

Chapter 3.18 RISK MANAGEMENT ADMINISTRATION

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.

(Ord. 7378 § 1, 2017)

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 and insurance services for all City departments, offices, and agencies.

(Ord. 7459 § 7, 2019; Ord. 7378 § 1, 2017)

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:

- A. Develop guidelines, instructions, policies, and procedures to assist City departments, offices, and agencies in developing loss prevention and control components;
- B. Develop and administer a system that identifies and reduces the property and liability losses, insurance costs, and administrative costs of risk management incurred by the City;
- C. Require appropriate levels of insurance for City departments, offices, and agencies and hold final approval of proper levels of insurance for City-administered events and all persons and entities interacting with the City;
- D. Monitor and report annually to the City's Financial Performance and Budget Committee and City Council the insurance administration, and the compliance of City departments, offices, and agencies with the internal controls; and
- E. Other such related functions and duties as assigned by the Chief Financial Officer/Treasurer.

(Ord. 7531 §2, 2020; Ord. 7459 § 8, 2019; Ord. 7378 § 1, 2017)