

City Commission Policy 208 - Utility Donations (Project Share) Policy

DEPARTMENT: Management Administration

DATE ADOPTED: October 31, 1986

DATE OF LAST REVISION: January 8, 1992

208.01 Authority: Adopted by the City Commission on October 31, 1986.

208.02 Scope and Applicability: This policy applies to the administration of a utility bill assistance program for hardship, low and fixed income or other needy utility customers.

208.03 Policy Statement: The City of Tallahassee is to establish a program for the solicitation of donations for payment of City of Tallahassee utility bills that will assist the elderly, physically/mentally handicapped, the hardship, low, and fixed income customers and the dependents of military staff on active duty during Operation Desert Storm. The determination of participation will be through agreement with a local social service agency.

208.04 Procedures: The Credit/Collections Division of the Finance Department will develop and implement operating procedures for the unit to be followed in concert with the local social service agency.

208.05 Administration: The local social service agency is the administrator of the program responsible for determining the need and eligibility of the utility customer and record keeping, administration and disbursement of funds subject to review by the City of Tallahassee.

208.06 Sunset Review: The policy shall be reviewed no later than five years from the effective date. The Management and Budget Department shall submit the policy to the City Commission for review at least 90 days prior to the sunset review date. If no action is taken on the policy prior to the sunset review date, the policy will automatically extend for another five-year period or until the City Commission revises or terminates the policy.

208.08 Effective Date: This policy was approved by the City Commission on October 31, 1986, and amended on March 5, 1991. Revisions to this and accompanying procedures will become effective immediately upon City Commission approval.