

Number: 218  
Sections: 1-7  
Effective Date: November 6, 1996

SUBJECT: Property Loss Claim Processing Procedure

1. Purpose: To provide a procedure for all City Departments to utilize for reporting property loss or damage for the proper recording of loss.
2. Authority: Section 401, Huntington Beach City Charter.
3. Application: Reporting City property loss or damage.
4. Definition: Procedure for proper recording of loss and enabling maximum recovery to the City for property loss or damage.
5. Policy: Recovery of loss to the City for damaged City property.
6. Responsibility: It is the responsibility of the department with jurisdiction over the property affected by loss or damage to report same to the Risk Management Division immediately upon becoming aware of such loss or damage.
7. Procedures:

7.1 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 the Risk Management Division. Every effort shall be made to protect the property from further loss or damage.

7.1.1 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:

7.1.1.1 Description of the property involved, including the specific location.

7.1.1.2 Detailed description of the loss or damage, including date and time if known.

7.1.1.3 Names, their addresses and telephone numbers of persons responsible for loss or damage if known.

7.1.1.4 Estimate of dollar loss and reasons for estimate.

7.1.1.5 Estimate of time and cost to repair or restore to original condition. If property cannot be repaired or restored, state reason.

7.1.1.6 Any additional information that will assist in recovery of costs, repairs or restoration of the property.

7.1.1.7 If it is known by the department that no insurance coverage exists for a loss (e.g., graffiti on blockwalls) or if the loss is minimal, then no report to Risk Management shall be required. Such incidents or losses are expected to be handled routinely by departments. Questions regarding applicability of this provision should be directed to the Risk Manager.

7.1.2 Risk Management shall immediately notify the appropriate insurance broker so that the insurance carrier shall be 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 Deputy City Administrator/Administrative Services. All inspections, investigations and meetings regarding the loss or damage shall be arranged by Risk Management.

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City Administrator