



**TO:** Mayor and City Council  
**FROM:** Jackie Flowers, Director of Utilities and Elizabeth Pauli, City Manager  
**COPY:** Doris Sorum, City Clerk  
**SUBJECT:** Proposed Resolution Adding Funds to Emergency Assistance Program – April 28, 2020  
**DATE:** April 23, 2020

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**SUMMARY:**

A resolution establishing an Emergency Assistant Program (“Program”) for the Environmental Services Department; authorizing the City Manager to establish the criteria for the Program and determine when the Program will be terminated; authorizing \$400,000 of sanitary sewer, storm sewer and solid waste utility funds to be allocated to the Program; and, authorizing an additional \$1,000,000 of Tacoma Power and Tacoma Water funds to be allocated to the Department of Public Utilities Emergency Assistance Program.

**STRATEGIC POLICY PRIORITY:**

Increasing the funding for the Program will further the strategic policy priorities below:

- Strengthen and support a safe city with healthy residents.
- Ensure all Tacoma residents are valued and have access to resources to meet their needs.

**BACKGROUND:**

An Emergency Assistance Program was authorized for Tacoma Public Utilities on March 17, 2020 through City Council Resolution. No. 40575. Pursuant to this Resolution, the Director of Utilities was authorized to develop the Emergency Assistance Program using up to one million dollars from the fund used for Power low income assistance and the fund used for Water Utility operations. The Program was designed to increase eligibility criteria for customers to receive assistance in the form of a utility credit during the period of the state of emergency declared by the City of Tacoma in response to COVID-19. Due to the number of requests for assistance, the original amount of one million dollars needs to be increased and the program needs to be expanded to include Environmental Services Utilities. The Public Utility Board, Director of Utilities, City Manager and Environmental Services Director have asked the City Council to approve an Emergency Assistance Program for Environmental Services, to authorize up to four hundred thousand dollars of rate stabilization reserves and funds established for low income assistance, and to approve using up to an additional one million dollars of TPU funds.

**ISSUE:**

Should the City Council authorize the City Manager to establish an Environmental Services Emergency Assistance Program in response to the COVID-19 emergency, and further authorize allocation of four hundred thousand dollars for this Program and increase by one million dollars the amount allocated to the Tacoma Public Utilities Emergency Assistance Program.

**ALTERNATIVES:**

The alternatives are to not authorize Environmental Services Emergency Assistance Program and not authorize the allocation of funds or allocate a different amount.



**RECOMMENDATION:**

In response to the current state of emergency, the new Program has provided emergency assistance for customers beyond what was available through BCAP. The Program was established with up to one million dollars and the requests for assistance have demonstrated a need for additional funding of the Program and that there is an immediate need. A new Emergency Assistance Program would be authorized for the Environmental Services Department utilities, and an additional \$1,400,000 would be added to the total Program funding and the Director and the City Manager would be granted authority to determine the appropriate allocation of moneys from the identified funds.

**FISCAL IMPACT:**

The fiscal impact will be one million four hundred thousand dollars to be allocated from the fund used for Power low income assistance, the fund used for Water Utility operations, and rate stabilization reserves and funds established for low income assistance that reside in the Environmental Services Department's operating funds.



EXPENDITURES:FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
ES Solid Waste Fund 4200			\$150,000
ES Wastewater Fund 4300			\$150,000
ES Surface Water Fund 4301			\$100,000
Water Fund 4600 Family Need Fund 4805			Up to \$1,000,000
<b>TOTAL</b>			<b>Up to \$1,400,000</b>

\* General Fund: Include Department

**REVENUES:**

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
NA			
<b>TOTAL</b>			

**POTENTIAL POSITION IMPACT:**

POSITION TITLE	PERMANENT/ PROJECT TEMPORARY POSITION	FTE IMPACT	POSITION END DATE
NA			
<b>TOTAL</b>			

*This section should only be completed if a subsequent request will be made to increase or decrease the current position count.*

**FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$1,400,000**

**ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes**

**IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED.**

Through reserves.