

RESOLUTION NO. 3198

A RESOLUTION OF THE BEND CITY COUNCIL ESTABLISHING THE COVID-19 CRISIS ASSISTANCE PROGRAM – WATER AND SEWER BILL RELIEF FUNDS

Findings

- A. COVID-19 (novel coronavirus) was declared a pandemic by the World Health Organization on March 11, 2020.
- B. Coronaviruses are a group of viruses that can cause respiratory disease, with the potential to cause serious illness or loss of life.
- C. On March 8, 2020, Governor Kate Brown declared a state of emergency due to the COVID-19 outbreak in Oregon (Executive Order No. 20-03), finding that COVID-19 has created a threat to public health and safety, and constitutes a statewide emergency under ORS 401.025(1). Governor Brown also issued guidance regarding group gatherings and social distancing to minimize potential opportunities for the COVID-19 to spread (Executive Order No. 20-05); and on March 16, 2020 Governor Brown issued guidance regarding the prohibition of on-premises consumption of food and drink, and further reduced the size of group gatherings (Executive Order No. 20-07).
- D. On March 16, 2020, the City Manager declared a Local State of Emergency in the City of Bend as a result of COVID-19 through April 15, 2020, which was ratified by the City Council on March 18, 2020, and submitted to the Deschutes County Commissioners, pursuant to Bend Municipal Code 1.60.015. The City Manager has extended this Local State of Emergency through May 6, 2020, which was ratified by Council on April 15, 2020. Further extensions may occur depending on ongoing direction from the federal government and Governor's office.
- E. On March 23, 2020, Governor Brown issued a Stay Home, Save Lives Order, which, among other things, directed individuals to minimize travel, other than essential travel to or from a home, residence, or workplace; for obtaining food, shelter, essential consumer needs, education, health care, or emergency services; for essential business and government services; for the care of family members, household members, elderly persons, minors, dependents, persons with disabilities, or other vulnerable persons, pets or livestock; travel as directed by government officials, law enforcement, or courts; and other essential travel consistent with the directives of executive orders issued by Governor Brown and guidance from the Oregon Health Authority. (Executive Order No. 20-12).
- F. The crisis resulting from the pandemic has created unprecedented economic consequences across the world, including Bend. The City's Emergency Declaration(s) include authorization to take all necessary steps authorized by law to coordinate response and recovery.

G. Bend's businesses are in a state of uncertainty and economic strain due to the COVID-19 pandemic. This program will provide assistance to some of those businesses dealing with the disruption and economic consequences of the pandemic, and is authorized through the Emergency Declaration(s) and the authority in Bend Code 1.30 and 1.60.

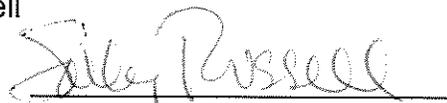
Based on these findings,

THE CITY OF BEND RESOLVES AS FOLLOWS:

- Section 1. Under the authority of the Administrative Order(s) Declaring a Local State of Emergency in Bend as a Result of the COVID-19 Pandemic, ratified by the City Council, the City Manager is authorized to create and implement a Crisis Assistance Program to provide water and sewer bill assistance to businesses in Bend, consistent with the attached Exhibit A ("COVID-19 Crisis Assistance Program—Water and Sewer Bill Relief Funds") ("Program").
- Section 2. The City Manager is authorized to make changes or amendments to the attached Program as needed to implement and administer it consistent with the intent of this Resolution.
- Section 3. The Program will be funded with \$25,000 from the water fund and \$25,000 from the sewer fund. The Program will be in effect while the Local State of Emergency due to the global pandemic, and any extension(s), continues to exist or until the funding is exhausted, whichever occurs first.

Adopted by a vote of the Bend City Council on April 15, 2020.

YES: Sally Russell, Mayor
Bruce Abernethy
Barb Campbell
Bill Moseley
Justin Livingston
Gena Goodman-Campbell
Chris Piper


Sally Russell, Mayor

ATTEST:

Robyn Christie, City Recorder

APPROVED AS TO FORM:

Mary A. Winters, City Attorney

Exhibit A



CITY OF BEND

**COVID-19 Crisis Assistance Program
Water and Sewer Bill Relief Funds**

Purpose: The purpose of this Program is to define guidelines for the use of Water and Sewer funds to provide water and sewer bill assistance to businesses in crisis due to the impact of the COVID-19 pandemic.

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- F. The crisis resulting from the pandemic has created unprecedented economic consequences across the world, including Bend. The City's Emergency Declaration(s) include authorization to take all necessary steps authorized by law to coordinate response and recovery.
- G. Bend's businesses are in a state of uncertainty and economic strain due to the COVID-19 pandemic. This program will provide assistance to some of those businesses dealing with the disruption and economic consequences of the pandemic, and is authorized through the Emergency Declaration(s) and the authority in Bend Code 1.30 and 1.60.

Section 1. Process.

City Implementation Steps:

- 1) Develop a process to track crisis relief funds.
- 2) Create online form to include:
 - a. Business name
 - b. Business Owner name
 - c. Business location
 - d. Account address, if different from business location
 - e. Business Registration number
 - f. Utility account number
 - g. Type of business
 - h. Estimated dollar amount of relief needed
 - i. Have you received or are you eligible for any State and/or Federal utility (water/sewer) funding assistance as a result of this State of Emergency?
 - j. Is your business Women, Veteran or Minority owned?
- 3) Create a SharePoint list and/or spreadsheet to automatically import data from the form.
- 4) Establish an online portal for relief funding application submittal and easy to find FAQ/desk operating instruction links.

Section 2. Business Eligibility.

Selection Criteria:

1. Applicants must be current City of Bend commercial Water and/or Sewer account holders (Account Holder).
2. Account Holder's account must have been in good standing and not past due as of March 16, 2020, the date of the Governor's Executive Order 20-07.
3. Account Holder's commercial account must be for a business or business's tenants identified by the Oregon Unemployment Insurance Claims report as being in an industry experiencing more than 10% unemployment claims.
4. Account holder must verify that its business is experiencing an economic loss due to COVID 19.
5. Account holder/business has a City of Bend business license.
6. Priority will be given to businesses that are open and/or operational in the City of Bend, or closed due to forced closure.
7. Priority will be given to those businesses that are a food and drink establishment, education or daycare facility, and businesses that are reliant on large gatherings of people.
8. Priority will be given to businesses that have 10 or fewer employees.
9. Priority will be given to Women, Veteran and Minority owned businesses.
10. Priority will be given to first time requestors.
11. Priority will be given to Account Holders that have not received federal or state assistance for water and sewer utility bills.

Execution Process:

- 1) Account Holder completes an online form for each account they are requesting relief funds.
- 2) Online form routes for review and approval to Economic Development staff for verification before sending to UTB staff to process.
- 3) Credit is applied to account by Utility Billing staff utilizing appropriate charge code.

Section 3. Guidelines for the use of Water and Sewer funds.

1. This program is being established separate from the City's standard Utility Assistance Program.
2. The Program will be funded with \$25,000 from the water fund and \$25,000 from the sewer fund.
3. The program is in effect during the City of Bend's declared state of emergency and while funds are available. Applications for relief funding will be accepted for water and sewer bills generated while the state of emergency, and any extension(s), is in effect or until the funds have been exhausted, whichever comes first.

Section 4. Program Operation.

1. Online applications will be available mid-April 2020. Relief funds will be applied to current account balances with due dates after March 16, 2020.
2. Funds will be distributed on a first come, first serve basis to applicants meeting the program criteria and priorities listed in Section 2. Business Eligibility.
3. Water and Sewer funds will be awarded at no more than \$500 (maximum of \$250 water funds and \$250 sewer funds separately) per Account Holder, per request, with priority given to first time requestors.