



**CITY COUNCIL SPECIAL
MEETING**

DRAFT

**Tuesday, September 5, 2023
at 5:00 p.m.**

In person at the Snohomish Carnegie 105 Cedar Avenue
and remote on-line/telephone access via *Zoom*
ONLINE Zoom remote meeting access: <https://us02web.zoom.us/j/89571213363>
or call in at (253) 215-8782 and use Meeting ID# 895 7121 3363

AGENDA

- 1. CALL TO ORDER**
- 2. DISCUSSION ITEMS**
 - a. WCIA Risk Management Annual Update 2023
- 3. ADJOURN**

Specialized accommodations will be provided with 5 days advanced notice. Contact the City Clerk's Office at 360-568-3115. This organization is an Equal Opportunity Provider.



SNOHOMISH CITY COUNCIL STAFF REPORT

Date: September 5, 2023

Agenda Section: DISCUSSION ITEMS

From: Rebekah Park, HR and Risk Manager

Subject: WCIA Risk Management Annual Update 2023

SUMMARY: The Risk Management update is to ensure that Council is aware of the coordinated activities taken by the City related to risks it faces, and how the City can manage the impact of these risks while successfully achieving its objectives.

Annual updates will be provided to Council on the risk management position for the City. In the future, it will be in the form of a staff report without a presentation.

BACKGROUND & ANALYSIS: Each year the City conducts an audit with its insurance carrier, Washington Cities Insurance Authority (WCIA). The topics vary widely from Public Works to special projects/events.

Discussion topics during the audit are:

- New and emerging risks
 - Examples: Major safety disasters, financial uncertainty, emerging infrastructure discoveries, increase in vandalism, threats to governments, etc.
- Risks related to new strategies
- Ways to enhance risk management maturity and simplifying our current approach
- Risk appetite/risk tolerance

To be effective, it should be at the forefront of daily organizational decision making so that management is aware of what could delay or stop them from achieving objectives, while recognizing the unexpected events that could disrupt activities. It should be about managing risk, not avoiding risk.

The audit topic for 2023 was Special Events. Community Engagement and Strategic Initiatives Director Shari Ireton and staff put significant effort into revising the City's Special Events processes over the last year. This led to a successful audit with no mandatory requirements needed to be completed.

The presentation for future staff reports on risk management will include the City's Risk Profile, including the following topics:

- Types of general claims
- Claims by department
- Expected vs. actual claims
- Group information and group claims

Moving Forward

The City will move forward with creating a Risk Management Policy and Guide. This will be helpful as it will show how we "do" risk management. Our approach:

- Incorporate the principles of effective risk management into all planning and management processes.
- Provide appropriate training and guidance for all parties involved in risk management roles, to enable them to fulfill their responsibilities.
- Ensure that all parties understand their roles and responsibilities.
- Promote a culture of risk management at all levels.

SUGGESTED COUNCIL ACTION: For discussion only.

COUNCIL GOAL(S): Public Safety, City Infrastructure
