



## LEGISLATIVE MEMORANDUM

**TO:** Honorable Mayor and Members of the City Council

**FROM:** Suzanne Sherman, City Manager

**THRU:** Clinton Hatcher, Community & Economic Development Director

**DATE:** October 17, 2024

**RE:** Consideration of a Memorandum of Understanding between the City's Community & Economic Development and Utilities Departments for septic-to-sewer conversion assistance for income-eligible households funded through the American Rescue Plan Act (\$420,000).

### **SUMMARY:**

Under the American Rescue Plan Act (ARPA), the City of Palm Bay received \$18,009,865 in Coronavirus State and Local Fiscal Recovery Funds. On June 17, 2021 the City received the first disbursement of funds totaling \$9,004,932.50. The second disbursement will be received in June 2022 for the equal amount. All funds shall be committed by December 31, 2024 and fully expended by December 31, 2026.

At the Regular Council Meeting on December 15, 2022, Palm Bay City Council allocated \$420,000 in ARPA to provide monetary assistance for septic-to-sewer conversions for eligible low and moderate-income households. On November 2, 2023, City Council adopted a mandatory connection ordinance requiring households with access to the City's centralized sewer system to connect within 365 days of notice. The Community & Economic Development Department shall be responsible for receiving applications from low and moderate-income households in Palm Bay and verifying income eligibility. CED will coordinate with the Utilities Department, which is the lead on septic-to-sewer conversions. The two departments shall work in coordination to identify, certify, fund, and complete construction for septic-to-sewer conversions, with the goal of expending all ARPA funds by December 31, 2026. This agreement meets the City's requirement to encumber all ARPA funds by December 31, 2024.

### **REQUESTING DEPARTMENTS:**

Community & Economic Development; Utilities Department

**FISCAL IMPACT:**

There is no fiscal impact with this item. ARPA funds totaling \$420,000 were already allocated for this purpose by City Council on December 15, 2022

**STAFF RECOMMENDATION:**

Motion to approve Memorandum of Understanding (MOU) between the City's Community & Economic Development Department and Utilities Department funding septic-to-sewer conversions for income-eligible households funded through American Rescue Plan Act (\$420,000); and authorize the City Manager to execute the MOU, and any subsequent amendments that to do not increase the funding award.

**ATTACHMENTS:**

1. Memorandum of Understanding (MOU) between the City's Community & Economic Development Department and Utilities Department funding septic-to-sewer conversions for income-eligible households funded through American Rescue Plan Act (\$420,000)