



RECOVERY PROGRAMS
AMERICAN RESCUE PLAN ACT
CITY OF GUADALUPE

The 2021 American Rescue Plan Act (ARPA) provided \$1,860,000 to the City of Guadalupe through the State and Local Fiscal Recovery Fund in response to the COVID-19 public health emergency and its negative economic impacts.

City Council will use this one-time funding to make strategic investments in Guadalupe’s future and equitably deliver resources and services to City residents.

In pursuit of these goals, in July 2021 City Administrator Todd Bodem established the Office of Recovery Programs, responsible for administering all aspects of ARPA funding and regularly reporting to the federal government, as well as the public.

Efforts to improve public communication are herein. The website will serve as a central communications hub on Recovery Programs in the City of Guadalupe. Please check back for quarterly updates!

About American Rescue Plan Act Funds

The American Rescue Plan Act, signed into law on March 11, 2021, includes State and Local Fiscal Recovery Funds (SLFRF) – the source of Guadalupe’s \$1.8 million allocation.

The Treasury Department, the federal agency authorized to disburse and oversee ARPA funds, provided Baltimore with the first half of the local relief funds in the spring of 2021. The City will receive the second half of these funds by mid-2022.

By law, the City must commit all of the funds by December 31, 2024. Through the Fiscal Recovery Funds, Congress provided State, local, and Tribal governments with significant resources to respond to the COVID-19 public health emergency and its economic impacts through four categories of eligible uses. Sections 602(c)(1) and 603(c)(1) provide those funds may be used:

Category 1	Category 2	Category 3	Category 4
Respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;	Respond to workers performing essential work during the COVID–19 public health emergency by providing premium pay to eligible workers;	For the provision of government services to the extent of the reduction in revenue due to the COVID–19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency;	Make necessary investments in water, sewer, or broadband infrastructure.

- For more detailed guidelines about allowable uses, visit [interim final version of the federal regulations](#).
- For additional guidance on Coronavirus State and Local Fiscal Recovery Funds, visit [frequently asked questions](#).

City Council Goal Setting Workshop

In March 2021, City Council conducted a public workshop to prioritize resources and inform budget development for the upcoming fiscal year(s). City Council discussed the goal setting process and provided direction to staff. This included inviting members of the community to participate in an Ad Hoc Basic Needs Committee, which also met in March and April 2021.

Priorities for this Committee (in no particular order):

- Health and Wellness
- Physical Infrastructure including parks and city-owned buildings
- Reduction of liabilities
- Permanent home for the library

Recovery Programs

As directed by City Council, the proposed staff recommendations married its priorities and work plan according to ARPA eligibility.

The purpose of the recovery funds is to mitigate the fiscal effects stemming from the COVID-19 public health emergency. Broadly, recovery funds can be utilized for COVID-19 response, mitigation, and prevention activities. Additional eligibility includes:

- support for vulnerable populations to access medical or public health services;
- utility assistance;
- public communication efforts;
- capital investments in public facilities to meet pandemic operational needs are also eligible, such as physical plant improvements to public buildings to implement COVID-19 mitigation tactics;
- purchases of personal protective equipment;
- public safety and/or human services staff providing or administering medical, health, and welfare services;
- public jobs programs or on-the-job training programs;
- improving outdoor spaces, investments in parks;
- promoting recreation, educational services and programs, and socialization;
- revenue loss recovery.

Attachment A: ARPA Eligible Expenditure Worksheet

Revenue Recovery Program

Section 603 establishes a fund for metropolitan cities, nonentitlement units of local government, and counties: For the provision of government services to the extent of the reduction in revenue due to the COVID–19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency.

The City’s Revenue Recovery Program covers the following areas:

- Recovery Funds to General Fund
- General Plan Environmental Impact Review
- Water Utility Assistance and Debt Forgiveness
- Unemployment Insurance Replenishment Fund
- Extending Partnership with Los Amigos de Guadalupe

The Total Loss of Revenue is \$246,529.97. The City is committed to complete the General Plan Environmental Impact Review, but was not able to fully fund during the last fiscal budget review. Staff is requesting \$46,073.80 from the Balance to General Fund to complete this portion of the General Plan. The total balance of \$200,456.17 or 10.78% of ARPA Funds is recommended for General Fund.

Attachment B: Revenue Loss Worksheet

The Treasury Department Guidance allows for financial recovery of expenses related to COVID-19 Response. This includes personnel costing for Food Bank Distribution, 65% of personnel costing for Emergency Preparedness Coordinator, and cyber-security upgrades for Information Technology (IT) costs. This provides an additional balance of \$151,912.50 or 8.17% of ARPA Funds recommended for deposit to General Fund.

Recreation Department

There are multiple ways that investments in improving outdoor spaces could qualify as eligible uses. Programs and services include services designed to build stronger neighborhoods and communities and to address health disparities and the social determinants of health.

In conjunction with Recreation Commission proposals and City Council priorities, the buildout of a Recreation Department is crucial. This includes the addition of personnel to carry out these program and services, while maximizing City assets for sustainability. Funding for the remainder of the current fiscal year and the following fiscal year is recommended until a Master Fee Schedule can be re-evaluated with appropriate burden rates. The fiscal objective is for these programs, services, and rental facilities carry the maintenance burden.

City Council also recommended an in-house Grant Writer to be hired. While the majority of grant writing responsibilities are the focus of Los Amigos de Guadalupe (LADG), staff recognized the need for Grant Administration and oversight in-house. This function is responsible for working with LADG, provide additional project and budget management. It is cost-effective to roll this function under the umbrella of a Recreation Services Manager. The Recreation Services Manager serves as department head of recreation programs, volunteer services, facility rentals, and grant administration.

Park Improvements is a priority for the City of Guadalupe, its community and residents. An investment of \$243,569.09 or 13.10% of ARPA monies is requested to staff the department, provide updates to Jack O'Connell Park, provide seed money for youth programs and community activities, and replenish supplies for the auditorium.

An additional \$75,000 has been allocated for Auditorium capital improvements (CI). This increases the investment to \$318,569.09 or 17.13% of the ARPA budget.

Welfare Check Program & Emergency Services

City Council and Basic Needs Ad-Hoc Committee identified needs and barriers to mental health services. The Interim Final Rule provides several ways for recipients to “respond to” this pandemic-related gun violence, ranging from community violence intervention programs to mental health services to hiring of public safety personnel.

With the departure of the City's Emergency Preparedness Coordinator coupled with financial oversight in the Fire Department, staff recommends the hiring of a Battalion Chief to spearhead a Welfare Check Program and Emergency Services. Currently, Fire Department personnel serve as medical first responders. A continued health response program under the direction of a Battalion Chief and Director of Public Safety can provide community members with additional resources for wrap-around services and act as a liaison to county or direct services.

Staff is recommending folding the Emergency Preparedness Coordinator duties into a higher level management position and is asking for overages in compensation and benefits for the remainder of the current fiscal year and the following fiscal year to secure the position. The estimated overages for this period is \$57,846.83 or 3.11% of the ARPA budget.

Skills for Life

The Public Safety Paid-Volunteer Program offers a monthly stipend in exchange for on-the-job training hours within the scope of public safety, exposure to fire and police departments, and emergency response. Program details to implement a Pilot Program are currently under development. The Pilot Program expense is \$10,000 or .54% of the ARPA Budget.

The Operator-in-Training (OIT) Program for the Water and Wastewater Treatment Departments will be funded under Public Works and there are no requests for ARPA monies.

Software Infrastructure

Government services can include, but are not limited to, maintenance or pay-go funded building of infrastructure, including the modernization of cybersecurity, including hardware, software, and protection of critical infrastructure, as part of provision of government services up to the amount of revenue lost due to the public health emergency.

The ability to work virtually with residents, business owners, and contractors is critical. The Planning Department would like to modernize and deliver services in a new way. This includes automation of licensing applications and renewal, online permit applications, processing and payment, streamlining communications and reporting. Staff is recommending earmarking \$62,933.13 for upgrading to a business solution-based software.

Aside from Acrobat Reader, the majority of City staff do not have access to editing Adobe PDF documents or preparing forms for digital signature. Staff is recommending upgraded team licenses for personnel. Benefits of Adobe E-Sign include: higher security associated with electronic signatures such as authentication and duplication prevention capabilities, minimizes signature-related paperwork delays, allows users to sign documents from any location and on any device, and tracks every step of e-signature business processes to make forms easier to audit.

Software infrastructure improvements total an estimated \$94,598.73 or 5.09% of ARPA budget.

Public Communication

Mitigating the impact of COVID-19, including taking actions to control its spread and support, continues to require a major public health response from State, local and Tribal governments. New public communication efforts are needed in order to keep residents safe and informed, while continuing to provide critical services when the community needs them the most.

Starting with a critical feature of any digital experience, the City's website homepage must be intuitive and seamless from the first point of contact. Clearly mapped services provide online access to social services, permit applications, utility payment, while updating the community on state of emergency and progress of ongoing projects or grant-based initiatives.

With funding available through the ARPA, governments can not only update their customer service, but further develop efficient solutions for civic engagement and build their relationship with their residents. Hardware and equipment is required to provide better live streaming for council meetings, public hall meetings, and events; WIFI service for LeRoy Park; and interpretation services to further strengthen access to information. Public communication enhancements are estimated at \$105,001.60 or 5.655 of ARPA budget.

Capital Improvements – City Properties

Capital Improvement Projects (CIP) are city-funded improvements to city land, parks, building and infrastructure. City Council and Basic Needs Ad-Hoc Committee agree with residents that critical updates are needed. Ventilation and no-touch receptacle needs have been identified, as well as addressing better space planning at City facilities.

Staff recommends replacing the broken Electric Vehicle charging station at the Vietnam Veterans’ Memorial Plaza and providing charging stations at the Amtrak Station/Transit Center in an effort to lower cost of driving for the community and visitors, increase property value, and commit to clean air initiatives.

Safety is a main concern of Public Works. Roadway and walkway safety cannot be achieved without a vegetation maintenance program. Vegetation management includes controlling or eliminating vegetation through a variety of strategies: mowing, brush cutting, tree trimming, cultivating desirable vegetation, and re-vegetation, etc.

CIP accounts for approximately \$852,000 or 45.81% of ARPA budget.

Highlights of APRA Budget

Category	Dollar Amount	% of Budget
Revenue Recovery Program –Balance to General Fund	\$352,368.67	18.95%
Recovery Program – Additional Response(s)	\$246,912.50	13.27%
Recreation Department	\$243,569.09	13.10%
Battalion Fire Chief	\$57,846.83	3.11%
Public Safety Paid-Volunteer Program	\$10,000.00	.54%
Software Infrastructure	\$94,598.73	5.09%
Public Communication	\$105,001.60	5.65%
Capital Improvements	\$852,000.00	45.81%
Total Staff Recommendations	\$1,856,458.72	97.34%

General Plan Environmental Impact Review		One-time	\$	246,529.97	Recovery Program - Total Loss Revenue	10.78%	Category 3: Replenish Loss Revenue - calculated to the expected trend 4.1% growth, based upon beginning of last full fiscal year prior to pandemic
			\$	46,073.80			
		Balance to General Fund	\$	200,456.17			
Water Utility Payment/Debt Forgiveness		One-time	\$	50,000.00	Recovery Program - Household Assistance	2.69%	Category 1: Assistance to households or populations facing negative economic impacts due to COVID-19 is also an eligible use. This includes: Food assistance; rent, mortgage, or utility assistance
Unemployment Insurance (UI) Funds		One-time	\$	5,000.00	Recovery Program - Unemployment Insurance	0.27%	Category 3: UI can be restored to pre-pandemic balances
Los Amigos de Guadalupe - Sole Source of Continuous Work			\$	40,000.00	Recovery Program - Household Assistance	2.15%	Category 1: Meeting the immediate needs of unserved and underserved households with community services (i.e. Food Pantry) and securing funds for outdoor spaces (LeRoy Park)
Food Bank Distribution - Personnel Costs			\$	15,000.00	Recovery Program - Additional COVID-19 Response	8.17%	Category 3: Replenish Loss Revenue - Recipients may use payments from the Fiscal Recovery Funds for the provision of government services to the extent of the reduction in revenue experienced due to the COVID-19 public health emergency
Emergency Preparedness Coordinator - Personnel Costs			\$	61,912.50			
Cyber-Security Upgrades - IT Costs			\$	75,000.00			
			\$	151,912.50			
Recreation Services Manager/Grant Administrator Full-time Staff (1); Exempt December 1, 2021 - June 30, 2023					Recreation Department	13.10%	Category 4: Payroll to support communities working to reduce and respond to increased violence due to the pandemic, ranging from intervention programs to recreation and enrichment programs
FY 21-22	Range Unrepresented	Step A	Hours	Annual Salary	Benefits/Payroll Taxes		
			36.29	1213 \$ 44,020.98	\$ 13,206.29		
FY 22-23	Range Unrepresented	Step B	Hours	Annual Salary	Benefits/Payroll Taxes		
			39.25	2080 \$ 81,637.92	\$ 30,000.00		
				\$ 211,379.86	\$ 73,206.29		
					\$ 168,865.20		
Facility Rental Coordinator Part-time Staff (1); Non-Exempt July 1, 2022 - June 30, 2023							
FY 22-23	Range	Step B	Hours	Annual Salary	Bilingual Pay/Payroll Taxes		
	156		21.16	936 \$ 19,803.89	\$ 3,200.00		
Jack O'Connell Park Investment - ADA Play Structure & Insulation				\$ 25,000.00	Recreation & Park Improvements		Category 4: Outdoor space investment designed to build stronger neighborhoods, promoting outdoor recreation and socialization
Concession Stand Evaluation				\$ 1,000.00			
				\$ 26,000.00			
Recreational Programs				\$ 12,000.00			Category 3: Summer education and enrichment programs, summer camps; Serving households, populations, and geographic areas disproportionately impacted by the pandemic
Tables (8 Rectangular w/cart)				\$ 725.00			
Tables (10 Round w/cart)				\$ 2,200.00			
C-Train Storage - Rental				\$ 3,000.00			
				\$ 8,900.00			
FY 21-22				\$ 2,400.00	Cleaning & Maintenance Supplies		Category 4: PPE: N-95 Masks for Unvaccinated City Staff, Gloves for Food Pantry, Hand Sanitizer
FY 22-23				\$ 2,400.00			
				\$ 4,800.00			
				\$ 243,569.09			

December 1, 2021 - June 30, 2023						Battalion Fire Chief 3.11%	
FY 21-22	Range Unrepresented	Step A	Hours 52.60	Annual Salary 1215 \$ 63,909.00	Benefits/Payroll Taxes \$ 30,333.00	Emergency Preparedness Coordinator Comp/Ben	74,083.33
FY 22-23	Range Unrepresented	Step A	Hours 54.18	Annual Salary 2080 \$ 112,688.16	Benefits/Payroll Taxes \$ 52,000.00	Fire Chief	94,242.00
				\$ 352,440.36	\$ 160,333.00		
				\$	\$ 258,930.16	20,158.67	
						37,688.16	
						57,846.83	

Category 1: CSFRF/CLFRF recognizes that the response to COVID-19 has changed and will continue to change. Funds used for payroll and benefits for public safety, public health, health care, human services, including first responders.

Response to COVID-19 impacts such as behavioral, mental health, substance abuse treatment, crisis intervention services

September 1, 2021 - June 30, 2022				Public Safety Paid-Volunteer Program - Part-time Volunteer (2) 0.54%	
FY 21-22	Number of Interns 2	Monthly Stipend 500.00		Pilot Program Budget \$ 10,000.00	

Category 1: Subsidized jobs for youth, programs that provide workforce readiness training skills development, coaching and mentoring

Planning Software 3-year				Software Infrastructure Improvements 5.09%	
1st year Set-up and Support			\$	35,000.00	
2nd year Support			\$	13,625.92	
3rd year Support			\$	14,307.21	
				\$	62,933.13
Adobe Acrobat Pro Advanced E-Sign New Licenses:					
Permit Technician	Business Manager	PD Office Manager	Code Compliance Officer	Director Public Works	
A/P Clerk	A/R Clerk	PD Records Technician	Director Public Safety	PW Engineering Technician	
Mayor	Mayor Pro Temp	City Administrator	Battalion Chief	Police Lieutenant	
Sergeant	Sergeant				
				\$	263.88 3-year
				\$	13,457.88
Upgrade Existing Licenses to Adobe Acrobat Pro Advanced E-Sign Licenses:					
Admin Assistant	Finance Director	Fire Captain			
HR Manager	WWTP Supervisor	Fire Captain			
				\$	263.88 3-year
				\$	4,749.84
				\$	18,207.72
				\$	94,598.73

Category 4: Govt services can include maintenance or pay-go funded building infrastructure, including roads; modernization of cybersecurity, including hardware, software, and protection of critical infrastructure; health services; school or educational services; and the provision of other public safety services; enhancement to service capacity

WiFi for LeRoy Park - Change Orders			\$	39,000.00	Public Communication
Live Streaming Equipment			\$	5,000.00	5.65%
Building Attendant - Live Streaming Administration			\$	4,320.00	
Web Camera	\$	725.00	2	\$	1,450.00
Televisions			4	\$	1,800.00
Television Cart			2	\$	250.00
Spanish/Mixteco Interpreting Services				\$	7,500.00
Website Update	\$	15,000.00	One-time	\$	15,000.00
Website Content	\$	4,800.00	1-year	\$	4,800.00
Website Event Management Plugin				\$	5,000.00
Website PW Request - Workflow Management				\$	1,200.00
Surface Pro 7 w/Keyboard	\$	1,230.10	16	\$	19,681.60
				\$	105,001.60

Category 4: Support vulnerable populations to access health services by enhancing public communications

City of Guadalupe
 COVID-19 Operational Response Funded by American Rescue Plan
 Proposed Uses of Funds

Council Chambers - ADA/Window Ventilation Update	\$	300,000.00	Capital Improvements - City Properties
Architectural Drawings	\$	100,000.00	45.81%
Touchless Restroom Receptacles/Restroom Redesign	\$	154,000.00	
Generator (1)	\$	50,000.00	
Auditorium Upgrades	\$	75,000.00	
Senior Center Touchless Receptacles	\$	50,000.00	
PW Conference Room Upgrades	\$	18,000.00	
Finance Office Upgrades	\$	5,000.00	
Electric Vehicle Charging Stations (Amtrak/City Parking)	\$	50,000.00	
Vegetation Maintenance	\$	50,000.00	
	\$	<u>852,000.00</u>	

Category 4: Captial improvements mitigating infection, ventilation improvements in congregate settings

Capital investments in public facilities to meet operational needs; adaptations to public buildings

Total ARP	\$	<u>1,856,458.72</u>
Total Granted ARP Funds	\$	<u>1,860,000.00</u>
Total Balance of ARP Funds	\$	<u>3,541.28</u>
Balance to General Fund	\$	<u>352,368.67</u>

- Denotes Emergency Purchases
- Denotes Treasury Department Guidance
- Denotes Balance to General Reserves

Additional Considerations for ARP Funds					
Description	Staff Recommendation	ARP % Recommendation	Original Request	ARP % Request	
2% City Contribution to County Childcare Funding Pool	\$ 37,200.00	2.00%	County Request \$93k	5.00%	
Recreation Commission Recommendation for Auditorium Improvements (\$75k listed in CI)	\$ 25,000.00	1.34%	Commission Request \$100k	5.38%	
Los Amigos de Guadalupe - FY 22-23	\$ 40,000.00	2.15%	LADG Request \$80k	4.30%	
Library Relocation	\$ 50,000.00	2.69%	Restrictive Funds for CI & Ed Programs	2.69%	
LeRoy Park Maintenance Worker I	\$ 57,000.00	3.00%			
	\$ 209,200.00				

Through the Fiscal Recovery Funds, Congress provided State, local, and Tribal governments with significant resources to respond to the COVID-19 public health emergency and its economic impacts through four categories of eligible uses. Sections 602(c)(1) and 603(c)(1) provide that funds may be used:			
Category 1: Respond to the public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;	Category 2: Respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers;	Category 3: For the provision of government services to the extent of the reduction in revenue due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency;	Category 4: Make necessary investments in water, sewer, or broadband infrastructure.