



The city is conducting public meetings using a hybrid model. The public was welcome to attend this meeting in-person at City Hall or virtually.

Members Present: Deputy Mayor Hochstatter, Barbara Bitetto, Charla Neuman.

Staff Present: City Administrator (CA) Jason Wilson, Administrative Services Director (ASD) Jeff Steffens, and Chief Financial Officer Kassandra Raymond (CFO).

The meeting convened at 5:38 p.m. by Deputy Mayor Hochstatter.

Committee Business

Select Committee Chair: Councilmember Reed is no longer on the ARPA Committee, resulting in the vacancy of the chair position. Pursuant to the Council Rules, a new chair must be appointed. After discussion among members, Deputy Mayor Hochstatter was appointed chair.

Commissary Kitchen Grant Extension: In 2022 the Council authorized a \$100,000 grant for the establishment of a commissary kitchen. The grantee was provided six months to identify a location and begin establishment activities. The grantee has been working diligently to find a location but has been unsuccessful. Community and Economic Development Director Ryan Windish recommended providing the grantee with an additional six months. The committee discussed the request and agreed with the staff recommendation but was hesitant to go any longer than the six months.

ARPA Funds Reconciliation: CA Wilson and CFO Raymond reviewed the ARPA expenses to date. Several of the funding allocations had lapsed with the end of the 2021/22 biennium. CA Wilson provided recommendations for each line item—either to reallocate the ARPA funds for the original intended project or to roll the unused funds to fund balance. The committee agreed with the staff recommendation. The reallocations will be included in a future budget amendment to council.

Project	2023/2024					Recommendation
	Authorized	Spent	Unspent	Budget	Available	
Direct Response						
Direct costs associated with pandemic response.	40,000	40,000	-	-	-	
Facility improvements (Air Filtering)	10,000	9,403	597	-	597	Roll to ARPA balance
Facility improvements (cubicles, other distancing)	95,000	90,972	4,028	-	4,028	Roll to ARPA balance
Hybrid meeting technology	200,000	200,000	-	-	-	
EOC Improvements	70,000	70,000	-	-	-	
Police Employee Retention Program	39,000	39,000	-	-	-	
<i>Total Direct Response</i>	454,000	449,375	4,625	-	4,625	
Economic Response & Resilience						
Community Food Bank operational support	35,000	35,000	-	-	-	
Wayfinding Signage	40,000	-	40,000	40,000	-	
Kincaid/Cherry Design	250,000	232,982	17,018	-	17,018	Re-program to 2023/2024 Budget
Homeless outreach & housing	25,000	-	25,000	-	25,000	Re-program to 2023/2024 Budget
Business Grants - Commissary Kitchen	100,000	-	100,000	-	100,000	Re-program to 2023/2024 Budget
Business Grants - Tenant/Restaurant Improvements	280,000	250,000	30,000	-	30,000	Re-program to 2023/2024 Budget
Utility Assistance	53,000	50,133	2,867	-	2,867	Roll to ARPA balance
Parklet	10,000	-	10,000	-	10,000	Re-program to 2023/2024 Budget
<i>Total Economic Response & Resilience</i>	793,000	568,114	224,886	40,000	184,886	
Infrastructure Investments						
Broadband & Cybersecurity	82,000	30,828	51,172	10,100	41,072	Re-program to 2023/2024 Budget
Portland Loo (2) at City Parks	500,000	500,000	-	-	-	
Kincaid/Cherry Pedestrian Plaza	1,000,000	1,000,000	-	-	-	
<i>Total Infrastructure Investments</i>	1,582,000	1,530,828	51,172	10,100	41,072	

Next Meeting: Unless staff recommends sooner, the committee does not plan on meeting again until June.

With no further items, the meeting adjourned at 6:03 p.m.

Prepared by City Administrator Jason Wilson