

RESOLUTION R2020-23

A RESOLUTION OF THE BURNET CITY COUNCIL A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS EXPANDING ON THE DECLARATION OF LOCAL DISASTER BY ESTABLISHING A RESIDENTIAL UTILITY CUSTOMER PAYMENT ASSISTANCE PROGRAM AND AUTHORIZING UTILITY PAYMENT ASSISTANCE TO RESIDENTIAL CUSTOMERS EXPERIENCING FINANCIAL HARDSHIP DUE TO THE COVID-19 PANDEMIC

WHEREAS, pursuant to Ordinance No. 2020-11, adopted by City Council on May 12, 2020, the city is in a state of local disaster and public health emergency due to the COVID-19 pandemic; and

WHEREAS, due to the pandemic and measures imposed to prevent its spread, the city has experienced unprecedented job loss; and

WHEREAS, City Council deems it in the public interest and necessity to assist residential utility customers suffering financial hardship due to the COVID-19 pandemic.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS:

Section one. Findings. The recitals contained in the preamble hereof are hereby found to be true, and such recitals are hereby made a part of this Resolution for all purposes and are adopted as a part of the judgment and findings of the City Council.

Section two. Program Established. Pursuant to the declaration of local state of disaster and the state of public health emergency adopted in response to the COVID-19 pandemic ("the Declaration"), by Mayor Crista Goble Bromley, and extended by City Council by Ordinance No. 2020-11, a Residential Customer Utility Payment Assistance Program is hereby established. The guidelines for the Program are set out in Exhibit "A" attached hereto and incorporated herein for all purposes.

Section three. Authorization. The City Manager is authorized to manage all aspects of the program; and, is authorized and directed to take those actions that are reasonably necessary to facilitate the purpose of this Resolution.

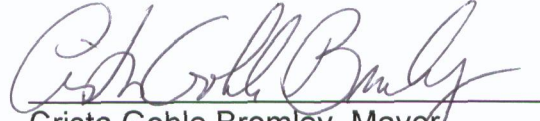
Section four. Severability. The sections, paragraphs, sentences, clauses and phrases of this Resolution are severable and if any phrase, clause, sentence, paragraph or section should be declared invalid by the final judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections that can be given effect without the invalid provision, and to this end the provisions are severable.

Section five. Notice. This Resolution shall be given prompt and general publicity.


Section six. Effective date. This Resolution shall take effect immediately from and after its issuance.

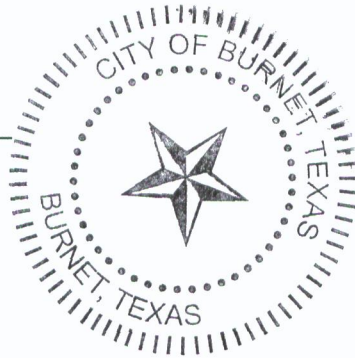
PASSED, ADOPTED, APPROVED, AND EFFECTIVE THE 9th DAY of June, 2020.

CITY OF BURNET, TEXAS


Crista Goble Bromley, Mayor

ATTEST:


Kelly Dix, City Secretary





Residential Customers Public Utility Payment Assistance Program Guidelines.

- (1) Short Title. This Program may be referred to as the Residential Customers Public Utility Payment Assistance Program and may be referenced in this document as the “Program”.
- (2) Purpose. City Council finds a public benefit in establishing this Program in response to the adverse economic impact caused by the COVID-19 pandemic. This Program provides City of Burnet residential utility customers financially adversely impacted by the pandemic, in a significant way, with assistance with payment of a portion of their electric, water, sewer, garbage, and recycling service charges.
- (3) Funding. Grants made under this Program shall be made from an LCRA refund that was deposited in the Electric Fund this fiscal year. The maximum municipal expenditure under this Program shall be \$25,000.00. Applications shall be administered on a first come first serve basis and the Program shall end when the maximum fund amount is expended or on June 30, 2020, whichever occurs first.
- (4) Program Term. The Program shall be instituted for the April and May 2020 utility billing cycles.
- (5) Grant Eligibility. Grants under this Program shall be available to City of Burnet residential utility customers who were adversely impacted financially in a significant way by the COVID-19 pandemic. The Program is limited to City of Burnet utility customers who occupy a residential dwelling located within the corporate limits of the City of Burnet. Eligibility under the Program is subject to the following:
 - (a) only account holders occupying the dwelling unit for an account may apply. (By way of example an individual leasing an apartment unit may apply if the apartment unit is metered and the account is in the name of the occupant. However, the owner of the apartment complex is ineligible to participate in this Program)
 - (b) residential utility customers who are in delinquent in payment of real property tax, or any other amounts due to the City of Burnet shall be ineligible to participate in the Program;

- (c) residential utility customers whose utility service was disconnected for non-payment on more than two occasions between March 2019 and February 2020 shall be ineligible to participate in the Program;
 - (d) residential utility customers whose utility service was disconnected for non-payment on more than one occasions between March 2019 and February 2020 may be required to provide additional information regarding payment history to be eligible to participate in the Program; and
 - (e) residential utility customers must demonstrate the pandemic has caused them significant adverse impact by loss of employment income, rise in childcare costs or related factors.
- (6) Application. To be considered for a grant under this Program the residential utility customer must submit a grant application on a form approved by the City Manager.
 - (7) Maximum Grant Amount. Grants shall be in the form of a credit of 50% of a recipient's electric, water, sewer, garbage and recycling services charges incurred on their City of Burnet Utility Account during the Program Term, not to exceed \$250.00 total for any residential utility customer.
 - (8) Grant Distribution. Grants awarded under this Program shall have no cash value and shall be distributed as a credit to grant recipients' City of Burnet utility account(s). The credit shall be applied to an applicant's account upon the account holder's payment of their portion due. If the account holder fails to pay their portion due by the disconnect date, as established in Section 110-21 of the Code of Ordinance, the grant shall be null and void. The credits shall never exceed the Maximum Grant Amount authorized under this Program. Any credits unused after the expiration of this Program shall immediately expire.
 - (9) Administration. The City Manager is hereby authorized to develop a methodology to effectively institute grant distribution and to develop rules and regulations to efficiently implement this Program.
 - (10) Award process.
 - (a) Submission. To be eligible for a grant, a completed application must be delivered to the email address provided in the application.
 - (b) Award Determination. A committee consisting of the Assistant City Manager, Director of Finance, Utility Billing Coordinator, and Customer Service Representative shall review each application and determine if an

award amount should be credited to the applicant's utility accounts. To receive any grant under this Program, the application must be unanimously approved by the Committee. The committee shall consider the COVID-19 pandemic's effect on each applicant and approve grants for those individuals who have experienced significant adverse financial impact by the pandemic and the resulting shelter in place precautions. The committee may request additional information or records from an applicant, as may be reasonably necessary to make award determinations. Upon making an award determination the committee shall advise the applicant by email.

- (c) Appeals. Any applicant who is denied a grant under this Program may appeal to the City Manager. Such appeal must be in writing and delivered by email to the City Secretary within 10 business days of the date of the committee's determination. The committee's notice of any determination to deny a request shall include notice of the applicant's right to appeal under this subsection and shall provide instructions for delivery of the appeal to the City Secretary.

- (11) Fraud. Any grant recipient later suspected of submitting fraudulent information on a grant application may be subject to a grant revocation hearing by the City Council. Such applicant shall receive notice of, and an opportunity to be heard at, the hearing. At the conclusion of the hearing should a majority of City Council, then sitting, determine the application contained fraudulent information the grant shall be revoked, and the grant amount charged back to the applicant's utility accounts for immediate payment.



**Residential Customers Residential Customers Public Utility Payment
Assistance Program
50% Assistance (Up to \$250.00)**

The City of Burnet Residential Customers Public Utility Payment Assistance Program is intended to provide financial assistance to residential utility customers who were significantly adversely affected by COVID-19 with payment of a portion of their electric, water, sewer, garbage and recycling service charges.

The City of Burnet will provide assistance under the following terms and conditions:

1. The applicant must occupy a home or apartment with a City of Burnet Residential Electric Utility, and Water/Sewer Utility Account.
2. The Maximum Grant Amount shall equal 50% of the applicant's utility bill for the months of April and May 2020, up to a total of \$250.00, including electric, water, sewer, garbage, and recycling services.
3. Applicants must not be delinquent on property taxes or any other amounts due to the City of Burnet at the time of filing the application.
4. Residential utility customers whose service was disconnected on more than two occasions for non-payment between March 2019 and February 2020 shall be ineligible to participate in the Program. Residential utility customers whose service was disconnected on more than one occasion between March 2019 and February 2020 may be required to provide additional information regarding their payment history in order to eligible to participate in the Program.
5. A committee consisting of the Assistant City Manager, Director of Finance, Utility Billing Coordinator, and Customer Service Representative shall review each application.
6. Any applicant who is denied a grant under this program may appeal to the City Manager. Such appeal must be in writing and delivered by email to the City Secretary within 10 business days of the date of the committee's determination.
7. Any grant recipient later suspected of submitting fraudulent information on a grant application may be subject to a grant revocation hearing by the City Council. Such applicant shall receive notice of, and an opportunity to be heard at, the hearing. At the conclusion of the hearing should a majority of City Council, then sitting, determine the application contained fraudulent information the grant shall be revoked, and the grant amount charged back to the applicant's utility accounts for immediate payment.



Residential Customers Public Utility Payment Assistance Application

Name of account holder: _____

Physical Address of property: _____

Telephone number: _____

Email Address: _____

Have you received any financial assistance from any other government entity related to the COVID-19 pandemic?

Yes

No

If yes please explain:

Are you delinquent in payment of any City of Burnet taxes, fines or permit fees?

Yes

No

If yes please explain:

Have you experienced a significant loss of income, or rise in expenses due to the COVID-19 pandemic?

Yes

No

If yes, please explain: (i.e. loss of job, reduction in hours, additional childcare costs)
(Continued on next page).

Commitment

By affixing my signature below, I acknowledge this application is a governmental record which shall be used to determine my eligibility to participate in a municipal program funded by the City of Burnet. I affirm that, to the best of my knowledge, the information provided herein is truthful and complete. Furthermore, I understand that intentionally providing false information on this application may subject an applicant to civil and or criminal prosecution.

Signature of Applicant

Date

Any grant recipient suspected of submitting fraudulent information may be subject to a grant revocation hearing before the City Council, which may cause the grant to be revoked and the grant amount charged back to the applicant's utility accounts for immediate payment.

If you have questions, or for assistance with your application, please contact Adrienne Feild at (512) 715-3214 or utility-assistance@cityofburnet.com .

Applications may only be submitted by email to:

utility-assistance@cityofburnet.com