

TOWN *Of* **PARADISE VALLEY**



STAFF REPORT

TO: Mayor Bien-Willner and Town Council Members

FROM: James Bailey, Interim CIO
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DATE: January 19, 2022

DEPARTMENT: Town Manager

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AGENDA TITLE:

Discussion regarding the Submittal for certain ARPA funds for the First Phase of our integrated IT Service Model Strategy (Digital Citizens Services) related to the Town's Finance Budget and Planning Technology Improvements.

SUMMARY STATEMENT:

On October 18, 2021, the Town Council directed staff to return with more information about how to approach improvements to the town's Citizen Services in the areas of Finance Budgeting and Capital Improvement Planning (CIP) Automation; and Community Development Planning, Building and Permitting.

The staff is bringing forth an update to the Town Council for the first of several phases to improve our Digital Citizen Services for the Town. These phases include:

- Phase 1:
 - Finance – Budgeting and Planning
 - Transparency and Performance Reporting
 - Budget Book Automation (Interactive Online Digital and Static PDF versions)
 - Operating, CIP, Workforce Budget Process Automation
 - Accounting System Integration
- Phase 2:
 - Community Development – Citizen Services
 - Customer Service Portal
 - Applicant Tracking and Self-Service
 - Planning and Zoning Application Requests
 - Permitting, Fees, Code Enforcement Process Improvements
 - Online Fee Collection / Accounting System Integration
 - Advanced GIS Integration to improve communication

BACKGROUND:

On October 18, 2021 the Town Council directed staff to pursue ARPA funding for the replacement of revenue loss pursuant to sections 602(c)(1)(C) and 603(c)(1)(C) of the Act and spend those funds specifically for technology eligible ARPA projects.

Two of the three projects were approved. The third project is being broken down to several phases to date. Phase 1 – Finance Budgeting / Planning is being recommended by staff for Town Council approval. Additional phases will be presented to Town Council for future review and approval.

- Approved:
 - \$245,000 for Technology Backup Protection/Business Continuity; and
 - \$260,000 for Cyber Security Critical Hardware Assets; and
- Pending Approval:
 - \$1,240,000 Digital Citizen Services – Enabling a modern government workforce through integrated digital technologies that deliver critical services and information to town citizens and staff
 - \$115,000 Phase 1 – Finance Budgeting / Planning
 - TBD Phase 2 – Community Development Citizen Services
 - TBD Phase 3 – Public Works Citizen Services 311

The federal American Rescue Plan (2021) Act) (“ARPA”) was signed into law on March 11, 2021. The Town’s individual initial allocation is \$4,888,467.26; half of which was received in July, 2021.

These ARPA funds may only be used for: (i) supporting public health expenditures, (ii) addressing the negative economic impacts caused by the public health emergency, (iii) replacing lost public sector revenue, and providing premium pay for essential workers, and (iv) investing in water, sewer and broadband infrastructure.

The Town Council on September 9, 2021 considered twelve potential projects for ARPA funding, narrowing it down to six projects that most directly address local impacts experienced due to the COVID-19 public health emergency and further minimize the impacts of any future pandemics. A second study session was heard on October 18, 2021 with Council direction to pursue funding all but two projects that require additional information prior to Council consideration.

These projects along with other projects, including ARPA’s “Revenue Loss” eligibility category was authorized by Town Council to use ARPA funding. With the recent change by the U.S. Department of Treasury, the “Revenue Loss” category is now federally approved up to \$10M. The Town’s total revenue loss is anticipated to be \$4,888,467.27. The ARPA funds received for revenue loss now allow this project to be paid using general budget contingency.

BUDGETARY IMPACT:

The Town Council hereby authorizes expenditures of ARPA earmarked projects in an amount not to exceed \$115,000 for Phase 1 of Digital Citizen Services improvements related to Finance Budgeting and Planning.

Town of Paradise Valley will use the co-operative Buy Board as the purchasing agent.

RECOMMENDATION:

Provide staff direction to return to Town Council with a contract and funding from the General Fund contingency to implement the first of two technology improvements: Phase 1 – Finance Budgeting / Planning technology project.

ATTACHMENT(S):

- A. Staff Report
- B. Presentation
- C. ClearGov Product Overview
- D. ClearGov Digital Budget Book