

City of Clarksville

Internal Service Fund Guidelines

The City of Clarksville created an internal service fund (ISF) effective with the FY 96-97 budget to serve as a mechanism for the cost of administration and payment of claims against the city. On-the-Job Injury, General Liability and Automobile Liability are the primary risk to be covered by the fund. Funding amounts are based on historical loss information for each City General department, as well as Gas & Water and Transit.

The Finance and Revenue office is responsible for maintaining the ISF, collecting of departmental contributions, and issuing payments. The City Attorney's office and Risk Management will be responsible for administration and claims management.

The City Attorney will make the determination as to the appropriate allocation for a claim, i.e. ISF or other. **Only claims which present a risk of exposure to liability shall be administered and/or paid from the ISF.**

CLAIMS PAYMENT:

Once liability has been evaluated by the city, settlement authority will be as follows:

Expenses incurred in relationship to a bonafide On-the-Job Injury (OJI), involving medical treatment, physical therapy, or medications will be authorized for payment by Risk Management.

General Liability and Automobile Liability bodily injury and property damage claims that are \$5,000 or less in the aggregate, may be authorized by Risk Management for payment.

General Liability and Automobile Liability bodily injury and property damage claims that are \$20,000 or less in the aggregate, may be authorized with approval of the City Attorney.

General Liability and Automobile Liability bodily injury and property damage claims over \$20,000 in the aggregate, must go before the Finance & Administration Committee for approval of payment.

The party requesting payment will complete the Authorization for Payment form and submit it to the Finance & Revenue Office, along with a completed requisition and any available documentation.

Checks will be issued from the Finance & Revenue Office on ~~Tuesdays and Fridays~~ ^{Thursdays} only.

City of Clarksville
Internal Service Fund Guidelines
Page 2

An executed release will be provided to the Finance & Revenue Office for any non-OJI payment. This release will be provided to the Finance & Revenue Office as soon as possible after the check is issued.

The City Attorney will determine when and under what circumstance federal tax numbers are required, and will provide this information to the Finance & Revenue office prior to the issuance of the check.

LEGAL REPRESENTATION:

The City Attorney will make the determination as to the retention or assignment to outside counsel for legal action brought against the City of Clarksville. The Finance & Administration Committee will be notified of assignment of outside representation at its next regularly scheduled monthly meeting.

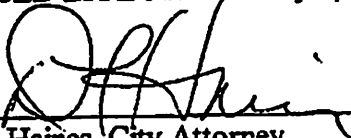
OFFICIAL DOCUMENT

APPROVED BY THE CITY COUNCIL: September 5, 1996

EFFECTIVE DATE: July 1, 1996

REVISED EFFECTIVE: January 29, 1998

REVISED EFFECTIVE: July 1, 1999



David Haines, City Attorney