

RESOLUTION R2020-35

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURNET, TEXAS AMENDING THE RESIDENTIAL UTILITY CUSTOMER PAYMENT ASSISTANCE PROGRAM BY AUTHORIZING UTILITY PAYMENT ASSISTANCE FOR THE JULY BILLING CYCLE FOR RESIDENTIAL CUSTOMERS EXPERIENCING FINANCIAL HARDSHIP DUE TO THE COVID-19 PANDEMIC

WHEREAS, on June 7, 2020, City Council established the Residential Utility Customer Payment Assistance Program to provide a grant of 50% of the utility bill amounts for the April and May billing cycles for residential customers significantly adversely impacted by the COVID-19 pandemic; and

WHEREAS, on July 2, 2020, City Council extended the Program to cover the June utility billing cycles; and

WHEREAS, due to the continued impact of the pandemic, City Council deems it in the public interest and necessity to extend the Program to cover the July utility billing cycle.

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. July Program Adopted. The July Billing Residential Customers Residential Customers Public Utility Payment Assistance Program, attached hereto and incorporated herein for all purposes, is hereby adopted.

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.

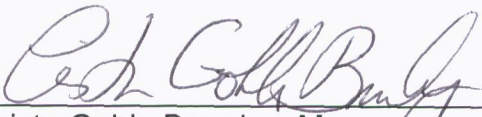
Section four. Severability. The sections, paragraphs, sentences, clauses and phrases of this Resolution are severable and if any phrase, clause, sentence, paragraph or section should be declared invalid by the final judgment or decree of any court of competent jurisdiction, such invalidity shall not 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.

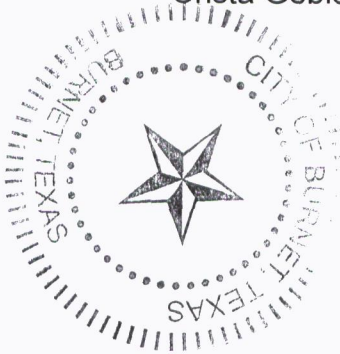
PASSED, ADOPTED, APPROVED, AND EFFECTIVE THE 11th DAY of August, 2020.

CITY OF BURNET, TEXAS


Crista Goble Bromley, Mayor

ATTEST:


Kelly Dix, City Secretary





July Billing Cycle Residential Customers Public Utility Payment Assistance Program Guidelines.

- (1) **Short Title.** This “July Billing Residential Customers Residential Customers Public Utility Payment Assistance Program” may be referred to as the “July Utility Payment Assistance Program” and may be referenced in this document simply as the “Program”.
- (2) **Purpose.** City Council finds a public benefit to establish 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 and funds pledged by the Salvation Army to support this Program. The maximum municipal expenditure under this Program shall be \$25,000.00. Applications shall be administered on a first come first serve basis.
- (4) **Program Term.** The Program shall be instituted for the July 2020 utility billing cycle. The Program shall end when the maximum fund amount is expended; or, the passage of the **Section 10** submission deadline dates, whichever occurs first
- (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) Residential account holders. 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) Tax delinquency. Residential utility customers who are 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) Three or more disconnections. Residential utility customers whose utility service was disconnected for non-payment on more than two occasions between March 1, 2019, and February 29, 2020, shall be ineligible to participate in the Program;
 - (d) One or Two disconnections. Residential utility customers whose utility service was disconnected for non-payment on more than one occasions between March 1, 2019, and February 29, 2020, may be required to provide additional information regarding payment history to be eligible to participate in the Program; and
 - (e) Adverse economic impact. 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, 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. 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, or in the City Hall drop box. The cutoff date for acceptance of applications is August 20, 2020. To be eligible for award consideration the applicant must both be current

on, or be on an approved payment plan for, their pre-July billing utility account; and, paid 50% of their July bill on or before August 31, 2020.

- (b) **Award Determination.** A committee consisting of the Administrative Services 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 email delivery of the committee's adverse 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.