



MINUTES
KEIZER GENERAL FUND LONG RANGE PLANNING TASK FORCE
Monday, October 25, 2021
VIRTUAL MEETING

CALL TO ORDER Mayor Clark called the meeting to order at 6:00 pm. Roll call follows:

ROLL CALL

Present:

Cathy Clark
Kyle Juran
Ross Day
Laura Reid
Roland Herrera
Dan Kohler
Elizabeth Smith

Staff

Tim Wood, Finance Director
Wes Hare, Interim City Manager
Bill Lawyer, Public Works Director
Shane Witham, Planning Director
Machell DePina, Human
Resources Director

Jonathan Thompson

PUBLIC COMMENT None

**APPROVAL OF
MINUTES**

Jonathan Thompson moved for approval of the March 8, 2021 Minutes. Councilor Herrera seconded. Motion passed as follows: Clark, Reid, Herrera, Kohler, Smith, Rasouli, Juran, Day, Martin and Saldivar in favor with Sangster, London, Graveline and Thompson abstaining.

DISCUSSION

**a. Preliminary
Census Data
Overview**

Finance Director Tim Wood explained that this information would set the stage on the change in demographics that have taken place in the community over the last ten years and will help determine how resources should be allocated to meet the needs of the community. He reminded everyone that this information is preliminary and would be discussed again at one of the early 2022 Council meetings.

Sue Ranseen, GIS Technician, shared the story map on the meeting screen, explained map details, and noted that a link to the story map would be available on the City webpage and that the information would be updated as more complete data is relayed to the City.

**b. American
Rescue Plan
Act (ARPA)
Overview**

Mr. Wood explained that this is the 2021 version of the CARES Act that happened in 2020. The City has been awarded about 8.8 million dollars to start the rebuilding process after the Covid-19 pandemic. He reviewed the multiple revenue streams, Keizer's and other jurisdiction's allocations, assistance programs provided by other entities, State and Local Fiscal Recovery Funds, eligible and ineligible expenses, and funds received through Bill Post, and encouraged everyone to focus on projects that can be completed within the limited timeframe and to maximize resources and avoid overlapping aid.

c. Important Deadlines

March 11, 2021 – ARPA signed into law
August 2021 – City of Keizer received initial \$4,407,945
August 2022 – City of Keizer will receive final \$4,407,945 (possibly more)
December 31, 2024 – All funds must be committed (2024-25 Annual Budget Process)
December 31, 2026 – All funds must be expended (2026-27 Annual Budget Process)

d. Potential Projects

Mr. Wood reviewed an extensive list that consisted of a combination of Long Range Planning Task Force ‘wish list’ items, staff suggestions and library requests. He noted the following projects should have asterisks to mark them as priority.

- Police Cadet Radios
- Code Enforcement Truck
- ADA Street Ramp Improvements
- Hardware/Software for the modernization of cybersecurity and protection of critical infrastructure
- Police parking lot security fence
- Meadows Pump Station – Mr. Wood suggested that the ‘Bill Post funds’ (\$700,000) be combined with \$300,000 ARPA funds to accomplish this project.

e. Next Steps

1. Identify projects to move forward with during Fiscal Year 2021-22.
2. Prepare a supplemental budget adjustment to be approved by City Council.
3. Report on identified project status during the Long Range Planning Task Force and Budget Committee meetings.
4. Identify additional projects during the long Range Planning Task Force and Budget Committee meetings for future fiscal years.

Following discussion, the task force agreed on making the following projects a priority: Police cadet radios, Code Enforcement truck, ADA street ramp improvements, hardware/software for the modernization of cybersecurity and protection of critical infrastructure, Police parking lot security fence, codification of city ordinances (English & Spanish), and Meadows pump station.

Mr. Wood explained that the next step would be to put together a supplemental budget request for the above projects for Council approval.

Community center and gas tax backfill would be best addressed during the budget process. Additional discussion took place regarding public safety payroll expenses for time dedicated to responding to COVID-19 public health emergency.

OTHER BUSINESS Next meeting: **Monday, March 14, 2022**, 6 p.m.

Adjourn Meeting adjourned at 7:35 p.m.

Minutes approved:
03-14-22

Debbie Lockhart

Debbie Lockhart, Deputy City Recorder