



CITY OF MILWAUKIE

AGENDA

March 24, 2022
6:00 pm

PUBLIC SAFETY ADVISORY COMMITTEE

Public Safety Building
3200 SE Harrison St, Milwaukie, OR 97222

Zoom Meeting:

<https://us02web.zoom.us/j/83097393221?pwd=ZXlwNmRCd2tuZzZtMmxhFQjh4MWZMZz09>

Meeting ID: 830 9739 3221

Passcode: 231575

For any questions, please contact the staff liaison Jennifer Backhaus at
BackhausJ@milwaukieoregon.gov.

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| I. | CONSENT AGENDA | PSAC Members |
| | A. Approve Minutes from: | All |
| | 2/24/2022 | |
| II. | REPORTS | |
| | A. Clackamas County Fire Report | Jack Tanz |
| | B. Milwaukie Police Report | Captain Graves |
| | C. NDA Concerns | PSAC Members |
| | D. Capital Improvement Plan Projects | Steve Adams |
| | E. Emergency Management | Dan Harris |
| III. | ACTION ITEMS | |
| IV. | DISCUSSION | |
| | A. By-law revisions | All |
| V. | Public Comments (Limited to 3 min per person) | All |
| VI. | FUTURE MEETING DATE/AGENDA ITEMS | All |
| | Next regular meeting 4/28/2022 | |
| VII. | ADJOURN | |

I. CONSENT AGENDA PSAC Members

PSAC Members in Attendance:

Jay Panagos-Chair
Ashley Akerberg-at large
Steve Adams-City Engineer
Elvis Clark- Ardenwald
Lance Linhahl-at large
Christine Giatti-Lake Rd Rep
Pam Denham-Island station
Shimron Tubman-Linwood
Robbie Graves- Police dept
Jack Tanz - Fire dept
Aaron Maples-Lewelling
Dan Harris-emergency and event

A. Approve Minutes from: All 1/27/2022

II. REPORTS

A. Clackamas County Fire Report Jack Tanz

- January response: 2,388 (300 more than in January 2021) calls District wide. The increase is due to more EMS requests for service.—Increase in calls by just over 10%
- District facilities remains closed due to COVID. The District will continue to monitor this over the coming months.
- The District is seeing an increase in community outreach requests. We are trying to accommodate while maintaining safety and COVID restrictions.
- The District does not have plans in place yet for changes if/when mask mandates are lifted but will be addressing that soon.
- The feasibility study with Sandy Fire is in draft form and should be completed in next month.

B. Milwaukie Police Report Captain Graves

- uptick in catalytic converter theft—have made several arrests
- traffic safety at Linwood School-some enforcement education missions have been made to curb some of the issues
- Traffic guy is working with the other cities (random, interagency traffic enforcement)—will be an increased presence of random
- April 30th drug take back and paper shred event 10am-2pm (CERT will be assisting)—currently no limit on paper to shred
- still getting in components on body worn cameras (still waiting for radio batteries)
- Photo radar has leasing fees and software to be kept in place has made the cost prohibitive
- has been an increase in homeless encampment (people are fleeing Portland to find a safe place to rest)—there are officers trying to help where they can

C. NDA Concerns PSAC Members

- Ardenwald—has been taking a survey regarding safety for the safety survey
- Linwood—the intersection of Linwood, Harmony, and Railroad—east of intersection is

county, west is city of milwaukie, and south is county up until International. It is State of Oregon between International and Madera, Goes back to county until the new farms Subdivision, then goes back to city.

- State has control of 224 and all access to 224

- people can look at Milwaukie Maps or Clackamas Maps for more Jurisdiction info.

D. Capital Improvement Plan Projects Steve Adams

- Wrapping up a couple projects

- striping and crosswalks are in

- need to put in signs and other project corrections

- over on Lake Rd, signal lights have been turned on, Temporary striping is down, when it warms up the permanent striping will be done

- 42 & 43 have been very active—many sidewalks and ADA ramps have been attended to—currently working on Storm-line

- Home and Wood have been given the green light to begin

- Monroe apartments are going strong

- will soon be a Roswell to Barba street connection

- Hired a new Associate Engineer

- also two engineering interns

- regarding Speed limit signs on Linwood (currently D&D is not responding)

E. Events and Emergency Management Dan Harris

- Dan and baby Owen are present

- currently working on revising the emergency operation center—Learning for COVID to move for

- Previously the city had a remote IT center (ie extra phones). As such it does not make sense to maintain an independent suite of IT. As such, a group are meeting on a quarterly on track to keep emergency center up to date

- Brenna Cruz is helping Clackamas with appropriate training through FEMA funding and grant accessibility

- Milwaukie CERT team has been supportive (umbrella lighting last winter)

- CERT training on March 12th will be in attendance

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III. ACTION ITEMS IV. DISCUSSION

A. Transportation System Plan All

- In order to get the template from the Lewelling transportation committee, they want to clean up the language that is specific to this neighborhood. They are close to having that ready for the PSAC.

- When we receive the template, it will be sent out to all NDA representatives to then be discussed by NDA.

- Working with ODOT (since they are giving us a large grant) has brought the pace of developing a new TSP to a standstill. Info is at an attorneys office for a couple month

- agreements spells out who has what responsibilities.

- citizen involvement will likely begin in fall (September)

- Likely the whole plan will take into spring of 2024
- Hwy 99 and Washington and on Harrison is need of a pedestrian scramble (where pedestrians can go all ways)
- Also the Hwy 99, river rd, and 22nd-could use some pedestrian crossing attention
- What happens to the people who are residents of the complex on 32nd— Any Resident who is concerned is to contact the Clackamas Housing authority— During the first part of demolition the Clackamas housing authority has a plan in place for all existing residents. Not clear where that will be.

- Emergency response and TSP plans can both be a focus for future meeting
- Many bridges in Portland are failing— In case of Earthquake or Tidal Wave it is unclear what emergency response will work.
- In 3 weeks, we will need to update bi-laws in next month's meeting

- Regarding Emergency Water- RonElle Sears Water & Streets Supervisor
SearsR@milwaukieoregon.gov Regional Water providers consortium has an emergency water truck— will Hook up to Johnson Creek for on Demand water

- Steve Adams is on a bike safety committee that tries to bring attention to biking safety

- Anyone with an idea to speak out regarding safety is encouraged to bring up.

B. Return to In-Person Meetings All

- we must have a virtual component
- In person will be public safety building beginning in March
- What will vaccination status guidelines for city of milwaukie be?
- Also, will the Indoor Mask mandate be lifted (as of today Gov Brown is planning on lifting March 14th)

IV. Public Comments (Limited to 3 min per person) All

V. FUTURE MEETING DATE/AGENDA ITEMS All Next regular meeting 3/24/2022



CITY OF MILWAUKIE
COUNCIL **RESOLUTION No.** 29-2018

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILWAUKIE, OREGON,
ACCEPTING THE PUBLIC SAFETY ADVISORY COMMITTEE BYLAWS.**

WHEREAS, Milwaukie Municipal Code 2.24 establishes the Public Safety Advisory Committee (PSAC); and

WHEREAS, Milwaukie municipal code 2.10.050.A states that the City Council shall accept board, commission and committee bylaws and adopt them by resolution; and

WHEREAS, PSAC has submitted proposed bylaws for consideration of the City Council for acceptance.

Now, Therefore, be it Resolved that the City Council hereby accepts PSAC's bylaws attached hereto as Exhibit A.

Introduced and adopted by the City Council on **April 17, 2018**.

This resolution is effective on **April 17, 2018**

Mark Gamba, Mayor

ATTEST:

APPROVED AS TO FORM:
Jordan Ramis PC

Scott S. Stauffer, City Recorder

City Attorney

Exhibit A

MILWAUKIE PUBLIC SAFETY ADVISORY COMMITTEE (PSAC) BY-LAWS

Adopted by the Milwaukie City Council under Resolution 29-2018 on
April 17, 2018

ARTICLE I: MEMBERS AND VOTING PROCEDURES

Membership of the Committee shall be as established by the Milwaukie Municipal Code and appointed by City Council. There are seven residential neighborhood association representatives and four members-at-large. Members-at-large contribute a broad perspective based on experience, property ownership, business or nonprofit partnerships, or an area of expertise relating to crime prevention, traffic safety, and public safety.

1. The term of office for members shall be from July 1st to June 30th (to allow NDA's to elect officers and representatives at the same meeting). Each term equals two years. Members may be reappointed to the same position by City Council based on the original application (updated if necessary).
2. Members are expected to attend all meetings. Failure to attend at least seventy-five percent (75%) of the regularly scheduled meetings in a 12-month period shall be grounds for a recommendation for removal. An NDA representative shall not be recommended for removal without first notifying and consulting with the NDA which is represented. Any recommendation for removal is presented to City Council which must make the final decision.
3. A quorum consists of six of the eleven members of the committee. If all the officers are unable to attend a meeting, the members present may appoint a temporary presiding chairperson and secretary. If a quorum is not attained fifteen minutes of the scheduled time of call to order, the meeting will be considered advisory. Approval of business and minutes of an advisory meeting shall be discussed and approved by a full quorum at the next regularly scheduled meeting.
4. All eleven members who are present at committee meetings are each allotted one vote on all motions.
5. One member must make a motion and another member must second that motion in order for the Committee to vote. A motion is passed by a majority of the Committee members present. All members who are present at committee meetings may submit or second a motion.

ARTICLE II: DUTIES OF OFFICERS

The committee shall elect a Chair, Vice Chair, and Secretary.

1. The election of PSAC officers shall take place at the July meeting. The term of office for officers shall be from their election at the July meeting until the corresponding meeting 12 months later. In the event that an officer cannot complete a term, an emergency election shall be held for the completion of the term.
2. The Chairperson shall set the agenda, preside over meetings, appoint sub-committees as needed, and call special meetings or executive sessions as described in Article III.
3. In the event the Chairperson cannot attend a scheduled meeting, another elected officer shall act as the presiding officer, either as appointed by the Chair or by agreement of the members attending.
4. The Presiding Officer shall preserve the order and decorum of the meeting; direct discussion and comment to relevant issues; establish and enforce time limits for discussion and comment as appropriate; encourage citizen input, and ensure that each person is treated with respect.

ARTICLE III: MEETINGS

Regular meetings shall be held at 6:15 PM on the fourth Thursday of each month in the Public Safety Building. ~~The time, date, and/or location of a particular meeting may be changed by a majority vote of a quorum of the membership at least three weeks prior to the meeting.~~

all meetings shall also be open to virtual attendance by members, guests, and staff

1. The public shall be notified of all Committee meetings by the City's general notification procedures.
2. The secretary shall be responsible for taking the minutes for each meeting and forwarding to designated staff responsible for keeping records and attendance.
3. The Chairperson and/or a designated city staff member shall be responsible for sending the agenda and all meeting materials to members and interested members of the public at least six days before the next scheduled meeting.
4. Special Meetings may be called at the request of the Chairperson or a majority of the Committee unless good cause exists for delaying until the next regularly scheduled meeting. Good cause may include such factors as staff availability, meeting room availability, and budgetary considerations.

5. Executive Sessions may be held consistent with City Council Meeting Provisions, Section 2.04.090 of the City of Milwaukie Code and applicable state law as stated in ORS 192.660.

ARTICLE IV: OPERATING PROCEDURES

1. An **Operating Manual** shall be adopted and provided to each member, along with a copy of the most current by-laws and the current year's work plan. The purpose of the Operating Manual is to provide consistency, clarity, and an open record of information needed to conduct the business of PSAC. do we do this?
2. The Operating Manual shall contain:
 - a. the purpose and duties of PSAC as determined by the City Council;
 - b. details useful for conducting business, including communications with members, sub-committee duties, and any other regularly used procedures;
 - c. names, addresses, email addresses, phone numbers, and terms of office of the committee members, however, personal information shall be kept confidential by committee members unless written permission to share is provided to the chairperson.
3. Changes and additions to the manual may be suggested by any member and adopted by majority vote at any regular meeting.
4. The Operating Manual must be consistent with PSAC by-laws, the policies of City Council, and state law where applicable.

ARTICLE V: COMMUNICATION

PSAC, as a committee appointed by Milwaukie City Council, is subject to Oregon's Public Meetings Law.

1. Meetings: The officers of PSAC, with the assistance of the designated staff liaison, will be responsible for adhering to the Public Meetings Law regarding:
 - a. providing notices of regular and special meetings in a timely manner;
 - b. determining if and when public input will be given at a meeting and the process for doing so;
 - c. providing public access to the agenda and minutes of all meetings (except executive sessions);

- d. proper use of executive sessions;
 - e. access to meetings by the media (media representatives are legally not excluded from executive sessions but may be asked not to reveal what is said).
2. Withholding Certain Information: All verbal and written communication distributed at meetings should be considered public unless confidentiality is requested and an executive session is called. Unless otherwise prohibited by law, identifying information may be withheld from examples given when the purpose of a discussion is to brainstorm solutions or locate resources to deal with a community safety issue and the committee and/or designated staff liaison believe it is necessary in order to:
- a. protect someone's privacy;
 - b. avoid jeopardizing an ongoing investigation;
 - c. comply with a personal safety request by a party involved.

If such information cannot legally remain confidential, all parties should be notified in advance and given the option to withdraw from discussion or record.

3. Communication without Email Access: The primary form of communication outside of meetings will be by email. Any member who does not have internet access or email available is responsible for notifying the Chairperson and Secretary so that an alternate way of distributing notices, agendas, minutes, and other documents to that member can be determined.
4. Email Decorum: Emails should be clearly written and expressed in a manner in keeping with expected conduct at PSAC meetings.
5. Email Retention: Email exchanges between members (communicating as members) are considered public records. Emails will be used primarily for notification, clarification, proposing agenda items, meeting suggestions, and reminders. Copies are to be sent to the whole group in order to avoid confusion and simplify compliance with the law. The Chairperson and Secretary will determine how and where to retain copies of emails which qualify for retention under state law.
6. Unsolicited Emails: Emails from outside PSAC to any member and which refer to PSAC related business, actions, or discussion (past, present, or future), shall be acknowledged as received by the recipient in a reply to the sender and a copy forwarded immediately to the Chairperson and designated staff liaison who will decide:
- a. whether the email is best handled by an email reply or an invitation to be on the agenda at a meeting;

do we do this?

- b. who should handle the follow-up communication.

This is to ensure compliance with the Public Meetings Law and to continue the practice of including all members. If all members receive a copy of an unsolicited email concerning PSAC, the Chair and designated staff liaison will be responsible for the reply.

7. Forwarding Internal Emails: To avoid misinterpretation and confusion, discussion sorts of emails should not be forwarded outside the PSAC membership without the permission of each writer, and should always include an explanation which puts the email in a proper context. The preferred response is to encourage others to contact the Chair or Secretary for specific information rather than having an individual forwarding emails. Emails containing only meeting reminders, the agenda, and minutes may be forwarded to anyone, anytime.
8. Public Information Requests: Requests from a non-member to view emails which qualify as public records should be directed to the Chair and Secretary.
9. Public Notice: Members are encouraged to add a notice when appropriate to the PSAC emails they send informing the recipients that the email is subject to disclosure. Here is a sample:

PUBLIC RECORDS LAW DISCLOSURE: This e-mail is a public record of the City of Milwaukie and is subject to public disclosure unless exempt from disclosure under Oregon Public Records law. This email is subject to the State Retention Schedule.

do we do this?

10. Emergency Communication: An emergency which makes the internet temporarily inaccessible (such as in a power outage) may require the use of the telephone or regular mail. Members should be sure the Secretary has their current phone number and address at all times. Members are also encouraged to be sure their current phone number is on the City of Milwaukie Code Red calling list.
11. Members' Personal Information: The Oregon legislature has determined that the phone number, mailing address and/or residence and other personal privacy information of a public employee is not "public information." It is assumed that volunteers are subject to the same privacy protection. Each member may choose whether their personal information may be provided to the public on the city website or by any other means. PSAC members who are provided with personal information about other members (such as for a telephone tree) are expected to keep that information confidential. This information may be updated to comply with revised Oregon laws or other policies, as needed in the future.

ARTICLE VI: BY-LAW CHANGES

1. By-laws need to be reviewed annually at the January or February meeting.
2. By-laws may be amended, repealed or altered by a majority of a quorum of the committee, subject to approval by the City Council. A copy of the proposed changes must be sent to all members before a vote may be taken.

These by-laws approved by PSAC on March 22, 2018.