

Departmental Assignments

by Risk Manager

Aging	Gough	Fire	Ruelas
Airports	Parker	General Services	Gomez
Animal Services	Kelley	Harbor	Parker
Board Office (PW)	Gough	Housing	Ruelas
Building & Safety	Ruelas	Human Rel. Comm.	Ruelas
CAO	Parker	ITA	Joe
Child, Youth & Fam.	Joe	LACERS	Joe
City Attorney	Kelley	Library	Ruelas
City Clerk	Joe	Mayor	Parker
CLA/City Council	Parker	Neighbrhd. Empow.	Ruelas
Community Dev.	Joe	Pensions	Kelley
Contract Admin. (PW)	Gough	Personnel	Ruelas
Controller	Gomez	Planning	Kelley
Convention Center	Gomez	Police	Kelley
CRA	Gough	Rec. & Parks	Gomez
Cultural Affairs	Gomez	Sanitation (PW)	Kelley
Disability	Gough	Status of Women	Ruelas
El Pueblo	Gomez	Street Lighting (PW)	Gough
Emergency Mgmt.	Ruelas	Street Services (PW)	Gough
Employee Rel. Board	Gomez	Transportation	Gomez
Engineering (PW)	Gough	Treasurer	Joe
Environ. Affairs	Joe	Water & Power	Parker
Ethics Commission	Joe	Zoo	Gomez
Finance	Joe		

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Risk Management Directory (the team):

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E-mails

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www.lacity.org/cao/risk

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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 (both human and financial) to accidental and business loss through effective utilization of professional risk management techniques, such as risk identification and analysis, loss prevention and control (pre-loss and post-loss), risk transfer and risk finance (insurance and other mechanisms).

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.

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 Track4LA 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.

Bond Assistance Program – Los Angeles (BAP LA) - This program supports small and minority-owned businesses within the City of Los Angeles by providing assistance in complying with the bid, performance and payment bond contract requirements for all City departments (including proprietary departments).

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 & minority contractors who bid on City contracts.

Special Events Liability Insurance Program – Administered by Risk Management, this program offers insurance coverage for organizations or groups holding special events in the City. This program started in the City and has been duplicated 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.

Loss Prevention & 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.

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.