

440.2 SUBJECT: RISK MANAGEMENT COMMITTEE

:1 OBJECTIVE:

To establish a Risk Management Committee, and to provide policies and procedures governing its operation.

:2 AUTHORITY:

This procedure amended by City Council July 23, 2007, Item A-4.

:3 DIRECTION:

The Chief Financial Officer, as an appointed official, serves at the pleasure of, and receives direction from the Mayor or the Mayor's Designee.

:4 FUNCTIONS:

A. Introduction

City government, as an institution, has multiple partners including citizens, taxpayers, businesses, visitors, employees, and other governments. As a major institutional, economic, and service force in the region, it is important that the City strengthen relationships with its partners by adopting clear and comprehensive financial policies.

Furthermore the financial integrity of the City of Orlando is of utmost importance, and adopting a set of financial policies is a key element to maintain this integrity. The purpose of this policy is to detail the responsibilities of the Risk Management Committee.

B. Risk Management Committee:

1. The Risk Management Committee shall consist of six (6) permanent voting members or their designee(s). Those members are:
 - a) Chief Financial Officer (Chairman)
 - b) Chief Administrative Officer
 - c) City Attorney
 - d) Director of General Administration
 - e) Deputy Chief Financial Officer
 - f) Chief of Staff

2. The Risk Management Committee shall be responsible for establishing policies and procedures necessary for the operation of a comprehensive Risk Management Program designed to limit the City's claims exposure and losses.
3. The Risk Management Committee shall:
 - a) Convene regularly, filing minutes of its meetings with the City Clerk.
 - b) Approve changes to the City's various fire, casualty, and surety insurance policies.
 - c) Adopt safety programs and policies and procedures that will help reduce exposure to injuries and property losses by the general population and the City's work force.
 - d) Require and review periodic reports from the Risk Management Section regarding General Liability, Workers' Compensation claims, claims expenses, and reserve levels.
 - e) Approve all insured and uninsured claim settlements of \$25,000 or more up to a limit of \$500,000 and insured claims within the parameters of existing insurance coverage. Settlement requests in excess of the upper limits of existing insurance will be sent to City Council.
 - f) Serve as the hearing body for all tort claims/appeals made against the City.
 - g) Engage vendors required to support services unique to the Risk Management function in accordance with the City's Purchasing Policy.
 - h) Ensure that mechanisms are in place to provide for prompt and fair settlement of legitimate claims against the City.
 - i) Approve all payments of \$25,000 or more to vendors, signified in writing.
 - j) Adopt other policies and procedures necessary for the operation of the Risk Management Program.

:5 FORMS:

None.

:6 COMMITTEE RESPONSIBILITIES:

As referenced herein.

:7 REFERENCE:

Procedure adopted by City Council September 27, 1993, Item NN; amended May 22, 2000, Item 8-ZZ; amended September 15, 2003; amended October 11, 2004, Item A4; amended June 13, 2005, Item A9; amended July 23, 2007, Item A-4.

:8 EFFECTIVE DATE:

This procedure effective, July 23, 2007