



## CITY COMMISSION STAFF REPORT

**DEPARTMENT:** Administration

**SUBJECT:** Motion to approve amended and restated agreement with Horace McHugh 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 Horace McHugh, to administer the programs and initiatives proposed for funding by ARPA and approve appropriation of funds.

**BACKGROUND OF ITEM:**

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 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, is beyond the routine staffing allocation in the annual budget. 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 setup 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. The ARPA guidelines acknowledge the need for additional staff to support ARPA execution and allow for administrative costs to be included within the funding. Horace McHugh 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>Requested Amount</u>	<u>Remaining Amount</u>

**ALTERNATIVES:**

None

**ATTACHMENTS:**

Amended & Restated Professional Service Agreement  
Bio of Horace McHugh