

15a

CITY COMMISSION AGENDA REQUEST

DATE December 26, 1991

SUBJECT Utility Donation Program

AMOUNT _____

SOURCE _____

OMB _____

- Bid/Contract/Lease
- Change Order
- Budget Transfer/Supple. Approp.
- Status Report
- Policy/Discussion
- Other (Specify): _____

REQUEST ACTION ON: January 8, 1992

HISTORY

On April 24, 1991, the City Commission adopted a list of City policies and directed staff to formalize these policies in a specific format and bring each back to the City Commission for approval.

FACTS AND ISSUES

On October 31, 1986, the City Commission approved a utility bill assistance program (Project Share) in an effort to assist needy utility customers. This policy was amended March 5, 1991. The attached policy in essence codifies the approved program.

OPTIONS

1. Approve the policy as presented.
2. Modify the policy.

FISCAL IMPACT

None.

RECOMMENDATIONS

Staff would recommend approval of Option 1. The policy provides an assistance program to needy utility customers.

ATTACHMENTS

Utility Donation Program (Project Share)

RECOMMENDED ACTION: Approval of Option No. 1; the policy provides an assistance program to needy utility customers.

Philip F. Ingese

Department Head

Harold G. Klem

City Manager

Title

Utility Donation Program (Project Share)

Authority

City Commission adopted October 31, 1986. *also amended*

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.

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.

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.

Administration

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

Sunset review

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.

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.