



CITY OF MILWAUKIE

AGENDA

October 22, 2020

6:15 pm

PUBLIC SAFETY ADVISORY COMMITTEE

ZOOM Meeting

For the Zoom login information 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 |
| | September 24, 2020 <i>(Tentative)</i> | |
| II. | REPORTS | |
| | A. Clackamas County Fire Report | |
| | B. Milwaukie Police Report | Chief Strait |
| | C. Capital Improvement Plan Projects | Staff |
| | D. Monroe Street Neighborhood Greenway | Stephen McWilliams |
| III. | ACTION ITEMS | |
| IV. | DISCUSSION | |
| | A. Work Plan/Bylaws – City Council Update | All |
| | B. Disaster Preparedness | All |
| | C. Low Volume Street Standards | All |
| V. | NDA Concerns | PSAC Members |
| VI. | Public Comments | All |
| VII. | FUTURE MEETING DATE/AGENDA ITEMS | All |
| | Next regular meeting TBD due to Thanksgiving and Christmas | |
| VIII. | ADJOURN | |

Attachments:

1. Final Draft Work Plan
2. PSAC Bylaws

Milwaukie Public Safety Advisory Committee

Work Plan
2020 – 2021

Summer 2020 – Fall 2020

Alternative Street Design Standards

PSAC will work with the City's Engineering Department regarding the design of alternative standards for greenways and other low-volume, low-speed streets. The city recently updated their Public Works Standards which includes a new low-volume street standard. PSAC will designate volunteer(s) to work with engineering to review this new standard and report back to the committee and NDAs for input.

2021- 2022

Transportation System Plan Updates

Work with the City's Engineering Department regarding updates to the Transportation System Plan.

Continued/Ongoing

Disaster Preparedness

PSAC will work with CERT, Milwaukie Police, Clackamas Fire, and other city departments to determine what the public should expect from all entities in an emergency. PSAC has a unique position that allows great communication between the City of Milwaukie, the NDAs, and the public. PSAC members will use this position to:

- Increase awareness of what can be expected of all city services
- Provide education about CERT
- Work with the City's Emergency Operations Manager
 - Aid in the development of key Emergency and Disaster Planning Procedures
 - Provide feedback and act as a bridge between the City's EOM and the NDAs
- Encourage each NDA to have their own Disaster Preparedness committee and cache of supplies
- Assist with CERT membership advocacy

- Provide public education on general disaster preparedness that the public can do at home
 - ClackCo Public Alerts Registration (<https://www.clackamas.us/dm/publicalerts>)
 - "2 Weeks Ready"
- What can we learn from the COVID-19 crisis?
- National Preparedness Month (September)
 - Discuss how PSAC can participate

- o Booth at public events with Milwaukie Emergency Manager (Steve Hoffeditz) or other designated City resources

Milwaukie Police, Clackamas Fire, CERT, MPSF

PSAC recognizes and appreciates the ongoing work of our police force, fire and rescue, as well as the important contributions of the volunteers of Community Emergency Response Team and Milwaukie Public Safety Foundation. PSAC will continue to respond to neighborhood concerns and act as the liaison between Police/Fire and the NDAs. PSAC will work to maintain the strong relationships it has built with these organizations by inviting a member from one of these groups to each meeting and by promoting important events throughout the year and/or designating volunteers to assist as our schedules allow:

- Officer of the Year Dinner - Each year in/around February
- Shred Day/Prescription Drug Drop Off Day - Each year in/around April
- Bike Giveaway - Each year in/around April
- 9K for K9 - Each year in/around July

Safe Routes to School

Continue to support efforts of SRTS in community outreach and awareness. Assist with communication to city neighborhoods.

Additional Tasks

- SAFE Outreach
- Work with Engineering on citizen requests; consider adding time to each meeting to prioritize incoming community traffic control requests.
- Review Requests for Service applications for potential prioritization within the SAFE program
- Review requests for ADA improvements, acting as the Community Planning Advisory Council, for prioritization within the ADA transition plan.
- Maintain open communication and a positive relationship with the Milwaukie Police Department and Clackamas County Fire Department. Schedule some time during an upcoming meeting for an update about the police department (trends, policies, procedures, etc.).
- Support and aid Milwaukie's CAREFree Sundays event to establish communication between the two groups and see what opportunities exist for PSAC to participate.
- Work with Planning to ensure Neighborhood Hubs Project connects with proposed SAFE projects.



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.

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.
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;

- 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.

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.