

RESOLUTION NO. 2017-185

RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF ROCKLIN APPROVING AND ADOPTING  
THE CITY OF ROCKLIN RISK MANAGEMENT POLICY

WHEREAS, the City of Rocklin is a member of the Northern California Cities Self Insured Fund (NCCSIF); and

WHEREAS, NCCSIF has recommended that a risk management policy be established to ensure that risk management is an integral part of City governance; and

WHEREAS, it is the intent of the City of Rocklin to provide a safe environment for its residents, visitors, and employees in which to live and work.

WHEREAS, adoption of the Risk Management Policy demonstrates the City's commitment to fulfilling their purpose of ensuring that Risk Management is an integral part of the City's governance at the strategic and operational level.

WHEREAS, the City Council of the City of Rocklin delegates the authority to the City Manager for the Risk Management Program and establishment of policies and procedures.

Section 1. The City Council of the City of Rocklin hereby approves and adopts the City of Rocklin Risk Management Policy attached hereto as Exhibit A.

Section 2. The City Council of the City of Rocklin hereby designates the City Attorney as the representative to the Northern California Cities Self Insurance Fund Board of Directors and the Assistant City Manager/CFO as the alternate member.

PASSED AND ADOPTED this 22nd day of August, 2017 by the following vote:

AYES:	Councilmembers:	Broadway, Janda, Gayaldo, Patterson, Yuill
NOES:	Councilmembers:	None
ABSENT:	Councilmembers:	None
ABSTAIN:	Councilmembers:	None



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Scott Yuill, Mayor

ATTEST:



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Barbara Ivanusich, City Clerk

**Exhibit A**  
**City of Rocklin**  
**Risk Management Policy**

**Purpose:**

The risk management policy statement is the City of Rocklin's commitment to ensuring that risk management is an integral part of the City's governance at both the strategic and operational level. When in place and working effectively the City can:

- Prevent and minimize injuries to employees and the public;
- Protect capital assets to ensure availability to provide public services;
- Minimize the total cost of risk to the City; and
- Protect the City against the financial consequences of catastrophic accidental loss.

**Definitions:**

Risk is the consequence of action (or lack of action) taken.

Risk Management and Risk Management Practice is the forecasting and evaluation of risks combined with the identification of procedures to avoid or minimizing their impact.

Risk Management Process is a systematic application of management policies, procedures and practices to the tasks of identifying, analyzing, evaluating or ranking, treating and monitoring or reviewing the Risk.

Risk Controls are the methods implemented to prevent, eliminate or minimize the hazard.

Risk Management Culture is a shared system of values, beliefs, knowledge, attitudes and behaviors about risk.

**Responsibilities:**

**City Manager:** As the City's Risk Manager has the overall responsibility for the City's risk management program.

**City Manager or designee:** Is responsible for the administrative duties associated with the implementation of the City's risk management program and delegating responsibilities to City staff. The City Manager or designee shall lead the City's Risk Executive Committee.

**Department Heads, Managers and Supervisors:** Are responsible for ensuring that the appropriate time and resources are allocated for identifying risk and developing management and/or operational processes or procedures to assist with minimizing or eliminating risk.

**Risk Executive Committee:** Is responsible for the development and facilitation of the risk management culture for the City of Rocklin.

**Risk Management Team:** Is responsible for overseeing the implementation of the City's risk management culture. The team will act as liaisons between their departments and the City Manager or designee, and will evaluate risks and provide recommendations to the City Manager or designee based on City policies, programs, procedures and general risk tolerance.

**Employees:** Are responsible for applying risk management practices in their work areas and alerting their supervisors of risks associated with their job responsibilities or any other city operations they become aware of.

### **Procedures**

The City of Rocklin will utilize a risk management process to mitigate potential negative outcomes of identified City operations. The risk management process is as follows:

1. **Identify the risks associated with operation or task being considered:**  
Identify the potential hazards considering all aspects of current and future situations, environments and known historical data as well as possible future changes.
2. **Assess the Risk:**  
Evaluate the impact of each hazard in terms of the potential for loss and cost based on probability and severity.
3. **Develop Risk Controls:**  
Create controls and make decisions on how to manage the risk. Controls may either eliminate the hazard or reduce the risk of harm to a level where the benefits outweigh the potential cost.
4. **Implement Risk Controls:**  
Execute controls that either eliminate the hazard or reduce the risk to an acceptable level.
5. **Evaluate Risk Control Measures:**  
Monitor the effectiveness of the Risk Controls and adjust/update as necessary.