



CITY OF MILWAUKIE

AGENDA

March 23, 2023

6:00 pm

PUBLIC SAFETY ADVISORY COMMITTEE

HYBRID MEETING

Public Safety Building

3200 SE Harrison St, Milwaukie, OR 97222

OR

Zoom Meeting:

<https://us02web.zoom.us/j/83859859220?pwd=WUxzV3liUFh4cmplOEsvaTRWelhhUT09>

Meeting ID: 838 5985 9220

Passcode: 705178

For any questions, please contact the staff liaison Benjamin Green at GreenB@milwaukieoregon.gov.

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|------|---|--------------|
| I. | CONSENT AGENDA | PSAC Members |
| | A. Approve Minutes from: | All |
| | 1/23/2023 | |
| II. | REPORTS | |
| | A. Clackamas County Fire Report | Jack Tanz |
| | B. Emergency Management | Dan Harris |
| | C. Milwaukie Police Report | |
| | D. NDA Concerns | PSAC Members |
| | E. Capital Improvement Plan Projects | Steve Adams |
| III. | ACTION ITEMS | |
| IV. | DISCUSSION | |
| | A. PSAC bylaws template update | Ben Green |
| V. | Public Comments (Limited to 3 min per person) | All |
| VI. | FUTURE MEETING DATE/AGENDA ITEMS | All |
| | Next regular meeting April 27, 2023 | |
| VII. | ADJOURN | |

Attachments:

1. Minutes from: 1/23/2023
2. Clackamas County Fire Report from 2/23/2023 (snow day)
3. Updated bylaws (draft)
4. Existing bylaws approved by PSAC in June of 2022

PSAC NOTES. 1/26/23

Attendance:

Philip S-working on project identification grant
Shimron Tubman-Linwood
Steve Adams-City Engineer
Pam Denham- Island Station
Jay Panagos- chair
Elvis Clark- Ardenwald
Christine Giatti- Lake Rd
Robbie Graves-Police officer
Ashley Akerberg- Member at large
Jessica Peterson-Hector Cambell
Dan Harris—Events/emergency management
Stephan Lashbrook- Lewelling/vice chair

Nicole Perry—safe routes to school

I. CONSENT AGENDA PSAC Members A. Approve Minutes from: All 12/8/2022 —minuets approved

II. REPORTS

A. Milwaukie Police Report Captain Graves
—personnel commitments working to deal with—police academy has been at capacity for several years
—Trying to accommodate multiple police departments
—current hires are scheduled to begin academy in June
—1/30/23. Pre-academy allows new recruits to be in the field with another officer
—milwaukie police is helping to run the training
—12/24/22 mail carrier in uniform was shot—Lake Oswego called in van on 12/28/22 and arrested man on spot
—community involvement is crucial to secure police efficacy
—going to start another requirement for entry officers in February
—mental health officer is almost single handedly helping to clean up houseless issues
—milwaukie businesses that were burglarized—county identified a pursuit but was terminated due to reckless driving
—are neighborhood watch programs still effective? Previously was a copywriter program that had associated fees
—in regards to police department being short handed, there are mutual aid agreements, but all police departments are short handed
—always a road supervisor on duty 24/7

B. Emergency Management Dan Harris
—completion of stranded worker inter-governmental agreement—in the event there is a large disruption, workers would have the capacity to work in other areas that they do not typically work with lake Oswego, and 8 other cities in Clackamas counties in metro region
—this will go before city council in a couple weeks to be ratified for legal considerations
—Natural hazard mitigation plan—non-regulatory plan for how the city deals with natural hazard mitigation (updated every 5 years)
—plan is on city website
—NHMP addresses FEMA funding potential
—Hazard Mitigation advisory committee is formed to look at 14 action items identified in 2019 plan

- will rank hazards and vulnerabilities
- Public Process will involve communication about readiness beginning in April
- harrisd@milwaukie.gov to be in communication
-

C. NDA Concerns PSAC Members

Ardenwald—Ardenwald one concern this session. The Intersection of 37th and Harrison continues to be a concern. It is anxious for drivers on 37th headed south at this intersection to cross Harrison, turn right going east on Harrison, or even turning right. There is also some cases where school age children are trying to cross Harrison from 37th and they have near misses with cars traveling east to west on Harrison. There is a bend in Harrison street at this intersection which hurts visibility when sitting or standing at 37th and Harrison Street. Maybe solutions: speed bump just east to slow cars on Harrison and/or yellow sign with advised speed limit of only 15 or 20 mph.—probables will be a diverter

Leweling—49th and Logos storm water facility has become a concern.

Linwood—multi-use path from Monroe to JCB will be under construction in Spring

- Crosswalk sign at Monroe and Linwood and Montgomery and Linwood

Flashing would be preferred.—will be include in Monroe greenway

—king rd is advertised for bid in feb. with consultant on board by march—resurfacing from 43rd to Linwood. Construction to begin on summer 2024

—state law was passed that said neighborhoods that come within 1/2 mile to rapid transit. Or 3/4 mile from light-rail station states that builders are not required to build any onsite parking. —

https://www.oregon.gov/lcd/CL/Documents/Guidance0440_ParkingNearTransit.pdf

—international way and industrial park are really only parts of milwaukie that can require onsite parking

—funds that are put into neighborhoods for frontage development are held for that neighborhood for future developments

Lake-road—St light on dark spots—still waiting to hear back from public works

Historic Milwaukie—

Hector Campbell—Harrison on 42nd 4 way stop is not safe for pedestrians

- old TSP calls for a 4-way intersection (2-5 years)

Island Station—19th by elk rock estates cuts in bio-swells still are needed to promote appropriate drainage

D. Capital Improvement Plan Projects Steve Adams

- only one bike rack at library
- Hillside project got funding—getting close to submitting plans for phase 1
- RRFB in front of Clackamas center on King rd (NCSD jurisdiction) has pole that has been rotated—who should be called about it?
- projects are funded from different areas depending on what part of the project is being addressed (ie. SDC's, safe routes to school, etc)
- Washington 27th-edison street repaving, spring creel culvert just east of 27th. Working at

90% design. Out to bid and then work starting in summer
— Planning manager says documents are currently at DOJ
— work on Home/wood is mostly done
— 32nd-42nd going under design this year
— some projects have been put on hold due to funding scarcity
— Ardenwald North is 90% design complete (rebuilding streets with upgrades)
— Milwaukie Bay park still has friction with Clackamas county, NCPRD, Council — indefinite hold
— Monroe street greenway (bond to include Oak street and part of camel). Funding from 28th to Linwood. Should be getting plans for review any day—Put on Back burner for 6 months
— 43rd and king and Johnson creek and 42nd same developer as Monroe project

— Laura Weigal and mayor are appropriate to followup with regarding NDA interest in TSP representatives—planning@milwaukieoregon.gov

Members asked Steve about the law.

"we realize the city cannot require parking but can they encourage/incentivize builders to include some parking? Pam requested the link to the state law that Steve referred to and he will send it. Jay asked if the law restricts parking on greenways and Steve said it was all about local code".

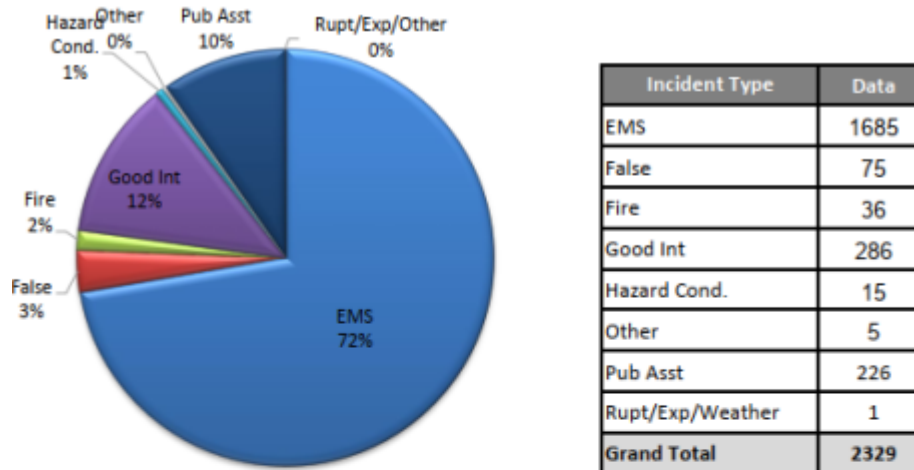
On the minim parking requirements, further information from LCDS is here:
https://www.oregon.gov/lcd/CL/Documents/Guidance0440_ParkingNearTransit.pdf

For those cyclists among us, this is a link to an article by Bike Portland:
<https://bikeportland.org/2022/07/22/5-things-that-might-happen-now-that-oregon-just-slashed-parking-mandates-360154>



CFD February 2023 PSAC notes

During the month of January, the Fire District responded to 2,329 calls. This is 70 less incidents than last January. The Fire District closely tracks the incident totals and types throughout the year to identify any trends or significant changes. The Fire District also uses this information to establish educational priorities.



Year to Date

Incident Type	2021	2022	2023
EMS	1376	1569	1685
False	81	79	75
Fire	30	37	36
Good Int	371	426	286
Hazard Cond.	47	28	15
Other	2	2	5
Pub Asst	166	257	226
Rupt/Exp/Weather	5	1	1
Grand Total	2078	2399	2329

- For March, the Fire District safety focus is bike helmet awareness and fall prevention.
 - Please wear helmets (especially children) whenever riding bikes, scooters, skateboards, etc. Everyone is susceptible to significant head injuries during a mishap.
 - Please check your homes and family/friends homes for trip hazards such as cords, area rugs, excess storage in poor locations, etc.
- DEQ is scheduled to reopen backyard burning on March 1st for those outside of the DEQ burn boundary.
 - DEQ makes the decision each day whether or not to allow burning and the allowed burning hours based on air quality. The Fire District does not make that decision unless there is a fire danger concern.
 - This is why you need to ensure it is a burn day prior to doing any backyard burning.
 - After March 1st, daily burn information is available on our website or by calling 503.742.2945.
- At the January Board Meeting, the Clackamas Fire Board of Directors voted to refer a local option levy to the citizens for the May 2023 ballot that would fund firefighting positions and improve emergency and wildfire response. Please go to www.clackamasfire.com for more details. Over the coming months we will be working hard to share details of the levy throughout the entire Fire District. If any group that regularly meets would like a presentation from the Fire

District, please let us know. (FYI, the PSAC was sent a letter last week with the levy information, ways to contact the Fire District for a presentation, and upcoming open house information).

- The Fire District is starting an academy for 6 new firefighters at the end of February that lasts approximately 12 weeks. After that, the new firefighters will be assigned to one of our community fire stations. These firefighters are replacing vacant positions and are not increasing the daily response force.

Update from Dan Harris regarding the Natural Hazard Mitigation Plan:

“I met with the county yesterday and learned that they are not only still determining how they will conduct a hazard and vulnerability assessment, but are revamping the goals and mission statement of their NHMP and reformatting the way they do action items. Because our process follows theirs, our timeline is now pushed back. The county is still making decisions that I’m told they will have answers to in the next 4-6 weeks, so we are pausing our meetings.”

Please reach out to Dan Harris, Events & Emergency management Coordinator at harrisd@milwaukieoregon.gov with questions.

Milwaukie Public Safety Advisory Committee (PSAC)

www.milwaukieoregon.gov/bc-psac

BYLAWS

Adopted
By Resolution

ARTICLE I – NAME

The name of this board/committee is the Public Safety Advisory Committee (PSAC).

ARTICLE II – PURPOSE & AUTHORITY

A. **Purpose.** The Public Safety Advisory Committee is established for the purpose of advising and making recommendations to the City Council and city departments regarding public safety needs in the City and its Urban Growth Boundary. The Committee shall be responsible for, but not limited to, the following activities:

1. Review and make recommendations on community livability concerns related to public safety issues that affect public safety and neighborhood livability in Milwaukie and within its urban growth Boundary.
2. Review and make recommendations for the city-community partnerships to mitigate the negative influence of crime and traffic impacts on the community.
3. Promote public education and awareness of the effects of traffic impacts and mobility issues in the community.
4. Review and make recommendations on city infrastructure needs related to streets, sidewalks, trails, and multimodal paths, traffic control devices, ADA and various transportation and transit related matters that affect pedestrian, cyclist, and driver safety.
5. Collaborate with local, County and State government agencies to develop strategies to mitigate negative community livability concerns by focusing partnership agency resources to reduce or eliminate specific problem areas, or concerns.
6. Such other activities as Council may assign. (Ord. 2115 § 1, 2016; Ord 1906 § 2, 2002; Ord. 1869 § 3, 2000; Ord 1797 § 3, 1996)

B. **Authority.** The Committee is authorized by Milwaukie Municipal Code (MMC) Chapter 2.24 Public Safety Advisory Committee.

ARTICLE III – MEMBERSHIP

1. **Membership.** The Committee shall consist of one voting member representing the each of the City's neighborhood associations plus (4) at-large members. It is desirable that Committee members have an interest in solving community public safety problems through active involvement with city departments that are responsible for addressing public safety issues. Generally, the Engineering Director will act as the liaison between the Committee and city staff, however other departments such as the police department may occasionally assist or coordinate when appropriate. The term of office for members shall be from July 1st to June 30th (to allow NDA's to elect offices 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). As outlined in the MMC, the mayor appoints

Board/Committee members with the consent of the City Council. At-large members will be appointed to the Public Safety Advisory Committee by the City Council. Neighborhood district association members shall be appointed by the Council after nomination by the neighborhood association that person will represent. The recommendation shall be reflected in the neighborhood district association minutes and provided to the City. The Council shall have discretion whether to appoint any person nominated by a neighborhood district association. As outlined in MMC 2.10.040 and in the city's Code of Conduct for Board and Committee Members, Board/Committee members serve at the pleasure of the City Council.

2. **Term of Office.** At-large committee member terms are for a period of 2 years. Up to two (2) additional two (2) year terms, for a total of four (4) additional years past the member's original appointment, may be approved by the City Council. Neighborhood representatives will be appointed for two (2) year terms with no limit on the number of terms.
3. **Vacancies.** If a Board/Committee member resigns or otherwise vacates their position, the City Council will fill the vacancy in the same manner as the original appointment. Member resignations should be submitted in writing to the chair and staff liaison.
4. **Code of Conduct.** To ensure the city's boards and committees operate in an efficient, consistent, and orderly manner, and that board/committee members comply with Oregon's public meetings and records laws, the City Council adopted a Code of Conduct for Board and Committee Members. Board/committee members are expected to review, sign, understand, and abide by the Code of Conduct.

ARTICLE IV – MEETINGS

- A. **Open Meetings.** All Board/Committee meetings are public meetings as set forth by Oregon's Public Meetings Laws, Oregon Revised Statute (ORS) Chapter 192.
- B. **Meeting Conduct.** Board/Committee meetings will be conducted efficiently and transparently as outlined in these bylaws, the MMC, relevant state and federal laws, and by the city's Code of Conduct for Board and Committee Members. Where these bylaws or other city guides do not provide direction, the most recent edition of Robert's Rules of Order will be followed.
- C. **Regular Schedule.** The Board/Committee will hold regular meetings as determined by the MMC, the City Council, or the chair and staff liaison. The board/committee's regular schedule will be to meet on the fourth Thursday of each month at 6:00 p.m. at the Public Safety Building and on Zoom. 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. **Special Meetings.** Special meetings may be called at the request of the chair or a majority of the board/committee. If a special meeting is called, the chair and staff liaison will set a date and time taking into consideration such factors as the availability of the board/committee members and staff, and a meeting location.
 2. **Closed Sessions.** The board/committee may meet in closed, or executive, session as allowed by ORS 192.660(2) and consistent with MMC 2.04.090.
- D. **Attendance & Absences.** Board/Committee members are expected to attend all meetings, events, and activities of the board/committee. As outlined in the MMC and Code of Conduct, if a member fails to regularly attend meetings, the member may be removed from the board/committee through the process outlined in the Code of Conduct.
 1. **Absences.** If a board/committee member is unable to attend a meeting, it is the member's responsibility to inform the chair and staff liaison before the meeting.

E. Quorum & Related Matters. For the purposes of conducting board/committee business, including holding official meetings, a majority, or quorum, is 6 of the voting membership of the Board/Committee.

1. **Lack of Quorum.** If there is no quorum of board/committee members within 15 minutes following the scheduled start time of a meeting, the meeting is cancelled. If the chair or staff liaison knows that a quorum will not be present at the meeting, they will notify the board/committee members before the meeting about the cancelation.
2. **Rescheduling Agenda Items.** If a meeting is canceled due to a lack of a quorum, all agenda items that were scheduled for the cancelled meeting will automatically be placed on the next regularly scheduled meeting agenda unless the chair or staff liaison determines that a special meeting is needed to address the items. The staff liaison will ensure that the required public meeting notices will be posted for the next meeting.

F. Agenda Order. The chair and the staff liaison will coordinate and arrange the meeting items as necessary to achieve an orderly and efficient meeting. In general, the order of business will be as follows:

1. Call to Order
2. Approval of Minutes
3. City of Milwaukie Staff and Committee Reports
4. Action Items
5. Discussion
6. Public Comments
7. Adjournment

G. Adjournment Time. Board/Committee meetings will end no later than 7:30 PM. However, by majority vote of the members present the adjournment time may be extended.

H. Voting. All Board/Committee members who are present at a meeting, including the chair and officers, are allotted one vote each on all motions. One member must make a motion and another member must second that motion in order for the Committee to vote. The concurrence of a majority of the whole committee present shall be required to determine any matter before the committee. In the case of a tie vote, the matter fails. When a vote is taken all members must vote unless a member abstains from voting and cites the reason for abstaining for the record. The board/committee secretary or staff liaison will call the roll, altering the order of members called. The chair will vote last.

I. Motions & Related Matters. Any Board/Committee member may make a motion. A motion needs a second to be considered, otherwise it fails.

1. **Reconsideration of Actions Taken.** A board/committee member who voted with the majority may move for a reconsideration of an action at the same meeting only. The second of a motion may be a member of the minority. Once a matter has been reconsidered, no motion for further reconsideration may be made without unanimous consent of the Board/Committee.

J. Minutes & Related Matters. The written and approved meeting minutes are the official record of the meeting.

A. Preparing the Minutes. The board/committee secretary or city staff will be present at each meeting and will provide written minutes. Written minutes should not be a verbatim transcript but should give a true reflection of the matters discussed at the meeting and the views of the participants. The written minutes must include at least the following information:

1. The date, time, location of the meeting;

2. Names of the Board/Committee members present;
3. All motions and proposals;
4. The results of all votes;
5. The substance of any discussion on any matters; and,
6. A reference to any document discussed at the meeting.

B. Posting & Approval. The staff liaison will make the draft written meeting minutes available to the public within a reasonable time after the meeting. The Board/Committee will review and vote upon the minutes at its next meeting after the minutes have been written. Approved minutes will be posted on the city's website and retain permanently as required by Oregon Administrative Rule (OAR) 166-200-0235(5)(a).

ARTICLE V – OFFICERS & ASSIGNED DUTIES

A. Officers. The officers of the Board/Committee will consist of a chair, vice chair, and secretary.

1. **Election of Officers.** Members will elect the officers annually during the first meeting in April/July [based on when the BC's terms begin]. Any member may nominate another member as an officer. Officers may be re-elected. If an officer is unable to complete their term, the board/committee will hold a special election to fill the vacant officer position.

B. Duties of the Chair. The chair will preside and preserve the order of Board/Committee meetings, review agendas and confer on business with the staff liaison and sign all documents memorializing board/committee actions. The chair will set reasonable time limits for community comments and testimony. 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.

C. Duties of the Vice Chair. If the chair is absent or otherwise disqualified from serving, the vice chair will perform all duties and be subject to all the responsibilities of the chair. If both the chair and vice chair are absent from a meeting, the remaining members present will elect an acting chair for that meeting.

D. Duties of Board/Committee Members. The role of a board/committee member is to participate in the Board/Committee's work and activities as assigned by the City Council by attending meetings and events and participating in discussions and decisions. As outlined in the city's Code of Conduct, board/committee members must behave in an appropriate manner when performing their duties as board/committee members in-person and in written or digital communications.

1. **Meeting Preparation.** Board/committee members must prepare for participation at a meeting by fully reviewing the staff report and any materials provided by city staff.
2. **Site Visits.** Before board/committee meetings, members are encouraged to visit sites that are subjects for design review actions. If a board/committee member visits a site, the member will report on the record any information gained from the site visit that is not consistent with the information included in the application or staff report.
3. **Compensation.** Board/committee members will receive no compensation for their service. However, the city may reimburse a member for an authorized expense.
4. **Conflicts of Interest.** In accordance with ORS 244.120, a member of the Board/Committee may not participate in any board/committee proceeding in which any of the following persons or businesses have a direct or substantial financial interest:

- i. The board/committee member or the spouse, brother, sister, child, parent, father-in-law, or mother-in-law of the board/committee member;
 - ii. Any business in which the board/committee member is then serving or has served within the previous two years; or
 - iii. Any business with which the board/committee member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment.
 - iv. A member must disclose any actual or potential interest at the meeting of the board/committee where the action is being taken.
- E. Duties of City Staff.** The city will assign a staff liaison to the Board/Committee and, as appropriate and available, will assign administrative staff to support the board/committee. Staff liaisons will act as the Board/Committee's primary point of contact for board/committee members, city staff, and the general public. Staff will ensure that the board/committee's meetings are held in accordance with state public meeting laws and will support the board/committee's activities.
1. **Orientation of New Members.** When new board/committee members are appointed, the staff liaison and chair will provide an orientation to the new members as necessary. In addition, city staff may provide other training opportunities to board/committee members.
 2. **Board/Committee Manual.** For the efficient documentation of the board/committee's operations, city staff may compile and maintain a board/committee manual.

ARTICLE VI – GOALS & AMENDMENTS

- A. Goals.** The board/committee will annually establish project and outcome goals that align with the goals of the City Council and the city. The committee will establish an annual workplan to document its progress towards achieving its goals.
- B. Amending the Bylaws.** The board/committee will review its bylaws annually or as necessary and will prepare and propose appropriate bylaw amendments to the City Council. The City Council retains all authority to amend these bylaws as outlined in MMC 2.10.050.
- C. Annual Review.** The board/committee will meet annually with the City Council to review the board/committee's goals, workplan, and any proposed bylaw amendments.

ARTICLE VII – BY-LAW CHANGES

1. By-laws need to be reviewed annually at the January or February meeting.

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.

ARTICLE VIII – OPERATING PRODEURES. 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 if information needed to conduct business of PSAC.

1. The Operating Manual shall contain:
 - a. the purpose and duties of PSAC as determined by 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 addressed, phone numbers, and term of office of the committee members, however, personal information shall be kept confidential by committee members unless written permission to share is provided to chairperson.

2. Changes and additions to the manual may be suggested by any member and adopted by majority vote at any regular meeting.
3. The Operating Manual must be consistent with PSAC by-laws, the policies of City Council, and state where applicable.

**MILWAUKIE PUBLIC SAFETY ADVISORY COMMITTEE (PSAC)
BY-LAWS**

Adopted by the Milwaukie City Council under Resolution _____ on
TBD

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 6:00 PM on the fourth Thursday of each month in the Public Safety Building. Meetings shall also be held online and open to virtual attendance by members, guests, and staff. 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 provided to each member. 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 most current by-laws;
 - b. the current year's work plan;
 - c. the purpose and duties of PSAC as determined by the City Council;
 - d. List of past projects and accomplishments.
 - e. details useful for conducting business, including communications with members, sub-committee duties, and any other regularly used procedures;
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 June 23, 20122.

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