



CITY COMMISSION STAFF REPORT

DEPARTMENT: Administration

SUBJECT: Motion to approve amended and restated agreement with John Perez to administer programs funded by the American Rescue Plan Act (ARPA) of 2021 and approval of appropriation of funds - **Administration**

CITY MANAGER RECOMMENDATION:

The City Manager Recommends approval of the amended and restated agreement with John Perez, to administer the programs and initiatives proposed for funding by ARPA and approve appropriation of funds.

BACKGROUND OF ITEM:

The City of Cooper City has received a total of \$17,930,000 of ARPA-related funds. Staff reviewed the project guidelines and developed a preliminary list of projects that were considered and approved the Commission.

These funds were primarily established for use in four main categories: support urgent Covid-19 response efforts to decrease the spread of the virus and the pandemic; replace lost revenues for municipalities to strengthen support for vital public services and help to retain jobs; support immediate economic stabilization for households and businesses; and address systematic public health/economic challenges that have contributed to the unequal impact of the pandemic.

ANALYSIS:

ARPA funds will allow the City to undertake projects beyond the City's regular operations and therefore, is beyond the routine staffing allocation in the annual budget. As such, additional staffing and/or consulting services are required. There are approximately 60 programs and initiatives being progressed.

There is a need for staff resources to setup programs (research program guidelines; ensure project eligibility and compliance; develop implementation schedule, etc.) and coordinate the City's efforts among the various departments. The ARPA guidelines acknowledge the need for additional staff to support ARPA execution and allow for administrative costs to be included within the funding. John Perez has the requisite experience and has been coordinating this effort over the last 2 months (bio attached). His compensation has been within my purview, but continued efforts will exceed my threshold and require Commission approval.

FISCAL IMPACT:

The proposed hourly rate is \$60 per hour, with the City incurring no benefits, with a total estimate of \$30,000. These are eligible ARPA administrative costs that qualify for funding from the City's ARPA allocation.


<u>General Ledger Acct. Number</u>	<u>Budgeted Amount</u>	<u>Previously Used</u>	<u>Requested Amount</u>	<u>Remaining Amount</u>
110-160-531100-519	273,374.71	84,900	\$35,000	153,471.71

ALTERNATIVES:

None

ATTACHMENTS:

Amended & Restated Professional Service Agreement
 Resume of John Perez

Workflow History 			
User	Task	Action	Date/Time
Montoya, Jenna	NEW ITEM: Not Yet Routed	*COMPLETE: Forwar...	09/15/22 12:30 PM
Horowitz, Jacob	Assigned to Attorney	COMPLETE: Forwar...	09/16/22 04:57 PM
Montoya, Jenna	Assigned to City Manager	Route to Finance Dir...	09/16/22 04:57 PM
Kendrick, Aaron	Assigned to Finance Director	COMPLETE: Forwar...	09/16/22 04:59 PM
Horowitz, Jacob	Assigned to Attorney	COMPLETE: Forwar...	09/16/22 05:11 PM
Napoli, Joseph	Assigned to City Manager	COMPLETE: Forwar...	09/16/22 05:12 PM
Allen, Tedra	Assigned to City Clerk	APPROVE ITEM: En...	09/19/22 08:57 AM
Allen, Tedra	END WORKFLOW - APPROV...		09/21/22 11:10 AM