

**AMERICAN RESCUE PLAN ACT COMMITTEE
(ARPA)
MINUTES
December 6, 2021
4:30 p.m**

Committee Members Present

Laura Dorrell, Co-Chair
Anthony James, Co-Chair
Jon Antonson, Member
Brian Boling, Member
Janeene Cabral Carrillo, Member*
Larry Avila, Member

*Absent

Other meeting participants: Town Manager Rudy Perez and Espie Castaneda, Town Clerk.

The meeting was called to order by Co-Chair Laura Dorrell followed by the Pledge of Allegiance.

Discussion and/or action to approve the October 25, 2021 meeting minutes: Motion to approve the meeting minutes as presented was made by Committee member Larry Avila. Second to the motion was made by Committee member Jon Antonson. Motion carried.

Update on the Vaccination Incentive Program: Town Staff reported that 18% of the estimated 200 participants have registered. Informational banners were also purchased and displayed. Project balance: \$8,029.00

Discussion and/or action regarding funding available under the American Rescue Plan Act/Coronavirus State and Local Fiscal Recovery Funds: Committee Chair, Laura Dorrell permitted Mr. Ric Hansen, proprietor of the Bighorn Manor to address the committee regarding his request for funding under the ARPA Program

Mr. Hansen explained that he is having a difficult time in retaining a labor workforce to complete his renovations. Renovations and construction were originally halted during the onset of Covid-19.

- a. Review and discussion of the Town of Clifton ARPA Funding Notice, Application & Agreement Form:** Staff reported that after reviewing the ARPA reporting guidelines it is essential that before funding is allocated or awarded to subrecipients, there should be some form of application to document the intended project and assure it meets an eligible use as well as guide the subrecipient on their responsibilities as well.

The Town Attorney was contacted to determine if she had prepared such a form for other communities. Fortunately, she was able to provide a draft form for the committee's review. Committee members were encouraged to review the draft document prior to the next meeting scheduled for January 3, 2022 at 4:30 p.m.

- b. Approval to allocate funding for ARPA eligible administrative expenses:**
- a. Upgrade town's website capable of keeping the community connected to public services.**
 - b. Single Audit Act Requirement**

Town Staff provided a digital copy of the National League of Cities (NLC) Local Fiscal Recovery Funds Playbook via email as another tool in guiding the Committee when making decisions on utilization of ARPA funds.

Committee members were provided with an excerpt from the NLC Playbook – “Key Opportunities in Post Pandemic Tech” providing information to support an eligible use of ARPA funds for Public Administration areas related to “quick adoption of digital processes that enable remote work, eliminate paper workflows, and keep communities connected.” Additionally, the information provides that Civic Services, also an eligible use, will increase community access and operational efficiency including allowing the business management and licensing process to operate in the cloud. These Tech solutions respond to social distancing and remote work will continue to benefit the community development ecosystem.

Town Staff, Cecilia Jernigan provided a power point presentation comparing the limitations of the current website to an enhanced website could offer. She explained that although the current website is operational, it has limited capabilities. Additionally, working with a professional to develop a more interactive website would be more cost effective and expedite the process to get the website accessible to the public asap. She reviewed the quote from Granicus and further explained that an additional component “Open Forms” would also be part of the website development. Open Forms would create the customized forms needed as part of the interaction.

Ms. Jernigan reviewed the quote provided by Granicus to include Open Forms in the amount of \$42,172.00 which includes development and subscription fees covering a three-year period. She explained that in year two and three there is a factored in cost share where the town's general fund will gradually assume the total expense. She further explained that town staff is requesting \$35,304.50 in ARPA Funds for the project and General Fund will cover \$6,867.50.

Ms. Castaneda also reported that fees to conduct a review under the Single Audit Act are also eligible expenses. She estimates that the town will meet that requirement by expending \$75,000 in a fiscal year. Cost estimate: \$5,000.

Committee members voted to recommend the eligible administrative expenditures as presented to the Clifton Town Council. Motion was made by Committee member Jon Antonson, seconded by Committee member Larry Avila.

Adjournment: Meeting adjourned at approximately 5:55 p.m.

Next meeting: January 3, 2022 at 4:30 p.m.