COUNTY DEPARTMENT AGENDA REQUEST

Department:	Water System	Presenter(s):	Tony Parrott
Meeting Date:	Thursday, September 23, 2010	Type of Request:	Consent

Wording for the Agenda:

Approval of the Water Committee's recommendation to mail water bills using green envelopes, for only one month, which will contain information for Water System customers about payment options including an emphasis on electronic payment options, at a cost of $600.00 for the special envelopes.

Background/History/Details:

Staff believes that the more water customers that use the electronic options for paying a water bill, the more savings the county will realize. The cost for a one time water bill mailing in green envelopes will be approximately $600.00 more than the regular cost of the standard white envelopes. It is believed the colorful envelope will draw the customer to pay attention to the information inside the envelope explaining the payment options.

What action are you seeking from the Board of Commissioners?

Approval to mail out a one time mailing about payment options in a green envelope.

If this item requires funding, please describe:

Budgeted in the Water System Office Supply budget.

Has this issue come before the Commissioners in the past?	No	If so, when?	
Do you need audio-visual for the presentation?	No	Back-up Material Submitted?	No

STAFF USE ONLY

Approved by Finance	Yes	Reviewed by Legal	
Approved by Purchasing	Not Applicable	Approved by County Clerk	Yes
Administrator's Approval	Yes		

Staff Notes: