



CITY COMMISSION STAFF REPORT

DEPARTMENT: Administration

DATE: 12/12/2023

SUBJECT: Motion to Approve a Sixth Amendment to agreement with John M. 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 Sixth Amendment with John M. 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 by 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 have allowed 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 M. Perez has the requisite experience and has been coordinating this effort over the last 17 months (bio attached).

FISCAL IMPACT:

The proposed hourly rate is \$70 per hour, with the City incurring no benefits, with a total estimate of \$40,000. 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 FY 2023</u>	<u>Previously Used FY 2023</u>	<u>Requested Amount</u>	<u>Remaining Amount</u>
110-160-531100-519	\$615,011	\$207,400.87	\$40,000.00	\$367,610.13

ALTERNATIVES:

None.

ATTACHMENTS:

1. Original Agreement
2. 1st Amendment
3. 2nd Amendment
4. 3rd Amendment
5. 4th Amendment
6. 5th Amendment
7. 6th Amendment
8. Bio

Workflow History 			
User	Task	Action	Date/Time
Allen, Tedra	NEW ITEM: Not Yet Routed	Route to Budget	12/01/23 11:21 AM
Nadeau, Mike	Assigned to Budget <i>The fiscal impact section of this staff report is correct.</i>	COMPLETE: Forward to City Clerk	12/01/23 11:23 AM
Allen, Tedra	Assigned to City Clerk	Route to Attorney	12/01/23 11:40 AM
Horowitz, Jacob	Assigned to Attorney <i>There is an inconsistency with the staff report and motion for this item. It appears that administration is recommending approval of the Sixth Amendment; however, the report and motion reference an amended and restated agreement. I believe that the motion and staff report need to be corrected.</i>	COMPLETE: Forward to City Manager	12/01/23 11:52 AM
Eggleston, Ryan	Assigned to City Manager <i>Documents revised to reflect 6th amendment.</i>	COMPLETE: Forward to City Clerk	12/01/23 01:25 PM
Allen, Tedra	Assigned to City Clerk	APPROVE ITEM: End Workflow	12/01/23 05:11 PM
Allen, Tedra	END WORKFLOW - APPROVED		12/01/23 05:14 PM