





Administrative Policy

Title: Recovery of Damage Costs of Replacement of City Property and Equipment				
Administered By: Administrative Services (Finance)				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
01200.406	07-91 (10-09-09)	01-03-17		



This Policy had been numbered Policy 300.02. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy 300.02
Issued: 07-91
Revised: 10-09-09



ADMINISTRATIVE POLICY

Policy: Recovery of Damage Costs for Replacement of City Property and Equipment					
Responsible Department: Finance					
Section No.	Policy No.	Issue Date	Revision Date	Dept. Head Approved	City Manager Approved
300	.02	07/1991	10/09/2009		

POLICY

Damage to City-owned property or equipment caused by parties other than a City employee shall result in follow-up action to reclaim the cost of replacing the damaged property or equipment.

PROCEDURE

1. An employee who experiences/witnesses damage to City property or equipment is to report it to his/her supervisor. (If damage is to a vehicle – see City Vehicle Damage Policy).
2. A supervisor is responsible for notifying his/her Department Head of the situation.
3. The Department Head is responsible for submitting a statement for billing to the Finance Department and for contacting the Risk Manager.
4. The Finance Department staff person assigned to collection or the Risk Manager will pursue cost recovery. Collection activities will be coordinated between these two offices.
5. In the event the responsible party does not reimburse the City, action will be taken by either outside collection efforts, or Small Claims Court, by the Finance Department representative to recover damage costs.