

BILLING INDIVIDUALS CAUSING DAMAGE TO CITY FACILITIES

I. PURPOSE:

The following guideline establishes a standard format for computing the bill to be sent to a private citizen who has damaged a facility owner and maintained by the City of Little Rock.

II. RESPONSIBILITY:

It is the responsibility of the Public Works Department to compile basic figures for a billing a private citizens for damage to City facilities. It will be the responsibility of the Finance Department to provide annually a general overhead cost in percentages to be applied to labor, materials and rental rates for the bill. It will be the responsibility of the Finance Department for the collection of the bills that have been prepared and sent out by the Public Works Department.

III. POLICY:

- A. Upon the receipt of an Accident Review Form from the Little Rock Police Department, which involves damage to a City facility, the Public Works Department will cause the facility to be repaired by its own forces, keeping careful records of labor, materials and equipment used in the repair of the facility.
- B. The crew maintaining the facility will forward this information to the Public Works Department for the computation of the bill.
- C. The Public Works Department will compute the bill based on the following:
 1. The current applicable hourly wages of the labor required to perform the work.
 2. The actual material cost required to complete the work.
 3. Equipment rates as established and updated periodically as compared to FEMA published rates.
 4. The Public Works Department will apply a percentage of overhead to the items listed above. This percentage of overhead will be supplied annually by the Finance Department.
 5. The Public Works Department will then make a determination from the Police Report as to the owner of the vehicle or responsible party who caused the damage to the facility, being careful not to determine general liability in the accident --- only the actual cause

of the damage, and so prepare a bill for the individual determined to be responsible.

6. The bill and one (1) copy will be sent to the Collection Division of the Finance Department where the amount due will be recorded and the actual bill sent to the citizen deemed responsible.
- D. The Finance Department will have full responsibility for the collection of the amount billed.
- E. Any change from the original determination of responsibility for damages will be initiated by the City Attorney's Office. It is not the intent of the operating Department to determine actual liability in any accident case.

Approved:



Bruce T. Moore
City Manager