



ADMINISTRATIVE REGULATION

Office of the City Manager

Number	918
Responsible Department	Human Resources
Established/Effective Date	11/6/1996
Latest Revision Date	6/30/23
Next Review & Reauthorization Date	6/30/25

SUBJECT: Property Loss Claim Processing Procedure

1. **Purpose:** To provide a procedure for all City Departments to utilize for reporting property loss to the City for damaged City property.
2. **Authority:** Section 401 of the Huntington Beach City Charter
3. **Policy:** All loss or damage to City property should be reported immediately and proper recording of such loss to enable maximum recovery to the City for property loss or damage.
4. **Responsibility:** It is the responsibility of the department with jurisdiction over the property affected by loss or damage to report same to Risk Management immediately upon becoming aware of such loss or damage. (In cases of possible theft, please report loss directly to the Police Department.)
5. **Procedure:**
 - 5.1 In the event of loss or damage to City property caused by fire, smoke, wind, rain, flood, wave wash, explosion, collapse, earthquake or other, such loss or damage shall be reported immediately to Risk Management. Damage to or loss of City property caused by traffic accidents, the failure of products to perform properly or other third-party negligence shall likewise be immediately reported to Risk Management. Every effort shall be made to protect the property from further loss or damage.
 - 5.2 As soon as possible after the loss or damage is discovered, the department with jurisdiction over the property shall prepare a report of the loss or damage to include the following:
 - 5.2.1 Description of the property involved, including the specific location.
 - 5.2.2 Detailed description of the loss or damage, including date and time if known.

- 5.2.3 Names, addresses and telephone numbers of persons responsible for loss or damage if known.
 - 5.2.4 Estimate of dollar loss and justification for cost estimate.
 - 5.2.5 Estimate of time and cost to repair or restore property to original condition. If property cannot be repaired or restored, state the reason why.
 - 5.2.6 Any additional information that will assist in recovery of costs, repairs or restoration of the property.
- 5.3 Risk Management shall immediately notify the appropriate insurance broker so that the insurance carrier is made aware of the loss or damage. All contact with the broker and insurance carrier shall be made by Risk Management. Agreements for payments and final settlement shall be initiated and negotiated by Risk Management subject to the approval of the City Manager. All inspections, investigations and meetings regarding the loss or damage shall be arranged by Risk Management.


Distribution:


All employees may access the Administrative Regulations via the Intranet at:

<https://surfnet.cohb.net/policiesprocedures/SitePages/Home.aspx>



Director of Human Resources



Approved as to Form
Michael Gates, City Attorney 



Al Zelinka, City Manager

Review Schedule

REVIEW DATE	DEPT. HEAD INITIAL	CITY MANAGER SIGNATURE