



City of Biggs

Agenda Item Staff Report for the Regular City Council Meeting: August 16, 2010 6:00PM

DATE: August 12, 2010
TO: Honorable Mayor and Members of the City Council
FROM: Pete Carr, City Administrator
SUBJECT: Donations to Hometown Celebration (Discussion/Action)

City Administrator will recommend Council authorize staff to receive voluntary contributions on the Hometown Celebration Committee's behalf via directed contributions with utility payments.

Background

Residents have inquired as to whether they might be able to contribute throughout the year to Hometown by including a donation with their monthly utility payment. Staff brought this to Council's attention for discussion in July.

Questions asked of staff included time/labor to process such donations, and whether the Committee should be required to provide some accounting to the City. Staff estimates the one-time set-up of this process might be up to two hours for the utility billing clerk, and ongoing administration would be negligible.

Recommendation

Staff recommends the Council authorize City acceptance of voluntary contributions to Hometown Celebration by donations included with utility payments, on the following understanding and conditions:

1. Utility customers will clearly designate donations (staff will not assume overpayments are necessarily donations).
2. Collected donation revenues will be transferred to the Hometown Committee quarterly with a simple of accounting of donors and donations.
3. Hometown Committee will be asked to provide to the City a courtesy copy of its periodic treasurer report.

Fiscal Impact

None, or negligible.