



## CITY COMMISSION STAFF REPORT

**DEPARTMENT:** Administration

**SUBJECT:** Extension of agreement with Horace McHugh to administer programs funded by the American Rescue Plan Act (ARPA) of 2021.

**CITY MANAGER RECOMMENDATION:**

The City Manager Recommends extension of the Agreement with Horace McHugh, to administer the programs and initiatives proposed for funding by ARPA.

**BACKGROUND OF ITEM:**

At its December 14<sup>th</sup>, 2021 meeting, the Commission entered an agreement with Horace McHugh to administer the ARPA Program. The term of the agreement expires on March 31<sup>st</sup>, 2022, and is subject to the appropriation of funds. An extension of the agreement is recommended to allow the continuation of these administrative services through the current fiscal year. The Commission appropriated funds on January 25<sup>th</sup>, 2022, adopting a budget amendment.

The City of Cooper City is scheduled to receive a total of \$17,930,000 of ARPA-related funds, of which the first tranche of \$8,965,280 has already been received. Staff has reviewed the project guidelines and developed a preliminary list of projects to be considered 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 will allow the City to undertake projects beyond the City's regular operations and, therefore, beyond the annual budget's routine staffing allocation. As such, additional staffing and/or consulting services will be required. There are approximately 60 programs and initiatives recommended for consideration.

There is a need for staff resources to set up the initial program (research program guidelines; ensure project eligibility and compliance; develop implementation schedule, etc.) and coordinate the City's efforts among the various departments. There is no ability to absorb this work within the organization without additional assistance.

**FISCAL IMPACT:**

The hourly rate is \$60 per hour (without benefits), with an estimate of \$70,000 through the end of the fiscal year. 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>Requested Amount</u>	<u>Remaining Amount</u>
110-160-531100-519-ADMIN	\$209,301	\$70,000	\$160,301

**ALTERNATIVES:**

None

**ATTACHMENTS:**

1. First Amendment to the Professional Service Agreement
2. Transfer Notification

Workflow History 			
User	Task	Action	Date/Time
Allen, Tedra	NEW ITEM: Not Yet Routed	*FINANCIAL IMPACT: F...	03/11/22 03:01 PM
Kendrick, Aaron	Assigned to Finance Director	COMPLETE: Forward t...	03/11/22 03:02 PM
Horowitz, Jacob	Assigned to Attorney	COMPLETE: Forward t...	03/11/22 04:32 PM
Napoli, Joseph	Assigned to City Manager	COMPLETE: Forward t...	03/11/22 04:33 PM
Allen, Tedra	Assigned to City Clerk	APPROVE ITEM: End ...	03/11/22 04:53 PM
Allen, Tedra	END WORKFLOW - APPROVED		03/11/22 05:04 PM