

1.0 PURPOSE:

To describe the procedures to be followed regarding reporting of and collection actions for damage of City property involving the City Attorney's Office.

2.0 ORGANIZATIONS AFFECTED:

This policy applies to all departments, offices, boards, commissions, and agencies of the City of West Allis.

3.0 POLICY:

It is the policy of the City to require that the City Attorney be informed of any damage done to City-owned property and consulted, with regard to action taken to obtain reimbursement for property damage.

4.0 REFERENCES:

Section 62.09(12), Wisconsin Statutes.
Section 2.15(2), City of West Allis Revised Municipal Code.

5.0 PROCEDURES:

5.1 RESPONSIBILITY

5.1.1 When damage of any type has been done to City property, including damage to vehicles, and the department concerned cannot effect a resolution of the matter, the department shall submit a written report regarding the facts of the situation to the City Attorney's Office.

5.2 GENERAL POLICIES

5.2.1 The property damage collection report should include an assessment of who is liable for the damages, and an itemized cost invoice on the repairs necessary to totally repair the damages. The itemized cost invoice shall contain a breakdown of labor and material costs. Any equipment costs should be described and included under the labor costs itemization.

5.2.2 It is essential in these instances, that the department involved, provide the City Attorney's Office with information on the depreciation associated with the damaged property, including the age and the normal operational lifespan of the item.

- 5.2.3 The department concerned must provide specific written information regarding the exact location of the damaged City property and all other pertinent and related facts regarding the damages.
- 5.2.4 When the department concerned receives an inquiry from an insurance company, requesting a further itemization of costs, such inquiries shall be answered by the department. The City Attorney's Office may be consulted regarding the request.