Accessibility and Accommodation Requests

For questions about accessibility or accommodations for persons with disabilities, or to request a translator, interpreter, or other communication aids, please contact Melissa Bisset at 503-856-3412 or bissetm@keizeror.gov. The City of Keizer is committed to providing equal access to all public meetings and information per the requirements of the ADA and Oregon Revised Statutes (ORS). The Keizer Civic Center is wheelchair accessible.

To provide oral comments via electronic means, please contact the City Recorder's Office no later than 2:00 p.m. on the day of the meeting. Most regular City Council meetings are streamed live through www.KeizerTV.com and cable-cast on Comcast Channel 23 within the Keizer City limits.

AGENDA

KEIZER CITY COUNCIL
KEIZER CITY COUNCIL WORK SESSION

Monday, February 10, 2025
6:00 PM
KEIZER CITY COUNCIL AND COMMUNITY DIVERSITY ENGAGEMENT COMMITTEE JOINT WORK SESSION (will begin after the City Council Work Session ends)
Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon

1. **CALL TO ORDER - CITY COUNCIL WORK SESSION**

2. **ROLL CALL**

3. **DISCUSSION**

   a. **Council review of the purpose, need, and objectives of all Boards, Commissions and Committees that are not statutorily required**

   b. **Review Proclamation List**

4. **ADJOURNMENT OF CITY COUNCIL WORK SESSION**

5. **CALL TO ORDER - JOINT WORK SESSION OF CITY COUNCIL & COMMUNITY DIVERSITY ENGAGEMENT COMMITTEE**

6. **JOINT WORK SESSION WITH CITY COUNCIL & COMMUNITY DIVERSITY ENGAGEMENT COMMITTEE**

   a. **Joint Discussion on Community Diversity Engagement Committee (CDEC) Mission, Purpose, Membership, Terms and Meeting Schedule**

7. **ADJOURNMENT OF JOINT WORK SESSION**

City of Keizer Mission Statement

Keep City Government Costs And Services To A Minimum By Providing City Services To The Community In A Coordinated, Efficient, And Least Cost Fashion

"Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury."

City Council Meeting Date: February 10, 2025

To: Mayor Clark and City Council Members

Thru: Adam J. Brown, City Manager

From: Melissa Bisset, City Recorder

Subject: Council review of the purpose, need, and objectives of all Boards, Commissions and Committees that are not statutorily required

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Proposed Motion

No motion is necessary.

I. Summary

The Council Rules of Procedure, Section 18.1 Citizen Committee, Boards, and Commissions, states "As part of the Council Goal and Work Plan process, the Council shall review the purpose, need, and objectives of all boards, commissions and committees that are not statutorily required". Only the Budget Committee and Planning Commission have statutory requirements.

II. Background

A. A Resolution is adopted to create each of the City's Boards, Commissions, and Committees. An exhibit is attached to each Resolution outlining the purpose, membership, term of office, presiding chair, meetings, and attendance.

B. The Volunteer Coordinating Committee reviews and interviews applicants for vacancies and forwards their recommendation for appointment to the City Council.

C. Since the last review in 2023, the City Council dissolved the Stormwater Advisory Committee and Personnel Policy Committee and established the Keizer Emergency Planning Committee.

D. The following City Committees, Boards and Commissions currently exist:

- Audit Committee - date/s not currently scheduled.
- Budget Committee - Meets annually in May - Will meet on May 12, 13, and if needed May 15 - has statutory requirements.
- Keizer Public Arts Commission - Meets on the third Tuesday every other month.
- Community Diversity Engagement Committee - Meets on the first Thursday of each month.
- Keizer Emergency Planning Committee - does not currently meet regularly.

- General Fund Long Range Planning Task Force - Will meet on Monday February 24, 2025 or March 10, 2025.
- Parks and Recreation Advisory Board - Meets on the second Tuesday of each month.
- Planning Commission - Meets the second Wednesday of each month - has statutory requirements.
- Traffic Safety/ Bikeways/ Pedestrian Committee - Meets on the third Thursday of each month.
- Volunteer Coordinating Committee - Meets on the second Thursday of each month.

III. Current Situation

A. At this time the majority of the Boards, Commissions, and Committees meet on a monthly basis.

B. City Council Liaisons and Staff Liaisons are appointed to the various Boards, Commissions, and Committees.

C. A copy of each of the Boards, Commissions, and Committees' Resolution and Exhibit A outlining the purpose, membership, term of office, presiding chair, meetings, and attendance requirement are attached to this staff report.

IV. Analysis

A. **Strategic Impact** - The Boards, Commissions, and Committees serve as advisory bodies to the City Council.

B. **Financial** - The Boards, Commissions, and Committees consist of volunteers with some having small budgetary authority.

C. **Timing** - The Council Rules of Procedure, Section 18.1 Citizen Committee, Boards, and Commissions, states "As part of the Council Goal and Work Plan process, the Council shall review the purpose, need, and objectives of all boards, commissions and committees that are not statutorily required".

D. **Policy/Legal** - A Resolution is adopted by the City Council creating or dissolving any City Board, Commission, or Committee.

V. Alternatives

A. The Council should review each of the current Boards, Commissions, and Committees and determine if any changes are needed.

VI. Recommendation

Staff recommends Council review the purpose, need and objectives of all boards, commissions and committees that are not statutorily required.

Attachments

1. RES_Audit Committee
2. RES_Public Arts Commission
3. RES_ Community Diversity Engagement Committee
4. RES_Keizer Emergency Planning Committee
5. RES_Long Range Planning Task Force
6. RES_Parks and Recreation Advisory Board
7. RES_Traffic Safety Bikeways and Pedestrian Committee
8. RES_Volunteer Coordinating Committee

"Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury."

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2023- 3418

AMENDING THE AUDIT COMMITTEE; **AMENDING RESOLUTION NO. R93-627; REPEAL OF RESOLUTION R2022-3338**

WHEREAS, the City Council adopted Resolution No. R93-627 establishing the Audit Committee on April 5, 1993;

WHEREAS, the City Council adopted Resolution No. R2013-2312 amending the Audit Committee on January 22, 2013;

WHEREAS, the City Council adopted Resolution R2022-3338 amending the Audit Committee on November 7, 2022;

WHEREAS, the City Council wishes to amend the membership section to allow appointment of a Youth liaison;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that Resolution No. R93-627 is hereby amended by replacement of Attachment A with the attached Appendix "A", and by this reference incorporated herein.

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that Resolution No. 2022-3338 is hereby repealed in its entirety.

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon the date of its passage.

PASSED this 6th day of November, 2023.

SIGNED this 6th day of November, 2023.

Cathy Clark
Mayor

Melissa Bisset
City Recorder

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

Appendix "A"
City Council Committee

Name:	Audit Committee
Purpose:	To review and advise the City Council/Urban Renewal Agency on all matters related to the audit. Among these will be: 1. Assuring itself that the auditor selected is both independent and competent. 2. Meeting with the chosen auditor in advance of the audit to recommend the proper scope of the audit. 3. Examine the control weaknesses discovered during the audit and reported in the audit findings and in the auditor's management letter. 4. Satisfy itself that management has taken the appropriate actions to correct any deficiencies discovered during the audit. 5. Accept other financially related assignments as given by the City Council.
Membership:	The Committee shall consist of five voting members: three members of the City Council and two citizen members of the Budget Committee. Members will be appointed by the Mayor and announced at a regularly scheduled Council meeting. The Council may appoint a non-voting Youth liaison to the Committee pursuant to the Council Rules of Procedure. The Committee will be staffed by a non-voting staff liaison to be appointed by the City Manager.
Term of Office:	Each member of the Committee will serve the same term as the member(s) term on the Budget Committee.
Chair and Vice-Chair:	The Committee will elect the Chair and Vice-Chair at the first meeting of each calendar year.
Meetings:	Members of the Committee shall establish a regular meeting date and shall meet as deemed necessary by the Chair. All meetings of the Committee shall follow Roberts Rules of Order Newly Revised and the Oregon Public Meeting Laws.
Attendance:	It is the duty of each member to attend at least 75% of the meetings each calendar year. When a member is unable to attend a meeting, the member shall notify the Chair. Members of the Committee may be removed by a two-thirds majority vote of the City Council.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2020-3059

AMENDING THE KEIZER PUBLIC ARTS COMMISSION (KPAC); **AMENDING RESOLUTION NO. R2015-2552; REPEAL OF RESOLUTION NO. R2017-2466**
2746

WHEREAS, the Council established a Keizer Public Arts Commission by Resolution No. R2015-2552 on March 16, 2015;

WHEREAS, the City Council amended such Resolution by Resolution No. R2017-2746;

WHEREAS, the changes made by Resolution No. R2017-2746 are fully incorporated into this Resolution and Resolution R2017-2746 should therefore be repealed;

WHEREAS, the City Council wishes to amend the purpose of the Commission to clarify that the Commission does not review student art shows;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that Resolution No. R2015-2552 is hereby amended by replacing Appendix "A", which is attached hereto and by this reference incorporated herein.

BE IT FURTHER RESOLVED that Resolution R2017-2746 is hereby repealed in its entirety.

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon the date of its passage.

PASSED this 6th day of April, 2020.

SIGNED this 6th day of April, 2020.

Mayor

City Recorder

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

Appendix "A"
City Council Commission

Name: Keizer Public Arts Commission (KPAC)

Purpose: The Commission will serve in an advisory capacity to the City Council on the management, execution, installation, or placement of Public Art and Public Murals. The Commission will advise the City Council with establishing policies relating to the Public Art Program. The Commission will review, evaluate, select, and document all Public Art and Public Murals within the City except for exhibitions at the Keizer Community Center involving student and Keizer Art Association art shows. Except for student and Keizer Art Association art shows at the Keizer Community Center, the Commission will have final approval on the selection of Public Art and Public Murals within the City.

The Commission will establish polices and criteria on which to base review and selection of Public Art and Public Murals. The criteria shall include, but are not limited to, artistic quality, originality, context, permanence, diversity, feasibility, scale and community support. At a minimum, the policies for the placement of Public Art shall include any policies adopted by City Council Ordinance or Resolution.

The Commission may recommend a budget with estimated expenditures and/or income associated with the Public Art Program to the Finance Director no later than February 28 each year for the ensuing fiscal year, however it is anticipated that there will be little or no net cost to the City after donations.

Membership: The Commission will consist of seven (7) voting members: One (1) member shall be Keizer City Councilor to be appointed by the Mayor and announced at a regularly scheduled Council meeting, and six (6) citizen-at-large members, however it is recommended that two of the citizen-at-large members have experience, training or expertise in the visual arts, art history, art criticism, or art education. The six (6) citizen-at-large members shall be appointed as outlined by the City Council Rules of Procedure. The Council may appoint a non-voting Youth liaison to the Commission pursuant to the Council Rules of Procedure. The Commission will be staffed by non-voting staff liaisons to be appointed by the City Manager.

Term of Office: Each member shall be appointed for a three year term, except for the initial terms. The initial terms shall be staggered so that not more than three will expire in the same year. Members may be reappointed.

Chair and Vice-Chair: The Commission shall elect a Chair and Vice-Chair at the first meeting of each calendar year.

Meetings: Members of the Commission shall establish a regular meeting date and shall meet as deemed necessary by the Chair. All meetings of the Committee shall follow Roberts Rules of Order Newly Revised and the Oregon Public Meeting Laws.

Attendance: It is the duty of each member to attend at least 75% of the meetings each calendar year. When a member is unable to attend a meeting, the member shall notify the Chair. Members of the Committee may be removed by a two-thirds majority vote of the City Council.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2021- 3225

ESTABLISHING COMMUNITY DIVERSITY
ENGAGEMENT COMMITTEE

WHEREAS, the City Council adopted Resolution R2020-3135 (Adopting Keizer Statement of Values-Justice, Equity, Diversity and Inclusion) on December 7, 2020;

WHEREAS, the Community Diversity Engagement Work Group was formed by the City Council in April 2021 as part of the Goals and Work Plan;

WHEREAS, the Community Diversity Engagement Work Group made a recommendation to the City Council to form a Community Diversity Engagement Committee;

WHEREAS, the Keizer City Council considered the matter in a work session on October 11, 2021 and directed staff to revise the Resolution forming the Committee;

WHEREAS, the Keizer City Council has considered the recommendation from the Community Diversity Engagement Work Group and finds it necessary and appropriate to appoint a committee to advise the Council on action for community engagement as outlined in Appendix "A" attached hereto;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the Community Diversity Engagement Committee is hereby established as outlined in Appendix "A", which is attached hereto and by this reference made a part hereof.

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon the date of its passage.

PASSED this 1st day of November, 2021.

SIGNED this 1st day of November, 2021.

Cathy Clark
Mayor

City Recorder

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

Appendix "A"
City Council Committee

Name: Community Diversity Engagement Committee

Purpose: To act in an advisory capacity to the Keizer City Council and to advise on action for community engagement by:

1. Listening to understand. Keizer wants to let everyone know we are all included when we talk about the Keizer community and are important for our community to thrive holistically,
2. Using what is heard to create recommendations for action plan(s) for increasing community engagement and communication on progress in civic processes,
3. Acting on the values included in the Resolution for Justice, Equity, Diversity and Inclusion.

Tasks: To assist in developing action recommendations for community engagement in civic processes in the following areas:

1. Collaboration with Council, other city committees, commissions and neighborhood associations to increase active participation and recommend culturally responsive actions,
2. Collaboration with other organizations (historical/cultural/arts, business organizations, faith community, community based organizations, education, and additional sectors not usually included),
3. Collaborating in community opportunities to have conversation, celebration, relationship building,
4. Recommending additions or subtractions of national observances/ commemorative/heritage months,
5. Help develop metrics and yearly report on tasks identified and the data needed to better understand culturally responsive provision of services and public participation,
6. Assist in identifying leaders and build leadership capacity of underrepresented and underserved communities.

Membership: The Committee shall consist of nine voting members. Two (2) members shall be Keizer City Councilors to be appointed by the Mayor and announced at a regularly scheduled Council meeting, six (6) citizen-at-large members and one (1) youth member who is under 19 years of age at the date of appointment. Appointed members will be expected to think broadly in terms of how issues of racism, sexism, ableism, and other discriminatory and prejudicial biases that impact all residents in Keizer. The Committee will be staffed by a non-voting staff liaison to be appointed by the City Manager.

Term of Office: Each Councilor member shall be appointed for a two-year term by the Mayor pursuant to the Council Rules of Procedure. Each non-Councilor member shall be appointed for a three-year term, except for the initial terms. The initial terms of the non-Councilor members shall be staggered so that not more than three will expire in the same year. Each Councilor shall directly appoint one citizen-at-large member following the same process as appointments of Volunteer Coordinating Committee members. The Mayor shall appoint the youth member. Members may be reappointed.

Chair and Vice-Chair: The Committee will elect the Chair and Vice-Chair at the first meeting of each calendar year.

Meetings: Members of the Committee shall establish a regular meeting date and shall meet as deemed necessary by the Chair. All meetings of the Committee shall follow Robert Rules of Order Newly Revised and the Oregon Public Meeting Laws.

Attendance: It is the duty of each member to attend at least 75% of the meetings each calendar year. When a member is unable to attend a meeting, the member shall notify the Chair. Members of the Committee may be removed by a two-thirds majority vote of the City Council.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2023-3406

ESTABLISHING THE KEIZER EMERGENCY PLANNING COMMITTEE; **REPEALING RESOLUTION R2009-1987**

WHEREAS, the City Council established a committee in 1993 to update the Emergency Operations Plan and such committee was dissolved upon the completion of the task assigned;

WHEREAS, the City Council established a committee in 2009 to update the Emergency Operations Plan and the committee has completed its task assigned;

WHEREAS, the Emergency Planning Committee has not met since the completion of its task;

WHEREAS, it is appropriate for the City Council to establish the Keizer Emergency Operations Committee under the new format and set a new membership so an update of the Emergency Operations Plan can take place;

WHEREAS, the City Council wishes to establish the Keizer Emergency Planning Committee to work in coordination with the Keizer Emergency Manager and/or City Manager to implement and refine policy governing the Emergency Operation Plan;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the Keizer Emergency Planning Committee, is hereby established as outlined in Appendix "A", which is attached hereto and by this reference incorporated herein.

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

BE IT FURTHER RESOLVED that the members shall be appointed by its respective organizations.

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that Resolution No. R2009-1987 is hereby repealed in its entirety.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon the date of its passage.

PASSED this 21st day of August, 2023.

SIGNED this 21st day of August, 2023.

Cathy Clark
Mayor

Melissa Bisnett
City Recorder

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

Appendix "A"
City Council Committee

Name: Keizer Emergency Planning Committee

Purpose: To implement, test and refine the policy established in the Emergency Operations.

Membership: The Committee shall consist of twelve (12) voting members.

1. Keizer Emergency Manager or City Manager Designee (1)
2. City Manager (1)
3. Chief of Police or their Designee (1)
4. Public Works Director (1)
5. Keizer Community Emergency Response Team (CERT) (1)
6. Council Member (1)
7. Marion County Emergency Manager (1)
8. Citizen at Large (1)
9. Keizer Fire District (1)
10. American Red Cross (1)
11. Marion County Fire District 1 (1)
12. Salem Emergency Manager or Designee of the Salem City Manager (1)

The Mayor will appoint the Council Member to the Committee and will make such announcement at a regularly scheduled Council meeting. The Council Member may be substituted with another Council Member. The Citizen at Large member shall be appointed by the City Council following a recommendation by the Volunteer Coordinating Committee. The Council may appoint a non-voting Youth liaison to the Committee pursuant to the Council Rules of Procedure.

Term of Office: The Council Member shall be appointed for a term pursuant to the Council Rules of Procedure. All other members of the Committee shall be appointed for a three-year term, except for initial terms which shall be staggered. Members may be reappointed. The terms shall be staggered so that not more than three will expire in the same year.

Chair and Vice-Chair: The Committee will elect the Chair and Vice-Chair at the first meeting of each calendar year.

Meetings: Members of the Committee shall establish a regular meeting date and shall meet as deemed necessary by the Chair. All meetings of the Committee shall follow Robert Rules of Order Newly Revised and the Oregon Public Meeting Laws.

Attendance: It is the duty of each member to attend at least 75% of the meetings each calendar year. When a member is unable to attend a meeting, the member shall notify

the Chair. Members of the Committee may be removed by two-thirds majority vote of the City Council.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2023-3420

AMENDING THE GENERAL FUND LONG RANGE PLANNING TASK FORCE; **AMENDING RESOLUTION NO. R2010-2089; REPEALING RESOLUTION R2013-2313**

WHEREAS, the City Council adopted Resolution No. R2010-2089 establishing the General Fund Long Range Planning Task Force on December 6, 2010;

WHEREAS, the City Council amended the General Fund Long Range Planning Task Force by Resolution R2013-2313 on January 22, 2013;

WHEREAS, the City Council wishes to amend the membership to allow appointment of a Youth liaison;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that Resolution No. R2010-2089 is hereby amended by replacement of Appendix "A" with the attached Appendix "A", and by this reference incorporated herein.

BE IT FURTHER RESOLVED that Resolution R2013-2313 is hereby repealed in its entirety.

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon the date of its passage.

PASSED this 6th day of November, 2023.

SIGNED this 6th day of November, 2023.

Kathy Clark
Mayor

Melissa Bisnett
City Recorder

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

Appendix "A"
City Council Task Force

Name: General Fund Long Range Planning Task Force

Purpose: To work with staff in creating a five year planning document for making financial decisions for presentation to the City Council.

Membership: The Task Force shall consist of the seven City Council members, as well as the current seven citizen elector members of the Keizer budget committee. The Council may appoint a non-voting Youth liaison to the Task Force pursuant to the Council Rules of Procedure. The Task Force will be staffed by non-voting staff liaisons to be appointed by the City Manager.

Chair: The Task Force Chair shall be the Mayor.

Vice-Chair: The Task Force will elect the Vice-Chair at the first meeting.

Meetings: The Task Force shall meet as determined by a majority of the members and shall meet as deemed necessary by the Chair. All meetings of the Task Force shall follow Robert Rules of Order Newly Revised and the Oregon Public Meeting Laws.

Attendance: It is the duty of each member to attend at least 75% of the meetings each calendar year. When a member is unable to attend a meeting, the member shall notify the Chair. Members of the Task Force may be removed by a two-third majority vote of the City Council.

Duration: This Task Force shall be dissolved upon resolution by the City Council.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2014-2503

AMENDING THE KEIZER PARKS AND RECREATION ADVISORY BOARD; **AMENDING RESOLUTION NO. R2013-2318**

WHEREAS, the City Council adopted Resolution No. R2013-2318 reestablishing the Keizer Parks and Recreation Advisory Board;

WHEREAS, the City Council wishes to amend the membership section to allow appointment of a Youth liaison;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that Resolution No. R2013-2318 is hereby amended in Appendix "A", which is attached hereto and by this reference incorporated herein.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon the date of its passage.

PASSED this 20th day of October, 2014.

SIGNED this 20th day of October, 2014.

Mayor

City Recorder

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

Appendix "A"
City Council Advisory Board

Name:	Keizer Parks and Recreation Advisory Board
Purpose:	The Board will serve in an advisory capacity to the City Council on issues pertaining to Keizer public parks, operating policies, and long range plans. In addition, the Board will act in the role of community catalyst in the formation and achievement of a comprehensive community-wide parks and recreation system.
Membership:	The Board shall consist of nine (9) voting members to be appointed as outlined by the City Council Rules of Procedure. Members may be chosen from among such persons concerned with and interested in the conservation and development of public parks and playgrounds and like public placed in the City. The Council will appoint a non-voting Youth liaison to the Board pursuant to the Council Rules of Procedure. The Mayor will appoint a non-voting Council liaison to the Board and make such announcement at a regularly scheduled Council meeting. The Board will be staffed by a non-voting staff liaison to be appointed by the City Manager.
Term of Office:	Each member of the Board shall be appointed for a three-year term. The terms of the members shall be staggered so that not more than one-third of the members will expire in the same year.
Chair and Vice-Chair:	The Board will elect a Chair and Vice-Chair at the first meeting of each calendar year.
Meetings:	Members of the Board shall establish a regular meeting date and shall meet as deemed necessary by the Chair. All meetings of the Board shall follow Roberts Rules of Order Newly Revised and the Oregon Public Meeting Laws.
Attendance:	It is the duty of each member to attend at least 75% of the meetings each calendar year. When a member is unable to attend a meeting, the member shall notify the Chair. Members of the Board may be removed by a two-thirds majority vote of the City Council.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2024-3503

AMENDING THE TRAFFIC SAFETY/BIKEWAYS/PEDESTRIAN COMMITTEE; **AMENDING RESOLUTION NO. R2012-2256; REPEALING RESOLUTION R2023-3403**

WHEREAS, the City Council adopted Resolution No. R2012-2256 establishing the Traffic Safety/Bikeways/Pedestrian Committee on July 2, 2012;

WHEREAS, the City Council adopted Resolution No. R2017-2820 amending the membership section in Appendix A of the Committee on December 4, 2017;

WHEREAS, the City Council adopted Resolution R2023-3403 to amend the purpose section in Appendix A on August 7, 2023;

WHEREAS, the City Council wishes to amend the purpose section in Appendix A of the Committee as recommended by the Committee;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that Resolution No. R2012-2256 is hereby amended by replacement of Appendix "A" with the attached Appendix "A", and by this reference incorporated herein.

BE IT FURTHER RESOLVED that the current members shall continue in their terms of office as appointed.

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that Resolution No. R2023-3403 is hereby repealed in its entirety.

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon the date of its passage.

PASSED this 3rd day of September, 2024.

SIGNED this 3rd day of September, 2024.

Cathy Clark
Mayor

Melissa Bisset
City Recorder

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

Appendix "A"
City Council Committee

Name: Traffic Safety/Bikeways/Pedestrian Committee

Purpose: To act in an advisory capacity to the Keizer City Council and City Manager in the creation, development and implementation of official traffic safety activities, including bikeways and pedestrian routes, and to make recommendations on projects and practices that improve safety, efficiencies and choices for transportation mode options. The powers and duties of the Committee shall include, but are not limited to:

1. Develop, prioritize, and recommend coordinated traffic safety programs.
2. Develop recommendations for inclusion in the Bicycle System component of the Keizer Transportation System Plan, including an assessment of the need for bikeways, recommended routes with costs and priorities, proposed funding sources, and implementation program.
3. Proactively recommend traffic safety priorities for the City, including recommendations developed through the Neighborhood Traffic Management Program process.
4. Review and recommend project applications for funding (e.g. Safe Routes to School, Connect Oregon, other bike/pedestrian funding competitions).
5. Provide traffic and transportation-related research and information to official agencies of the City.
6. Coordinate and disseminate information to the public on routes and rules for bicyclists, pedestrians, and transit.
7. Promote public knowledge and compliance with traffic safety programs and laws and emerging issues (e.g. policy development on issues like e-mobility devices, and autonomous vehicles).
8. Promote expanding transportation options that increase safety, efficiency, health, and independence.
9. Provide an oral report of its activities to the Council at a Regular Session following the Committee meeting and other reports which the Council may request from time to time.

Membership: The Committee shall consist of seven (7) voting members. At least two (2) of the voting members shall be bicycle advocates and actively engaged in recreational and/or commuter bicycling. Liaisons from the City Council, City staff and representatives from Marion County Fire District #1 and Keizer Fire District shall serve as non-voting ex officio liaisons. The Mayor will appoint the non-voting Council liaison to the Committee and will make such announcement at a regularly scheduled Council meeting. The non-voting Fire District representatives shall be appointed by the Districts. The non-voting staff liaison will be appointed by the City Manager. The Council may appoint a non-voting Youth liaison to the Committee pursuant to the Council Rules of Procedure. Other members shall be appointed as outlined by the City

Council Rules of Procedure, except for the initial selection which shall be by City Council appointment.

Term of Office: Each member of the Committee shall be appointed for a three-year term, except for initial terms which shall be staggered. Members may be reappointed. The terms shall be staggered so that not more than three will expire in the same year.

Chair and Vice-Chair: The Committee will elect the Chair and Vice-Chair at the first meeting of each calendar year.

Meetings: Members of the Committee shall establish a regular meeting date and shall meet as deemed necessary by the Chair. All meetings of the Committee shall follow Robert Rules of Order Newly Revised and the Oregon Public Meeting Laws.

Attendance: It is the duty of each member to attend at least 75% of the meetings each calendar year. When a member is unable to attend a meeting, the member shall notify the Chair. Members of the Committee may be removed by two-thirds majority vote of the City Council.

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2023-3422

AMENDING THE VOLUNTEER COORDINATING COMMITTEE; **AMENDING RESOLUTION R2013-2328**

WHEREAS, the Council reestablished a Volunteer Coordinating Committee by Resolution R2013-2328;

WHEREAS, the Council wishes to amend the membership section to allow appointment of a Youth liaison;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that Resolution No. R2013-2328 is hereby amended in Appendix "A" by replacing Appendix "A" with the attached Appendix "A", and by this reference incorporated herein.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon the date of its passage.

PASSED this 6th day of November, 2023.

SIGNED this 6th day of November, 2023.

Cathy Clark
Mayor

Melissa Bisset
City Recorder

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

Appendix "A"
City Council Committee

Name:	Volunteer Coordinating Committee
Purpose:	The Committee will serve in an advisory capacity to the City Council and shall be responsible for the following: 1. Identify functions and activities where volunteers can help the City; 2. Solicit volunteers for all City Boards, Committees and Commission; 3. Solicit and match volunteer needs for special projects and activities within the City; 4. Recruit, interview, and recommend Board, Committee, and Commission appointments to the City Council; 5. Assist in training of volunteers and public relation items pertaining to the individual Board, Committee, and Commissions; 6. Annual recognition for the City volunteers.
Membership:	The Committee shall consist of seven (7) voting members. Each of the seven (7) members shall be appointed by a member of the City Council. The member shall be appointed to a position corresponding with the position of the Council member responsible for their appointment. The Mayor will appoint a non-voting Council liaison to the Committee. The Council may appoint a non-voting Youth liaison to the Committee pursuant to the Council Rules of Procedure. The Committee will be staffed by a non-voting staff liaison to be appointed by the City Manager.
Term of Office:	Each member of the Committee shall be appointed for a two-year term. The appointments will be announced and the term will begin at the first Council meeting in January of each odd numbered year, following the general election. If an appointed member is unable to serve the term for which the member is appointed or an appointed member resigns prior to the completion of the term, the Council member responsible for this position shall appoint another individual to finish the term. If a Council office is vacant for any reason, the replacement Council member may, at their option, replace the appointed member. There will be no term limits for members of the Committee.
Chair and Vice-Chair:	The Committee will elect a Chair and Vice-Chair at the first meeting of each calendar year.

Meetings:	Members of the Committee shall establish a regular meeting date and shall meet as deemed necessary by the Chair. All meetings of the Committee shall follow Roberts Rules of Order Newly Revised and the Oregon Public Meeting Laws.
Attendance:	It is the duty of each member to attend at least 75% of the meetings each calendar year. When a member is unable to attend a meeting, the member shall notify the Chair. Members of the Committee may be removed by a two-thirds majority vote of the City Council.

City Council Meeting Date: February 10, 2025

To: Mayor Clark and City Council Members

Thru: Adam J. Brown, City Manager

From: Melissa Bisset, City Recorder

Subject: Review Proclamation List

Proposed Motion
NA

I. Summary

Section 20.1 (c) of The Council Rules of Procedure adopted at the January 21, 2025 City Council Meeting state "During the first calendar quarter of the year following an election, a work session shall be dedicated to Council Goal/Work Plan Setting, committee review, and proclamation list".

II. Background

1. Council Rules of Procedure Section 14.1. Request for Proclamations - Local organizations or residents requesting proclamations that proclaim a specified date or dates to recognize the efforts of various community groups and individuals on certain projects, shall be filed with the City Recorder. Upon receipt, the City Recorder will notify the Council of the request. If the Council approves the request, the City Recorder will prepare the proclamation for the Mayor's signature. The Mayor will issue and read the proclamations.
2. Council Rules of Procedure 14.2 Reading of Proclamations – No more than one proclamation will be read at each meeting. It will be at the discretion of the Council if a proclamation will be read at a City Council meeting or presented to the organization or group. It is preferred that a representative of the requesting organization be present to receive the proclamation. Any proclamation that is approved, but not on the pre-approved list, the phrase "Here with the Council" shall be removed from the proclamation. Any presentation shall be limited to five minutes unless consent for more time is given by the Council.
3. The Council has adopted Resolutions which recognize the following National Observances and Commemorative/ Heritage Months:
    - African American History Month (February)
    - Women's History Month (March)

- Asian Pacific Heritage Month (May)
- Jewish American Heritage Month (May)
- Older Americans Month (May)
- Lesbian, Gay, Bisexual, Transgender and Queer Pride Month (June)
- Constitution Week (September 17 to 23)
- National Hispanic Heritage Month (September 15 - October 15)
- Indigenous Peoples' Day (October)
- National Disability Employment Awareness Month (October)
- American Indian Heritage Month (November)
- Human Rights Day (December 10)

The adopted resolution states that any recommended changes to the national observances and commemorative/heritage months shall be brought to the City Council by a Council-formed committee with one of its purposes being to research and make recommendations to the Council of national observances and commemorative/heritage months. One of the tasks assigned by the City Council for the Community Diversity Engagement Committee is to recommend additions or subtractions of national observances/commemorative/heritage months to the Council.

The Community Diversity Engagement Committee (CDEC) assigns a CDEC Committee Member to present the National Observances and Commemorative/ Heritage Months at the City Council Meeting where the proclamation is presented.

III. Current Situation

A. The Council Rules of Procedure have recently changed and now incorporates a process for a review of the proclamation list at the first calendar quarter of the year following an election.

IV. Analysis

A. **Strategic Impact** - NA

B. **Financial** - NA

C. **Timing** - NA

D. **Policy/Legal** - As described above, the Council Rules of Procedure discuss proclamations. The City Council has also adopted Resolutions which recognize certain National Observances and Commemorative/ Heritage Months. Those Resolutions are attached to this report.

V. Alternatives

A. Discuss the list.

B. Not discuss the list.

VI. Recommendation

Staff recommends the City Council discuss the proclamation list.

Attachments

1. National Observances and Commemorative Months
2. Potential Proclamations - 2025
3. 2024 Proclamations Presented
4. RES_2021-3215
5. RES_R2022-3324_2022-09-19
6. RES_R2022-3343_2022-11-21

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National Observances and Commemorative Months adopted by City Council Resolution

African American History Month (February) - National Black History Month in February celebrates the contributions that African Americans have made to American history in their struggles for freedom and equality and deepens our understanding of our Nation's history.

Women's History Month (March) - Women's History Month honors and celebrates the struggles and achievements of American women throughout the history of the United States.

Older Americans Month (May) - Older Americans Month recognizes our nation's seniors and the tremendous impact they have made in helping build a more perfect union. Older Americans contribute their time and wisdom to make our communities stronger, more informed and better connected.

Asian Pacific Heritage Month (May) - Asian/Pacific American Heritage Month is a month to celebrate the contributions Asian/Pacific Americans have made to American history, society and culture.

Jewish American Heritage Month (May) - Jewish American Heritage Month is a month to celebrate the contributions Jewish Americans have made to America since they first arrived in New Amsterdam in 1654.

Lesbian, Gay, Bisexual, Transgender and Queer Pride Month (June) - Lesbian, Gay, Bisexual, Transgender and Queer Pride Month commemorates the events of June 1969 and works to achieve equal justice and equal opportunity for LGBTQ Americans.

National Hispanic Heritage Month (September 15 - October 15) - National Hispanic Heritage Month celebrates and recognizes the contributions Hispanic Americans have made to American society and culture and to honor five of our Central American neighbors who celebrate their Independence days in September.

Constitution Week (September 17-23) - The United States Constitution, America's most important document, stands as a testament to the tenacity of Americans throughout history to maintain their liberties, freedom and unalienable rights. Constitution Week is celebrated annually during the week of September 17-23 to commemorate its history and importance and bring attention to how it serves still today.

National Disability Employment Awareness Month (October) - National Disability Employment Awareness Month celebrates the accomplishments in the workplace of persons with disabilities and reaffirms the commitment to ensuring equal employment opportunities to all citizens.

Indigenous People's Day (October) - Indigenous Peoples' Day is celebrated on the *second Monday of October* to honor the cultures and histories of the Native American people. The day is centered around reflecting on their tribal roots and the tragic stories that hurt but strengthened their communities.

Native American Heritage Month (November) - National Native American Heritage Month celebrates and recognizes the accomplishments of the peoples who were the original inhabitants, explorers and settlers of the United States.

Human Rights Day (December 10) - Human Rights Day is observed each year to commemorate the adoption of the Universal Declaration of Human Rights (UDHR) by the United Nations General Assembly on December 10, 1948.

Potential Proclamations & City Council Meeting Dates

*Adopted by Resolution – CDEC assigns a Committee Member to present or invite someone to present on their behalf.

February 3, 2025 – Black History Month*- Dr. Johnny Lake and Amari Young presented

March 17, 2025 – Women's History Month*

April 7 or April 21, 2025 – Volunteer Recognition
April 7 or April 21, 2025 – Child Abuse Prevention Month – Not yet filed with City Recorder

April 21, 2025 – Foster Care Awareness Month – Vanessa Nordyke to present -Approved February 3, 2025

May 5 or May 19, 2025 – Asian American Native Hawai'ian Pacific Islander Heritage Month*
May 5 or May 19, 2025 – Jewish American Heritage Month*
May 5 or May 19 2025 – Older Americans Month*

June 2, 2025 – Lesbian, Gay, Bisexual, Transgender and Queer Pride Month*
June 2, 2025 – Proclamation for Youth Councilor Latty-Farrar

June 16, 2025 – Juneteenth Proclamation (June 19, 2025)

September 2 or 15, 2025 – Constitution Week (Sept. 17-23)*
September 15 or October 1, 2025 – National Hispanic Heritage Month (September 15 – October 15)*

October 6 or October 20, 2025 – Domestic Violence Awareness Month – Not yet filed with City Recorder
October 6 or October 20, 2025 – Indigenous Peoples' Day* (October 13, 2025)
October 6 or October 20, 2025 – Filipino American History Month – Not yet filed with City Recorder
October 6 or October 20, 2025 – National Disability Employment Awareness Month*

November 3, 2025 – Ruby Bridges Walk to School Day (Friday November 14) – Not yet filed with City Recorder
November 3, 2025 – Native American Heritage Month*

November 17, 2025 – Small Business Saturday (November 29, 2025) – Not yet filed with City Recorder

December 1, 2025 – Human Rights Day* (December 10, 2025)

2024 Proclamations Presented

February 5, 2024 – Black History Month*

March 4, 2024 – Women's History Month*

April 1, 2024 – Volunteer Recognition Month
April 1, 2024 – Child Abuse Prevention Month

May 6, 2024 – Jewish American Heritage Month*
May 6, 2025 – Asian American Native Hawai'ian Pacific Islander Heritage Month*
May 6, 2024 – Older Americans Month*

June 3, 2024 – Lesbian, Gay, Bisexual, Transgender and Queer Pride Month*
June 3, 2024 – Youth Councilor Proclamation
June 17, 2024 – Juneteenth Proclamation

September 3, 2024 – Constitution Week*
September 16, 2024 – National Hispanic Heritage Month*

October 7, 2024 – Filipino American History Month
October 7, 2024 – Domestic Violence Awareness Month
October 7, 2024 – National Disability Employment Awareness Month*
October 7, 2024 – Indigenous Peoples' Day*

November 4, 2024 – Ruby Bridges Walk to School Day
November 18, 2024 – Small Business Saturday
November 18, 2024 – Native American Heritage Month*

December 2, 2024 – Human Rights Day*

*Adopted by Resolution

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2021-3215

RECOGNIZING NATIONAL OBSERVANCES AND COMMEMORATIVE/HERITAGE MONTHS

WHEREAS, the City Council adopted Resolution R2020-3135 (Adopting Keizer Statement of Values-Justice, Equity, Diversity and Inclusion) on December 7, 2020;

WHEREAS, the Community Diversity Engagement Work was formed by the city Council in April 2021 as part of the Goals and Work Plan;

WHEREAS, the Community Diversity Engagement Group made a motion to recognize national observances and commemorative/heritage months to the Council at its July 21, 2021 meeting;

WHEREAS, the Council has considered the recommendation and wishes to recognize the national observances and commemorative/heritage months outlined below;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that the following national observances and commemorative/heritage months are hereby recognized by the City of Keizer:

- **African American History Month (February)**
  National African American History Month in February celebrates the contributions that African Americans have made to American history in their struggles for freedom and equality and deepens our understanding of our Nation's history.

- **Women's History Month (March)**
  Women's History Month honors and celebrates the struggles and achievements of American women throughout the history of the United States.

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- **Irish-American Heritage Month (March)**
  Irish-American Heritage Month is a month to celebrate the contributions which Irish-Americans have made to the United States.

- **Law Day (May 1)**
  Law Day is a national day to celebrate the rule of law and its contributions to the freedoms Americans enjoy.

- **Asian Pacific Heritage Month (May)**
  Asian/Pacific American Heritage Month is a month to celebrate the contributions Asian/Pacific Americans have made to American history, society and culture.

- **Jewish American Heritage Month (May)**
  Jewish American Heritage Month is a month to celebrate the contributions Jewish Americans have made to America since they first arrived in New Amsterdam in 1654.

- **Lesbian, Gay, Bisexual, Transgender and Queer Pride Month (June)**
  Lesbian, Gay, Bisexual, Transgender and Queer Pride Month commemorates the events of June 1969 and works to achieve equal justice and equal opportunity for LGBTQ Americans.

- **Constitution Day and Citizenship Day (September 17)**
  Constitution Day and Citizenship Day is observed each year on September 17 to commemorate the signing of the Constitution on September 17, 1787 and "recognize all who, by coming of age or by naturalization, have become citizens."

- **National Hispanic Heritage Month (September 15 - October 15)**
  National Hispanic Heritage Month celebrates and recognizes the contributions Hispanic Americans have made to American society and culture and to honor five of our Central American neighbors who celebrate their Independence days in September.

- **National Disability Employment Awareness Month (October)**
  National Disability Employment Awareness Month celebrates the accomplishments in the workplace of persons with disabilities and reaffirms the commitment to ensuring equal employment opportunities to all citizens.

- **American Indian Heritage Month (November)**
  National American Indian Heritage Month celebrates and recognizes the accomplishments of the peoples who were the original inhabitants, explorers and settlers of the United States.

- **Human Rights Day (December 10)**
  Human Rights Day is observed each year to commemorate the adoption of the Universal Declaration of Human Rights (UDHR) by the United Nations General Assembly on December 10, 1948.

BE IT FURTHER RESOLVED by the City Council of the City of Keizer that recognition may include the following types of activities among others in the discretion of the City Manager:

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- Acknowledgement on the City's reader board,
- Acknowledgement on the City's website/social media with links to additional educational materials,
- Displaying educational materials.

BE IT FURTHER RESOLVED that one or more of the observances may be announced as a formal proclamation, at the Mayor's discretion.

BE IT FURTHER RESOLVED that any recommended changes to the above national observances and commemorative/heritage months shall be brought to the City Council by a Council-formed committee with one of its purposes being to research and make recommendations to the Council of national observances and commemorative/heritage months.

BE IT FURTHER RESOLVED that this action by the City Council is in the form of engaging the City's own speech activities and in no way creates any type of public forum or limited public forum.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon the date of its passage.

PASSED this 7th day of September, 2021.
SIGNED this 7th day of September, 2021.

Cathy Clark
Mayor

Amy Dixon
City Recorder

Keizer City Attorney
930 Chemawa Road NE
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503-856-3433

CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2022-3324

AMENDING RESOLUTION R2021-3215 (RECOGNIZING NATIONAL OBSERVANCES AND COMMEMORATIVE/ HERITAGE MONTHS) TO ADD INDIGENOUS PEOPLES' DAY

WHEREAS, the City Council adopted Resolution R2020-3135 (Adopting Keizer Statement of Values-Justice, Equity, Diversity and Inclusion) on December 7, 2020;

WHEREAS, the Community Diversity Engagement Work was formed by the city Council in April 2021 as part of the Goals and Work Plan;

WHEREAS, the City Council adopted Resolution R2021-3215 (Recognizing National Observances and Commemorative/Heritage Months) on September 7, 2021;

WHEREAS, the Community Diversity Engagement Group made a motion to request the City Council to recognize Indigenous Peoples' Day;

WHEREAS, the Council has considered the recommendation and wishes to recognize Indigenous Peoples' Day;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that Resolution R2021-3215 be amended to add the following to the list of national observances and commemorative/heritage months:

- **Indigenous Peoples' Day (October)**
  Indigenous Peoples' Day is celebrated on the second Monday of October to honor the cultures and histories of the Native American people.

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BE IT FURTHER RESOLVED that this action by the City Council is in the form of engaging the City's own speech activities and in no way creates any type of public forum or limited public forum.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon the date of its passage.

PASSED this 19th day of September, 2022.
SIGNED this 19th day of September, 2022.

Cathy Clark
Mayor

Gary Dr
City Recorder

Keizer City Attorney
930 Chemawa Road NE
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CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

Resolution R2022- 3343

AMENDING RESOLUTION R2021-3215 (RECOGNIZING NATIONAL OBSERVANCES AND COMMEMORATIVE/ HERITAGE MONTHS) TO ADD OLDER AMERICANS MONTH AND CONSTITUTION WEEK AND REMOVE IRISH-AMERICAN HERITAGE MONTH, LAW DAY, CONSTITUTION DAY AND CITIZENSHIP DAY

WHEREAS, the City Council adopted Resolution R2020-3135 (Adopting Keizer Statement of Values-Justice, Equity, Diversity and Inclusion) on December 7, 2020;

WHEREAS, the Community Diversity Engagement Work was formed by the city Council in April 2021 as part of the Goals and Work Plan;

WHEREAS, the City Council adopted Resolution R2021-3215 (Recognizing National Observances and Commemorative/Heritage Months) on September 7, 2021;

WHEREAS, the City Council adopted Resolution R2022-3324 amending R2021-3215 on September 19, 2022 Indigenous Peoples' Day;

WHEREAS, the Community Diversity Engagement Group made motions to request the City Council to revise the list to remove Law Day, Constitution Day and Citizenship Day, and Irish/American Heritage Month; and to recognize Older Americans Month;

WHEREAS, the Council has considered the recommendation and wishes to remove Law Day, Constitution and Citizenship Day, and Irish/American Heritage Month;

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WHEREAS, the Council has considered the recommendation and wishes to recognize Older Americans Month;

NOW, THEREFORE,

BE IT RESOLVED by the City Council of the City of Keizer that Resolution R2021-3215 be amended to remove the following from the list of national observances and commemorative/heritage months:

- **Irish-American Heritage Month (March)**
  Irish-American Heritage Month is a month to celebrate the contributions which Irish-Americans have made to the United States.

- **Law Day (May 1)**
  Law Day is a national day to celebrate the rule of law and its contributions to the freedoms Americans enjoy.

- **Constitution Day and Citizenship Day (September 17)**
  Constitution Day and Citizenship Day is observed each year on September 17 to commemorate the signing of the Constitution on September 17, 1787 and "recognize all who, by coming of age or by naturalization, have become citizens."

BE IT RESOLVED by the City Council of the City of Keizer that Resolution R2021-3215 be amended to add the following to the list of national observances and commemorative/heritage months:

- **Older Americans Month (May)**
  Older Americans Month is a month to encourage and recognize the countless contributions that older adults make to our communities.

- **Constitution Week (September 17 to 23)**
  The United States Constitution, America's most important document, stands as a testament to the tenacity of Americans throughout history to maintain their liberties, freedoms and inalienable rights. And, Constitution Week is celebrated annually during the week of September 17 to 23 to commemorate its history, importance, and bring attention to how it serves still today.

BE IT FURTHER RESOLVED that this action by the City Council is in the form of engaging the City's own speech activities and in no way creates any type of public forum or limited public forum.

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BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon the date of its passage.

PASSED this 21st day of November, 2022.

SIGNED this 21st day of November, 2022.

Mayor

City Recorder

Keizer City Attorney
930 Chemawa Road NE
PO Box 21000
Keizer, Oregon 97307
503-856-3433

City Council Meeting Date: February 10, 2025

To: Mayor Clark and City Council Members

Thru: Adam J. Brown, City Manager

From: Tim Wood, Assistant City Manager

Subject: Joint Discussion on Community Diversity Engagement Committee (CDEC) Mission, Purpose, Membership, Terms and Meeting Schedule

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Proposed Motion

No Formal Action Required.

I. Summary

At the February 3, 2025 regular session meeting, the City Council adopted a motion to hold a joint work session with the CDEC, as soon as possible, to consider changes to the mission, purpose, membership and terms. In addition, it was requested that the Council discuss with the CDEC whether or not to pause the CDEC meetings until the committee definitions, goals and direction are determined.

II. Background

A. The Community Diversity Engagement Committee (CDEC) was established in November 2021 to act in an advisory capacity to the Keizer City Council and to advise on action for community engagement by:
   1. Listening to understand. Keizer wants to let everyone know we are all included when we talk about the Keizer community and are important for our community to thrive holistically.
   2. Using what is heard to create recommendations for action plan(s) for increasing community engagement and communication on progress in civic processes.
   3. Acting on the values included in the Resolution for Justice, Equity, Diversity and Inclusion.

B. The Committee consists of nine voting members. Two members shall be Keizer City Councilors to be appointed by the Mayor, six citizen-at-large members appointed by each City Councilor and one youth member appointed by the Mayor.

C. During the March 11, 2024 joint work session, the CDEC was asked to:
   1. Review the scope of the CDEC for possible changes,
   2. Consider what it means or looks like to engage with other boards,

commissions, committees, and neighborhood associations,

3. Schedule a consultation with the neighborhood associations based on the feedback received, and
4. Discuss what an equity lens would look like.

D. During the June 6, 2024, CDEC meeting, a motion was made to "move that we direct staff to bring an updated resolution and application information to present to the Council" to change how the CDEC appointment process is handled. The change is to move from councilor appointment members to having the appointment process handled by the VCC. In addition, providing the VCC with specific application and interview questions and a scoring sheet based on the unique requirements of the CDEC.

E. The benefits of the proposed change to the appointment process include:
   1. The process would be consistent with other City committees.
   2. The pool of applicants may be larger as it wouldn't depend on having a personal relationship with a specific City Councilor.
   3. The VCC could use a standardized review process that focuses on the CDEC's specific task for all potential appointees.

F. At the June 17, 2024, City Council Meeting, staff presented the motion from the CDEC and was directed to prepare a resolution to change the CDEC member appointment process so that it is completed by the VCC rather than by direct councilor appointment for consideration at the next City Council Meeting. In addition, it was recommended that the concept of providing specific application and interview questions and a scoring sheet be moved to a work session and potentially expand the scope of the change to include all city committees.

G. At the July 1, 2024, City Council Meeting, staff presented the revised resolution changing the CDEC appointment process. The agenda item was moved to a joint work session with the CDEC for further information and consideration.

H. A joint meeting with the City Council and the CDEC was held on September 23, 2024 at which the appointment process was discussed. The CDEC was asked by the Council to clarify key terms in the application and interview questions. In addition, a joint work session was requested with the City Council, VCC and CDEC to further discuss and consider the change in appointment process.

I. A joint work session with the City Council, CDEC and VCC was scheduled for December 5, 2024, but was canceled due to lack of a quorum.

J. In December 2024, the City Council directed staff to come back with a resolution to make the CDEC membership and terms the same as the VCC membership and terms. This resolution was presented at the February 3, 2025 regular session meeting. However, the agenda item was tabled until after a joint work session with the CDEC could occur.

K. At the February 3, 2025 regular session meeting, Councilors Kohler, Juran and Cross requested a discussion on whether or not to pause the CDEC meetings until the committee definitions, goals and direction are determined. The agenda item was

tabled until after a joint work session with the CDEC could occur.

III. Current Situation

A. A joint work session with the City Council and the CDEC has been noticed for February 10, 2025.

IV. Analysis

A. **Strategic Impact** - Reviewing and modifying the CDEC task and purpose is part of the City Council's adopted work plan.

B. **Financial** - No financial impact.

C. **Timing** - Changes to the mission, purpose, membership and terms would be effective with the adoption of a revised resolution. However, the City Council has the authority to determine an alternate effective date if it so chooses.

D. **Policy/Legal** - A change in the mission, purpose, membership and terms would require a modification to the resolution forming the committee which must be adopted by the City Council. In addition, a change to the Council Rules of Procedure would be required.

V. Alternatives

A. Direct staff, by consensus, to bring to the next council meeting changes to the CDEC mission, purpose, membership and terms.

B. Take no action.

VI. Recommendation

Staff recommends the City Council and the CDEC discuss changes to the CDEC mission, purpose, membership and terms, and direct staff to bring those changes to the City Council for deliberation.

Attachments

None

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