claims over the five year period is noted in parenthesis.

Within Public Safety; Police claims constitute 93% of claims. The majority of the complaints allege improper use of force, false arrest and violation of constitutional rights which add complexity to the timing and settlement these claims.

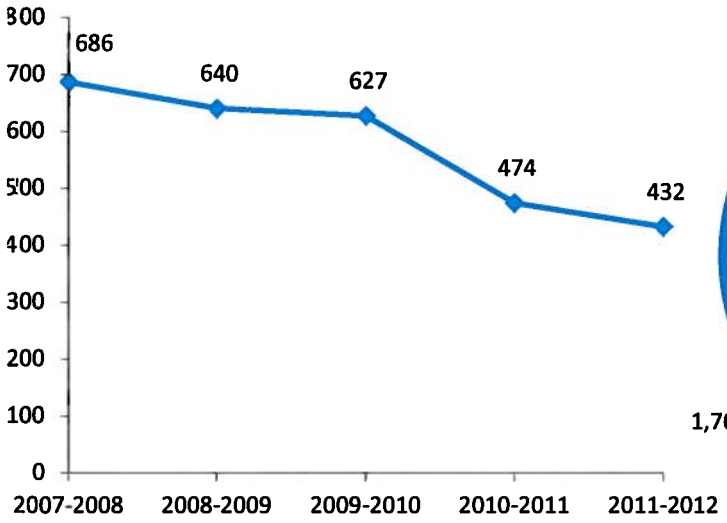
Our analysis of losses occurring within Parks and Recreation Departments reveals that 56% of all claims are related to "trees". This is notable due to the fact that in many jurisdictions the responsibility for tree maintenance falls within Public Works. We will continue to evaluate this coding nuance to determine if a change in our coding structure is warranted.

Despite the noted downward trend in claim frequency, the average cost per claim has risen significantly. Over the past five years, the average per claim cost for General Liability claims has risen from $15,413 to $22,491. This reflects an increase of 46% over the past five years.

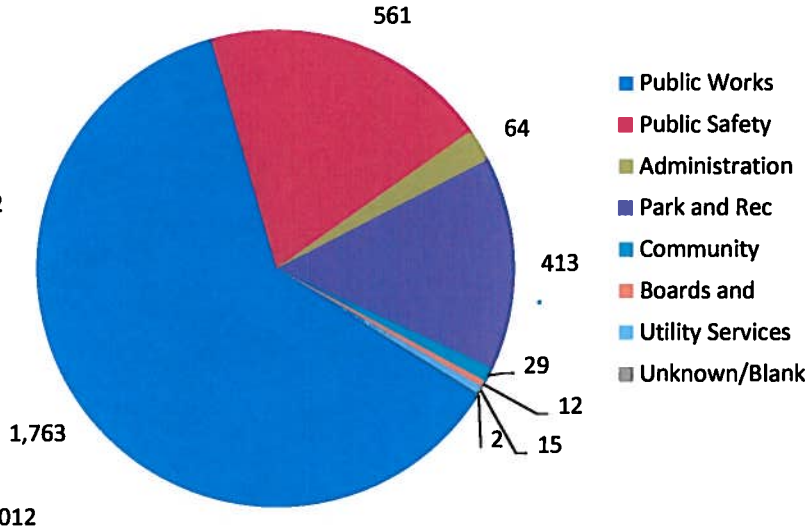
We will continue to closely monitor loss activity and loss drivers in these three areas. PLAN Consultants will assist each member in the development of strategies to manage loss frequency within jurisdictions where similar loss indicators exist.

ABAG PLAN Management Data Report: All Members

Number of Claims by Fiscal Year - 5 Years

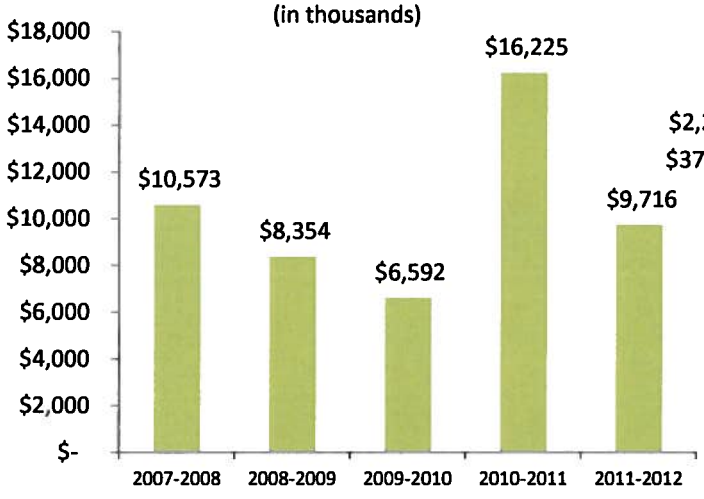


Number of Claims by Department - 5 Years

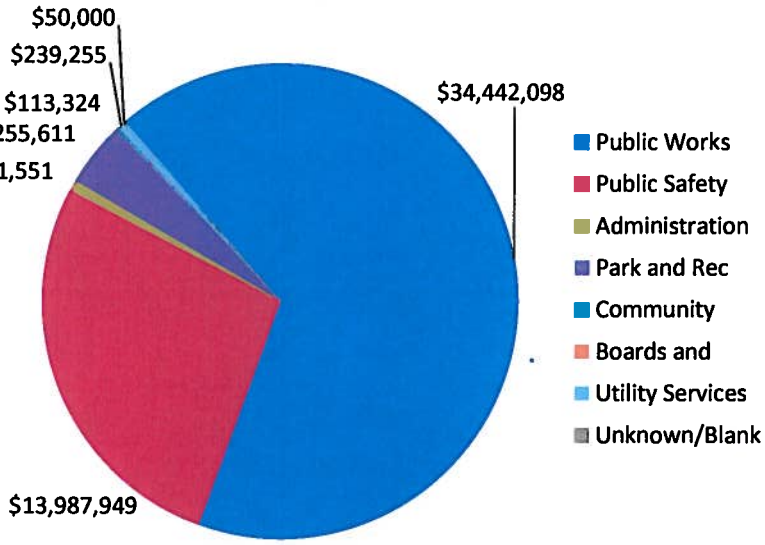


$ Incurred by Fiscal Year - 5 Years

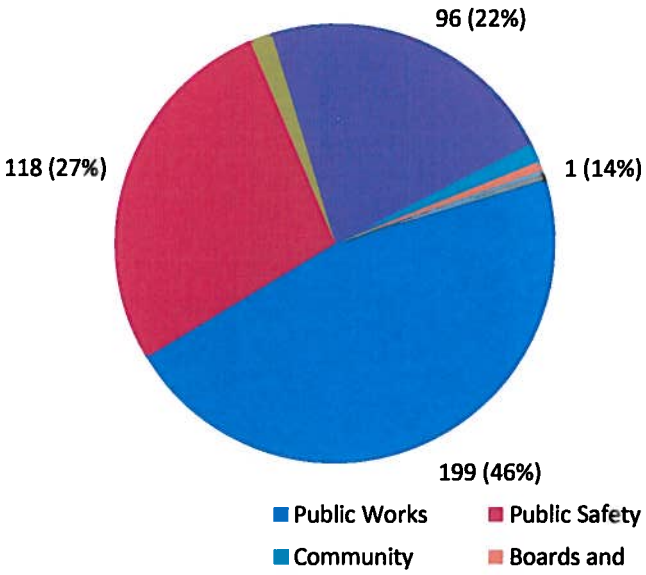
(in thousands)



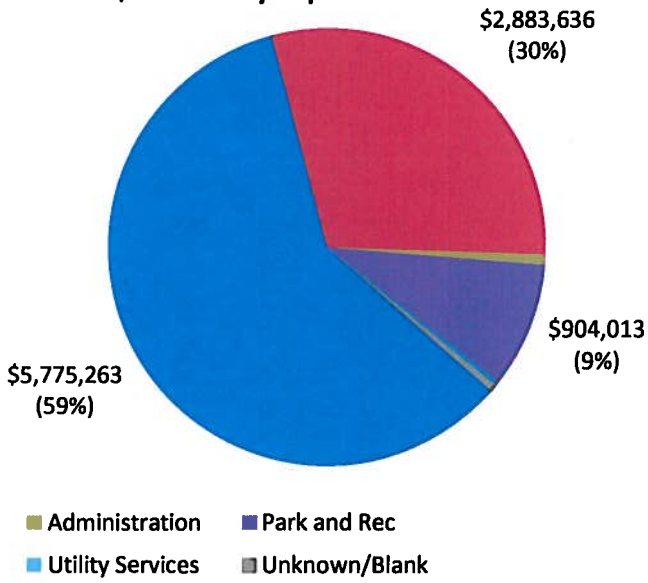
$ Incurred by Department - 5 Years



Number of Claims by Department - 2011-2012



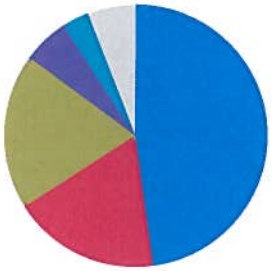
$ Incurred by Department - 2011-2012



ABAG PLAN Management Data Report: All Members

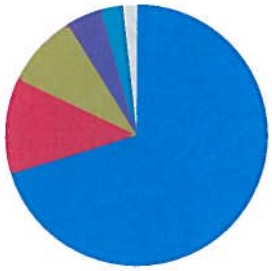
Public Works

Count



Sub-department	Count	Incurred
Total	1763	$34,442,098
Streets	842	$24,152,589
Sidewalks	318	$4,086,013
Sewer	339	$3,130,433
Water	101	$1,518,313
Maintenance	58	$924,990
Others not in top 5	105	$629,760

Incurred



	Count	Incurred
Streets	842	$24,152,589
Collision Pedestrian/Bike	22	$16,363,852
Tree, unsafe condition	132	$ 1,278,276
Roadway/street repair	100	$ 309,402
Causes <10% of Count and Incurred	588	$ 6,201,060

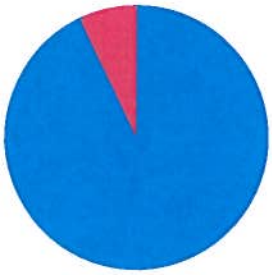
	Count	Incurred
Sidewalks	318	$ 4,086,013
Curbs/sidewalks hazards	250	$ 3,699,683
Floor/walkway hazard	42	$ 127,961
Causes <10% of Count and Incurred	26	$ 258,369

	Count	Incurred
Sewer	339	$ 3,130,433
Sewers: error/failure	324	$ 3,074,069
Causes <10% of Count and Incurred	15	$ 56,364

ABAG PLAN Management Data Report: All Members

Public Safety

Count



Sub-department	Count	Incurred
Total	560	$13,987,949
Police	520	$13,843,368
Fire	40	$144,581
Others not in top 5	1	

Incurred

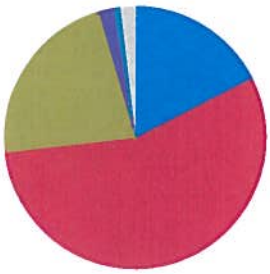
	Count	Incurred
Police	520	$ 13,843,368
Use of force	54	$ 4,238,353
False arrest or	53	$ 1,159,154
Constitutional rights	37	$ 2,247,191
Causes <10% of Count and Incurred	376	$ 6,198,671

	Count	Incurred
Fire	40	$ 144,581
Head-on or sideswipe	7	$ 13,791
Unsafe backing	5	$ 7,893
Other NOC	2	$ 18,896
Unsafe Turn	2	$ 18,714
Following too close	1	$ 67,292
Causes <10% of Count and Incurred	23	$ 17,995

ABAG PLAN Management Data Report: All Members

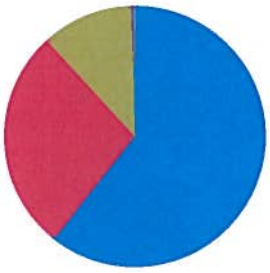
Park and Rec

Count



Sub-department	Count	Incurred
Total	413	$2,255,611
Recreation	72	$1,365,919
Trees	230	$622,019
Parks	92	$256,691
Park and Rec NOC	8	$8,687
Aquatics	3	$248
Others not in top 5	8	$2,048

Incurred



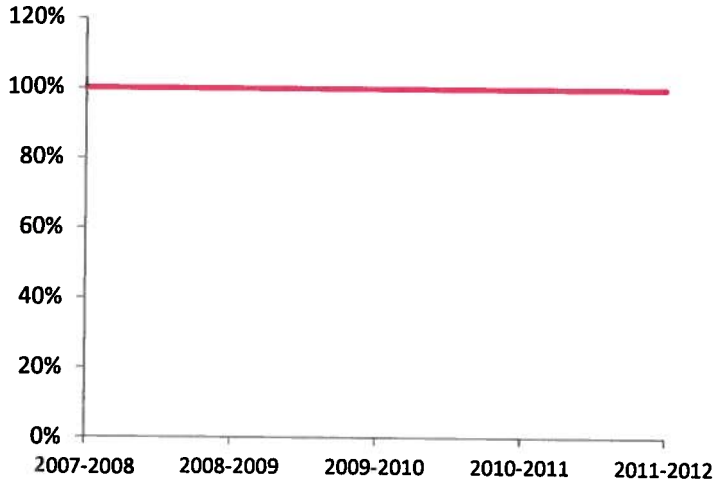
	Count	Incurred
Recreation	72	$ 1,365,919
Playground/recreation	16	$ 40,790
Floor/walkway hazard	7	$ 221,554
Swimming/wave pools,	4	$ 400,250
Foreign Object	3	$ 524,758
Causes <10% of Count and Incurred	42	$ 178,566

	Count	Incurred
Trees	230	$ 622,019
Tree, unsafe condition	221	$ 620,182
Causes <10% of Count and Incurred	9	$ 1,837

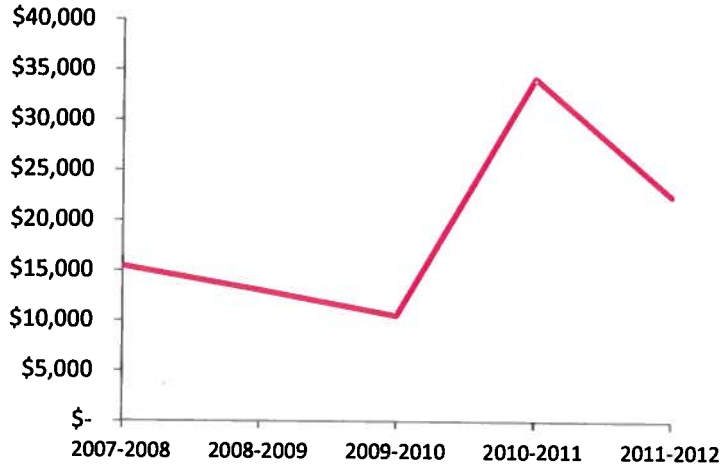
	Count	Incurred
Parks	92	$ 256,691
Tree, unsafe condition	17	$ 14,623
Playground/recreation	11	$ 52,312
Floor/walkway hazard	8	$ 83,121
Curbs/sidewalks hazards	7	$ 57,947
Causes <10% of Count and Incurred	49	$ 48,688

ABAG PLAN Management Data Report: All Members

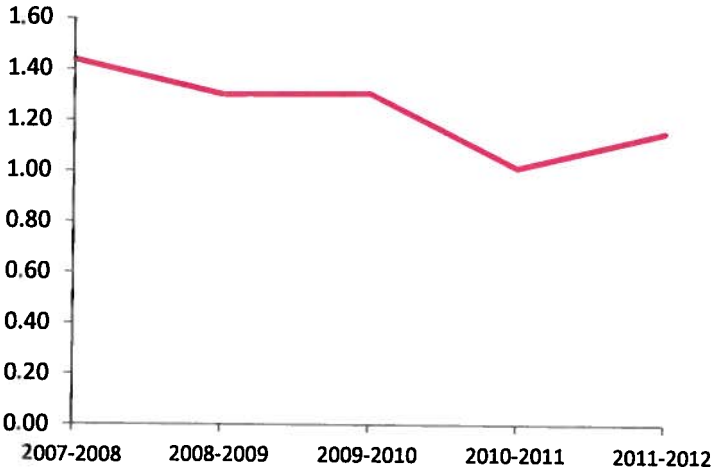
Experience Modifiers



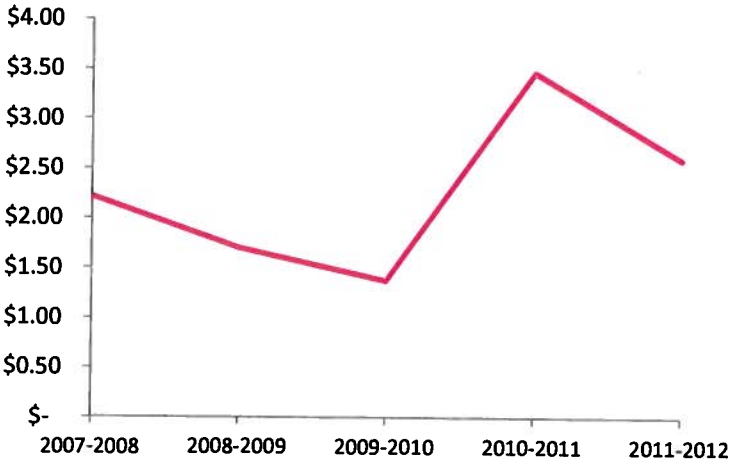
Average Incurred per Claim



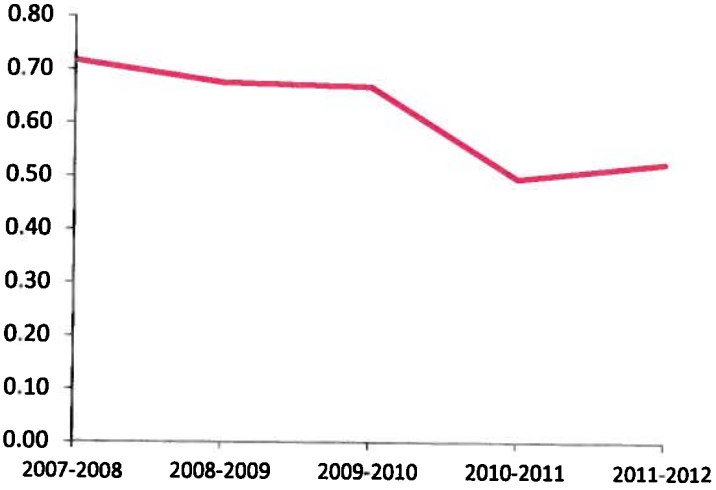
Claims per $1 million Payroll



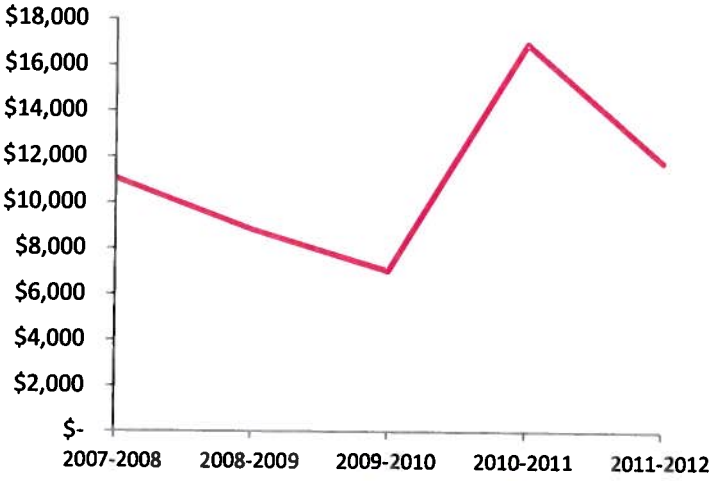
Severity Rate (Incurred per $100 payroll)



Claims per 1,000 Population



Incurred per 1,000 Population



Data valued as of 12/31/2012

Association of Bay Area Governments
PLAN
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Pooled Liability Assurance Network

Association of Bay Area Governments

ABAG PLAN CORPORATION
101 Eighth Street
Oakland, CA 94607- 4707

MEMO

Date: April 10, 2013

To: Risk Management Committee

From: James Hill -- PLAN Risk Management Officer

Subject: Risk Management Program Update

Recommendation: None. This report is for informational purposes.

Summary:

Staff will provide an update on PLAN Risk Management Activity for the current fiscal year. Bickmore Risk Services (Jeff Johnston) will provide the group with an overview of Phase I of the Risk Assessment project.

Discussion to include:

Bickmore Risk Services – Phase I; Consultant Feedback and Insight
Risk Management Master Scorecard (Updated) -- Overview/Discussion
Member Assessments; RM Goals FY 2012-13 – Overview/Discussion

Staff will report on the establishment of FY2012/13 Risk Management goals/objectives for each member and provide detailed information on the Risk Management program and re-assessment project. Staff will answer committee questions related to project activity, major accomplishments to date, PLAN member revised scorecards and PLAN member Risk Management Goals for 2012-13.

Bickmore

March 7, 2013

Mr. James Hill, Risk Management Officer
ABAG PLAN Corporation
P.O. Box 2050
Oakland, CA 94604-2050

Dear Jim:

It's been good working with you over the last couple of years to refine the risk control service approach for ABAG PLAN. Our collaborative efforts have resulted in positive changes that benefit the membership and the pool. Some of the recent successes include:

- **Revised management data reports (MDRs)** – After several meetings and numerous draft documents, new MDRs were created. Information on the MDRs now provides a more succinct summary that can be better utilized to target loss trends. Going into the second year with the revised format, feedback from members has been positive. In addition, the time spent generating the MDRs has been cut substantially, and they can now be provided in a timelier manner.
- **Re-alignment of risk control staff** -- Staff changes were made to ensure optimal customer service is provided to ABAG PLAN members.
- **New focused assessment** – After several collaborative meetings, a new focused assessment was developed. This assessment has been well received since the on-site meeting can now be conducted in a relatively short time period and a more in-depth analysis is included (i.e. meetings with operations people in addition to risk managers). Members appreciate focusing on a few areas at a time, and it also makes the recommendations manageable.
- **Targeted, active risk management goals** – The focused assessment has made it easier to create realistic, obtainable goals within a short time period. We have also taken a more active role in helping members complete their recommendations. There are no longer carry-over risk management goals from year to year.

At this point, we have created a great foundation to build upon, and we are looking forward to taking risk control to the next level for ABAG PLAN. The following outlines some of the areas of opportunity where we feel we can assist.

Refine the Framework

After conducting the focused assessment of sections 1-4 and auditing to the current framework, we learned there are opportunities to "right size" the ABAG PLAN risk management/safety program requirements. The idea would be to review each section and set up performance standards that allow members to meet the intent or spirit of the requirement in ways that make sense for the organization. For example, the requirement for a risk management committee may not be practical for a member with eight employees, but there should still be documented meetings where discussions about risk management take place. These types of documented meetings would satisfy the spirit of the requirement, but there is no flexibility to give credit with the current framework. Refining the framework to allow for varying sizes, structures, and resources would be better received by members and would allow us to be viewed as more of a resource through ABAG PLAN.

Revise the ABAG Risk Management Manual

Once the framework is addressed, the risk management manual would need to be revised to reflect the current framework.

Attend Risk Management Committee Meetings

Allowing us to present to the committee would allow us to get feedback firsthand, to make adjustments to our approach, and to provide a third-party perspective from a Certified Industrial Hygienist and a Certified Safety Professional.

Streamline Reporting Processes

We would like to review internal and external reports and resources to focus on building efficiencies. Some items overlap, and there are opportunities to make them more simple and straightforward.

It would be great to talk to you more about these ideas and create a plan moving forward to build on the success we have had over the last few years. I look forward to talking to you soon.

Sincerely,

Jeff Johnston

Jeff Johnston, CSP, ARM, ALCM
Director, Risk Control Services

March 26, 2013 ABAG PLAN Strategic Planning Meeting Summary

What went well with Focused Assessments?

- Easy to get people to participate
- Members were well-prepared and knew what to expect
- Members understood why we were asking for more information
- Helped to make members realize they are not really green in all areas -- reality check
- Not viewed as an exercise in futility
- Helped us to address the issue "Documentation could hurt us" from a member perspective
- Helped us to explain loss trends – not really green lights in these areas and still have work to do

What Could Have Gone Better with Focused Assessments?

- Documentation was not there, but some things are not feasible to track (i.e. executive team meetings)
- Criteria needs to define what we must see documented versus what we can just take their word

Lessons Learned Moving Forward

- Look at the Risk Management Manual since this is where a lot of criteria for the focused assessment originated – criteria needs to be more flexible for the sections that will be addressed during phase 2
- Develop global tools that can be customized before going out to do phase 2 assessments and have the resources ready to review with members
- Identify the areas where we need to see documentation vs. taking members' word for phase 2 criteria
- Provide 100% grant reimbursement only for those areas addressed by the focused assessment
- Use management data reports (MDRs) to identify areas to focus for phase 2 to ensure services and grant money are focused on loss drivers first and foremost
- It is OK to share focused assessment criteria on the checklist with the member, and the ideal is to define what it takes to be successful in each area and paste it into the Safety Logic Report when communicating in writing back to members – this should be the same for all consultants, making it more efficient and straightforward for the members

Phase 2 Focused Assessment Areas Based on MDRs

1. Sidewalk Inspection and Maintenance – Possible ideas for goals include:
    - Provide loss analysis focusing on geographical areas (this was done for Los Gatos)
    - Use interns to inventory
    - Inventory sidewalks, trees, and sewers at the same time
    - Engage other departments such as police, public works, etc. to assist with inventorying
    - Invest in GPS systems – great use of grant money
    - Organize volunteer groups to help with inventorying
2. Road Maintenance - Possible ideas for goals include:
    - Document protocol for design (i.e. bike lanes, encroachment areas, Cal Trans specs)
    - Post warning signs (i.e. "Beware of parked cars opening doors" in bike lanes) – great use of grant money
    - Replace manhole covers with lighter materials, so when they come off they don't damage cars – great use of grant money
3. Urban Forest Management (Trees and Vegetation)
    - Survey to know who owns trees and make sure it is defined in ordinance
    - GPS of inventory, identifying baseline health, type of tree, and location, vendors will do this service for around $2 per tree
    - Evaluate to determine if it would be good to encourage members to be Tree City, USA, which includes the requirement to have urban forest management plans (may create some liability challenges, so this needs to be researched more)
4. Contractual Risk Transfer
    - Ensure scope of contract includes best practices when services such as the following are contracted:
        - Sidewalk maintenance
        - Trees
        - Pools
        - Playgrounds
    - Look at processes, not actual contracts (i.e. sample hold harmless/indemnification language, who has authority, is current Alliant manual used)
5. Aquatics Programs
    - 2010 ADA regulations followed?
    - Aquatics review done?
    - Jim Wheeler, Aquatics Expert, will assist with criteria

Process to Get Approval for Goals

1. Consultant develops scope with hours and gets buy-off from members
2. Scope goes to Gertruda with hours identified
3. Gertruda determines if funding is available
4. Gertruda and Jim get back to member and negotiate if there is not enough funding available
5. Gertruda gets back to consultant to relay approved scope and funding
6. In all cases, consultants will base the suggested goals on what they think is necessary to address loss trends and improve scorecards. In no case should the consultant try to develop a plan designed around the allotted hours.

Goal Development with Members

1. Goals should be developed within the first 90 days of the program year
2. Consultant project management of goals is acceptable where consultant is not involved with completing the goal (i.e. when relying on a vendor to provide subject matter expert training, consultant can manage the process and coordinate with vendor)
3. It is acceptable for goals to have 2-3 year plans as long as the goals are managed and updated
4. Milestones should be established for the goals

ABAG PLAN Risk Management Committee
Risk Management Program Update

Association of Bay Area Governments
ABAG PLAN CORPORATION
101 - 8th Street
Oakland, CA 94607-4756

Staff Report

Date: April 10, 2013
To: Risk Management Committee
From: Gertruda Luermann
Re: Risk Management Program Update – Best Practices Reassessment

Attached you will find the following documents:

1. Framework Re-Assessment Status Summary (p.1)
2. Master Scorecard (p.2)
3. Risk Management Goals Summary (ps.3-5)

Supplemental Documentation:

4. Individual Scorecards of all cities/towns (ps.6-34)
5. Risk Management Goals Details for all cities/towns (ps.35-49)

As of to date, the re-assessment of the Framework Best Practices (FBPs) has been completed with the exception of Benicia, Foster City and Woodside. Woodside is scheduled in April. While it has been difficult for the consultants at times to get meetings scheduled, once the meetings did occur, participation and cooperation by members was positive.

As has been anticipated, we are seeing that the status of most FBPs for most cities is not "*in place/effective* " anymore. Some of the outstanding Risk Mgmt Policy and Organization issues might be due to loss of institutional knowledge because of new staff and/or staff reduction. A large part of non-compliance is in the area of the IIPP. While the IIPP has been incorporated in the Best Practices and supported by the service credits, it is not a true third party liability issue but uses up a large amount of the service credits which are funded by PLAN third party liability premiums. Staff recommends continuing to support IIPP needs resulting from this assessment in the 13-14 Program Year but to discontinue thereafter.

As an outcome of this year's Re-Assessment, we are seeing an increased need by members for assistance to work on their risk management strategic planning. Therefore, we will allocate the services credits for next year's Re -Assessment from the City Risk Management Program Grant instead of the Best Services Credits in order to avoid members not having credits available for other strategic goals.

ABAG PLAN Risk Management Committee
Risk Management Program Update

Outstanding non-compliant FBPs should be part of your next annual Risk Management Goals as well as the new Re-Assessment and potential loss drivers

Next year's Re-Assessment will cover the following five Operational Best Practices. These areas were selected based on ABAG PLAN's losses and observed needs by members:

1. Sidewalks
2. Streets/Road Maintenance
3. Urban Forest Management
4. Contractual Risk Transfer
5. Aquatics Programs

The Re-Assessments and strategic planning should be conducted within the first 90 days of the program year, so the consultants can develop a detailed scope of the annual risk management goals and submit to PLAN for approval.

Again, in order to facilitate the assessment exercise, we ask all members for their cooperation in providing the consultants with necessary documentation and access to staff as needed.

ABAG PLAN
Best Practices Re-Assessment
(Framework BPs)
2012-13

Member Cities	Framework Assessment	Dox	Claims Procedures Best Practices Assessment
American Canyon	Completed	X	Completed
Atherton	Completed	?	Completed
Benicia			Completed
Burlingame	Completed	X	Completed
Campbell	Completed	?	Completed
Colma	Completed	X	Completed
Cupertino	Completed	X	Completed
Dublin	Completed	X	Completed
East Palo Alto	Completed		Completed
Foster City			Completed
Gilroy	Completed		Completed
Half Moon Bay	Completed	X	Completed
Hillsborough	Completed	X	Completed
Los Altos Hills	Completed	X	Completed
Los Gatos	Completed	X	Completed
Millbrae	Completed	X	Completed
Milpitas	Completed	X	Completed
Morgan Hill	Completed	X	Completed
Newark	Completed	X	Completed
Pacifica	Completed		Completed
Portola Valley	Completed	X	Completed
Ross	Completed	?	Completed
San Bruno	Completed		Completed
San Carlos	Completed	X	Completed
Saratoga	Completed	X	Completed
South San Francisco	Completed	X	Completed
Suisun City	Completed		Completed
Tiburon	Completed		Completed
Woodside			Completed

ABAG PLAN

Master Scorecard

Member	Risk Management Framework	Operational Best Practices															Framework BP	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	Employment Practices Liability		
American Canyon, City of	1	2	1	1	2	2	2	2	2	2	2	2	2	2	2	2	96	98
Atherton, Town of	1	1	2	1	2	2	2	2	2	2	2	2	2	n/a	2	1	30	95
Benicia, City of	–	2	1	1	2	2	1	1	2	2	2	2	1	1	2	0	18	80
Burlingame, City of	1	2	2	2	2	1	2	1	2	2	2	2	1	2	1	2	48	97
Campbell, City of	1	1	2	2	2	2	2	1	1	1	2	2	2	2	2	2	57	95
Colma, Town of	1	2	1	1	1	2	2	2	2	2	2	2	2	n/a	2	2	84	94
Cupertino, City of	1	2	1	1	2	2	2	2	2	2	2	1	2	2	1	1	66	88
Dublin, City of	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	96	100
East Palo Alto, City of	1	1	2	2	2	2	2	2	2	2	2	2	2	2	2	1	18	99
Foster City, City of	–	2	2	1	2	1	2	2	2	2	2	2	2	n/a	2	1	18	97
Gilroy, City of	1	1	2	2	2	2	2	2	2	2	2	1	2	2	2	2	18	99
Half Moon Bay, City of	1	1	1	1	2	2	2	2	2	2	2	2	2	n/a	2	2	75	96
Hillsborough, City of	1	2	1	1	2	2	1	2	1	2	1	2	1	n/a	2	1	54	85
Los Altos Hills, Town of	1	2	1	2	2	2	2	2	2	2	2	2	2	n/a	2	1	30	97
Los Gatos, Town of	1	2	1	1	2	2	2	1	2	1	2	1	2	n/a	1	1	36	76
Millbrae, City of	1	1	1	1	2	2	1	1	2	1	2	1	1	n/a	2	1	23	86
Milpitas, City of	1	2	1	1	2	1	2	2	2	1	2	1	1	2	1	n/a	62	91
Morgan Hill, City of	1	1	1	1	1	2	2	2	2	2	2	1	1	2	2	1	55	82
Newark, City of	1	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	70	100
Pacifica, City of	1	2	2	2	2	2	2	2	2	2	2	2	1	2	2	1	18	99
Portola Valley, Town of	1	2	2	2	2	2	2	2	2	2	2	2	2	n/a	2	2	21	100
Ross, Town of	1	1	1	2	2	2	2	2	1	2	2	n/a	2	n/a	2	1	41	83
San Bruno, City of	1	1	2	2	1	2	2	2	2	2	1	2	1	2	2	2	18	93
San Carlos, City of	1	2	2	1	2	2	1	2	2	2	1	2	2	n/a	2	2	50	95
Saratoga, City of	1	1	1	1	2	2	2	1	1	1	1	1	2	n/a	1	1	82	85
South San Francisco, City of	1	1	1	1	1	2	1	1	2	1	2	2	1	1	1	2	50	78
Suisun City, City of	1	2	1	1	2	2	2	1	2	2	2	1	2	n/a	1	1	18	90
Tiburon, Town of	1	1	2	2	2	2	2	1	2	2	2	2	1	n/a	2	2	18	95
Woodside, Town of	–	2	1	1	2	2	2	1	1	2	2	1	2	n/a	2	1	18	89

04/02/2013

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ABAG PLAN
Risk Management Goals Summary
2012-13

Member Cities	Risk Mgmt Goals	Complete Yes/No
American Canyon	1. Complete the ABAG Re-Assessment 2. Review the City's written Injury and Illness Prevention Program (IIPP) and revise if warranted. a) Review the IIPP and submit recommended revisions to Bronda Silva. b) Discuss recommended revisions, edit the written document and submit final draft IIPP. 3. To Be Determined at IPP February 12 Safety Committee Meeting	1. Yes
Atherton	1. Complete the ABAG Focused Assessment 2. Develop a Risk Management Policy per the ABAG Plan assessment criteria a) Draft the Town's Risk Management Policy b) Review, edit, and finalize the draft policy. Request the Town Council adopt a resolution supporting the policy. c) Once adopted, review the policy with employees. Document the review. 3. Develop a written IIPP in compliance with Cal/OSHA requirements a) Develop a draft IIPP and submit for Town review. b) Review, edit, and approve the draft IIPP. 4. IIPP Training a) Conduct manager/supervisor IIPP training focusing on specific responsibilities. b) Conduct employee IIPP training.	1. Yes
Benicia	1. Complete the ABAG Re-Assessment 2. Complete ADA Self eval update for parks	1. No
Burlingame	1. Complete the ABAG Re-Assessment	1. Yes
Campbell	1. Complete the ABAG Re-Assessment	1.
Colma	1. Complete the ABAG Re-Assessment 2. Urban Forest Management --tree ownership	1. Yes
Cupertino	1. Complete the ABAG Re-Assessment 2. Sidewalk Inspection Plan 3. Program support-attend 6 RMC mtgs	1. Yes
Dublin	1. Complete the ABAG Re-Assessment 2. Rec Contract Admin Process Review 3. Urban Forest Management Plan 4. Playground Safety Mgmt Plan and training (separate contract)	1. Yes
East Palo Alto	1. Complete the ABAG Re-Assessment	1. Yes
Foster City	1. Complete the ABAG Re-Assessment	1. No
Gilroy	1. Complete the ABAG Re-Assessment	1.
Half Moon Bay	1. Complete the ABAG Re-Assessment 2. Revise the written IIPP to ensure compliance with Cal/OSHA requirements. a) Revise the City's written IIPP and develop an Employee Safety Training Matrix and submit to Katie for review. b) Review, edit, and approve the revised IIPP and department training matrix. 3. Assist the city with developing sidewalk inspection procedures. a) Meet with the City to review current procedures including applicable ordinances and municipal codes. b) Develop the draft procedures and submit to the City for review. c) Review, edit, and adopt the procedures.	1. Yes
Hillsborough	1. Complete the ABAG Re-Assessment 2. ADA Budget Priority Determination 3. Urban Forest Ordinance and plan for Town trees 4. Maintain RM Program by participation in RMC meetings	1. Yes
Los Altos	1. Complete the ABAG Re-Assessment	1. Yes

ABAG PLAN
Risk Management Goals Summary
2012-13

Member Cities	Risk Mgmt Goals	Complete Yes/No
Hills	2. Develop a formal Risk Management Program and Policy. a) Draft a Risk Management Program and Policy including a method for the Town Manager to prioritize, monitor and track the risk management action plan. b) Communicate RM Program, goals and action plan to all Town employees c) Develop methods to implement the Risk Management Program (committee/staff meetings, system to monitor implementation) 3. Revise the written IIPP to ensure compliance with Cal/OSHA requirements. a) Revise the Town's written IIPP to update roles and responsibilities, develop an anonymous safety hazard reporting method, and to develop a hazard correction tracking system. Submit for review and approval. b) Review and revise PW safety training matrix. Provide to PW Director for review and approval. 4. Conduct a risk management assessment for the Town equestrian program. a) Identify an outside consultant to evaluate the Town equestrian program to ensure adequate risk management measures.	
Los Gatos	1. Complete the ABAG Re-Assessment 2. Roads and paths 3. Sidewalks 4. Urban forest 5. Maintain Safety and Risk Program	1. Yes
Millbrae	1. Complete the ABAG Re-Assessment 2. Infrastructure damage by OV analysis 3. Sidewalks 4. Sewer/Water	1. Yes
Milpitas	1. Complete the ABAG Re-Assessment 2. Vehicle/Driver Mgmt 3. Sewer RM-ordinance and prioritization 4. ABAG assistance with facilitation of RMC	1. Yes
Morgan Hill	1. Complete the ABAG Re-Assessment 2. Police 3. Sewer/Water 4. Vehicle use /Driver Selection Plan development	1. Yes
Newark	1. Complete the ABAG Re-Assessment. 2. Revise the written IIPP to ensure compliance with Cal/OSHA requirements. a) Revise the City's written IIPP and to describe the City hazard inspection and correction methods. Submit draft to RM Committee and IIPP Administrator (Sandy Abe, HR Manager) for review. b) Review and revise the Public Works Dept. safety training matrix. Provide draft to Bob Costa/Peggy Classen for review. 3. Ensure compliance with ADA requirements in the City Hall parking lot. a) Action plan under development. TBD	1. Yes
Pacifica	1. Complete the ABAG Re-Assessment	1. Yes
Portola Valley	1. Complete the ABAG Re-Assessment 2. Develop a formal Risk Management Program and Policy. a) Draft a Risk Management Program and Policy including a method for the Town Manager to prioritize, monitor and track the risk management action plan. b) Communicate RM Program, goals and action plan to all Town employees c) Develop methods to implement the Risk Management Program (committee/staff meetings, system to monitor implementation) 3. Revise the written Injury and Illness Prevention Program (IIPP) to ensure compliance with Cal/OSHA requirements. a) Revise the Town's written IIPP to update roles and responsibilities, develop an anonymous safety hazard reporting method, and to develop a hazard correction	1. Yes

ABAG PLAN
Risk Management Goals Summary
2012-13

Member Cities	Risk Mgmt Goals	Complete Yes/No
	tracking system. Submit for review and approval. b) Review and revise PW safety training matrix. Provide to PW Director for review and approval.	
Ross	1. Complete the ABAG Re-Assessment 2. Develop a Risk Management Policy per the ABAG Plan assessment criteria a) Review the ABAG Plan criteria, download a sample policy from the ABAG website at http://plan.abag.ca.gov/members/rmm-forms.html, and draft the Town's Risk Management Policy. b) Review, edit, and finalize the draft policy. Request the Town Council adopt a resolution supporting the policy. c) Once adopted, review the policy with employees. Document the review. 3. Develop a systematic hazard inspection and correction process per the ABAG Plan assessment criteria a) Develop customized inspection checklists for Town Hall, corporation yard, police station, and fire station. The checklist will include known hazards, a section for corrective action, and an area for completion and follow up dates. b) Review current hazard correction documentation procedures and implement improvement measures if warranted. c) Conduct and document physical inspections for Town Hall, corporation yard, police station, and fire station (it is noted that the Town no longer operate the fire services; however, the fire station is still owned by the Town). 4. Develop a Mandated Reporter Policy to assist Ross Recreation with complying with the California's Child Abuse and Neglect Reporting Act. Penal Codes §11164-11174.3. a) Develop a draft mandated reporter policy for Town review. b) Review and edit the draft policy. c) Implement the policy per state requirements. d) Conduct and document required training for all applicable employees.	1. Yes
San Bruno	1. Complete the ABAG Re-Assessment.	1. Yes
San Carlos	1. Complete the ABAG Re-Assessment 2. Sidewalks 3. Roads 4. ADA TP Implementation 5. Fire Dept Org Assessment for risk exp	1. Yes
Saratoga	1. Complete the ABAG Re-Assessment 2. Urban Forest 3. Sidewalks 4. RM Program Maintenance	1. Yes
South San Francisco	1. Complete the ABAG Re-Assessment 2. Fleet/Driver Mgmt 3. Trees/Sidewalks 4. Sewer /Storm Drains	1. Yes
Suisun City	1. Complete the ABAG Re-Assessment.	1. Yes
Tiburon	1. Complete the ABAG Re-Assessment	1. Yes
Woodside	1. Complete the ABAG Re-Assessment	1. No

Association of Bay Area Governments
Pooled Liability Assurance Network (ABAG PLAN)

American Canyon
City Hall, 4381 Broadway, Ste. 201
City of American Canyon, CA 94503

Date Audit Taken: 3/25/2013
Submitted By: Kim Chase

Individual Scorecard

Risk Management Framework - Compliance required: (100.00%)

Subsection	Score
Risk Management Policy	
Injury & Illness Prevention Program (IIPP)	
Risk Management Organization	
Risk Management Goals and Action Plans	
Claim Reporting and Follow-Up	
Total	**96%**
Grant Threshold	**100%**

Operational Best Practices - Compliance required: (50%)

Subsection	Score
Vehicle Use and Operations	
Sidewalk Inspection and Maintenance	
Urban Forest Management (Trees and Vegetation)	
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 and Hazard Identification	
Aquatics Programs	
Special Events and Facility Rentals	
Employment Best Practices	
Total	**98%**
Grant Threshold	**50%**

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Association of Bay Area Governments Pooled Liability Assurance Network (ABAG PLAN)

Atherton
Town Hall, 91 Ashfield Road
Town of Atherton, CA

Date Audit Taken: 4/1/2013
Submitted By: Kim Chase

Individual Scorecard

Risk Management Framework - Compliance required: (100.00%)

Subsection	Score
Risk Management Policy	
Injury & Illness Prevention Program (IIPP)	
Risk Management Organization	
Risk Management Goals and Action Plans	
Claim Reporting and Follow-Up	
Total	**30%**
Grant Threshold	**100%**

Operational Best Practices - Compliance required: (50%)

Subsection	Score
Vehicle Use and Operations	
Sidewalk Inspection and Maintenance	
Urban Forest Management (Trees and Vegetation)	
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 and Hazard Identification	
Aquatics Programs	
Special Events and Facility Rentals	
Employment Best Practices	
Total	**95%**
Grant Threshold	**50%**

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Association of Bay Area Governments
Pooled Liability Assurance Network (ABAG PLAN)

Benicia
City Hall, 250 East "L" Street
City of Benicia, CA 94510

Date Audit Taken: 1/10/2013
Submitted By: Kim Chase

Individual Scorecard

Risk Management Framework - Compliance required: (100.00%)

Subsection	Score
Risk Management Policy	
Injury & Illness Prevention Program (IIPP)	
Risk Management Organization	
Risk Management Goals and Action Plans	
Claim Reporting and Follow-Up	
Total	**18%**
Grant Threshold	**100%**

Operational Best Practices - Compliance required: (50%)

Subsection	Score
Vehicle Use and Operations	
Sidewalk Inspection and Maintenance	
Urban Forest Management (Trees and Vegetation)	
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 and Hazard Identification	
Aquatics Programs	
Special Events and Facility Rentals	
Employment Best Practices	
Total	**80%**
Grant Threshold	**50%**

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Association of Bay Area Governments Pooled Liability Assurance Network (ABAG PLAN)

Burlingame
City Hall, 501 Primrose Road
City of Burlingame, CA 94010

Date Audit Taken: 2/25/2013
Submitted By: Kim Chase

Individual Scorecard

Risk Management Framework - Compliance required: (100.00%)

Subsection	Score
Risk Management Policy	
Injury & Illness Prevention Program (IIPP)	
Risk Management Organization	
Risk Management Goals and Action Plans	
Claim Reporting and Follow-Up	
Total	**48%**
Grant Threshold	**100%**

Operational Best Practices - Compliance required: (50%)

Subsection	Score
Vehicle Use and Operations	
Sidewalk Inspection and Maintenance	
Urban Forest Management (Trees and Vegetation)	
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 and Hazard Identification	
Aquatics Programs	
Special Events and Facility Rentals	
Employment Best Practices	
Total	**97%**
Grant Threshold	**50%**

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Association of Bay Area Governments Pooled Liability Assurance Network (ABAG PLAN)

Campbell
City Hall, 70 North First Street
City of Campbell, CA 95008

Date Audit Taken: 4/1/2013
Submitted By: Kim Chase

Individual Scorecard

Risk Management Framework - Compliance required: (100.00%)

Subsection	Score
Risk Management Policy	
Injury & Illness Prevention Program (IIPP)	
Risk Management Organization	
Risk Management Goals and Action Plans	
Claim Reporting and Follow-Up	
Total	**57%**
Grant Threshold	**100%**

Operational Best Practices - Compliance required: (50%)

Subsection	Score
Vehicle Use and Operations	
Sidewalk Inspection and Maintenance	
Urban Forest Management (Trees and Vegetation)	
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 and Hazard Identification	
Aquatics Programs	
Special Events and Facility Rentals	
Employment Best Practices	
Total	**95%**
Grant Threshold	**50%**

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Association of Bay Area Governments Pooled Liability Assurance Network (ABAG PLAN)

Colma
Town Hall, 1198 El Camino Real
Town of Colma, CA

Date Audit Taken: 2/25/2013
Submitted By: Kim Chase

Individual Scorecard

Risk Management Framework - Compliance required: (100.00%)	
Subsection	**Score**
Risk Management Policy	
Injury & Illness Prevention Program (IIPP)	
Risk Management Organization	
Risk Management Goals and Action Plans	
Claim Reporting and Follow-Up	
Total	**84%**
Grant Threshold	**100%**

Operational Best Practices - Compliance required: (50%)	
Subsection	**Score**
Vehicle Use and Operations	
Sidewalk Inspection and Maintenance	
Urban Forest Management (Trees and Vegetation)	
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 and Hazard Identification	
Aquatics Programs	
Special Events and Facility Rentals	
Employment Best Practices	
Total	**94%**
Grant Threshold	**50%**

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Association of Bay Area Governments
Pooled Liability Assurance Network (ABAG PLAN)

Cupertino
City Hall, 10300 Torre Avenue
City of Cupertino, CA 95014

Date Audit Taken: 2/21/2013
Submitted By: Gertruda Luermann

Individual Scorecard

Risk Management Framework - Compliance required: (100.00%)

Subsection	Score
Risk Management Policy	
Injury & Illness Prevention Program (IIPP)	
Risk Management Organization	
Risk Management Goals and Action Plans	
Claim Reporting and Follow-Up	
Total	**66%**
Grant Threshold	**100%**

Operational Best Practices - Compliance required: (50%)

Subsection	Score
Vehicle Use and Operations	
Sidewalk Inspection and Maintenance	
Urban Forest Management (Trees and Vegetation)	
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 and Hazard Identification	
Aquatics Programs	
Special Events and Facility Rentals	
Employment Best Practices	
Total	**88%**
Grant Threshold	**50%**

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Association of Bay Area Governments
Pooled Liability Assurance Network (ABAG PLAN)

Dublin
City Hall, 100 Civic Plaza
City of Dublin, CA 94568

Date Audit Taken: 4/1/2013
Submitted By: Kim Chase

Individual Scorecard

Risk Management Framework - Compliance required: (100.00%)

Subsection	Score
Risk Management Policy	
Injury & Illness Prevention Program (IIPP)	
Risk Management Organization	
Risk Management Goals and Action Plans	
Claim Reporting and Follow-Up	
Total	**86%**
Grant Threshold	**100%**

Operational Best Practices - Compliance required: (50%)

Subsection	Score
Vehicle Use and Operations	
Sidewalk Inspection and Maintenance	
Urban Forest Management (Trees and Vegetation)	
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 and Hazard Identification	
Aquatics Programs	
Special Events and Facility Rentals	
Employment Best Practices	
Total	**100%**
Grant Threshold	**50%**

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Association of Bay Area Governments Pooled Liability Assurance Network (ABAG PLAN)

East Palo Alto
Municipal Center, 2415 University Avenue
City of East Palo Alto, CA

Date Audit Taken: 1/30/2013
Submitted By: Kim Chase

Individual Scorecard

Risk Management Framework - Compliance required: (100.00%)

Subsection	Score
Risk Management Policy	
Injury & Illness Prevention Program (IIPP)	
Risk Management Organization	
Risk Management Goals and Action Plans	
Claim Reporting and Follow-Up	
Total	**18%**
Grant Threshold	**100%**

Operational Best Practices - Compliance required: (50%)

Subsection	Score
Vehicle Use and Operations	
Sidewalk Inspection and Maintenance	
Urban Forest Management (Trees and Vegetation)	
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 and Hazard Identification	
Aquatics Programs	
Special Events and Facility Rentals	
Employment Best Practices	
Total	**99%**
Grant Threshold	**50%**

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Association of Bay Area Governments Pooled Liability Assurance Network (ABAG PLAN)

Foster City
City Hall, 610 Foster City Blvd.
City of Foster City, CA 94404

Date Audit Taken: 1/30/2013
Submitted By: Kim Chase

Individual Scorecard

Risk Management Framework - Compliance required: (100.00%)

Subsection	Score
Risk Management Policy	
Injury & Illness Prevention Program (IIPP)	
Risk Management Organization	
Risk Management Goals and Action Plans	
Claim Reporting and Follow-Up	
Total	**18%**
Grant Threshold	**100%**

Operational Best Practices - Compliance required: (50%)

Subsection	Score
Vehicle Use and Operations	
Sidewalk Inspection and Maintenance	
Urban Forest Management (Trees and Vegetation)	
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 and Hazard Identification	
Aquatics Programs	
Special Events and Facility Rentals	
Employment Best Practices	
Total	**97%**
Grant Threshold	**50%**

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Association of Bay Area Governments
Pooled Liability Assurance Network (ABAG PLAN)

Gilroy
City Hall, 7351 Rosanna Street
City of Gilroy, CA 95020

Date Audit Taken: 2/8/2013
Submitted By: Kim Chase

Individual Scorecard

Risk Management Framework - Compliance required: (100.00%)

Subsection	Score
Risk Management Policy	
Injury & Illness Prevention Program (IIPP)	
Risk Management Organization	
Risk Management Goals and Action Plans	
Claim Reporting and Follow-Up	
Total	**18%**
Grant Threshold	**100%**

Operational Best Practices - Compliance required: (50%)

Subsection	Score
Vehicle Use and Operations	
Sidewalk Inspection and Maintenance	
Urban Forest Management (Trees and Vegetation)	
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 and Hazard Identification	
Aquatics Programs	
Special Events and Facility Rentals	
Employment Best Practices	
Total	**99%**
Grant Threshold	**50%**

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Association of Bay Area Governments Pooled Liability Assurance Network (ABAG PLAN)

Half Moon Bay
City Hall, 501 Main Street
City of Half Moon Bay, CA 94019

Date Audit Taken: 2/26/2013
Submitted By: Kim Chase

Individual Scorecard

Risk Management Framework - Compliance required: (100.00%)	
Subsection	**Score**
Risk Management Policy	
Injury & Illness Prevention Program (IIPP)	
Risk Management Organization	
Risk Management Goals and Action Plans	
Claim Reporting and Follow-Up	
Total	**75%**
Grant Threshold	**100%**

Operational Best Practices - Compliance required: (50%)	
Subsection	**Score**
Vehicle Use and Operations	
Sidewalk Inspection and Maintenance	
Urban Forest Management (Trees and Vegetation)	
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 and Hazard Identification	
Aquatics Programs	
Special Events and Facility Rentals	
Employment Best Practices	
Total	**96%**
Grant Threshold	**50%**

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Association of Bay Area Governments Pooled Liability Assurance Network (ABAG PLAN)

Hillsborough
Town Hall, 1600 Floribunda Avenue
City of Hillsborough, CA

Date Audit Taken: 4/2/2013
Submitted By: Gertruda Luermann

Individual Scorecard

Risk Management Framework - Compliance required (100.00%)

Subsection	Score
Risk Management Policy	
Injury & Illness Prevention Program (IIPP)	
Risk Management Organization	
Risk Management Goals and Action Plans	
Claim Reporting and Follow-Up	
Total	**54%**
Grant Threshold	**100%**

Operational Best Practices - Compliance required (50%)

Subsection	Score
Vehicle Use and Operations	
Sidewalk Inspection and Maintenance	
Urban Forest Management (Trees and Vegetation)	
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 and Hazard Identification	
Aquatics Programs	
Special Events and Facility Rentals	
Employment Best Practices	
Total	**85%**
Grant Threshold	**50%**

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Association of Bay Area Governments
Pooled Liability Assurance Network (ABAG PLAN)

Los Altos Hills
Town Hall, 26379 Fremont Road
Town of Los Altos Hills, CA 94022

Date Audit Taken: 4/1/2013
Submitted By: Kim Chase

Individual Scorecard

Risk Management Framework - Compliance required: (100.00%)	
Subsection	**Score**
Risk Management Policy	
Injury & Illness Prevention Program (IIPP)	
Risk Management Organization	
Risk Management Goals and Action Plans	
Claim Reporting and Follow-Up	
Total	**30%**
Grant Threshold	**100%**

Operational Best Practices - Compliance required: (50%)	
Subsection	**Score**
Vehicle Use and Operations	
Sidewalk Inspection and Maintenance	
Urban Forest Management (Trees and Vegetation)	
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 and Hazard Identification	
Aquatics Programs	
Special Events and Facility Rentals	
Employment Best Practices	
Total	**97%**
Grant Threshold	**50%**

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Association of Bay Area Governments Pooled Liability Assurance Network (ABAG PLAN)

Los Gatos
P.O. Box 949; [110 East Main Street]
Town of Los Gatos, CA 95031

Date Audit Taken: 4/1/2013
Submitted By: Kim Chase

Individual Scorecard

Risk Management Framework - Compliance required: (100.00%)

Subsection	Score
Risk Management Policy	
Injury & Illness Prevention Program (IIPP)	
Risk Management Organization	
Risk Management Goals and Action Plans	
Claim Reporting and Follow-Up	
Total	**54%**
Grant Threshold	**100%**

Operational Best Practices - Compliance required: (50%)

Subsection	Score
Vehicle Use and Operations	
Sidewalk Inspection and Maintenance	
Urban Forest Management (Trees and Vegetation)	
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 and Hazard Identification	
Aquatics Programs	
Special Events and Facility Rentals	
Employment Best Practices	
Total	**76%**
Grant Threshold	**50%**

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Association of Bay Area Governments Pooled Liability Assurance Network (ABAG PLAN)

Millbrae
City Hall, 621 Magnolia Avenue
City of Millbrae, CA 94030

Date Audit Taken: 2/25/2013
Submitted By: Kim Chase

Individual Scorecard

Risk Management Framework - Compliance required: (100.00%)

Subsection	Score
Risk Management Policy	
Injury & Illness Prevention Program (IIPP)	
Risk Management Organization	
Risk Management Goals and Action Plans	
Claim Reporting and Follow-Up	
Total	**23%**
Grant Threshold	**100%**

Operational Best Practices - Compliance required: (50%)

Subsection	Score
Vehicle Use and Operations	
Sidewalk Inspection and Maintenance	
Urban Forest Management (Trees and Vegetation)	
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 and Hazard Identification	
Aquatics Programs	
Special Events and Facility Rentals	
Employment Best Practices	
Total	**86%**
Grant Threshold	**50%**

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Association of Bay Area Governments Pooled Liability Assurance Network (ABAG PLAN)

Milpitas
City Hall, 455 East Calaveras Blvd.
City of Milpitas, CA 95035

Date Audit Taken: 2/22/2013
Submitted By: Cathie Bigger-Smith

Individual Scorecard

Risk Management Framework - Compliance required: (100.00%)

Subsection	Score
Risk Management Policy	
Injury & Illness Prevention Program (IIPP)	
Risk Management Organization	
Risk Management Goals and Action Plans	
Claim Reporting and Follow-Up	
Total	**45%**
Grant Threshold	**100%**

Operational Best Practices - Compliance required: (50%)

Subsection	Score
Vehicle Use and Operations	
Sidewalk Inspection and Maintenance	
Urban Forest Management (Trees and Vegetation)	
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 and Hazard Identification	
Aquatics Programs	
Special Events and Facility Rentals	
Employment Best Practices	
Total	**91%**
Grant Threshold	**50%**

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Association of Bay Area Governments Pooled Liability Assurance Network (ABAG PLAN)

Morgan Hill
City Hall, 17555 Peak Avenue
City of Morgan Hill, CA 95037

Date Audit Taken: 4/1/2013
Submitted By: Kim Chase

Individual Scorecard

Risk Management Framework - Compliance required: (100.00%)

Subsection	Score
Risk Management Policy	
Injury & Illness Prevention Program (IIPP)	
Risk Management Organization	
Risk Management Goals and Action Plans	
Claim Reporting and Follow-Up	
Total	**55%**
Grant Threshold	**100%**

Operational Best Practices - Compliance required: (50%)

Subsection	Score
Vehicle Use and Operations	
Sidewalk Inspection and Maintenance	
Urban Forest Management (Trees and Vegetation)	
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 and Hazard Identification	
Aquatics Programs	
Special Events and Facility Rentals	
Employment Best Practices	
Total	**82%**
Grant Threshold	**50%**

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Association of Bay Area Governments Pooled Liability Assurance Network (ABAG PLAN)

Newark
City Hall, 37101 Newark Boulevard
City of Newark, CA 94560

Date Audit Taken: 2/21/2013
Submitted By: Gertruda Luermann

Individual Scorecard

Risk Management Framework - Compliance required: (100.00%)

Subsection	Score
Risk Management Policy	
Injury & Illness Prevention Program (IIPP)	
Risk Management Organization	
Risk Management Goals and Action Plans	
Claim Reporting and Follow-Up	
Total	**70%**
Grant Threshold	**100%**

Operational Best Practices - Compliance required: (50%)

Subsection	Score
Vehicle Use and Operations	
Sidewalk Inspection and Maintenance	
Urban Forest Management (Trees and Vegetation)	
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 and Hazard Identification	
Aquatics Programs	
Special Events and Facility Rentals	
Employment Best Practices	
Total	**100%**
Grant Threshold	**50%**

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Association of Bay Area Governments
Pooled Liability Assurance Network (ABAG PLAN)

Pacifica
City Hall, 170 Santa Maria Avenue
City of Pacifica, CA 94044

Date Audit Taken: 1/28/2013
Submitted By: Kim Chase

Individual Scorecard

Risk Management Framework - Compliance required: (100.00%)

Subsection	Score
Risk Management Policy	
Injury & Illness Prevention Program (IIPP)	
Risk Management Organization	
Risk Management Goals and Action Plans	
Claim Reporting and Follow-Up	
Total	**18%**
Grant Threshold	**100%**

Operational Best Practices - Compliance required: (50%)

Subsection	Score
Vehicle Use and Operations	
Sidewalk Inspection and Maintenance	
Urban Forest Management (Trees and Vegetation)	
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 and Hazard Identification	
Aquatics Programs	
Special Events and Facility Rentals	
Employment Best Practices	
Total	**99%**
Grant Threshold	**50%**

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Association of Bay Area Governments Pooled Liability Assurance Network (ABAG PLAN)

Portola Valley
Town Hall, 765 Portola Road
Town of Portola Valley, CA 94028

Date Audit Taken: 2/25/2013
Submitted By: Kim Chase

Individual Scorecard

Risk Management Framework - Compliance required (100.00%)

Subsection	Score
Risk Management Policy	
Injury & Illness Prevention Program (IIPP)	
Risk Management Organization	
Risk Management Goals and Action Plans	
Claim Reporting and Follow-Up	
Total	**21%**
Grant Threshold	**100%**

Operational Best Practices - Compliance required (50%)

Subsection	Score
Vehicle Use and Operations	
Sidewalk Inspection and Maintenance	
Urban Forest Management (Trees and Vegetation)	
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 and Hazard Identification	
Aquatics Programs	
Special Events and Facility Rentals	
Employment Best Practices	
Total	**100%**
Grant Threshold	**50%**

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Association of Bay Area Governments
Pooled Liability Assurance Network (ABAG PLAN)

Ross
P.O. Box 320; [33 Sir Francis Drake Blvd., CA 94957]
Town of Ross, CA 94957

Date Audit Taken: 4/1/2013
Submitted By: Gertruda Luermann

Individual Scorecard

Risk Management Framework - Compliance required: (100.00%)

Subsection	Score
Risk Management Policy	
Injury & Illness Prevention Program (IIPP)	
Risk Management Organization	
Risk Management Goals and Action Plans	
Claim Reporting and Follow-Up	
Total	**41%**
Grant Threshold	**100%**

Operational Best Practices - Compliance required: (50%)

Subsection	Score
Vehicle Use and Operations	
Sidewalk Inspection and Maintenance	
Urban Forest Management (Trees and Vegetation)	
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 and Hazard Identification	
Aquatics Programs	
Special Events and Facility Rentals	
Employment Best Practices	
Total	**83%**
Grant Threshold	**50%**

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Association of Bay Area Governments
Pooled Liability Assurance Network (ABAG PLAN)

San Bruno
City Hall, 567 El Camino Real
City of San Bruno, CA 94066

Date Audit Taken: 2/28/2013
Submitted By: Kim Chase

Individual Scorecard

Risk Management Framework - Compliance required (100.00%)

Subsection	Score
Risk Management Policy	
Injury & Illness Prevention Program (IIPP)	
Risk Management Organization	
Risk Management Goals and Action Plans	
Claim Reporting and Follow-Up	
Total	**18%**
Grant Threshold	**100%**

Operational Best Practices - Compliance required: (50%)

Subsection	Score
Vehicle Use and Operations	
Sidewalk Inspection and Maintenance	
Urban Forest Management (Trees and Vegetation)	
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 and Hazard Identification	
Aquatics Programs	
Special Events and Facility Rentals	
Employment Best Practices	
Total	**93%**
Grant Threshold	**50%**

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Association of Bay Area Governments
Pooled Liability Assurance Network (ABAG PLAN)

San Carlos
City Hall, 600 Elm Street
City of San Carlos, CA 94070

Date Audit Taken: 2/25/2013
Submitted By: Kim Chase

Individual Scorecard

Risk Management Framework - Compliance required (100.00%)

Subsection	Score
Risk Management Policy	
Injury & Illness Prevention Program (IIPP)	
Risk Management Organization	
Risk Management Goals and Action Plans	
Claim Reporting and Follow-Up	
Total	**50%**
Grant Threshold	**100%**

Operational Best Practices - Compliance required (50%)

Subsection	Score
Vehicle Use and Operations	
Sidewalk Inspection and Maintenance	
Urban Forest Management (Trees and Vegetation)	
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 and Hazard Identification	
Aquatics Programs	
Special Events and Facility Rentals	
Employment Best Practices	
Total	**95%**
Grant Threshold	**50%**

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Association of Bay Area Governments Pooled Liability Assurance Network (ABAG PLAN)

Saratoga
City Hall, 13777 Fruitvale Avenue
City of Saratoga, CA 95070

Date Audit Taken: 4/1/2013
Submitted By: Kim Chase

Individual Scorecard

Risk Management Framework - Compliance required: (100.00%)

Subsection	Score
Risk Management Policy	
Injury & Illness Prevention Program (IIPP)	
Risk Management Organization	
Risk Management Goals and Action Plans	
Claim Reporting and Follow-Up	
Total	**82%**
Grant Threshold	**100%**

Operational Best Practices - Compliance required: (50%)

Subsection	Score
Vehicle Use and Operations	
Sidewalk Inspection and Maintenance	
Urban Forest Management (Trees and Vegetation)	
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 and Hazard Identification	
Aquatics Programs	
Special Events and Facility Rentals	
Employment Best Practices	
Total	**85%**
Grant Threshold	**50%**

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Association of Bay Area Governments
Pooled Liability Assurance Network (ABAG PLAN)

South San Francisco
P.O. Box 711; [400 Grand Avenue, CA 94080]
City of South San Francisco, CA 94083

Date Audit Taken: 3/27/2013
Submitted By: Kim Chase

Individual Scorecard

Risk Management Framework - Compliance required: (100.00%)

Subsection	Score
Risk Management Policy	
Injury & Illness Prevention Program (IIPP)	
Risk Management Organization	
Risk Management Goals and Action Plans	
Claim Reporting and Follow-Up	
Total	**50%**
Grant Threshold	**100%**

Operational Best Practices - Compliance required: (50%)

Subsection	Score
Vehicle Use and Operations	
Sidewalk Inspection and Maintenance	
Urban Forest Management (Trees and Vegetation)	
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 and Hazard Identification	
Aquatics Programs	
Special Events and Facility Rentals	
Employment Best Practices	
Total	**78%**
Grant Threshold	**50%**

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Association of Bay Area Governments Pooled Liability Assurance Network (ABAG PLAN)

Suisun City
City Hall, 701 Civic Center Blvd.
City of Suisun City, CA 94585

Date Audit Taken: 2/12/2013
Submitted By: Kim Chase

Individual Scorecard

Risk Management Framework - Compliance required: (100.00%)

Subsection	Score
Risk Management Policy	
Injury & Illness Prevention Program (IIPP)	
Risk Management Organization	
Risk Management Goals and Action Plans	
Claim Reporting and Follow-Up	
Total	**18%**
Grant Threshold	**100%**

Operational Best Practices - Compliance required: (50%)

Subsection	Score
Vehicle Use and Operations	
Sidewalk Inspection and Maintenance	
Urban Forest Management (Trees and Vegetation)	
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 and Hazard Identification	
Aquatics Programs	
Special Events and Facility Rentals	
Employment Best Practices	
Total	**90%**
Grant Threshold	**50%**

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Association of Bay Area Governments
Pooled Liability Assurance Network (ABAG PLAN)

Tiburon
Town Hall, 1505 Tiburon Blvd.
Town of Tiburon, CA 94920

Date Audit Taken: 4/1/2013
Submitted By: Kim Chase

Individual Scorecard

Risk Management Framework - Compliance required (100.00%)

Subsection	Score
Risk Management Policy	
Injury & Illness Prevention Program (IIPP)	
Risk Management Organization	
Risk Management Goals and Action Plans	
Claim Reporting and Follow-Up	
Total	**18%**
Grant Threshold	**100%**

Operational Best Practices - Compliance required (50%)

Subsection	Score
Vehicle Use and Operations	
Sidewalk Inspection and Maintenance	
Urban Forest Management (Trees and Vegetation)	
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 and Hazard Identification	
Aquatics Programs	
Special Events and Facility Rentals	
Employment Best Practices	
Total	**95%**
Grant Threshold	**50%**

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Association of Bay Area Governments
Pooled Liability Assurance Network (ABAG PLAN)

Woodside
P.O. Box 620005; [2955 Woodside Road, CA 94062]
Town of Woodside, CA 94062

Date Audit Taken: 2/25/2013
Submitted By: Kim Chase

Individual Scorecard

Risk Management Framework - Compliance required: (100.00%)

Subsection	Score
Risk Management Policy	
Injury & Illness Prevention Program (IIPP)	
Risk Management Organization	
Risk Management Goals and Action Plans	
Claim Reporting and Follow-Up	
Total	**18%**
Grant Threshold	**100%**

Operational Best Practices - Compliance required: (50%)

Subsection	Score
Vehicle Use and Operations	
Sidewalk Inspection and Maintenance	
Urban Forest Management (Trees and Vegetation)	
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 and Hazard Identification	
Aquatics Programs	
Special Events and Facility Rentals	
Employment Best Practices	
Total	**89%**
Grant Threshold	**50%**

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ABAG PLAN
Risk Management Goals
2012-13

Member Cities	Risk Mgmt Goals	Target Date	Update 12/15/12 In process/no info	Update 1/11/12 and 2/8/13 In process/no info	Update 2/26/12 and 3/5/13 In process/no info	Completed Yes/No
American Canyon	1. Complete the ABAG Focused Assessment a) Conduct the focused assessment. b) Complete and submit the Safety Logic Report. c) Distribute the written report and RM Goals to the Town and ABAG.	1. 1/2013	1. Completed			1. Yes
	2. Review the City's written Injury and Illness Prevention Program (IIPP) and revise if warranted. a) Review the IIPP and submit recommended revisions to Bronda Silva. b) Discuss recommended revisions, edit the written document and submit final draft IIPP.	2. 7/2013 a) 3/2013 b) 7/2013	2. In process	2. In process Working on IIPP goals in February/March	2. In progress	
	3. To Be Determined at IPP February 12 Safety Committee Meeting	3. TBD	3. In process	3. Attending meeting Attending safety committee meeting 2/12/13	3. ttended safety committee meeting	

ABAG PLAN
Risk Management Goals
2012-13

Member Cities	Risk Mgmt Goals	Target Date	Update 12/15/12 In process/no info	Update 1/11/12 and 2/8/13 In process/no info	Update 2/26/12 and 3/5/13 In process/no info	Complete d Yes/No
Atherton	1. Complete the ABAG Focused Assessment a) Conduct the focused assessment b) Complete and submit the Safety Logic Report c) Distribute the written report and RM Goals to the Town and ABAG. 2. Develop a Risk Management Policy per the ABAG Plan assessment criteria a) Draft the Town's Risk Management Policy b) Review, edit, and finalize the draft policy. Request the Town Council adopt a resolution supporting the policy. c) Once adopted, review the policy with employees. Document the review. 3. Develop a written IIPP in compliance with Cal/OSHA requirements a) Develop a draft IIPP and submit for Town review. b) Review, edit, and approve the draft IIPP. 4. IIPP Training a) Conduct manager/supervisor IIPP training focusing on specific responsibilities. b) Conduct employee IIPP training.	1. 1/2013 2. 7/2013 a) 4/2013 b) 7/2013 c) 7/2013 3. 7/2013 a) 4/2013 b) 7/2013 4. 10/2013 a) 10/2013 b) 10/2013	1. Completed 2. In process 3. In process 4. In process	a) Complete 01/17/13 3. In process a) 01/17/13 Completed and sent IIPP draft		1. Yes
Benicia	1. Framework Audit 2. Complete ADA Self eval update for parks	1. Feb 28 2. June 30	1.Scheduled for January 2. 60% of documentation complete. Site work 75% complete	1. No cmed meeting at this time. 2. Documentation of park findings in progress	1. City did not respond to requests for meetings or doc requests 2. Additional site surveyed for accessibility . Reports in progress	1. No
Burlingame	1. Framework Audit		1. No viable	1. Meeting	1. Audit	1. Yes

ABAG PLAN
Risk Management Goals
2012-13

Member Cities	Risk Mgmt Goals	Target Date	Update 12/15/12 In process/no info	Update 1/11/12 and 2/8/13 In process/no info	Update 2/26/12 and 3/5/13 In process/no info	Completed Yes/No
			contact at this time	planned to agree to goals and begin Framework 1/16	complete	
Campbell	1. Complete the ABAG Focused Assessment a) Conduct the focused assessment. b) Complete and submit the Safety Logic Report. c) Distribute the written report and RM Goals to the City and ABAG.		1.	1. Assessment scheduled for 2/26/13	1. Assessment completed – report in progress	1.
Colma	1. Framework Audit 2. Urban Forest Management –tree ownership	Feb 1, 203	1. Complete	1. Grants to be used for surveying to identify city trees	1. Audit Complete	1. Yes
Cupertino	1. Framework Audit 2. Sidewalk Inspection Plan 3. Program support-attend 6 RMC mtgs	1. Feb 28, 2. June 30 3. June 30	1. Complete with PW. No response to requsts for Docs meetings with RM 2. Fact finding meetings complete 3. Attended 3 meetings	1. In progress 2. Waiting for comments from PW on sidewalk draft plan 3. Next meeting Jan 15	1. Audit Complete	1. Yes
Dublin	1. Framework Audit 2. Rec Contract Admin Process Review 3. Urban Forest Management Plan 4. Playground Safety Mgmt Plan and training (separate contract)	1. Feb 1 2. Dec 31 3. June 30 4. April 1	1. In progress 2. Complete 3. In progress-draft plan complete 4. In progress. Annual	1. In progress 2. Waiting for feedback from Rec to finalize checklist 3. Waiting action by PW	1. Audit Complete	1. Yes

ABAG PLAN
Risk Management Goals
2012-13

Member Cities	Risk Mgmt Goals	Target Date	Update 12/15/12 In process/no info	Update 1/11/12 and 2/8/13 In process/no info	Update 2/26/12 and 3/5/13 In process/no info	Complete d Yes/No
			inspections complete for selected sites	4. Draft plan pending work with Rec.		
East Palo Alto	1. Complete the ABAG Focused Assessment a) Conduct the focused assessment. b) Complete and submit the Safety Logic Report. c) Distribute the written report and RM Goals to the City and ABAG. 2) ?		1.	1. Assessment complete Report and goal development in progress, scheduled to complete 2/28/13	1. Goals template complete. Completed safety orientation guide, training calendar, training matrix Safety Logic report in progress.	1. Yes
Foster City	1.		1.	1. Several attempts to schedule assessment and corresponded with Gertruda regarding the lack of response from the member	1.	1. No
Gilroy	1. Complete the ABAG Focused Assessment a) Conduct the focused assessment. b) Complete and submit the Safety Logic Report. c) Distribute the written report and RM Goals to the City		1.	1. Assessment scheduled for 2/27/13 (re-scheduled by	1. Assessment completed – report in progress	1.

ABAG PLAN
Risk Management Goals
2012-13

Member Cities	Risk Mgmt Goals	Target Date	Update 12/15/12 In process/no info	Update 1/11/12 and 2/8/13 In process/no info	Update 2/26/12 and 3/5/13 In process/no info	Complete d Yes/No
	and ABAG.			Gilroy twice)		
Half Moon Bay	**1. Complete the ABAG Focused Assessment** a) Conduct the focused assessment. b) Complete and submit the Safety Logic Report. c) Distribute the written report and RM Goals to the City and ABAG. **2. Revise the written IIPP to ensure compliance with Cal/OSHA requirements.** a) Revise the City's written IIPP and develop an Employee Safety Training Matrix and submit to Katie for review. b) Review, edit, and approve the revised IIPP and department training matrix. **3. Assist the city with developing sidewalk inspection procedures.** a) Meet with the City to review current procedures including applicable ordinances and municipal codes. b) Develop the draft procedures and submit to the City for review. c) Review, edit, and adopt the procedures.	1. 1/2013 2. 7/2013 a) 4/2013 b) 7/2013 3. 10/2013 a) 7/2013 b) 10/2013 c) 10/2013	1. Completed 2. In process 3. In process	1.	1.	1. Yes
Hillsborough	1. Framework Audit 2. ADA Budget Priority Determination 3. Urban Forest Ordinance and plan for Town trees 4. Maintain RM Program by participation in RMC meetings	1. Feb 28 2. January,30 3. June 30 4. June 30	1. In progress. 1st meeting held 2. In progress. –Review meeting of self eval findings complete. Town staff to prioritize and budget 3. Draft	1. Mtg with PW requested 2. Meeting held. 3. Draft completed by PW 4. Attended one meeting this year.	1. Audit Complete 2. City staff prioritizing for budget. No comprehens ive long term plan at this time 3. Ordinance drafted, no info on	1. Yes

ABAG PLAN
Risk Management Goals
2012-13

Member Cities	Risk Mgmt Goals	Target Date	Update 12/15/12 In process/no info	Update 1/11/12 and 2/8/13 In process/no info	Update 2/26/12 and 3/5/13 In process/no info	Completed Yes/No
			ordinance complete.		Council adoption. No progress on UFMP 4. Next RMC –March 19	
Los Altos Hills	1. **Complete the ABAG Focused Assessment** a) Conduct the focused assessment. Complete and submit the Safety Logic Report. b) Distribute the written report and RM Goals to the Town and ABAG. 2. **Develop a formal Risk Management Program and Policy.** a) Draft a Risk Management Program and Policy including a method for the Town Manager to prioritize, monitor and track the risk management action plan. b) Communicate RM Program, goals and action plan to all Town employees c) Develop methods to implement the Risk Management Program (committee/staff meetings, system to monitor implementation) 3. **Revise the written IIPP to ensure compliance with Cal/OSHA requirements.** a) Revise the Town's written IIPP to update roles and responsibilities, develop an anonymous safety hazard reporting method, and to develop a hazard correction tracking system. Submit for review and approval. b) Review and revise PW safety training matrix. Provide to PW Director for review and approval. 4. Conduct a risk management assessment for the Town equestrian program. a) Identify an outside consultant to evaluate the Town equestrian program to ensure adequate risk management measures.	1. 1/2013 2. 10/2013 a) 4/2013 b) 4/2013 c) 10/2013 3. 10/2013 a) 10/2013 b) 7/2013 4. 1/2014 a) 1/2014	1. Completed 2. In process 3. In process 4. In process	1. Assessment complete Goals complete Document development for Goals 1 and 2 planned for 2/2013	2. March/April for document development	1. Yes

ABAG PLAN
Risk Management Goals
2012-13

Member Cities	Risk Mgmt Goals	Target Date	Update 12/15/12 In process/no info	Update 1/11/12 and 2/8/13 In process/no info	Update 2/26/12 and 3/5/13 In process/no info	Completed Yes/No
					3. March/April for document development	
Los Gatos	1. Framework Audit 2. Roads and paths 3. Sidewalks 4. Urban forest 5. Maintain Safety and Risk Program	1. Jan 30 2. June 30 3. June 30 4. June 30 5. June 30	1. Meeting scheduled for January 2. No Action 3. No Action 4. No Action 5. 5. 2 H&SC Meetings completed	1. Meeting scheduled for January 2. No Action-mtg planned for 1/30 3. No Action- mtg planned for 1/30 4. No Action mtg planned for 1/30 1. 5. 2 H&SC Meetings completed	1. Complete 2. No action. All planned meetings cancelled by Town 3. No action, All planned meetings cancelled by Town 4. No action. All planned meetings cancelled by Town 5. Ongoing H&SC meetings and limited contact with HR, Town Atty and RM	1. Yes

ABAG PLAN
Risk Management Goals
2012-13

Member Cities	Risk Mgmt Goals	Target Date	Update 12/15/12 In process/no info	Update 1/11/12 and 2/8/13 In process/no info	Update 2/26/12 and 3/5/13 In process/no info	Complete d Yes/No
Millbrae	1. Framework Audit 2. Infrastructure damage by OV analysis 3. Sidewalks 4. Sewer/Water	1. Feb 28 2. June 30 3. June 30 4. June 30	1. 1st meeting in a year held with LaRae in Nov. Provided access to HR for Framework only. No other commitment obtained due to retirement of key dept heads	1. 1st meeting in a year held with LaRae in Nov. Provided access to HR for Framework only. No other commitment obtained due to retirement of key dept heads	1. Complete with info and staff available. Very little information obtained. 2. No action. 3. No action-new PW Dir 4. No action-New PW Dir.	1.
Milpitas	1. Framework Audit 2. Vehicle/Driver Mgmt 3. Sewer RM-ordinance and prioritization 4. ABAG assistance with facilitation of RMC	1. Dec 30 2. Ongoing 3. June 30 4. Ongoing	1. Mtg with RM 12/5/12. Meeting needed with PW 2. Id of PD and Fire drivers indicting need for training 3. No action 1. 4. ABAG consultant attended 1st scheduled meeting in Nov, 2012	1. Mtg with Pw 1/30 2. Will be discussed in RMC 2/6/13 3. No action-new PW Dir 4. 2nd meeting schedule 2/6	1. Complete 2. RMC postponed. No information 3. Pending new PW Dir. 4. Will attend RMC 3/18	1. Yes
Morgan Hill	1. Framework Audit 2. Police 3. Sewer/Water 4. Vehicle use /Driver Selection Plan development	1. Jan 30 2. Dec 30 3. June 30 4. March 30	1. 1st meetings completed with HR and RM. PW	1. In progress 2. In progress. No ABAG involvemen	1. Complete 2. Update meeting scheduled	1. Yes

ABAG PLAN
Risk Management Goals
2012-13

Member Cities	Risk Mgmt Goals	Target Date	Update 12/15/12 In process/no info	Update 1/11/12 and 2/8/13 In process/no info	Update 2/26/12 and 3/5/13 In process/no info	Completed Yes/No
			remaining 2. In progress. No ABAG involvement 3. David Patzer working with PW on ordinance language and SOP's 4. Interviews of departments complete except for CH drivers	3. No activity. Despite frequent flw ups by David and me. 4. Work to resume with Tony Eulo early 2013	for 3/20 3. David working with MH on ordinance and SOP 4. Meeting scheduled with TonyEulo on March 20	
Newark	1. **Complete the ABAG Focused Assessment** a) Conduct the focused assessment. Complete and submit the Safety Logic Report. b) Distribute the written report and RM Goals to the City and ABAG. c) Attend RM Committee meeting to present results and review goals. 2. **Revise the written IIPP to ensure compliance with Cal/OSHA requirements.** a) Revise the City's written IIPP and to describe the City hazard inspection and correction methods. Submit draft to RM Committee and IIPP Administrator (Sandy Abe, HR Manager) for review. b) Review and revise the Public Works Dept. safety training matrix. Provide draft to Bob Costa/Peggy Classen for review. 3. **Ensure compliance with ADA requirements in the City Hall parking lot.**	1. 1/2013 2. 2013 a) 4/2013	1. Completed 2. In process	Document development for Goals 1 and 2 planned for 2/2013 2. Attended the RM Committee meeting and met with Sandy Abe to coordinate the IIPP Goal	2. March/April for document development	1. Yes

ABAG PLAN
Risk Management Goals
2012-13

Member Cities	Risk Mgmt Goals	Target Date	Update 12/15/12 In process/no info	Update 1/11/12 and 2/8/13 In process/no info	Update 2/26/12 and 3/5/13 In process/no info	Completed Yes/No
	a) Action plan under development. TBD	b) 7/2013 3. TBD a) TDB	 3. In process		3. March/April for document development	
Pacifica	1. **Complete the ABAG Focused Assessment** a) Conduct the focused assessment. Gather available documentation outlined in the assessment criteria. b) Complete and submit the Safety Logic Report. c) Distribute the written report and RM Goals to the City and ABAG.		1.	1. Report and goal development in progress, scheduled to complete 2/28/13	1.	1. Yes
Portola Valley	1. **Complete the ABAG Focused Assessment** d) Conduct the focused assessment. Gather available documentation outlined in the assessment criteria. e) Complete and submit the Safety Logic Report. f) Distribute the written report and RM Goals to the Town and ABAG. 2. **Develop a formal Risk Management Program and Policy.** a) Draft a Risk Management Program and Policy including a method for the Town Manager to prioritize, monitor and track the risk management action plan. b) Communicate RM Program, goals and action plan to all Town employees c) Develop methods to implement the Risk Management Program (committee/staff meetings, system to monitor implementation) 3. **Revise the written Injury and Illness Prevention Program (IIPP) to ensure compliance with Cal/OSHA requirements.** a) Revise the Town's written IIPP to update roles and	1. 1/2013 2. 4/2013 a) 3/2013 b) 3/2013 c) 10/2013 3. 10/2013 a) 10/2013	1. Completed	1. Document development for goals 1 and 2 planned for 2/2013.	1.	1. Yes

ABAG PLAN
Risk Management Goals
2012-13

Member Cities	Risk Mgmt Goals	Target Date	Update 12/15/12 In process/no info	Update 1/11/12 and 2/8/13 In process/no info	Update 2/26/12 and 3/5/13 In process/no info	Complete d Yes/No
	responsibilities, develop an anonymous safety hazard reporting method, and to develop a hazard correction tracking system. Submit for review and approval. b) Review and revise PW safety training matrix. Provide to PW Director for review and approval.	b) 4/2013				
Ross	**1. Complete the ABAG Focused Assessment** a) Conduct the focused assessment. Gather available documentation outlined in the assessment criteria. b) Complete and submit the Safety Logic Report. c) Distribute the written report and RM Goals to the Town and ABAG. **2. Develop a Risk Management Policy per the ABAG Plan assessment criteria** a) Review the ABAG Plan criteria, download a sample policy from the ABAG website at http://plan.abag.ca.gov/members/rmm-forms.html, and draft the Town's Risk Management Policy. b) Review, edit, and finalize the draft policy. Request the Town Council adopt a resolution supporting the policy. c) Once adopted, review the policy with employees. Document the review. **3. Develop a systematic hazard inspection and correction process per the ABAG Plan assessment criteria** a) Develop customized inspection checklists for Town Hall, corporation yard, police station, and fire station. The checklist will include known hazards, a section for corrective action, and an area for completion and follow up dates. b) Review current hazard correction documentation procedures and implement improvement measures if warranted. c) Conduct and document physical inspections for Town Hall, corporation yard, police station, and fire station (it is noted that the Town no longer operate the fire	1. 1/2013 2. 7/2013 a) 4/2013 b) 7/2013 c) 7/2013 3. 10/2013 a) 7/2013 b) 7/2013 c) 10/2013 4. Ongoing	1. Completed 2. Completed 3. In process	a) Complete 01/25/13	1.	1. Yes

ABAG PLAN
Risk Management Goals
2012-13

Member Cities	Risk Mgmt Goals	Target Date	Update 12/15/12 In process/no info	Update 1/11/12 and 2/8/13 In process/no info	Update 2/26/12 and 3/5/13 In process/no info	Complete d Yes/No
	services; however, the fire station is still owned by the Town). 4. **Develop a Mandated Reporter Policy to assist Ross Recreation with complying with the California's Child Abuse and Neglect Reporting Act. Penal Codes §11164-11174.3.** a) Develop a draft mandated reporter policy for Town review. b) Review and edit the draft policy. c) Implement the policy per state requirements. d) Conduct and document required training for all applicable employees.	a) 4/2013 b) 4/2013 c) Ongoing d) Ongoing	4. In process	a) Complete 01/25/13		
San Bruno	1. **Complete the ABAG Focused Assessment** a) Conduct the focused assessment. Gather available documentation outlined in the assessment criteria. b) Complete and submit the Safety Logic Report. c) Distribute the written report and RM Goals to the Town and ABAG.			1. Second follow up call and email sent to schedule assessment – holding 2/20 and 2/22/13	1. Visit completed on 2/22/13. Report in progress	1. Yes
San Carlos	1. Framework Audit 2. Sidewalks 3. Roads 4. ADA TP Implementation 5. Fire Dept Org Assessment for risk exp	1. Feb 28 2. April 30 3. April 30 4. April 30 5. June 30	1. Doc review in process 2-5.Remaining pending replacement of Yulia and new PW Dir availability	1. PW meeting - 1/31 will include framework and goals 2. New RM contact now available. Will resume work on goals at 1/31/ meeting	1. Complete 2. Meeting held with PW for audit. Some info obtained on Sidewalks. Will resume when new PW Dir gets settled 3. Meeting held with PW for	1. Yes

ABAG PLAN
Risk Management Goals
2012-13

Member Cities	Risk Mgmt Goals	Target Date	Update 12/15/12 In process/no info	Update 1/11/12 and 2/8/13 In process/no info	Update 2/26/12 and 3/5/13 In process/no info	Completed Yes/No
					audit. Some info obtained on Sidewalks. Will resume when new PW Dir gets settled 4. On hold by City 5. No action 6.	
Saratoga	1. Framework Audit 2. Urban Forest 3. Sidewalks 4. RM Program Maintenance	1. Dec 30 2. March 30 3. March 30 4. June 30	1. Complete 2. In process 3. ABAG consultant participated in 1 of 2 scheduled meetings.	1. Complete 2. Ordinance complete.Program not yet finalized 3. Draft plan complete 4. RM holding meetings regularly	1. Complete 2. In progress by city. Grants obtained from Cal Fire for inventory 3. No progress since initial draft presented 4. RM holding meetings regularly	1. Yes
South San Francisco	1. Framework Audit 2. Fleet/Driver Mgmt 3. Trees/Sidewalks 4. Sewer /Storm Drains 5.	1. Dec 30 2. Jan 30 3. April 30 4. June 30 5. June 30	1. In process 2. No activity 3. Inventory complete 4. New WWTP on line. 5.	1. PW mtg 1/29 2. No activity 3. No activity 4. Mtg for goal flw up 1/29 5. Playground/Field Fall	1. Complete pending receipt of documents for recent than 2009 2. No action	1. Yes

ABAG PLAN
Risk Management Goals
2012-13

Member Cities	Risk Mgmt Goals	Target Date	Update 12/15/12 In process/no info	Update 1/11/12 and 2/8/13 In process/no info	Update 2/26/12 and 3/5/13 In process/no info	Completed Yes/No
				Prevention	3. Pending new Parks Supt 4. Update obtained at Feb meeting. New WWTP. Updating SOP's withDavid Patzer 5. Locations and treatment for rodent damage identified.. PW staff will add depth of surfacing to inspection forms.	
Suisun City	1. Complete the ABAG Focused Assessment a) Conduct the focused assessment. Gather available documentation outlined in the assessment criteria. b) Complete and submit the Safety Logic Report. c) Distribute the written report and RM Goals to the City and ABAG.		1.	1. Second follow up call and email sent to schedule assessment – holding 2/25 and 2/28	1. Visit completed on 2/25/13. Report in progress.	1. Yes
Tiburon	1. Complete the ABAG Focused Assessment a) Conduct the focused assessment. Gather available		1.	1. Assessment scheduled for	1. Focused assessment	1. Yes

ABAG PLAN
Risk Management Goals
2012-13

Member Cities	Risk Mgmt Goals	Target Date	Update 12/15/12 In process/no info	Update 1/11/12 and 2/8/13 In process/no info	Update 2/26/12 and 3/5/13 In process/no info	Complete d Yes/No
	documentation outlined in the assessment criteria. b) Complete and submit the Safety Logic Report. c) Distribute the written report and RM Goals to the City and ABAG.			2/11/13 Active work on IIPP and training in progress through BCJPIA	completed via GoToMeeting on 2/11/13. Report in progress.	
Woodside	1.		1.	1.	1.	1.

Association of Bay Area Governments

PLAN CORPORATION

Pooled Liability Assurance Network

Association of Bay Area Governments

ABAG PLAN CORPORATION
101 Eighth Street
Oakland, CA 94607- 4707

MEMO

Date: April 10, 2013

To: Risk Management Committee

From: James Hill – PLAN Risk Management Officer

Subject: Risk Management Grant Program Funding

Recommendation: Staff is requesting approval for FY2013/14 member grant funding allocations.

Overview:

Staff will provide an update on program funding levels for FY2012/13 Risk Management Grant Program, analyze member grant fund utilization and seek approval for FY 2013/14 member grant allocations. Staff will review member grant utilization and compare funds allocated versus funds utilized. Staff will analyze grant utilization by category and provide information regarding the types of projects funded and project outcomes.

Reports to be reviewed are the Grant Payment Summary by Member (including charts/graphs) and the PLAN Grant Allocation Spreadsheet with preliminary grant allocations by member.

Analysis:

In FY 2012-13 PLAN allocated $1,829,472 in total funding for its Risk Management programs. This was an 18% reduction from the $2.2 million allocated in the prior fiscal year (FY2011-12). The grant funding allocation includes specific funds earmarked for Defensive Driving ($40,000) and Sewer Loss Prevention program ($60,000).

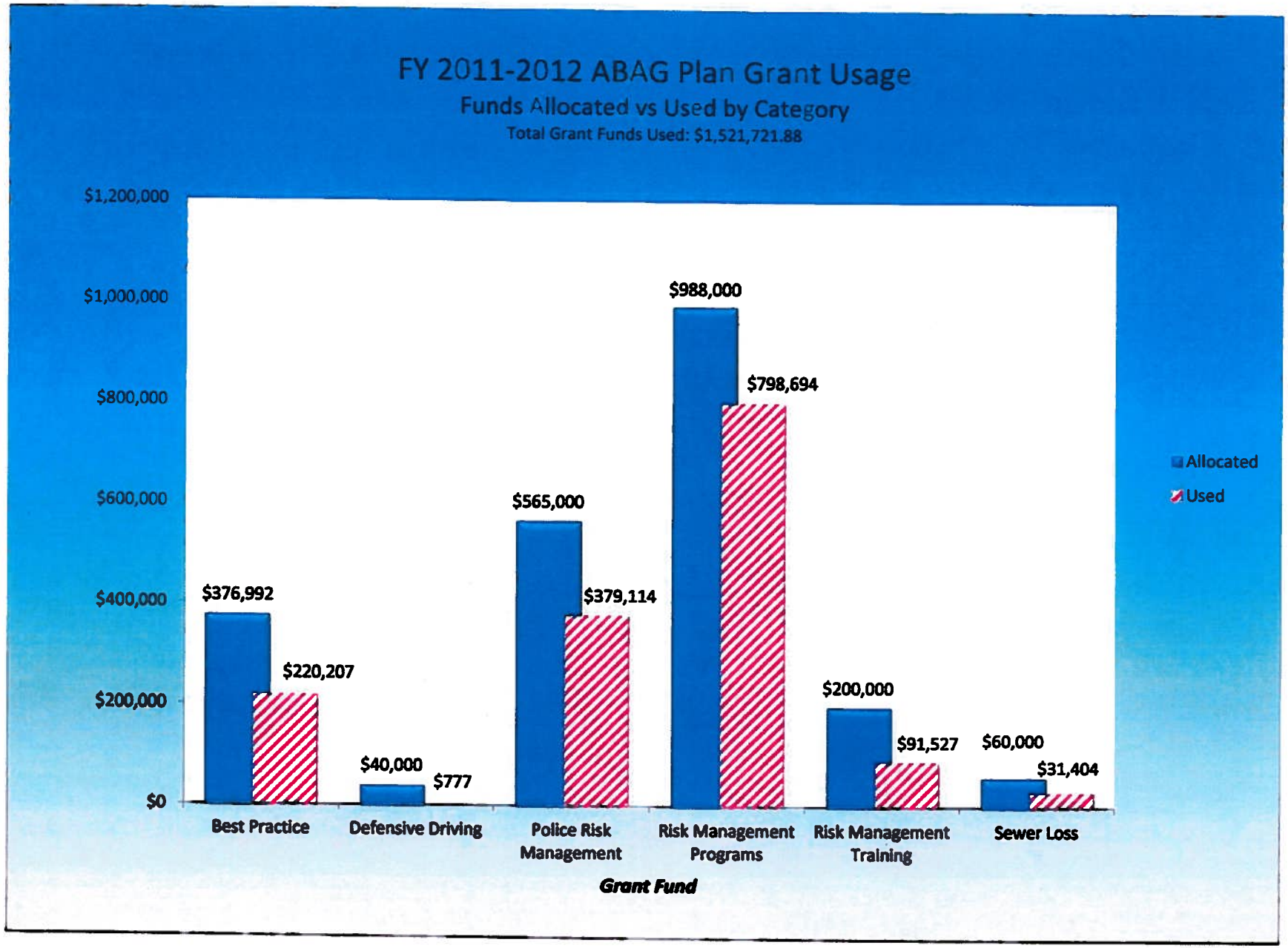
For the full FY 2011-12, PLAN members used $1,521,722 (68%) of available grant funds. The grant funds were used primarily for Risk Management Programs ($798,694), Police Grants ($379,114) and Best Practices Consulting ($220,207). During FY 2011-12, 16 members (55%) have utilized at least 80% of available grant funding for that year. This is a significant increase from prior year and the benefits of the grant program continue to be reaped.

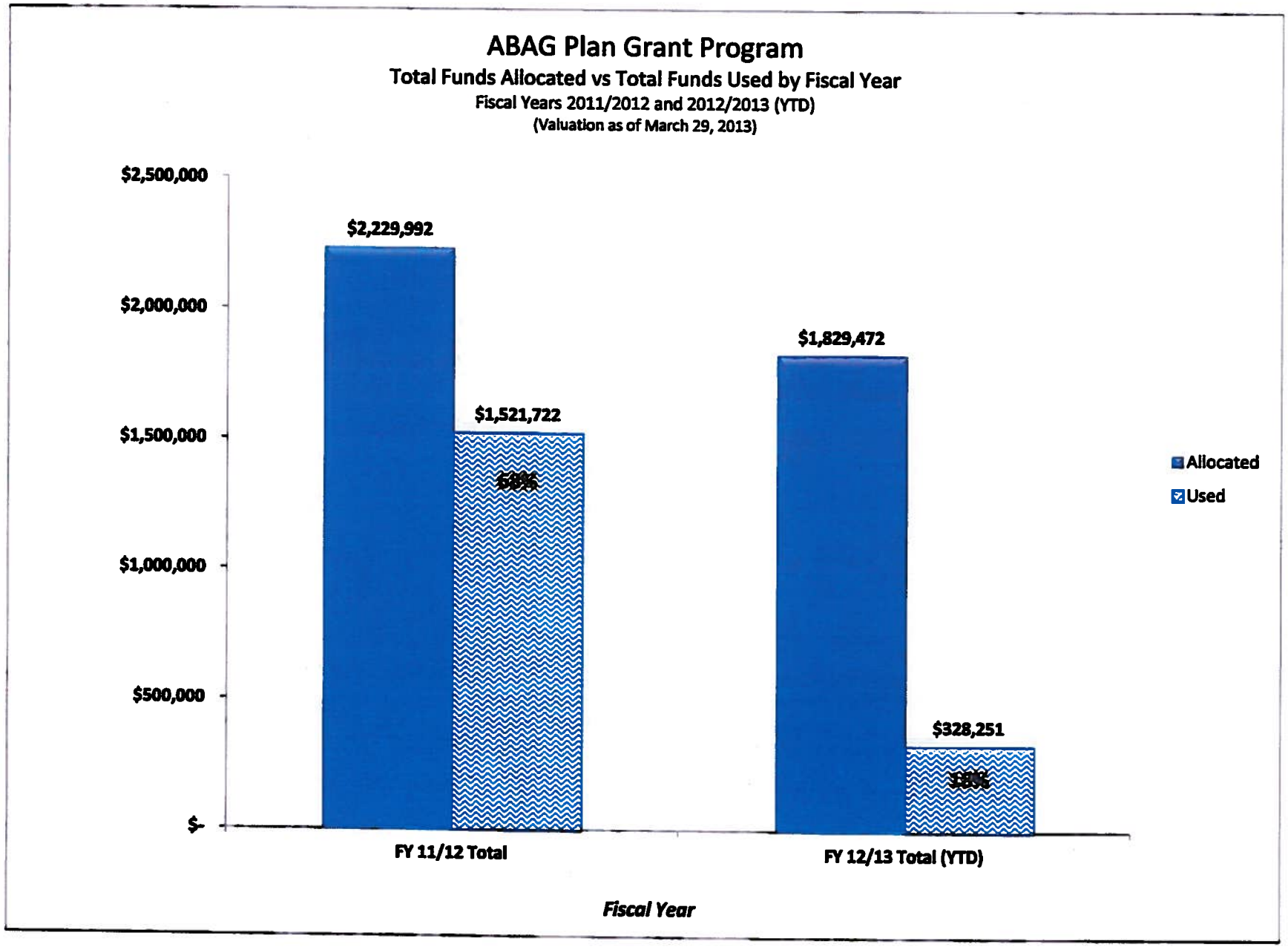
For the current FY 2012-13, PLAN members have utilized $328,251 (18%) of available grant funds. The current year grant funds are being used primarily for Best Practices Consulting ($82,835), Police Risk Management ($89,540) and Risk Management Programs ($104,370). Grant requests for FY 2012-13 will continue to be processed projects through September 30, 2013 for projects earmarked and approved before the end of the fiscal year (June 30, 2013).

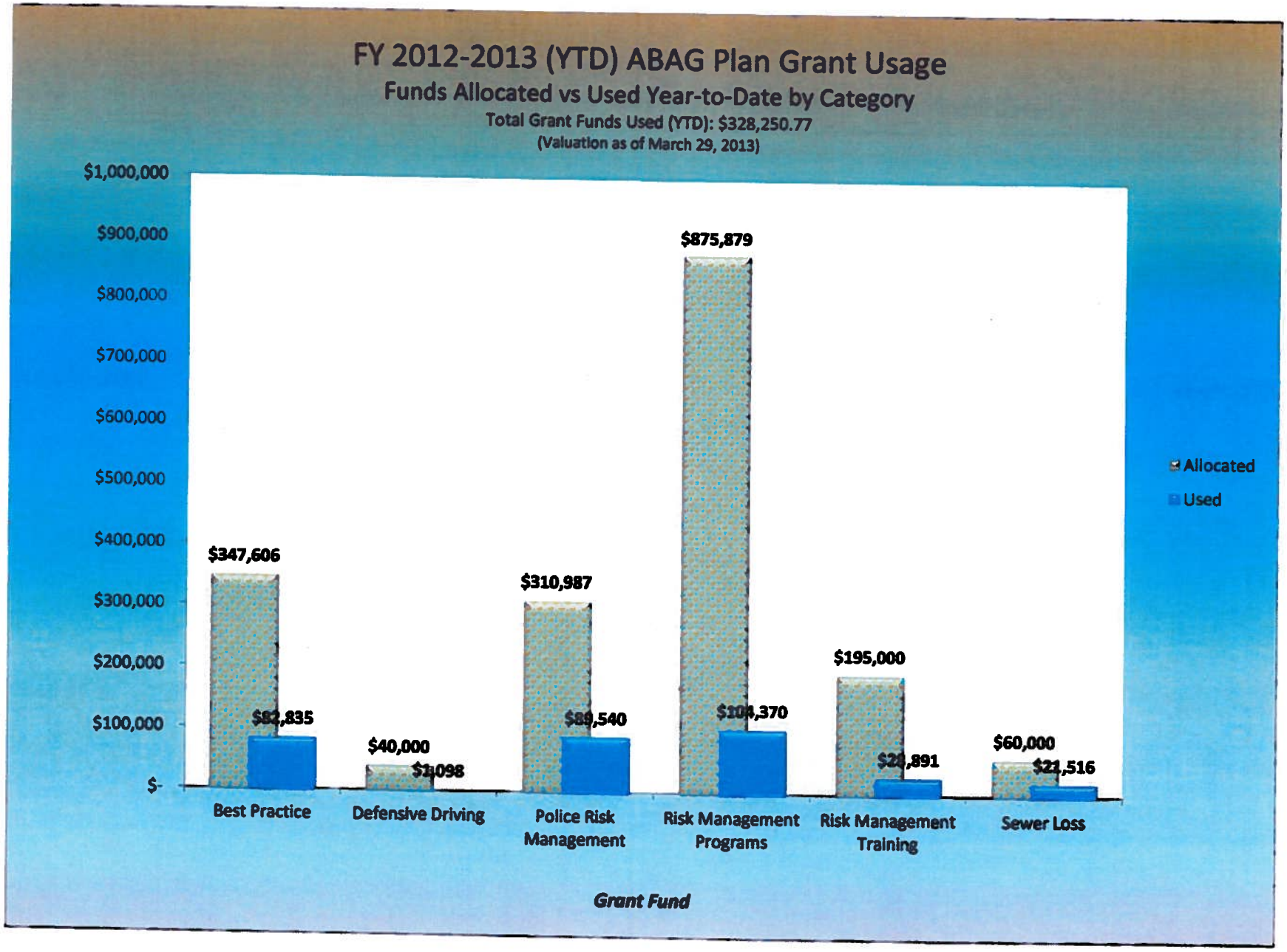
Risk Management Grant Program Funding – con't

Summary

The ABAG PLAN grant program continues to be beneficial to PLAN members and is being effectively utilized. PLAN members are working closely with our Loss Control consultants developing key strategic priorities to reduce loss frequency and to mitigate claims through Safety and Loss Prevention techniques. Risk Management staff will continue to work with each member during the Best Practices "re-assessment" project further exploring ways to reduce loss frequency through strategic implementation of grant funded loss control/loss reduction activities.


FY 2011-2012 ABAG Plan Grant Usage
Funds Allocated vs Used by Category
Total Grant Funds Used: $1,521,721.88
$1,200,000
$1,000,000
$800,000
$600,000
$400,000
$200,000
$0
$376,992
$220,207
$40,000
$777
$565,000
$379,114
$988,000
$798,694
$200,000
$91,527
$60,000
$31,404
Best Practice
Defensive Driving
Police Risk Management
Risk Management Programs
Risk Management Training
Sewer Loss
Grant Fund
Allocated
Used

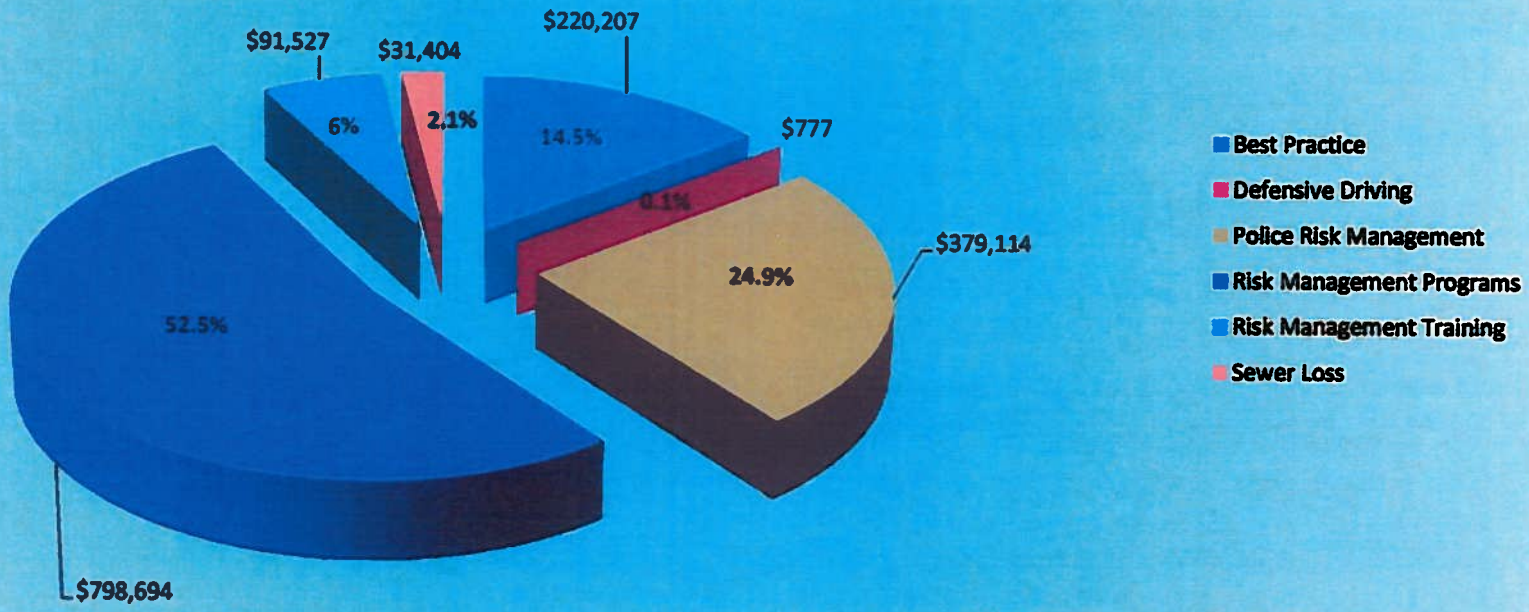

ABAG Plan Grant Program
Total Funds Allocated vs Total Funds Used by Fiscal Year
Fiscal Years 2011/2012 and 2012/2013 (YTD)
(Valuation as of March 29, 2013)
$2,500,000
$2,000,000
$1,500,000
$1,000,000
$500,000
$-
$2,229,992
$1,521,722
$1,829,472
$328,251
Allocated
Used
FY 11/12 Total
FY 12/13 Total (YTD)
Fiscal Year


FY 2012-2013 (YTD) ABAG Plan Grant Usage
Funds Allocated vs Used Year-to-Date by Category
Total Grant Funds Used (YTD): $328,250.77
(Valuation as of March 29, 2013)
$1,000,000
$900,000
$800,000
$700,000
$600,000
$500,000
$400,000
$300,000
$200,000
$100,000
$-
$347,606
$82,835
$40,000
$1098
$310,987
$89,540
$875,879
$108,370
$195,000
$24,891
$60,000
$21,516
Allocated
Used
Best Practice
Defensive Driving
Police Risk Management
Risk Management Programs
Risk Management Training
Sewer Loss
Grant Fund

FY 2011-2012 ABAG Plan Grant Program

Funds Usage by Category

Total of Grant Funds Used: $1,521,721.88



Grant Payment Summary by Members

Fiscal Year 2012/2013

Member		Originally	Paid	% Paid	Remaining
AMERICAN CANYON	Best Practice	5,831.00	1,650.00	28	4,181.00
	Defensive Drivi	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	0.00	0.00		0.00
	R. M. Programs	29,155.00	0.00	0	29,155.00
	R. M. Training	5,000.00	0.00	0	5,000.00
	Sewer Loss	0.00	0.00		0.00
	Total:	39,986.00	1,650.00	4	38,336.00
ATHERTON	Best Practice	6,817.00	1,962.50	30	4,854.50
	Defensive Drivi	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	15,000.00	7,269.62	48	7,730.38
	R. M. Programs	16,542.00	0.00	0	16,542.00
	R. M. Training	5,000.00	0.00	0	5,000.00
	Sewer Loss	0.00	0.00		0.00
	Total:	43,159.00	9,232.12	21	33,926.88
BENICIA	Best Practice	27,510.00	7,839.90	28	19,670.10
	Defensive Drivi	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	15,000.00	3,674.07	24	11,325.93
	R. M. Programs	66,778.00	2,296.87	3	66,479.13
	R. M. Training	5,000.00	2,001.54	40	2,998.46
	Sewer Loss	0.00	0.00		0.00
	Total:	116,288.00	15,812.36	14	100,473.62
BURLINGAME	Best Practice	19,244.00	2,722.83	14	16,521.17
	Defensive Drivi	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	15,000.00	15,000.00	100	0.00
	R. M. Programs	48,109.00	0.00	0	48,109.00
	R. M. Training	5,000.00	0.00	0	5,000.00
	Sewer Loss	0.00	0.00		0.00
	Total:	87,353.00	17,722.83	20	69,630.17
CAMPBELL	Best Practice	12,162.00	0.00	0	12,162.00
	Defensive Drivi	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	15,000.00	0.00	0	15,000.00
	R. M. Programs	30,406.00	0.00	0	30,406.00
	R. M. Training	5,000.00	0.00	0	5,000.00
	Sewer Loss	0.00	0.00		0.00
	Total:	62,568.00	0.00	0	62,568.00
COLMA	Best Practice	3,221.00	2,132.54	66	1,088.46
	Defensive Drivi	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	9,662.00	9,584.29	99	77.71
	R. M. Programs	6,441.00	2,239.52	35	4,201.48
	R. M. Training	5,000.00	1,877.75	38	3,122.25
	Sewer Loss	0.00	0.00		0.00
	Total:	24,324.00	15,834.10	65	8,489.90

		Originally	Paid	% Paid	Remaining
Member CUPERTINO	Best Practice	6,677.00	4,659.52	70	2,017.48
	Defensive Drivi	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	0.00	0.00		0.00
	R. M. Programs	31,692.00	0.00	0	31,692.00
	R. M. Training	5,000.00	0.00	0	5,000.00
	Sewer Loss	0.00	0.00		0.00
	Total:	43,369.00	4,659.52	11	38,709.48
Member DUBLIN	Best Practice	10,851.00	5,456.65	51	5,194.35
	Defensive Drivi	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	0.00	0.00		0.00
	R. M. Programs	41,629.00	0.00	0	41,629.00
	R. M. Training	5,000.00	545.02	11	4,454.98
	Sewer Loss	0.00	0.00		0.00
	Total:	57,280.00	6,001.67	10	51,278.33
Member EAST PALO ALTO	Best Practice	10,071.00	1,000.00	10	9,071.00
	Defensive Drivi	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	15,000.00	0.00	0	15,000.00
	R. M. Programs	25,178.00	0.00	0	25,178.00
	R. M. Training	5,000.00	0.00	0	5,000.00
	Sewer Loss	0.00	0.00		0.00
	Total:	55,249.00	1,000.00	2	54,249.00
Member FOSTER CITY	Best Practice	6,539.00	0.00	0	6,539.00
	Defensive Drivi	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	15,000.00	9,010.70	60	5,989.30
	R. M. Programs	16,347.00	0.00	0	16,347.00
	R. M. Training	5,000.00	0.00	0	5,000.00
	Sewer Loss	0.00	0.00		0.00
	Total:	42,886.00	9,010.70	21	33,875.30
Member General Fund	Best Practice	40,000.00	13,035.98	33	26,964.02
	Defensive Drivi	40,000.00	1,098.21	3	38,901.79
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	40,000.00	0.00	0	40,000.00
	R. M. Programs	0.00	0.00		0.00
	R. M. Training	50,000.00	3,866.67	8	46,133.33
	Sewer Loss	60,000.00	21,516.25	36	38,483.75
	Total:	230,000.00	39,517.11	17	151,999.14
Member GILROY	Best Practice	21,944.00	0.00	0	21,944.00
	Defensive Drivi	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	15,000.00	0.00	0	15,000.00
	R. M. Programs	54,861.00	54,861.00	100	0.00
	R. M. Training	5,000.00	1,745.00	35	3,255.00
	Sewer Loss	0.00	0.00		0.00
	Total:	96,805.00	56,606.00	58	40,199.00

		Originally	Paid	% Paid	Remaining
Member	Best Practice	2,520.00	1,650.00	65	870.00
	Defensive Drivi	0.00	0.00		0.00
HALF MOON BAY	Framework Grant	0.00	0.00		0.00
	Police Risk Man	0.00	0.00		0.00
	R. M. Programs	12,600.00	0.00	0	12,600.00
	R. M. Training	5,000.00	1,727.08	35	3,272.92
	Sewer Loss	0.00	0.00		0.00
	Total:	20,120.00	3,377.08	17	16,742.92
Member	Best Practice	8,444.00	6,879.88	81	1,564.12
	Defensive Drivi	0.00	0.00		0.00
HILLSBOROUGH	Framework Grant	0.00	0.00		0.00
	Police Risk Man	15,000.00	0.00	0	15,000.00
	R. M. Programs	21,109.00	5,951.96	28	15,157.04
	R. M. Training	5,000.00	0.00	0	5,000.00
	Sewer Loss	0.00	0.00		0.00
	Total:	49,553.00	12,831.84	26	36,721.16
Member	Best Practice	2,962.00	1,650.00	56	1,312.00
	Defensive Drivi	0.00	0.00		0.00
LOS ALTOS HILLS	Framework Grant	0.00	0.00		0.00
	Police Risk Man	0.00	0.00		0.00
	R. M. Programs	14,811.00	0.00	0	14,811.00
	R. M. Training	5,000.00	3,142.00	63	1,858.00
	Sewer Loss	0.00	0.00		0.00
	Total:	22,773.00	4,792.00	21	17,981.00
Member	Best Practice	16,666.00	6,151.35	37	10,514.65
	Defensive Drivi	0.00	0.00		0.00
LOS GATOS	Framework Grant	0.00	0.00		0.00
	Police Risk Man	15,000.00	2,700.00	18	12,300.00
	R. M. Programs	41,666.00	13,093.92	31	28,572.08
	R. M. Training	5,000.00	0.00	0	5,000.00
	Sewer Loss	0.00	0.00		0.00
	Total:	78,332.00	21,945.27	28	56,386.73
Member	Best Practice	8,962.00	1,594.15	18	7,367.85
	Defensive Drivi	0.00	0.00		0.00
MILLBRAE	Framework Grant	0.00	0.00		0.00
	Police Risk Man	0.00	0.00		0.00
	R. M. Programs	37,408.00	0.00	0	37,408.00
	R. M. Training	5,000.00	1,872.86	37	3,127.14
	Sewer Loss	0.00	0.00		0.00
	Total:	51,368.00	3,467.01	7	47,900.99
Member	Best Practice	15,172.00	3,118.74	21	12,053.26
	Defensive Drivi	0.00	0.00		0.00
MILPITAS	Framework Grant	0.00	0.00		0.00
	Police Risk Man	15,000.00	3,600.00	24	11,400.00
	R. M. Programs	37,929.00	0.00	0	37,929.00
	R. M. Training	5,000.00	0.00	0	5,000.00
	Sewer Loss	0.00	0.00		0.00
	Total:	73,101.00	6,718.74	9	66,382.26

		Originally	Paid	% Paid	Remaining
Member MORGAN HILL	Best Practice	16,988.00	5,735.55	34	11,252.45
	Defensive Drivi	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	15,000.00	2,700.00	18	12,300.00
	R. M. Programs	42,469.00	0.00	0	42,469.00
	R. M. Training	5,000.00	0.00	0	5,000.00
	Sewer Loss	0.00	0.00		0.00
	Total:	79,457.00	8,435.55	11	71,021.45
Member NEWARK	Best Practice	7,977.00	2,440.32	31	5,536.68
	Defensive Drivi	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	15,000.00	15,000.00	100	0.00
	R. M. Programs	19,942.00	598.67	3	19,343.33
	R. M. Training	5,000.00	1,325.46	27	3,674.54
	Sewer Loss	0.00	0.00		0.00
	Total:	47,919.00	19,364.45	40	28,554.55
Member PACIFICA	Best Practice	11,892.00	0.00	0	11,892.00
	Defensive Drivi	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	15,000.00	15,000.00	100	0.00
	R. M. Programs	29,731.00	0.00	0	29,731.00
	R. M. Training	5,000.00	0.00	0	5,000.00
	Sewer Loss	0.00	0.00		0.00
	Total:	61,623.00	15,000.00	24	46,623.00
Member PORTOLA VALLEY	Best Practice	2,445.00	1,650.00	67	795.00
	Defensive Drivi	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	0.00	0.00		0.00
	R. M. Programs	6,602.00	850.00	13	5,752.00
	R. M. Training	5,000.00	0.00	0	5,000.00
	Sewer Loss	0.00	0.00		0.00
	Total:	14,047.00	2,500.00	18	11,547.00
Member ROSS	Best Practice	2,902.00	2,775.00	96	127.00
	Defensive Drivi	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	8,706.00	1,000.00	11	7,706.00
	R. M. Programs	5,804.00	0.00	0	5,804.00
	R. M. Training	5,000.00	0.00	0	5,000.00
	Sewer Loss	0.00	0.00		0.00
	Total:	22,412.00	3,775.00	17	18,637.00
Member SAN BRUNO	Best Practice	22,834.00	0.00	0	22,834.00
	Defensive Drivi	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	15,000.00	2,850.00	19	12,150.00
	R. M. Programs	57,085.00	6,940.54	12	50,144.46
	R. M. Training	5,000.00	4,450.00	89	550.00
	Sewer Loss	0.00	0.00		0.00
	Total:	99,919.00	14,240.54	14	85,678.46

		Originally	Paid	% Paid	Remaining
Member SAN CARLOS	Best Practice	13,401.00	2,239.52	17	11,161.48
	Defensive Drivi	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	0.00	0.00		0.00
	R. M. Programs	48,502.00	0.00	0	48,502.00
	R. M. Training	5,000.00	2,111.92	42	2,888.08
	Sewer Loss	0.00	0.00		0.00
	Total:	66,903.00	4,351.44	7	62,551.56
Member SARATOGA	Best Practice	7,635.00	3,553.10	47	4,081.90
	Defensive Drivi	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	0.00	0.00		0.00
	R. M. Programs	34,087.00	17,537.35	51	16,549.65
	R. M. Training	5,000.00	1,958.60	39	3,041.40
	Sewer Loss	0.00	0.00		0.00
	Total:	46,722.00	23,049.05	49	23,672.95
Member SOUTH SAN FRANCISCO	Best Practice	18,711.00	2,875.35	15	15,835.65
	Defensive Drivi	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	15,000.00	2,150.96	14	12,849.04
	R. M. Programs	46,776.00	0.00	0	46,776.00
	R. M. Training	5,000.00	1,424.08	28	3,575.92
	Sewer Loss	0.00	0.00		0.00
	Total:	85,489.00	6,450.39	8	79,038.61
Member SUISUN CITY	Best Practice	10,119.00	62.50	1	10,056.50
	Defensive Drivi	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	15,000.00	0.00	0	15,000.00
	R. M. Programs	25,297.00	0.00	0	25,297.00
	R. M. Training	5,000.00	843.48	17	4,156.52
	Sewer Loss	0.00	0.00		0.00
	Total:	55,416.00	905.98	2	54,510.02
Member TIBURON	Best Practice	4,356.00	0.00	0	4,356.00
	Defensive Drivi	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	12,619.00	0.00	0	12,619.00
	R. M. Programs	9,161.00	0.00	0	9,161.00
	R. M. Training	5,000.00	0.00	0	5,000.00
	Sewer Loss	0.00	0.00		0.00
	Total:	31,136.00	0.00	0	31,136.00
Member WOODSIDE	Best Practice	3,153.00	0.00	0	3,153.00
	Defensive Drivi	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	0.00	0.00		0.00
	R. M. Programs	15,764.00	0.00	0	15,764.00
	R. M. Training	5,000.00	0.00	0	5,000.00
	Sewer Loss	0.00	0.00		0.00
	Total:	23,917.00	0.00	0	23,917.00

Grand Total:

30 Members

Best Practice	347,606.00	82,835.38	24	264,770.62
Defensive Drivi	40,000.00	1,098.21	3	38,901.79
Framework Grant	0.00	0.00	0	0.00
Police Risk Man	310,987.00	89,539.64	29	221,447.36
R. M. Programs	875,879.00	104,369.83	12	771,509.17
R. M. Training	195,000.00	28,891.46	15	166,108.54
Sewer Loss	60,000.00	21,516.25	36	38,483.75
Grand Total:	1,829,472.00	328,250.77	18	1,501,221.23

Grant Payment Summary
Fiscal Year 2011/2012
and (claim.fiscal_year_desc IN ('2012/2013')) and (claimant.insurance_type IN (5))

Grant Payment Summary by Members

Fiscal Year 2011/2012

Member		Originally	Paid	% Paid	Remaining
AMERICAN CANYON	Best Practice	5,272.00	5,272.00	100	0.00
	Defensive Drivi	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	0.00	0.00		0.00
	R. M. Programs	37,000.00	36,337.78	98	662.22
	R. M. Training	5,000.00	0.00	0	5,000.00
	Sewer Loss	0.00	0.00		0.00
	Total:	47,272.00	41,609.78	88	5,662.22
ATHERTON	Best Practice	5,956.00	4,746.25	80	1,209.75
	Defensive Drivi	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	25,000.00	21,797.66	87	3,202.34
	R. M. Programs	14,000.00	12,400.00	89	1,600.00
	R. M. Training	5,000.00	0.00	0	5,000.00
	Sewer Loss	0.00	0.00		0.00
	Total:	49,956.00	38,943.91	78	11,012.09
BENICIA	Best Practice	31,670.00	31,670.00	100	0.00
	Defensive Drivi	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	25,000.00	23,709.70	95	1,290.30
	R. M. Programs	71,000.00	71,000.00	100	0.00
	R. M. Training	5,000.00	5,000.00	100	0.00
	Sewer Loss	0.00	0.00		0.00
	Total:	132,670.00	131,379.70	99	1,290.30
BURLINGAME	Best Practice	24,420.00	14,718.75	60	9,701.25
	Defensive Drivi	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	25,000.00	25,000.00	100	0.00
	R. M. Programs	55,000.00	54,890.00	100	110.00
	R. M. Training	5,000.00	4,800.00	96	200.00
	Sewer Loss	0.00	0.00		0.00
	Total:	109,420.00	99,408.75	91	10,011.25
CAMPBELL	Best Practice	10,525.00	1,260.00	12	9,265.00
	Defensive Drivi	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	25,000.00	24,616.17	98	383.83
	R. M. Programs	24,000.00	24,000.00	100	0.00
	R. M. Training	5,000.00	1,513.94	30	3,486.06
	Sewer Loss	0.00	0.00		0.00
	Total:	64,525.00	51,390.11	80	13,134.89
COLMA	Best Practice	3,386.00	3,114.80	92	271.20
	Defensive Drivi	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	25,000.00	25,000.00	100	0.00
	R. M. Programs	10,000.00	8,748.78	87	1,251.22
	R. M. Training	5,000.00	3,188.21	64	1,811.79
	Sewer Loss	0.00	0.00		0.00
	Total:	43,386.00	40,051.79	92	3,334.21

		Originally	Paid	% Paid	Remaining
Member CUPERTINO	Best Practice	8,130.00	8,130.00	100	0.00
	Defensive Drivi	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	0.00	0.00		0.00
	R. M. Programs	39,000.00	39,000.00	100	0.00
	R. M. Training	5,000.00	4,832.00	97	168.00
	Sewer Loss	0.00	0.00		0.00
	Total:	50,130.00	49,962.00	100	168.00
Member DUBLIN	Best Practice	9,218.00	9,120.55	99	97.45
	Defensive Drivi	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	0.00	0.00		0.00
	R. M. Programs	46,000.00	46,000.00	100	0.00
	R. M. Training	5,000.00	3,285.14	66	1,714.86
	Sewer Loss	0.00	0.00		0.00
	Total:	60,218.00	58,405.69	97	1,812.31
Member EAST PALO ALTO	Best Practice	8,773.00	947.50	11	7,825.50
	Defensive Drivi	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	25,000.00	0.00	0	25,000.00
	R. M. Programs	20,000.00	0.00	0	20,000.00
	R. M. Training	5,000.00	2,672.10	53	2,327.90
	Sewer Loss	0.00	0.00		0.00
	Total:	58,773.00	3,619.60	6	55,153.40
Member FOSTER CITY	Best Practice	6,457.00	1,625.00	19	8,832.00
	Defensive Drivi	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	25,000.00	5,500.00	22	19,500.00
	R. M. Programs	19,000.00	19,000.00	100	0.00
	R. M. Training	5,000.00	150.00	3	4,850.00
	Sewer Loss	0.00	0.00		0.00
	Total:	57,457.00	26,275.00	46	31,182.00
Member General Fund	Best Practice	40,000.00	24,387.16	61	15,612.84
	Defensive Drivi	40,000.00	777.00	2	39,223.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	40,000.00	0.00	0	40,000.00
	R. M. Programs	0.00	0.00		0.00
	R. M. Training	50,000.00	19,149.30	38	30,850.70
	Sewer Loss	60,000.00	31,403.57	52	28,596.43
	Total:	230,000.00	75,717.03	33	125,686.54
Member GILROY	Best Practice	21,152.00	4,216.25	20	16,935.75
	Defensive Drivi	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	25,000.00	23,963.00	96	1,037.00
	R. M. Programs	47,000.00	47,000.00	100	0.00
	R. M. Training	5,000.00	5,000.00	100	0.00
	Sewer Loss	0.00	0.00		0.00
	Total:	98,152.00	80,179.25	82	17,972.75

		Originally	Paid	% Paid	Remaining
Member	Best Practice	4,050.00	728.75	18	3,321.25
	Defensive Drivi	0.00	0.00		0.00
HALF MOON BAY	Framework Grant	0.00	0.00		0.00
	Police Risk Man	0.00	0.00		0.00
	R. M. Programs	34,000.00	34,000.00	100	0.00
	R. M. Training	5,000.00	3,524.93	70	1,475.07
	Sewer Loss	0.00	0.00		0.00
	Total:	43,050.00	38,253.68	89	4,796.32
Member	Best Practice	8,992.00	4,991.40	56	4,000.60
	Defensive Drivi	0.00	0.00		0.00
HILLSBOROUGH	Framework Grant	0.00	0.00		0.00
	Police Risk Man	25,000.00	25,000.00	100	0.00
	R. M. Programs	20,000.00	20,000.00	100	0.00
	R. M. Training	5,000.00	1,264.26	25	3,735.74
	Sewer Loss	0.00	0.00		0.00
	Total:	58,992.00	51,255.66	87	7,736.34
Member	Best Practice	11,481.00	478.75	4	11,002.25
	Defensive Drivi	0.00	0.00		0.00
LOS ALTOS	Framework Grant	0.00	0.00		0.00
	Police Risk Man	25,000.00	25,000.00	100	0.00
	R. M. Programs	28,000.00	24,847.49	96	1,152.51
	R. M. Training	5,000.00	3,127.55	63	1,872.45
	Sewer Loss	0.00	0.00		0.00
	Total:	87,481.00	53,453.79	79	14,027.21
Member	Best Practice	2,563.00	2,563.00	100	0.00
	Defensive Drivi	0.00	0.00		0.00
LOS ALTOS HILLS	Framework Grant	0.00	0.00		0.00
	Police Risk Man	0.00	0.00		0.00
	R. M. Programs	31,000.00	31,000.00	100	0.00
	R. M. Training	5,000.00	5,000.00	100	0.00
	Sewer Loss	0.00	0.00		0.00
	Total:	38,563.00	38,563.00	100	0.00
Member	Best Practice	17,486.00	7,997.97	46	9,488.03
	Defensive Drivi	0.00	0.00		0.00
LOS GATOS	Framework Grant	0.00	0.00		0.00
	Police Risk Man	25,000.00	19,980.24	80	5,019.76
	R. M. Programs	39,000.00	2,700.00	7	36,300.00
	R. M. Training	5,000.00	3,789.68	76	1,210.32
	Sewer Loss	0.00	0.00		0.00
	Total:	86,486.00	34,467.89	40	52,018.11
Member	Best Practice	9,275.00	9,275.00	100	0.00
	Defensive Drivi	0.00	0.00		0.00
MILLBRAE	Framework Grant	0.00	0.00		0.00
	Police Risk Man	25,000.00	0.00	0	25,000.00
	R. M. Programs	21,000.00	21,000.00	100	0.00
	R. M. Training	5,000.00	1,286.42	26	3,713.58
	Sewer Loss	0.00	0.00		0.00
	Total:	60,275.00	31,561.42	52	28,713.58

		Originally	Paid	% Paid	Remaining
Member MILPITAS	Best Practice	18,394.00	7,192.70	39	11,201.30
	Defensive Drivi	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	25,000.00	3,600.00	14	21,400.00
	R. M. Programs	41,000.00	40,341.71	98	658.29
	R. M. Training	5,000.00	2,154.03	43	2,845.97
	Sewer Loss	0.00	0.00		0.00
	Total:	89,394.00	53,288.44	60	36,105.56
Member MORGAN HILL	Best Practice	14,701.00	7,370.75	50	7,330.25
	Defensive Drivi	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	25,000.00	25,000.00	100	0.00
	R. M. Programs	33,000.00	33,000.00	100	0.00
	R. M. Training	5,000.00	100.00	2	4,900.00
	Sewer Loss	0.00	0.00		0.00
	Total:	77,701.00	65,470.75	84	12,230.25
Member NEWARK	Best Practice	9,551.00	4,201.65	44	5,349.35
	Defensive Drivi	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	25,000.00	20,358.78	81	4,641.22
	R. M. Programs	22,000.00	22,000.00	100	0.00
	R. M. Training	5,000.00	5,000.00	100	0.00
	Sewer Loss	0.00	0.00		0.00
	Total:	61,551.00	51,560.43	84	9,990.57
Member PACIFICA	Best Practice	14,358.00	14,358.00	100	0.00
	Defensive Drivi	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	25,000.00	15,156.31	61	9,843.69
	R. M. Programs	32,000.00	360.75	1	31,639.25
	R. M. Training	5,000.00	0.00	0	5,000.00
	Sewer Loss	0.00	0.00		0.00
	Total:	76,358.00	29,875.06	39	46,482.94
Member PORTOLA VALLEY	Best Practice	1,534.00	1,135.00	74	399.00
	Defensive Drivi	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	0.00	0.00		0.00
	R. M. Programs	29,000.00	29,000.00	100	0.00
	R. M. Training	5,000.00	0.00	0	5,000.00
	Sewer Loss	0.00	0.00		0.00
	Total:	35,534.00	30,135.00	85	5,399.00
Member ROSS	Best Practice	4,664.00	1,260.00	27	3,404.00
	Defensive Drivi	0.00	0.00		0.00
	Framework Grant	0.00	0.00		0.00
	Police Risk Man	25,000.00	17,233.53	69	7,766.47
	R. M. Programs	11,000.00	11,000.00	100	0.00
	R. M. Training	5,000.00	1,943.68	39	3,056.32
	Sewer Loss	0.00	0.00		0.00
	Total:	45,664.00	31,437.21	69	14,226.79

		Originally	Paid	% Paid	Remaining
Member	Best Practice	19,760.00	1,093.75	6	18,666.25
	Defensive Drivi	0.00	0.00		0.00
SAN BRUNO	Framework Grant	0.00	0.00		0.00
	Police Risk Man	25,000.00	24,289.17	97	710.83
	R. M. Programs	44,000.00	44,000.00	100	0.00
	R. M. Training	5,000.00	1,497.15	30	3,502.85
	Sewer Loss	0.00	0.00		0.00
	Total:	93,760.00	70,880.07	76	22,879.93
Member	Best Practice	14,278.00	14,278.00	100	0.00
	Defensive Drivi	0.00	0.00		0.00
SAN CARLOS	Framework Grant	0.00	0.00		0.00
	Police Risk Man	0.00	0.00		0.00
	R. M. Programs	57,000.00	0.00	0	57,000.00
	R. M. Training	5,000.00	5,000.00	100	0.00
	Sewer Loss	0.00	0.00		0.00
	Total:	76,278.00	19,278.00	25	57,000.00
Member	Best Practice	10,587.00	6,031.90	57	4,555.10
	Defensive Drivi	0.00	0.00		0.00
SARATOGA	Framework Grant	0.00	0.00		0.00
	Police Risk Man	0.00	0.00		0.00
	R. M. Programs	49,000.00	32,647.63	67	16,352.37
	R. M. Training	5,000.00	3,248.69	65	1,751.31
	Sewer Loss	0.00	0.00		0.00
	Total:	64,587.00	41,928.22	65	22,658.78
Member	Best Practice	25,104.00	24,615.40	98	488.60
	Defensive Drivi	0.00	0.00		0.00
SOUTH SAN FRANCISCO	Framework Grant	0.00	0.00		0.00
	Police Risk Man	25,000.00	25,000.00	100	0.00
	R. M. Programs	56,000.00	56,000.00	100	0.00
	R. M. Training	5,000.00	5,000.00	100	0.00
	Sewer Loss	0.00	0.00		0.00
	Total:	111,104.00	110,615.40	100	488.60
Member	Best Practice	8,757.00	3,687.50	42	5,069.50
	Defensive Drivi	0.00	0.00		0.00
SUISUN CITY	Framework Grant	0.00	0.00		0.00
	Police Risk Man	25,000.00	25,000.00	100	0.00
	R. M. Programs	20,000.00	0.00	0	20,000.00
	R. M. Training	5,000.00	0.00	0	5,000.00
	Sewer Loss	0.00	0.00		0.00
	Total:	58,757.00	28,687.50	49	30,069.50
Member	Best Practice	3,770.00	1,041.25	28	2,728.75
	Defensive Drivi	0.00	0.00		0.00
TIBURON	Framework Grant	0.00	0.00		0.00
	Police Risk Man	25,000.00	3,909.00	16	21,091.00
	R. M. Programs	10,000.00	7,420.00	74	2,580.00
	R. M. Training	5,000.00	0.00	0	5,000.00
	Sewer Loss	0.00	0.00		0.00
	Total:	43,770.00	12,370.25	28	31,399.75

		Originally	Paid	% Paid	Remaining
Member	Best Practice	2,728.00	697.50	26	2,030.50
	Defensive Drivi	0.00	0.00		0.00
WOODSIDE	Framework Grant	0.00	0.00		0.00
	Police Risk Man	0.00	0.00		0.00
	R. M. Programs	31,000.00	31,000.00	100	0.00
	R. M. Training	5,000.00	0.00	0	5,000.00
	Sewer Loss	0.00	0.00		0.00
	Total:	38,726.00	31,697.50	82	7,030.50
Grand Total:					
	Best Practice	378,992.00	220,206.53	58	156,785.47
	Defensive Drivi	40,000.00	777.00	2	39,223.00
31 Members	Framework Grant	0.00	0.00	0	0.00
	Police Risk Man	585,000.00	379,113.56	67	185,888.44
	R. M. Programs	988,000.00	798,694.14	81	189,305.86
	R. M. Training	200,000.00	91,527.08	46	108,472.92
	Sewer Loss	60,000.00	31,403.57	52	28,596.43
	Grand Total:	2,229,992.00	1,521,721.88	68	708,270.12

Grant Payment Summary
Fiscal Year 2011/2012
and (claim.fiscal_year_desc IN ('2011/2012')) and (claimant.insurance_type IN (5))

Association of Bay Area Governments
ABAG PLAN CORPORATION
101 - 8th Street
Oakland, CA 94607-4756

Staff Report

Date: April 10, 2013
To: Risk Management Committee
From: Gertruda Luermann
Re: Risk Management Program Update – Proposed 13-14 Grant Program Budget

Staff has prepared a budget for FY 13/14, with the current formulas remaining the same as in FY 12/13. Calculations are based on the 12/13 premiums plus 10% which is the expected rate of premium increase. A brief discussion of members' categories is provided below.

Risk Management Service Credits:
Staff recommends continued funding of 4% of each Member's total premium for FY 13/14. Focus will continue to be on assisting members with their risk management goals, assessing achievement of previous goals and the impact on losses.

Risk Management Program Grants:
The recommended funding is at 10% of each Member's premium and with an additional $15,000 for those members without police but capped at 20% of the premium. Staff recommends continuing the matching requirements unless the grant request relates to a stated risk management goal. Staff further recommends that the Re-Assessment consulting work should be taken out of this grant instead of the Service Credits to avoid members running out of credits for other strategic goals assistance. It was proposed that members achieve their goals for FY 13/14 first to qualify for the grants.

Risk Management Training Grant:
Staff recommends continuing this program at $5,000 per year for each member.

Police Risk Management Grant:
Staff recommends this grant to continue to be funded at $15,000 per member with police but capped at 20% of Member's premium and to reduce the $40,000 for police training for all members to $25,000.

Requested Action:
Staff requests the Committee review and approve recommendations to the Board for funding for risk management programs for FY 13/14.

Proposed 2013-14

ABAG PLAN CORPORATION RISK MANAGEMENT PROGRAM FUNDING FISCAL YEAR 2013/2014

City	Loss & Admin Funding FY 12-13 Premiums plus 10%	Risk Services Budget at 4%	Budget Hours @ $125/hr	Training Grants	Total City RM Program Grant capped at 20% of funding (includes $15000 for cities with contract police)	Police RM Grants capped at 20% of Funding	All Grants Combined with City and Police RM Grants capped at 20% of Funding
AMERICAN CANYON	$ 160,353	$ 6,414	51	$ 5,000	$ 31,035	$ -	$ 42,449
ATHERTON	$ 181,960	$ 7,278	58	$ 5,000	$ 18,196	$ 15,000	$ 45,474
BENICIA	$ 756,533	$ 30,261	242	$ 5,000	$ 75,653	$ 15,000	$ 125,915
BURLINGAME	$ 529,202	$ 21,168	169	$ 5,000	$ 52,920	$ 15,000	$ 94,088
CAMPBELL	$ 334,464	$ 13,379	107	$ 5,000	$ 33,446	$ 15,000	$ 66,825
COLMA	$ 88,564	$ 3,543	28	$ 5,000	$ 7,085	$ 10,628	$ 26,255
CUPERTINO	$ 183,609	$ 7,344	59	$ 5,000	$ 33,361	$ -	$ 45,705
DUBLIN	$ 292,916	$ 11,717	94	$ 5,000	$ 44,292	$ -	$ 61,008
EAST PALO ALTO	$ 276,954	$ 11,078	89	$ 5,000	$ 27,695	$ 15,000	$ 58,774
FOSTER CITY	$ 179,813	$ 7,193	58	$ 5,000	$ 17,981	$ 15,000	$ 45,174
GILROY	$ 603,470	$ 24,139	193	$ 5,000	$ 60,347	$ 15,000	$ 104,486
HALF MOON BAY	$ 69,298	$ 2,772	22	$ 5,000	$ 13,860	$ -	$ 21,631
HILLSBOROUGH	$ 232,200	$ 9,288	74	$ 5,000	$ 23,220	$ 15,000	$ 52,508
LOS ALTOS HILLS	$ 81,461	$ 3,258	26	$ 5,000	$ 16,292	$ -	$ 24,551
LOS GATOS	$ 458,328	$ 18,333	147	$ 5,000	$ 45,833	$ 15,000	$ 84,166
MILLBRAE	$ 246,461	$ 9,858	79	$ 5,000	$ 39,646	$ -	$ 54,504
MILPITAS	$ 417,218	$ 16,689	134	$ 5,000	$ 41,722	$ 15,000	$ 78,411
MORGAN HILL	$ 467,160	$ 18,686	149	$ 5,000	$ 46,716	$ 15,000	$ 85,402
NEWARK	$ 219,360	$ 8,774	70	$ 5,000	$ 21,936	$ 15,000	$ 50,710
PACIFICA	$ 327,039	$ 13,082	105	$ 5,000	$ 32,704	$ 15,000	$ 65,785
PORTOLA VALLEY	$ 36,309	$ 2,577	21	$ 5,000	$ 7,262	$ -	$ 14,839
ROSS	$ 79,802	$ 3,192	26	$ 5,000	$ 6,384	$ 9,576	$ 24,152
SAN BRUNO	$ 627,938	$ 25,118	201	$ 5,000	$ 62,794	$ 15,000	$ 107,911
SAN CARLOS	$ 368,523	$ 14,741	118	$ 5,000	$ 51,852	$ -	$ 71,593
SARATOGA	$ 209,954	$ 8,398	67	$ 5,000	$ 35,995	$ -	$ 49,394
SOUTH SAN FRANCISC	$ 514,557	$ 20,582	165	$ 5,000	$ 51,456	$ 15,000	$ 92,038
SUISUN CITY	$ 278,268	$ 11,131	89	$ 5,000	$ 27,827	$ 15,000	$ 58,958
TIBURON	$ 119,791	$ 4,792	38	$ 5,000	$ 10,638	$ 13,320	$ 33,750
WOODSIDE	$ 86,701	$ 3,468	28	$ 5,000	$ 17,340	$ -	$ 25,808
MEMBERS SUBTOTAL	$ 8,428,202	$ 338,253	2706	$ 145,000	$ 955,488	$ 273,524	$ 1,712,266
General Fund		$ 40,000		$ 50,000		$ 25,000	$ 115,000
Defensive Driving Program							$ 40,000
SewerSmart Program							$ 60,000
GRAND TOTAL							$ 1,927,266

Association of Bay Area Governments
ABAG PLAN CORPORATION
101 - 8th Street
Oakland, CA 94607-4756

Staff Report

Date: April 10, 2013
To: Risk Management Committee
From: Gertruda Luermann
Re: Risk Management Program Update – Training Program

Staff will provide feedback regarding the PLAN's risk management training activities and members' attendance at the meeting.

Attached please find the following:

- List of Upcoming Training Opportunities
- Training Attendance Matrix.

Upcoming Training Opportunities

- Mandated Reporter Webinar by LCW
  May 8, 2013 (fee by LCW)
- TASER Use of Force, Risk Management & Legal Strategies
  May 14, 2013, Oakland
- Insurance Requirements in Contracts
  May 23, 2013,, Gilroy,
- Sanitary Sewer Overflow and Backup Response
  June 6, 2013, Oakland
- Defensive Driving
  TBD, Eastbay, Peninsula
- Mandated Reporter (Onsite Training)
  TBD, Peninsula
- Search Warrants and Unlawful Entries
  TBD, Peninsula
- California Government Claims Act Overview
  TBD, South Bay

	DOT - Substance Abuse for Supe	Risk Management 101	Work Zone & Traffic Safety	Defensive Driving	Insurance Requirements	SSO Response	Harassment Prevention	ADA: Evaluation & Compliance Requirements	Aquatic Risk Management	Contractor Liability	Insurance Requirements/Contracts	DOC	Claims Processing	Search warrants & unlawful entries	Attendance Total	
Date	10/13/2011	10/26/2011	11/3/2011	11/8/2011	12/6/2011	1/24/2012	3/8/2012	5/2/2012	5/24/2012	11/5/2012	11/14/2012	12/5/2012 am & pm sessions	2/14/2013	3/21/2013		
Instructor	Angel Ayala	D. Pelzer / D. Clovis	Du-Ali	Craig Dill	Seth Cole	David Pelzer	Gerry Preciado	Tim Gilbert	Jim Wheeler	David Pelzer	Jim Hill/Seth Cole	Craig Dill	Todd Master/ Gabriel Ulrich	Gregg Thornton/ Danielle Lewis		
Registered #	9	21	18	39	19	39	77	28	14	13	29	29	17	9	361	
Location	American Canyon	Foster City	Colma	Cupertino	Los Altos	SSF	ABAG Auditorium	San Carlos	Newark	Foster City	Dublin	San Carlos	ABAG/Aud	ABAG/Training Center		
AMERICAN CANYON	5														5	2%
ATHERTON															0	0%
BENICIA	2														2	1%
BURLINGAME									1						1	0%
CAMPBELL								1	2						3	1%
COLMA		1	6	1	1	2		1							12	4%
CUPERTINO				37		2			3						42	13%
DUBLIN						2		1	1		16		1		21	6%
EAST PALO ALTO					1					1					2	1%
FOSTER CITY		1			1	6		2		1		7	1		19	6%
GILROY					2			2							4	1%
HALF MOON BAY					1			1		1					3	1%
HILLSBOROUGH															0	0%
LOS ALTOS		1			8	2		1		4	4				20	6%
LOS ALTOS HILLS		2	2												4	1%
LOS GATOS					1										1	0%
MILLBRAE					1	2		3							6	2%
MILPITAS		1											1		2	1%
MORGAN HILL		15	2		1				4						22	7%
NEWARK									1		1				2	1%
PACIFICA								1				2			3	1%
PORTOLA VALLEY															0	0%
ROSS								1							1	0%
SAN BRUNO															0	0%
SAN CARLOS					2			1	1	1		18			23	7%
SAN MATEO															0	0%
SARATOGA					2			1							3	1%
SOUTH SAN FRANCISCO						16		2		1					19	6%
SUISUN CITY								1							1	0%
TIBURON	2							1							3	1%
WOODSIDE				2				2				1			5	2%
NON-PLAN Members			1			1		2	3						7	2%
ABAG PLAN							77			2	2		7	9	97	29%
TOTAL	9	21	11	40	21	33	77	24	16	11	23	28	10	9	333	
% attended	100%	100%	61%	103%	111%	85%	100%	86%	114%	85%	79%	97%	59%	100%	92%	
Cost of Training	$ 750.00	$ 3,181.00	$ 1,750.00	$ 777.00	n/a	$ 2,203.00	$ 2,800.00	$ 3,650.00	$ 2,500.00	$ 2,869.00	n/a	$ 747.00	n/a	n/a		
Divided by # of attendees																
Cost per Attendee	$ 83.33	$ 151.48	$ 159.09	$ 19.43	#VALUE!	$ 66.76	$ 36.36	$ 152.08	$ 156.25	$ 269.91		$ 26.68				
EVALUATION	very good	exc / very good	very good	very good	exc. - very good	exc. - very go	excellent	exc. - very good	exc. - very good	Excellent	Excellent		exc. - very good			

Association of Bay Area Governments

ABAG PLAN CORPORATION
101 Eighth Street
Oakland, CA 94607- 4707

MEMO

Date: April 10, 2013

To: Risk Management Committee

From: James Hill – PLAN Risk Management Officer

Subject: Committee Participation Report and RMC Nominations

Recommendation: Staff will call for nominations to the Risk Management Committee for the upcoming fiscal year.

Summary:

Staff will provide a report on PLAN member committee participations and assess Risk Management Committee needs.

Discussion to include:

Review of ABAG PLAN Committee Participation Report
Nomination of PLAN member(s) for Risk Management Committee FY2013-14.

Staff will review and discuss member committee assignments for all PLAN committees and will seek nominations for new RMC members. Committee to discuss selection/nomination of RMC Committee Chair for the upcoming term.

ABAG PLAN CORPORATION
MEMBER BOARD / COMMITTEE PARTICIPATION REPORT

Member Agency	Executive (9)	Risk Management (3/1)	Actuary (3/1)	Claims (3/1)	Finance (3/1)	Police Chief	Comments
AMERICAN CANYON							
ATHERTON			X				B. Silva retirement void
BENICIA	X			X		X	Need increased meeting participation
BURLINGAME				X		X	
CAMPBELL	X					X	
COLMA		X					
CUPERTINO							
DUBLIN			X				Encourage support and involvement
EAST PALO ALTO							
FOSTER CITY							Encourage support and involvement
GILROY		X		X			Encourage support and involvement
HALF MOON BAY		X					
HILLSBOROUGH							
LOS ALTOS HILLS							Encourage support and involvement
LOS GATOS				X			Encourage support and involvement
MILLBRAE		X			X		
MILPITAS	X				X		
MORGAN HILL	X	X				X	
NEWARK							
PACIFICA							
PORTOLA VALLEY	X						Encourage support and envolvement
ROSS					X		
SAN BRUNO	X			X		X	
SAN CARLOS		X		X			
SARATOGA	X	X	X		X		Need increased meeting participation
SOUTH SAN FRANCISCO							
SUISUN CITY							Encourage support and involvement
TIBURON							Encourage support and involvement
WOODSIDE	X						Encourage support and involvement
Total	8	7	3	8	4		

Committee Openings

Executive	1	At large
Risk Management	1	Replacing J. Carter - Dublin
Actuary	2	Replacing P. Rankin - Dublin; Emma Karlen - Milpitas
Claims	2	Replacing G. Gunan - Burlingame; D Wan - Morgan Hill
Finance	1	Replacing J. Nava - Burlingame
Police Chief	0	Ad hoc committee only