

ORDINANCE NO.

AN ORDINANCE OF THE CITY OF RIVERSIDE, CALIFORNIA,  
ESTABLISHING A RISK MANAGEMENT ADMINISTRATION FUNCTION  
WITHIN THE FINANCE DEPARTMENT BY AMENDING TITLE 3 OF THE  
RIVERSIDE MUNICIPAL CODE BY ADDING CHAPTER 3.18

The City Council of the City of Riverside does ordain as follows:

Section 1: Title 3 of the Riverside Municipal Code is hereby amended to add Chapter 3.18  
as follows:

**Chapter 3.18**

**RISK MANAGEMENT ADMINISTRATION**

**Sections:**

**3.18.010 Authorization to establish a risk management function.**  
**3.18.020 Scope of the risk management function.**  
**3.18.030 Powers and responsibilities of a Risk Manager.**

**Section 3.18.010 Authorization to establish a risk management function.**

Pursuant to the City Charter Section 601 the City Manager is authorized and responsible for properly administering all affairs of the City, including managing the risks faced by the City. Under the direction of the City Manager, the Chief Financial Officer/Treasurer is hereby authorized to establish a risk management function to safeguard City assets and minimize risk to City property, services, and employees.

**Section 3.18.020 Scope of the risk management function.**

The Finance Department shall have responsibility and authority over the areas of loss control, loss prevention, claims processing, and insurance services for all City departments, offices, and agencies.

**Section 3.18.030 Powers and responsibilities of the Risk Manager.**

The Risk Manager, under direction of the Chief Financial Officer/Treasurer, shall coordinate and administer a comprehensive risk management program that serves the City government and each of its offices, departments, and agencies not otherwise exempted in Section 3.18.020. The responsibilities of the Risk Manager shall include:

- 1 A. Develop guidelines, instructions, policies, and procedures to assist City  
2 departments, offices, and agencies in developing loss prevention and control  
3 components;
- 4 B. Develop and administer a system that identifies and reduces the property and  
5 liability losses, insurance costs, and administrative costs of risk management  
6 incurred by the City;
- 7 C. Require appropriate levels of insurance for City departments, offices, and agencies  
8 and hold final approval of proper levels of insurance for City-administered events  
9 and all persons and entities interacting with the City;
- 10 D. Monitor and report annually to the City Finance Committee and City Council the  
11 status of liability claims, effectiveness of internal controls over claims and  
12 insurance administration, and the compliance of City departments, offices, and  
13 agencies with the internal controls;
- 14 E. Administer the investigation and processing of claims against the City and, with  
15 the advice of the City Attorney, reject, allow, compromise, or settle claims in  
16 accordance with Chapter 1.06;
- 17 F. Oversee those persons or parties who may contract with the City to provide claims  
18 administration, investigation, and support services; and
- 19 G. Other such related functions and duties as assigned by the Chief Financial  
20 Officer/Treasurer.
- 21

22 Section 2: The City Council has reviewed the matter and, based upon the facts and  
23 information contained in the staff reports, administrative record, and written and oral testimony,  
24 hereby finds that this ordinance is not subject to CEQA pursuant to Sections 15060(c)(2), 15060(c)(3)  
25 and/or 15061(b)(3) of the State CEQA Guidelines, California Code of Regulations, Title 14, Chapter  
26 3, in that it will not result in a direct or reasonably foreseeable indirect physical change in the  
27 environment nor have a significant impact on the environment.

28

Section 3: The City Clerk shall certify to the adoption of this ordinance and cause publication once in a newspaper of general circulation in accordance with Section 414 of the Charter of the City of Riverside. This ordinance shall become effective on the 30th day after the date of its adoption.

ADOPTED by the City Council this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Mayor of the City of Riverside

Attest:

City Clerk of the City of Riverside

I, Colleen J. Nicol, City Clerk of the City of Riverside, California, hereby certify that the foregoing ordinance was duly and regularly introduced at a meeting of the City Council on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and that thereafter the said ordinance was duly and regularly adopted at a meeting of the City Council on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by the following vote, to wit:

*Ayes:*

Noes:

Absent:

Abstain:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the  
City of Riverside, California, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

City Clerk of the City of Riverside