



AMENDED
TOPPENISH CITY COUNCIL
SPECIAL MEETING AGENDA
NOVEMBER 16, 2020 – 6:30 P.M.

REMOTE MEETING INSTRUCTIONS: Pursuant to Governor Inslee's Emergency Proclamation regarding suspending certain provisions of the Open Public Meetings Act during the COVID-19 Outbreak, Toppenish City Council Chambers will not be open for the public to attend the meeting in person. Call-in information for "listen-only" mode is: (253) 215-8782 [Meeting ID: 816 2661 1072] [Passcode: 741575] Email CityClerk@cityoftoppenish.us or call (509) 865-6754 with questions.

1. Roll Call
2. Receive Update on CARES Act funds
3. AB 20-0054: Resolution 2020-54: Approve Establishing a Utility Customer Relief Grant Program for Individuals Experiencing Economic Hardship due to the COVID-19 Pandemic
4. Select Nomination for Appointment to the Board of Directors for the Yakima Regional Clean Air Authority
5. Adjournment

Next Regular Council Meeting will be held remotely on November 23, 2020



CITY OF TOPPENISH
REQUEST FOR COUNCIL ACTION
Agenda Bill No.: 20-054

Meeting Date: November 16, 2020

Subject: COVID-19 Utility Customer Relief Grant

Attachments: Resolution 2020-54: Utility Customer Relief Grant Letter, and Grant Application

Prepared by: Malarey Bethune, Accounting Manager

Presented by: Malarey Bethune, Accounting Manager

Approved For Agenda By: Lance Hoyt, City Manager

Discussion:

The purpose of this agenda item is for City Council to discuss and take action on Resolution 2020-54 which will establish a grant program to assist City utility customers that are experiencing economic hardship as a direct result of the COVID-19 pandemic. This grant program will assist our most vulnerable residents who are facing serious economic impacts which include income loss and increased costs due to COVID-19.

The City received two Coronavirus Aid, Relief and Economic Security (CARES) reimbursement grants totaling \$409,725.00. The City used a portion of the funds for its direct non-budgeted operational needs, such as personal protection equipment (PPE), Families First Coronavirus Response Act (emergency paid sick-leave), and items needed to allow staff to work, and Council to meet remotely. Another portion of the funds were used to establish a Small Business Grant Program, approved by the City Council at its September 8, 2020 Meeting. Staff estimates an additional \$28,000.00 of eligible funds (PPE, On-Line Utility payment costs, and personnel contingencies) will be expended through November 30, 2020 leaving \$20,000.00 available.

Because the financial impacts of COVID-19 have greatly impacted the low-income and recently unemployed residents' ability to pay their utility bill, the proposed Resolution will provide up to \$20,000.00 from CARES Act funds to be used as a one-time, non-refundable credit per eligible customer applied directly to the customer's utility account, in an amount up to 100% of the customer's delinquent utility account for services incurred from March 1, 2020 to September 30, 2020.

The utility customers will be required to complete the (attached) grant application and provide documentation that they meet one of two qualifications:

1. Low Income as defined by the table below – Must provide a copy of their 2019 Tax Return
2. Are currently or have been unemployed between March 1, 2020 and September 30, 2020 – Must provide documentation from Employment Security of their unemployment between March 1, 2020 to September 30, 2020.

Low Income Threshold for Yakima County	
Number in Household	Monthly/Annual
1 Person	\$3,142 / \$37,000
2 Person	\$3,592 / \$43,100
3 Person	\$4,042 / \$48,500
4 Person	\$4,488 / \$53,850
5 Person	\$4,850 / \$58,200

*WA HUD Metro FMR Area established by Housing and Urban Development as of October 2020

If approved by Council, applications will be hand delivered to those residents who have delinquent bills for services incurred March 1, 2020 through September 30, 2020. Applications will also be available on the City's website.

The applications will be accepted until November 20, 2020. Staff will review the applications and establish a funding list that will be provided to Council at their November 23, 2020 Regular Council Meeting for consideration.

Staff is recommending Council authorize the City Manager to approve the Relief Grants to prevent delay in distribution of CARES Act funds since there is a possibility the total amount may end up being over \$20,000.00 even though the last WHEREAS clause of the Resolution says otherwise.

Fiscal Impact: No budget impacts beyond City staff time to manage the program and to provide information to the State Department of Commerce and Auditors, as this is a CARES grant-funded program.

Recommendation: Motion to approve Resolution 2020-54 Establishing a Utility Customer Relief Grant Program and direct staff to proceed with accepting applications for the Grant Program and authorize the City Manager to approve Relief Grants.

Alternatives: 1) Do not adopt. 2) Forward to Study Session for further review.

RESOLUTION 2020-54

**A RESOLUTION ESTABLISHING A UTILITY CUSTOMER RELIEF
GRANT PROGRAM FOR INDIVIDUALS EXPERIENCING ECONOMIC
HARDSHIP DUE TO THE COVID-19 PANDEMIC**

WHEREAS, the World Health Organization has determined that a pandemic exists due to the global spread of a highly contagious virus commonly known as COVID-19; and

WHEREAS, on February 29, 2020, the Governor of the State of Washington proclaimed a State of Emergency due to COVID-19; and

WHEREAS, Mayor Oaks proclaimed an emergency on March 23, 2020; and

WHEREAS, the continuing COVID-19 pandemic continues to create economic hardships and loss of income to the residents of Toppenish; and

WHEREAS, the United States Congress passed the Coronavirus Aid, Relief, and Economic Security (CARES) Act, which was signed into law by the President on March 27, 2020, to provide an economic relief package to cities, American workers, families, and small businesses; and

WHEREAS, the City of Toppenish has received CARES Relief Funds through an award administered by the Department of Commerce; and

WHEREAS, CARES funding can be utilized for economic support related to employment or business interruptions due to COVID-19 closures; and

WHEREAS, providing some relief from the financial stress of lost wages/revenue may stimulate spending and injection of funds into the local economy; and

WHEREAS, creation of a Utility Customer Relief Grant Program for residential utility customers is necessary to the continued economic viability of the City of Toppenish; and

WHEREAS, City staff recommends a grant program not to exceed \$20,000.00 designed to assist utility customers impacted by the COVID-19 pandemic;

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TOPPENISH, WASHINGTON AS FOLLOWS:

Section 1: There is hereby established a Utility Customer Relief Grant Program funded using CARES Act funds. The purpose of this Program is to provide necessary economic support in the form of a one-time grant for utility customers adversely affected by the COVID-19 pandemic.

Section 2: In order to receive funding under this Program, applicants (1) must be a residential utility customer (2) must provide proof that they are low income OR (3) must provide documentation from Employment Security of their unemployment status between March 1, 2020

to September 30, 2020; and, (4) must submit a complete application with all required documentation by 5:00 p.m. on November 20, 2020.

Section 3: This Resolution shall be effective immediately upon passage and signatures hereto.

PASSED by the Toppenish City Council at its meeting held on November 16, 2020.

MARK OAKS, Mayor

ATTEST:

HEIDI RIOJAS, CMC, City Clerk



CITY OF TOPPENISH

21 West 1st Avenue Toppenish, WA 98948 (509) 865-2080 www.cityoftoppenish.us

Dear Resident:

The City Council has implemented a Utility Customer Relief Grant Program to assist residents financially impacted by COVID-19. The Program is funded through the Coronavirus Aid, Relief, and Economic Security (CARES) Grant. Eligible customers may apply for a one-time, non-refundable credit, applied directly to the customer’s utility account. You may be eligible for up to a 100%, one-time, nonrefundable credit of your delinquent utility bill, incurred for utility services March 1, 2020 through September 30, 2020.

Applications will be accepted through 5:00 p.m. on November 20, 2020.

Eligibility requirements are as follows:

- 1. Your utility account is for residential services (not commercial or irrigation).**
- 2. Must pay in full any amount owed on the utility account prior to March 1, 2020.**

-AND-

- 3. You have been or are currently unemployed:** Must provide documentation from WA State Employment Security Department of unemployment status.

-OR-

- 4. Income Level:** Must provide a copy of your 2019 tax return. To meet the threshold of low income as defined by the Yakima, WA HUD Metro FMR Area as published by Housing and Urban Development as of October 2020, your income must be at or below the following:

Number in Household	Monthly/Annual
1 Person	\$3,142 / \$37,000
2 Person	\$3,592 / \$43,100
3 Person	\$4,042 / \$48,500
4 Person	\$4,488 / \$53,850
5 Person	\$4,850 / \$58,200

If household is more than 5 contact the City for limits.

Apply as follows:

Applications must be returned to the City Hall’s drop box, which is located to the left of the main entrance by 5:00 p.m. on November 20, 2020.

Only completed applications with accompanying documentation will be accepted. Grants will be awarded on a first come first serve basis.

*”This project was supported by a grant awarded by US Department of the Treasury. Points of view in this document are those of the author and do not represent the official position or policies of the US Department of the Treasury. Grant funds are administered by the Local Government Coronavirus Relief Fund through the Washington State Department of Commerce.”



CITY OF TOPPENISH

21 West 1st Avenue Toppenish, WA 98948 (509) 865-2080 www.cityoftoppenish.us

COVID-19 UTILITY CUSTOMER RELIEF GRANT

Applicant must meet eligibility guidelines. Total grant request awarded may be up to 100% of your delinquent utility account balance for services incurred from March 1, 2020 through September 30, 2020.

CONTACT INFORMATION

Name: _____

Address: _____

Contact Number: _____ Cell Home Other

Alternate Number: _____ Cell Home Other

The portion of your utility bill outstanding prior to March 1, 2020 that must be paid in full to be eligible for the utility customer relief grant:	\$ _____
For utility services incurred from March 1, 2020 through September 30, 2020, your past due balance is:	\$ _____

Are you applying because:

- You have been or are currently unemployed and receiving benefits from WA State Employment Security due to the COVID-19 pandemic?
(Must attach documentation from WA State Employment Security of employment status.)
- You meet the low-income threshold as defined by the Yakima, WA HUD Metro FMR Area as published by Housing and Urban Development.
(Must attach a copy of your 2019 Tax Return.)

APPLICANT VERIFICATION

I hereby certify under the penalty of perjury of the Laws of the State of Washington that the information on this application is true and correct to the best of my knowledge and belief.

Date	Printed Name	Signature	City or County in Washington State where Signed
------	--------------	-----------	---

Return the completed application and required documentation to: Utility Payment Drop Box at the City Hall by 5:00 p.m. on November 20, 2020. 21 West 1st Ave., Toppenish, WA 98948

This project was supported by a grant awarded by US Department of the Treasury. Points of view in this document are those of the author and do not represent the official position or policies of the US Department of the Treasury. Grant funds are administered by the Local Government Coronavirus Relief Fund through the Washington State Department of Commerce.



CITY OF TOPPENISH

21 West 1st Avenue Toppenish, WA 98948 (509) 865-2080 www.cityoftoppenish.us

Estimado residente:

El Concilio de la Ciudad ha implementado un Programa de Subvenciones de Ayuda al Cliente de Servicios Públicos para ayudar a residentes afectados financieramente por el COVID-19. El programa es financiado a través de la subvención de Ayuda, Alivio y Seguridad Económica por Coronavirus (CARES). Los clientes elegibles pueden solicitar un crédito no reembolsable por única vez, que se aplica directamente a la cuenta de servicios públicos del cliente. Usted puede ser elegible para un crédito no reembolsable por única vez, de hasta el 100%, de su factura de servicios públicos atrasada, incurrida por servicios públicos del 1^o de marzo de 2020 al 30 de septiembre de 2020.

Las solicitudes se aceptarán hasta las 5:00 p.m. del 20 de noviembre de 2020.

Los requisitos de elegibilidad son los siguientes:

- 1. Que su cuenta de servicios públicos sea por servicios residenciales (no comerciales ni de riego).**
- 2. Debe pagar en su totalidad cualquier monto adeudado en la cuenta de servicios públicos antes del 1^o de marzo de 2020.**

-Y-

- 3. Ha estado o está actualmente desempleado:** Debe proporcionar documentación de la situación de desempleo del Departamento de Seguridad del Empleo del Estado de WA.

-O-

- 4. Nivel de ingreso:** Debe proporcionar una copia de su declaración de impuestos de 2019. Para cumplir con el nivel de bajos ingresos según lo definido por el área FMR metropolitana de Yakima, WA HUD según lo publicado por la oficina de Housing and Urban Development en octubre de 2020, sus ingresos deben ser iguales o inferiores a los siguientes:

Número de personas en el hogar	Mensual/Anual
1 Persona	\$3,142 / \$37,000
2 Personas	\$3,592 / \$43,100
3 Personas	\$4,042 / \$48,500
4 Personas	\$4,488 / \$53,850
5 Personas	\$4,850 / \$58,200

Si en el hogar viven más de 5 personas, comuníquese con la Ciudad para conocer los límites correspondientes.

Haga la solicitud de la siguiente manera:

Las solicitudes deben entregarse antes de las 5:00 p.m. del 20 de noviembre de 2020, en el buzón del Ayuntamiento, que se encuentra a la izquierda de la entrada principal.

Solo se aceptarán las solicitudes que estén completas con documentación adjunta. Las subvenciones se otorgarán por estricto orden de llegada.

* “Este proyecto fue apoyado por una subvención otorgada por el Departamento del Tesoro de EE. UU. Los puntos de vista en este documento son los del autor y no representan la posición oficial ni las políticas del Departamento del Tesoro de EE. UU. Los fondos de la subvención son administrados por el Fondo de Alivio del Coronavirus del Gobierno Local a través del Departamento de Comercio del Estado de Washington”.



CITY OF TOPPENISH

21 West 1st Avenue Toppenish, WA 98948 (509) 865-2080 www.cityoftoppenish.us

SUBVENCIÓN DE AYUDA AL CLIENTE DE SERVICIOS PÚBLICOS POR COVID-19

El solicitante debe cumplir con las normas de elegibilidad. La solicitud de subvención total otorgada puede ser hasta el 100% del saldo moroso de su cuenta de servicios públicos por servicios incurridos desde el 1° de marzo de 2020 hasta el 30 de septiembre de 2020.

INFORMACIÓN DE CONTACTO

Nombre: _____

Dirección: _____

Número de contacto: _____ Celular Casa Otro

Número alternativo: _____ Celular Casa Otro

La porción de su factura de servicios públicos pendiente antes del 1° de marzo de 2020 que debe pagarse en su totalidad para ser elegible para la subvención de ayuda al cliente de servicios públicos:	\$ _____
Para los servicios públicos incurridos desde el 1° de marzo de 2020 hasta el 30 de septiembre de 2020, su saldo vencido es:	\$ _____

Usted está haciendo la solicitud porque:

- ¿Ha estado o actualmente está desempleado y recibe beneficios de Employment Security del estado de Washington debido a la pandemia de COVID-19?
(Debe adjuntar la documentación de la situación de desempleo de Employment Security del Estado de WA).
- Cumple con la cantidad del nivel de bajos ingresos según lo define el área FMR metropolitana de Yakima, WA HUD según lo publicado por Housing and Urban Development.
(Debe adjuntar una copia de su declaración de impuestos de 2019).

VERIFICACIÓN DEL SOLICITANTE

Por medio de la presente certifico bajo pena de perjurio de las Leyes del Estado de Washington que la información en esta solicitud es verdadera y correcta a mi leal saber y entender.

Fecha	Nombre en letra impresa	Firma	Ciudad o condado en el estado de Washington donde está firmado
-------	-------------------------	-------	--

Devuelva la solicitud completa y la documentación requerida al: Buzón de pago de servicios públicos en el Ayuntamiento de la ciudad antes de las 5:00 p.m. del 20 de noviembre, 2020. 21 West 1st Ave, Toppenish, WA 98948

* “Este proyecto fue apoyado por una subvención otorgada por el Departamento del Tesoro de EE. UU. Los puntos de vista en este documento son los del autor y no representan la posición oficial ni las políticas del Departamento del Tesoro de EE. UU. Los fondos de la subvención son administrados por el Fondo de Alivio del Coronavirus del Gobierno Local a través del Departamento de Comercio del Estado de Washington”.