

## **CITY OF GRAND FORKS**

**POLICY TITLE:** Small Claims      Settlement      **POLICY NO:** 1606

**EFFECTIVE DATE:** September 8, 2009

**SUPERSEDES:**

**APPROVAL:** Council

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### **POLICY:**

All small claims of value under \$2,000 filed and properly adjudicated by the City Manager or designate may be settled and the amount of the claim so settled may be charged against the Insurance Reserve. The City Manager is also authorized to refer the small claim to the City's insurer for settlement under the policy if the claim could create a future liability.

### **PURPOSE:**

To ensure that small claims are not charged against policies driving up the insurance premiums.

### **DEFINITIONS:**

Small claims refers to claims under the policy deductible of up to \$2,000.

### **PROCEDURE:**

- All small claims for reimbursement must be filed in writing to the City.
- All small claims must be investigated and a report prepared by the Department Head, the Supervisor or the employee.
- Before settlement of small claims, a written waiver must be signed releasing the City from any future claims and liabilities. Under no circumstances should a claim be settled unless a release has been signed by the claimant.
- A record of all small claims must be maintained.
- On quarterly basis, a summary shall be provided in the open Council meeting including the type of claim and the value without the name of the individual.