

## Departmental Assignments by Risk Manager

Aging	<a href="#">Sanchez</a>	Film LA	<a href="#">Tan</a>
Airports	<a href="#">Abad</a>	Finance	<a href="#">Ro</a>
Animal Services	<a href="#">Tan</a>	Fire	<a href="#">Cuadra</a>
Board Office (PW)	<a href="#">Ro</a>	Fire & Police Pensions	<a href="#">Ro</a>
Building & Safety	<a href="#">Sanchez</a>	General Services	<a href="#">Waters</a>
Cannabis Regulation	<a href="#">Tan</a>	Harbor	<a href="#">Abad</a>
CAO	<a href="#">Abad</a>	ITA	<a href="#">Waters</a>
City Attorney	<a href="#">Cuadra</a>	LACERS	<a href="#">Ro</a>
City Clerk	<a href="#">Sanchez</a>	LAHD	<a href="#">Waters</a>
City Planning	<a href="#">Ro</a>	L.A. Tourism Dept.	<a href="#">Tan</a>
Civil Rights & Equity	<a href="#">Sanchez</a>	Library	<a href="#">Sanchez</a>
City Council	<a href="#">Abad</a>	Mayor	<a href="#">Abad</a>
CLA	<a href="#">Ro</a>	Neighbrhd. Empow.	<a href="#">Waters</a>
Comm. Invt. for Fam.	<a href="#">Waters</a>	OPA	<a href="#">Ro</a>
Contract Admin. (PW)	<a href="#">Tan</a>	Personnel	<a href="#">Sanchez</a>
Controller	<a href="#">Tan</a>	Police	<a href="#">Cuadra</a>
Cultural Affairs	<a href="#">Sanchez</a>	Rec. & Parks	<a href="#">Waters</a>
Disability	<a href="#">Cuadra</a>	Sanitation (PW)	<a href="#">Waters</a>
Econ&Workforce Dev	<a href="#">Waters</a>	Street Lighting (PW)	<a href="#">Sanchez</a>
El Pueblo	<a href="#">Ro</a>	Street Services (PW)	<a href="#">Sanchez</a>
Emergency Mgmt.	<a href="#">Cuadra</a>	Transportation	<a href="#">Tan</a>
Employee Rel. Board	<a href="#">Cuadra</a>	Water & Power	<a href="#">Abad</a>
Engineering (PW)	<a href="#">Waters</a>	Youth Development	<a href="#">Cuadra</a>
Ethics Commission	<a href="#">Cuadra</a>	Zoo	<a href="#">Tan</a>

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## Risk Management Directory (the team):

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**\*For questions regarding insurance and bond submittals**

**Main Number**     **213-978-7475 (RISK)**

**Mailstop**            **132-1**

### E-mails

**General questions**     [cao.riskmgmt@lacity.org](mailto:cao.riskmgmt@lacity.org)

**Bond submittals**        [cao.insurance.bonds@lacity.org](mailto:cao.insurance.bonds@lacity.org)

**Please visit our website at**

<http://cao.lacity.org/risk>



## *Office of the City Administrative Officer Risk Management Group*

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City Hall East  
Los Angeles, CA 90012

City Administrative Officer  
**Risk Management**  
200 North Main Street  
City Hall East, Room 1240  
Los Angeles, CA 90012-4190

### **Policy/Objectives:**

The City of Los Angeles is to be protected to the maximum extent feasible against loss or liability which would significantly affect personnel, property, finances, or the ability of the City to continue to fulfill its responsibilities to the taxpaying public. (Reference – Council File No. 79-3194).

The Risk Management team manages the central risk management function for the City of Los Angeles. We are a service provider, working closely with all operating departments within the City. Staffed with experts in various aspects of risk management, we are dedicated to minimizing or eliminating the exposure of City assets and resources to accidental and business loss. We also work with the public through our review and acceptance of insurance and bond documents.

### **Services Provided:**

**Contract Review** – Risk Management drafts, negotiates, executes and administers insurance requirements and conditions in City contracts and advises the City on insurance compliance and industry standards.

**Indemnification** – As authorized by Council and Mayor, Risk Management executes on behalf of the City, agreements with individuals or organizations providing services to the City that will indemnify and hold them harmless from loss or liability arising from the acts or omissions of the City when using their property.

**Regional Contractor Development and Bonding Program (CD&BP)** – This program supports small, local and minority-owned contractors within Los Angeles County by helping these contractors through the various challenges of public agency contracting and to assist in complying with the bid, performance and payment bond requirements for all qualifying contracts.

**Service Providers and Artisan Tradesman Activities (SPARTA)** – Administered by Risk Management for all City departments (including proprietary), this program offers affordable insurance coverage for small and minority contractors who bid on City contracts.

**Special Events Liability Insurance (Prompt Cover)** – Administered by Risk Management, this program offers insurance coverage for groups or organizations holding special events in the City. This program started in the City and has been duplicated by many public entities in California.

**Capital Projects – OCIP (Owner Controlled Insurance Program)** – A best practices program whereby Risk Management, not the prime contractor, arranges, procures and manages the insurance coverage including administering insurance claims and safety efforts on larger public works projects.

**Insurance Procurement** – While the City has a large risk retention program and is self-insured for workers' compensation, Risk Management protects the City's assets by ensuring that the most appropriate insurance coverage and risk financing methods are in place for the City's contractual, operational and organizational exposures. Insurance is usually procured to satisfy property related bond financing, City ordinance or property leasing requirements. Insurance is also purchased if it is determined to be cost beneficial to the City.

**Insurance and Bond Compliance** – To ensure that contractors performing work for the City meet their contractual insurance and bond requirements, Risk Management reviews and approves insurance and bond submittals for compliance and appropriateness. Risk Management has developed an electronic insurance and bonds compliance system called **KwikComply™** to make insurance approvals easy and efficient. Advantages of the system are 24/7 approvals, standardized forms and paperless transactions on a secure e-platform.

**Loss Prevention and Control** – In an effort to reduce claim costs, Risk Management performs loss control inspections and operational liability risk assessments, property valuation studies, evaluation of property hazards, identification of loss sources, and selection of proper corrective actions or assistance in program implementation.

**Claims Management** – Risk Management prepares cost of risk reports for all City departments and performs biennial actuarial studies, management of commercially insured claims, weaknesses/strengths analysis, loss trending, etc.

**Attorney Conflict Panel (ACP)** – Administers City's outside Attorney Conflict Panel and Special Fund for all litigation determined by City Attorney to have a partial or total conflict of interest that preclude them from handling litigation defense on behalf of the City.

**Training** – Risk Management provides training and seminars on claims management procedures, loss prevention, risk management procedures manual, insurance forms and letters of indemnity.

**Special Projects** – Risk Management provides knowledgeable, professional advice to Council, Mayor and City departments on issues involving all facets of risk management and insurance.