

**Minutes of the Risk  
Management Committee Regular Meeting  
January 06, 2016**

**1. CALL TO ORDER**

C. McCullion, Deputy Chief Financial Officer, called the regular meeting of the Risk Management Committee to order and opened the General Session at 1:06 p.m. The meeting was held in the Senate Conference Room on the 7<sup>th</sup> Floor of City Hall.

**Permanent Members Present:**

Chris McCullion, Deputy Chief Financial Officer, designee for Rebecca Sutton, Chief Financial Officer  
Brian Battles, Deputy Chief Financial Officer  
Jody Litchford, Deputy City Attorney, designee for Mayanne Downs, City Attorney  
Heather Fagan, Deputy Chief of Staff, designee for Frank Billingsley, Chief of Staff

**Staff Present:**

Ray Scullian, Risk Management Division Manager  
Martha Lombardy, Assistant City Attorney II  
Elly Grasle, Recording Secretary

**Absent:**

Deborah Girard, Deputy Chief Administrative Officer, designee for Byron Brooks, Chief Administrative Officer

**2. APPROVAL OF MINUTES OF DECEMBER 02, 2015**

J. Litchford made a MOTION TO APPROVE the December 02, 2015 minutes, seconded by H. Fagan. THE MOTION WAS UNANIMOUSLY CARRIED.

### **3. TULIP POLICIES**

R. Scullian explained the Tenant User Liability Insurance Program (TULIP) for tenants/users of City property that are rented by citizens at venues such as Leu Gardens and various Community Centers. The policy is broken down into two categories; alcohol related events and non-alcohol related events. Premiums are generated based upon utilization of our facilities. The Committee is asked to approve today the deposit premiums on both policies. At the end of each quarter, incremental premiums are billed as appropriate. Last year the premium for the TULIP policy with alcohol was between \$8,000 and \$10,000. The final audited premium for the TULIP policy without alcohol was between \$30,000 and \$40,000.

J. Litchford made a MOTION TO APPROVE the renewal of the two TULIP policies, seconded by B. Battles. THE MOTION WAS UNANIMOUSLY CARRIED.

### **4. OTHER BUSINESS**

There being no further business to come before the Committee, Chairman C. McCullion adjourned the meeting at 1:14 p.m.

*Elly Grasle,*  
*Recording Secretary*