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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
JOINT WORK SESSION WITH THE COMMUNITY DIVERSITY ENGAGEMENT
COMMITTEE

Monday, June 9, 2025

6:00 PM

**Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. DISCUSSION**
 - a. Implementation of Action Plans Identified in Resolution R2025-3558**
- 4. ADJOURNMENT**

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."



To: City Council

From: Tim Wood, Assistant City Manager

Subject: Implementation of Action Plans Identified in Resolution R2025-3558

Proposed Motion

No formal action can be taken during a work session.

I. Summary

Resolution R2025-3558, adopted March 17, 2025, amended the structure and purpose of the Community Diversity Engagement Committee (CDEC). Appendix A of the resolution outlines a series of specific action plans intended to strengthen inclusive civic engagement, foster community partnerships, and support underrepresented populations.

II. Background

- A. The City Council established the CDEC to serve as an advisory body on matters of community diversity and engagement. With the adoption of R2025-3558, the City reinforced its commitment by refining the committee's scope and issuing action-oriented directives aimed at expanding engagement and representation across Keizer's diverse community.
- B. Appendix A of the resolution identifies key action areas for the CDEC to develop and recommend implementation strategies. These include collaboration, observances, leadership development, youth engagement and metrics/reporting.

III. Current Situation

- A. The joint City Council and CDEC work session has been noticed on the City website and social media.
- B. Specific areas for discussion and prioritization are:
 - 1. Collaboration with Council, other city committees, commissions and neighborhood associations,
 - 2. Collaboration with external community organizations,
 - 3. Collaboration in community conversations, celebrations and relationship building,

4. Observances and Heritage Month recommendations,
5. Metrics and annual reporting,
6. Leadership development in underrepresented and underserved communities,
7. Youth engagement, and
8. Promotional content

IV. Analysis

- A. **Strategic Impact** - Not applicable
- B. **Financial** - Not applicable
- C. **Timing** - Not applicable
- D. **Policy/Legal** - Not applicable

V. Alternatives

Not applicable

VI. Recommendation

Staff recommends the City Council and CDEC discuss the action plans identified in Resolution R2025-3558 - Amending Community Diversity Engagement Committee.

Attachments

1. R2025-3558_2025-03-17 - Amending Community Diversity Engagement Committee

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1 CITY COUNCIL, CITY OF KEIZER, STATE OF OREGON

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3 Resolution R2025- 3558

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6 AMENDING COMMUNITY DIVERSITY ENGAGEMENT
7 COMMITTEE; **AMENDING RESOLUTION R2021-3225**

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

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

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

15 WHEREAS, the Keizer City Council formed the Community Diversity Engagement
16 Committee by Resolution R2021-3225 on November 1, 2021;

17 WHEREAS, the Council wishes to amend the purpose section, membership section
18 and term of office section to change the appointment process for the members;

19 NOW, THEREFORE,

20 BE IT RESOLVED by the City Council of the City of Keizer that Resolution R2021-
21 3225 (Establishing Community Diversity Engagement Committee) is hereby amended by
22 replacing Appendix "A" with the attached Appendix "A", and by this reference made a part
23 hereof.

24 BE IT FURTHER RESOLVED, upon passage of this Resolution, all current appointed
25 voting member positions shall be vacated and new appointments shall be made to conform
26 with these new terms of office and membership.

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

3 PASSED this 17th day of March, 2025.

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5 SIGNED this 17th day of March, 2025.

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Mayor


City Recorder

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 R2020-3135 for Justice, Equity, Diversity and Inclusion.
4. To assist in developing action plans to be recommended for Council approval for community engagement in civic processes in the following areas:
 - a) Collaboration with Council, other city committees, commissions and neighborhood associations to increase active participation and recommend culturally responsive actions.
 - b) Collaboration with other organizations (historical/cultural/arts, business organizations, faith community, community based organizations, education, and additional sectors not usually included).
 - c) Collaborating in community opportunities to have conversation, celebration, relationship building, and community events.
 - d) Recommending additions or subtractions of national observances/commemorative/heritage months.
 - e) Help develop metrics and yearly report on tasks identified and the data needed to better understand culturally responsive provision of services and public participation.
 - f) Assist in identifying leaders and build leadership capacity of underrepresented and underserved communities.
 - g) Create a youth engagement plan for Council consideration.
5. Develop promotional content specific to outreach and engagement for Council consideration and approval.

Membership: The Committee shall consist of seven voting members. Each member 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 Council will appoint a non-voting Council liaison to the Committee. The Council may appoint a 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 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.

There shall be an annual joint work session with Council.

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.