

2700.2 SUBJECT: RISK MANAGEMENT COMMITTEE

:1 OBJECTIVE:

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

:2 AUTHORITY:

This policy and procedure amended by City Council May 15, 2017.

:3 DIRECTION:

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

: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 a clear and comprehensive set of policies and procedures.

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

B. Risk Management Committee

1. The Risk Management Committee shall consist of five (5) permanent voting members or their designee. Those members are the:

- a) Chief Financial Officer (Chair);
- b) Chief Administrative Officer;
- c) City Attorney;
- d) Deputy Chief Financial Officer; and
- e) Chief of Staff.

2. The Risk Management Committee shall be responsible for establishing policies and procedures necessary for the operation of a comprehensive Safety and Risk Management program designed to limit the City's property and casualty losses and resulting claim payments.

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 property, casualty, and other insurance policies.

c) Adopt safety programs and recommended policies and procedures designed to reduce injuries to the City's workforce and the general public.

d) Require and review periodic reports from the Safety and Risk Management Division regarding general liability, workers' compensation claims, claims expenses, and reserve levels.

e) Approve self-insured claim settlements of \$25,000 or more to a limit of \$500,000, and insured claims within the parameters of existing insurance coverage. Settlement requests in excess of the limits of existing insurance will be sent to City Council.

f) Serve as the hearing body for all tort claims and appeals made against the City.

g) Engage vendors required to support services unique to the Safety and 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.

j) Adopt other policies and procedures necessary for the operation of the City's Safety and Risk Management program.

k) Approve the settlement of tort or breach of contract claims brought by or anticipated to be brought by the City against a party or parties where the settled-upon damages are \$500,000 or less.

:5 FORMS:

None.

:6 COMMITTEE RESPONSIBILITIES:

As referenced herein.

:7 REFERENCE:

Procedure adopted by City Council September 27, 1993, Item NN; amended May 22, 200, 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; amended April 11, 2011; amended May 15, 2017, Item A-2.

:8 EFFECTIVE DATE:

May 15, 2017.