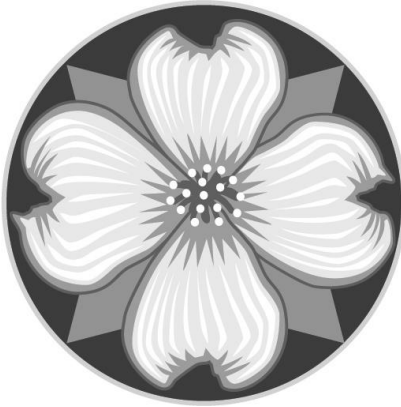




Work Session

WS

Milwaukie City Council

COUNCIL WORK SESSION

City Hall Council Chambers, 10722 SE Main Street
& Zoom Video Conference (www.milwaukieoregon.gov)

AGENDA

SEPTEMBER 5, 2023

Council will hold this meeting in-person and through video conference. The public may attend the meeting by coming to City Hall or joining the Zoom webinar, or watch the meeting on the [city's YouTube channel](#) or Comcast Cable channel 30 in city limits. For Zoom login visit <https://www.milwaukieoregon.gov/citycouncil/city-council-work-session-332>.

To participate in this meeting by phone dial 1-253-215-8782 and enter Webinar ID 897 8131 1965 and Passcode: 519687. To raise hand by phone dial *9.

Written comments may be delivered to City Hall or emailed to ocr@milwaukieoregon.gov. Council may take limited verbal comments.

Note: agenda item times are estimates and are subject to change.

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|---|----------|
| 1. Seismic Updates at City Facilities – Discussion (4:00 p.m.) | 2 |
| Staff: Peter Passarelli, Public Works Director | |
| 2. Arts Committee – Annual Update (4:30 p.m.) | 5 |
| Staff: Jordan Imlah, Communications Program Manager | |
| 3. Public Safety Advisory Committee (PSAC) – Annual Update (5:00 p.m.) | 8 |
| Staff: Steve Adams, City Engineer, and
Ben Green, Engineering Technician | |
| 4. Adjourn (5:30 p.m.) | |

Executive Session. After the work session, Council will meet in executive session pursuant to Oregon Revised Statute (ORS) 192.660 (2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

Representatives of the news media and designated staff may attend executive sessions. All other members of the audience are asked to leave the room. Representatives of the news media are specifically directed not to report on or otherwise disclose any of the deliberations or anything said about these subjects during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session.

Meeting Accessibility Services and Americans with Disabilities Act (ADA) Notice

The city is committed to providing equal access to public meetings. To request listening and mobility assistance services contact the Office of the City Recorder at least 48 hours before the meeting by email at ocr@milwaukieoregon.gov or phone at 503-786-7502. To request Spanish language translation services email espanol@milwaukieoregon.gov at least 48 hours before the meeting. Staff will do their best to respond in a timely manner and to accommodate requests. Most Council meetings are broadcast live on the [city's YouTube channel](#) and Comcast Channel 30 in city limits.

Servicios de Accesibilidad para Reuniones y Aviso de la Ley de Estadounidenses con Discapacidades (ADA)

La ciudad se compromete a proporcionar igualdad de acceso para reuniones públicas. Para solicitar servicios de asistencia auditiva y de movilidad, favor de comunicarse a la Oficina del Registro de la Ciudad con un mínimo de 48 horas antes de la reunión por correo electrónico a ocr@milwaukieoregon.gov o llame al 503-786-7502. Para solicitar servicios de traducción al español, envíe un correo electrónico a espanol@milwaukieoregon.gov al menos 48 horas antes de la reunión. El personal hará todo lo posible para responder de manera oportuna y atender las solicitudes. La mayoría de las reuniones del Consejo de la Ciudad se transmiten en vivo en el [canal de YouTube de la ciudad](#) y el Canal 30 de Comcast dentro de los límites de la ciudad.

Executive Sessions

The City Council may meet in executive session pursuant to Oregon Revised Statute (ORS) 192.660(2); all discussions are confidential; news media representatives may attend but may not disclose any information discussed. Final decisions and actions may not be taken in executive sessions.



COUNCIL WORK SESSION

City Hall Council Chambers, 10722 SE Main Street
& Zoom Video Conference (www.milwaukieoregon.gov)

MINUTES

SEPTEMBER 5, 2023

Council Present: Councilors Adam Khosroabadi, Robert Massey, Council President Desi Nicodemus, and Mayor Lisa Batey

Council Absent: Councilor Rebecca Stavenjord

Staff Present: Steve Adams, City Attorney
Justin Gericke, City Attorney
Ben Green, Engineering Technician
Dan Harris, Events & Emergency Management Coordinator
Jordan Imlah, Communications Program Coordinator

Peter Passarelli, Public Works Director
Emma Sagor, Assistant City Manager
Gabriela Santoyo Gutierrez, Equity & Inclusion Coordinator
Scott Stauffer, City Recorder

Mayor Batey called the meeting to order at 4:04 p.m. and noted that Councilor Stavenjord was absent from the meeting.

1. Seismic Updates at City Facilities – Discussion

Passarelli reported that the city's Public Safety Building (PSB), located at 3200 SE Harrison Street, required seismic retrofits and that grant funding for the retrofits had been obtained. **Passarelli** explained that the city was working with a structural engineer and provided a timeline for the retrofit project's next steps. **Passarelli** detailed what improvements would be made during the project.

Passarelli explained upcoming changes to the public works (PW) Johnson Creek building (JCB) and noted the schedule for the move of departments and what upgrades would be made as well as the budget for the project.

The group discussed the funding for PSB's seismic retrofits.

Mayor Batey and **Passarelli** commented on how fiber-reinforced polymer (FRP) was used, and **Batey**, **Passarelli**, and **Stauffer** commented on the current staff capacity at JCB. **Batey** expressed disappointment in the lack of plans for more public services at JCB.

2. Arts Committee – Annual Update

Imlah and Arts Committee Chair, **Samantha Swindler**, reported on the committee's 2023-2024 goals and the projects and events that the committee had worked on in the last year and the remaining events and projects for the rest of the year.

The group discussed what next steps needed to occur to utilize the mural fund for sculptures and discussed the sculpture garden.

Councilor Khosroabadi thanked the committee for their work.

Mayor Batey complimented the committee for its Porchfest event and expressed interest in continuing the art exhibition in the new city hall community room. **Batey**, **Imlah**, and **Swindler** discussed the committee's registry of volunteers. The group discussed placement plans for the scarecrow contest for 2024 and beyond.

Councilor Massey expressed excitement for the Bing cherry sculpture and new year celebration, and **Massey** and **Council President Nicodemus** complemented the committee on Porchfest. The group commented on Porchfest.

Sagor thanked the committee for their work.

3. Public Safety Advisory Committee (PSAC) – Annual Update

Green explained how PSAC had been meeting, and that the committee had finished updating their bylaws. **Jay Panagos**, PSAC Chair, explained what occurs at typical PSAC meetings and commented on the Lewelling neighborhood Safe Routes to School (SRTS) Plan, the Transportation System Plan (TSP), and the Natural Hazard Mitigation Plan (NHMP).

Councilor Khosroabadi thanked PSAC for their work on updating their bylaws and the inclusion of the native lands acknowledgement.

Mayor Batey and **Panagos** commented on the SRTS Plan. **Batey** commented on warming and cooling shelters. **Batey** and **Panagos** discussed the process of prioritizing projects.

Council President Nicodemus and **Councilor Massey** thanked Panagos and PSAC for their work and time.

4. Adjourn

Mayor Batey announced that after the meeting Council would meet in executive session pursuant to Oregon Revised Statute (ORS) 192.660 (2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

Mayor Batey adjourned the meeting at 5:22 p.m.

Respectfully submitted,



Nicole Madigan, Deputy City Recorder

COUNCIL STAFF REPORT

To: Mayor and City Council
Ann Ober, City Manager

Date Written: Aug. 24, 2023

Reviewed: Damien Farwell, Facilities Supervisor, and
Keisha Brewster, Administrative Specialist III

From: Damien Farwell, Facilities Supervisor

Subject: **Seismic Updates at City Facilities**

ACTION REQUESTED

No Council action is requested. Council is asked to receive information on plans for seismic updates and retrofits at the city's Public Safety Building (PSB) and Johnon Creek Boulevard (JCB) facility.

HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

PSE previously completed a 60% conceptual retrofit design dated February 24, 2022, in support of the city's application for the Business Oregon Seismic Rehabilitation Grant Program (SRGP). The grant application was successful, and the awarded grant (\$1,222,817) will be used to fund the bid and construction documents, construction administration, and construction costs.

[September 6, 2022:](#) Council authorized the city manager to sign the State of Oregon (SRGP) grant agreement in the amount of \$1,233,817 for seismic upgrades to the PSB.

[December 6, 2022:](#) Council authorized the city manager to sign an engineering services contract with Peterson Structural Engineers (PSE) in the amount of \$229,511 to provide professional services for seismic retrofits at the PSB.

ANALYSIS**PSB Seismic Retrofits**

A previously completed evaluation report and supporting documents outlined structural and nonstructural retrofits required to meet seismic performance requirements found in American Society of Civil Engineers (ASCE) 41-17. These upgrades include retrofits to the building structure and mechanical, electrical, plumbing, elevator, and architectural upgrades.

PSE was selected through a request for qualifications process in September 2022 to provide a range of services that include design services, bid assistance, and construction management. This agreement will cover the design services and bid assistance phase of the project. PSE will provide construction management services under a separate contract.

The work at the PSB consists, upgrades garage bay doors, additional bracing for suspended ceilings and lighting and structural retrofits/mitigation methods using fiber reinforced polymers (FRP). FRP is well recognized as an effective seismic retrofit material for existing concrete buildings. FRP has been used as an alternate method of structural reinforcing for existing buildings is less intrusive and will reduce impacts during construction. FRP materials consist of high strength fibers in a polymer matrix. The fibers provide the strength and stiffness, and the

matrix provides load transfer and environmental protection to the fibers. The most commonly used fibers are glass and carbon. FRP materials have high strength-to-weight ratios, which make them an ideal material for seismic retrofit. They do not add significant mass to a structure, while they can be designed to add ductility, confinement, moment or shear capacity to existing structural members.

PSE provided 90% construction plans and specifications in June 2023 for review by city staff. The most recent project estimate estimated the construction costs for this project at approximately \$625,000. The plans and specifications are being finalized and the project is expected to go out for bid in late in September 2023. It is expected that the total seismic project will be completed by September 2024.

JCB Campus Front Building Upgrades

With the community development department moving from the JCB campus, the front building will become the public works administration building. A total of 10 public works staff will move into the front building, this includes the public works director, fleet and facilities supervisor, climate and natural resources manager, administrative specialist III, administrative specialist II, urban forester, environmental services coordinator, natural resources technician, Geographic Information System (GIS) coordinator, asset management coordinator and the parks development coordinator. This move will open workspace in the current public works building and will allow utility technician leads dedicated office space.

As part of this process the facilities team has prepared contracts, to replace carpet, repaint interior walls, replace ceiling tiles, install an Americans with Disability Act (ADA) compliant front desk/counter, and replace cubicle furniture in the front building. The current public works building will also have the interior painted and carpets replaced.

The current schedule for this work to begin is October 2023, with the front building improvements being completed by mid-December and improvements in the current public works building completed by January 2024. Some of this work will require some short closures of the public works administration building.

Some public works staff will move into the public works administration building in mid-September to provide customer service to the public.

BUDGET IMPACT

The grant award for the PSB project is \$1,233,817 and the engineering services contract with PSE with an amended amount of \$286,011 allocated for increased pre-construction coordination and final design services of the seismic retrofits. The total design and construction management services are expected to total \$433,193.

The upgrades to the JCB facilities are expected to total \$160,000.

WORKLOAD IMPACT

The facilities division oversees these projects contracts and work. Workload impact is anticipated to be minimal.

CLIMATE IMPACT

None.

COORDINATION, CONCURRENCE, OR DISSENT

Not applicable.

STAFF RECOMMENDATION

Not applicable.

ALTERNATIVES

None.

PSB Seismic Project and JCB Updates

Sept 5, 2023



PSB Seismic

- Grant Funded – Seismic Rehabilitation Grant Program (SRGP) - \$1,233,817
- 90% Construction Estimate - \$625,000
- Schedule
 - Bid Project – Late Sep 2023
 - Project Complete – Sep 2024



PSB Seismic

- What's being done

- Seismic retrofit of select Concrete Masonry Unit (CMU) walls, walls to 2nd Floor and wall to roof using a fiber-reinforced polymer (FRP) system
- Seismic retrofit of existing equipment, furnishings, decorative features, and other tall elements susceptible to overturning during a seismic event by providing adequate restraint to the existing walls and/or floors.
- Seismic retrofit of mechanical, electrical elements, plumbing, gas piping susceptible to a seismic event by providing external restraint or lateral bracing
- Seismic retrofit of (4) wall-mounted transformers, radiant heat system in the Apparatus Bay by providing lateral bracing.
- Seismic retrofit of existing suspended acoustical tile ceilings •
- Replace (6) existing overhead doors with drift-compatible systems.
- Seismic retrofit of a 32 foot long exterior screening wall located near the existing generator



PW Move - General

- PW Admin, Fleet and Facilities Manager and Natural Resources Team will move into Front Building
 - 10 personnel
 - Offices in PW will open up for use by leads



Move Schedule

- CD/Engineering/ Building – Move 13/14 September
- Early Move of PW Admin (limited) 15 September
- Front Building Staffed -18 September
- Front Building Upgrades (October to mid November)
- Remaining PW Admin Move – Mid November
- PW Building Upgrades
- Open House – December/January



Construction Schedule / Sequence

- Budget -\$160K
- Front Building (Oct – Mid Nov)
 - Carpet
 - Painting
 - Ceiling Tile
 - Cabinetry Updates
 - New Cube Configuration
- Current PW Building (Late Nov – Dec)
 - Replace Carpet in offices
 - Paint – Interior
 - Hallway Cabinet Modification



Questions



Contact Us

Peter Passarelli

Public Works Director

passarellip@milwaukieoregon.gov



COUNCIL STAFF REPORT

To: Mayor and City Council
Ann Ober, City Manager

Reviewed: Emma Sagor, Assistant City Manager

From: Jordan Imlah, Communications Program Manager

Subject: **Arts Committee Annual Update**

Date Written: Aug. 24, 2023

ACTION REQUESTED

City Council is asked to receive an annual update from the Arts Committee.

HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

[Aug. 18, 2020](#): Arts Committee members met with City Council to provide an annual update.

[Sep. 7, 2021](#): Arts Committee members met with City Council to provide an annual update.

[Sep. 6, 2022](#): Arts Committee members met with City Council to provide an annual update.

ANALYSIS

In spring 2008, the Arts Committee was created, and initial appointments were made by City Council. The 9-member group was established to connect artists with resources, help businesses curate local art, and identify projects and events in the city where art can or should be emphasized. The committee also serves as the fiduciary agent of the city's public art fund. The purpose of this update is to share the committee's goals for 2023-2024, review recent accomplishments and discuss upcoming activities.

BUDGET IMPACT

Not applicable.

WORKLOAD IMPACT

Staff time is required to assist the Arts Committee achieve its goals. Volunteer time is required to accomplish committee goals, as well as promote and coordinate citywide arts-related events.

CLIMATE IMPACT

Not applicable.

COORDINATION, CONCURRENCE, OR DISSENT

On Jan. 22, 2023, the committee adopted its 2023-2024 goals, as well as reviewed its bylaws to which they made no changes.

STAFF RECOMMENDATION

Staff recommends City Council receive this report and provide feedback about the committee's work.

ALTERNATIVES

City Council could recommend changes to the committee's goals, priorities, and/or bylaws.

ATTACHMENTS

1. 2023-2024 Arts Committee Goals



GOAL 1

CULTIVATE OPPORTUNITIES FOR THE COMMUNITY TO ENGAGE WITH AND CREATE ART

- Champion inclusive, diverse, equitable and accessible art programs for all community members
- Communicate art opportunities effectively to the community through an active social media and web presence, using local media, cross promotion with other organizations, advertising and other tools
- Develop partnerships with artists, organizations and businesses, both in Milwaukie and the surrounding region

GOAL 2

ESTABLISH MILWAUKIE'S IDENTITY AS A REGIONAL CENTER FOR ARTS & CULTURE

- Coordinate and commission the creation of public art in Milwaukie
- Oversee the selection, expansion and rotation of sculptures in Milwaukie
- Foster the development and expansion of visual, literary and performance arts
- Continue to explore and engage the community through unique art-focused events

GOAL 3

ESTABLISH DIVERSE FUNDING STREAMS FOR CITYWIDE ARTS PROJECTS & PROGRAMS

- Research and apply for grants
- Develop a method for accepting online or digital donations
- Advocate for funding and sponsorship opportunities through intergovernmental, business and community partnerships

**WS 2. 9/5/23
Presentation**

***Milwaukee
Arts Committee***

ANNUAL UPDATE



Goals for 2023-24

- Cultivate opportunities for the community to engage with and create art
- Establish Milwaukie's identity as a regional center for arts and culture
- Establish diverse funding streams for citywide arts projects and programs



*Past
Successes*



Umbrella Parade Kits

- Assembled more than 50 kits
- Distributed all kits at the library at the end of November

Porchfest

- Last 3 Fridays in July 2023
- More than 100 performances on porches, driveways and front lawns across the city
- Performances were held in every Neighborhood District Association
- Included music, comedy and more!



Juneteenth & Pride Celebrations

- Hosted a booth at the Juneteenth Celebration
- Part of the planning committee for the Pride Celebration and volunteered during the event



City Hall Art Receptions

- Hosted 3 successful shows during First Fridays
- Built relationships with local artists
- Gained more support for Arts Committee activities



*Current
Work*



Public Mural

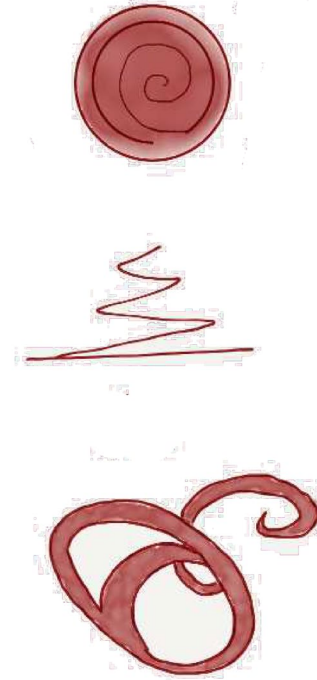
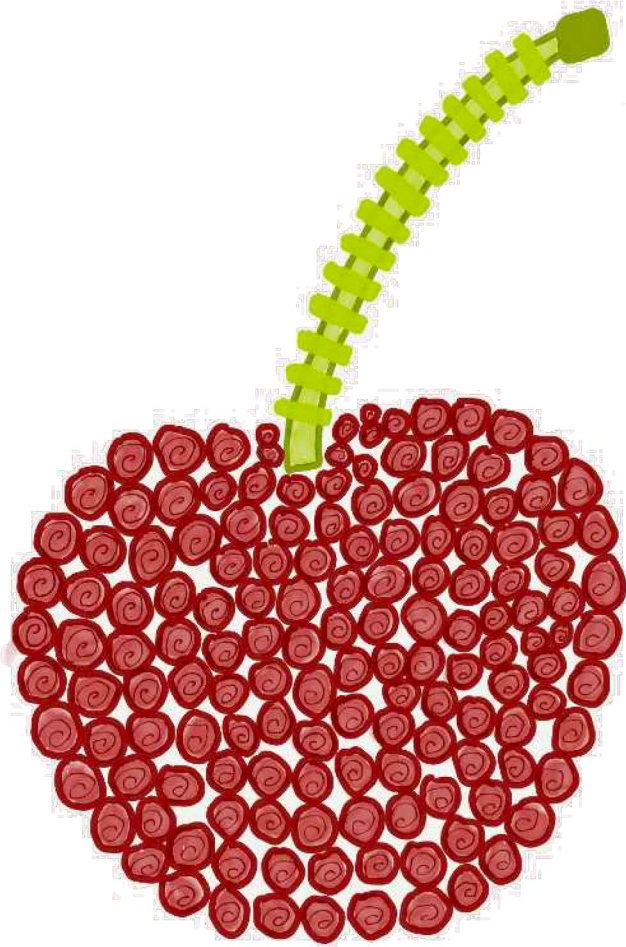
BY ALEX CHIU



Call for Sculptors

- Call for Sculptors: 2023-25 is now open
- Deadline is Sep. 18
- Looking for two sculptures





Bing Cherry Sculpture

BY TYLER FUQUA



Bing in the New Year!

- Received grants for sculpture and event
- Working through event logistics
- Building community partnerships
- Still planning for Dec. 31, 2023



*Upcoming
Projects*

Upcoming Projects

- MILWAUK-E sculpture
- Porchfest 2024
- Judging for scarecrow contest and umbrella decorating contest





Questions?

Thank You

Jordan Imlah
503.786.7503
imlahj@milwaukieoregon.gov



CITY OF MILWAUKIE



COUNCIL STAFF REPORT

To: Mayor and City Council
Ann Ober, City Manager

Date Written: July 30, 2023

Reviewed: Steve Adams, City Engineer

From: Ben Green, Engineering Technician I,
Steve Adams, City Engineer, and
Jay Panagos, Public Safety Advisory Committee Chair

Subject: **Public Safety Advisory Committee Annual Update**

ACTION REQUESTED

This is an opportunity for the Public Safety Advisory Committee (PSAC) to present the upcoming year's work plan and committee by-laws to Council.

HISTORY OF PRIOR ACTIONS AND DISCUSSIONS

[April 17, 2018](#): Council adopted a resolution accepting the PSAC bylaws.

[May 7, 2019](#): PSAC held a joint meeting with Council to discuss changes to the upcoming year's work plan, which included disaster preparedness coordination as an ongoing task.

[September 7, 2021](#): PSAC held a joint meeting with Council to discuss updates to the upcoming year's work plan, which included a continued focus on disaster preparedness coordination as an ongoing task.

[October 18, 2022](#): PSAC held a joint meeting with Council to discuss updates to the upcoming year's work plan, which included continuing focus on disaster preparedness, and the Transportation System Plan (TSP).

ANALYSIS

In recent years, Council has expanded the role of the PSAC to include a broad vision of public safety centered on police and fire, safe routes to schools, and bicycle and pedestrian safety. This expanded role included designating the PSAC as the Community Planning Advisory Council (CPAC) in compliance with the federal Americans with Disabilities Act (ADA). Council further expanded this role in 2019 by approving changes to the PSAC's work plan that included disaster preparedness.

Transportation System Plan Updates

The PSAC's work plan outlines the committee's commitment to collaborating with city staff and having direct involvement with the city's upcoming TSP edits. The PSAC is in a unique position to facilitate crucial input from each of the neighborhood district associations (NDAs) and to focus projects on public safety especially for bicycles and pedestrians.

Bylaws Update

In the past year, the committee embarked on a process to revise its bylaws. As of now, the suggested modifications primarily pertain to three areas: adjusting PSAC's meeting time, conducting meetings online, and incorporating the approved Native Lands Acknowledgment

statement and PSAC's mission statement at the beginning of each gathering. Additionally, significant formatting updates have been implemented to ensure consistency with other city boards and committees. The proposed amendments can be found in the attached draft bylaws document.

BUDGET, WORKLOAD, & CLIMATE IMPACTS

None.

COORDINATION, CONCURRENCE, OR DISSENT & STAFF RECOMMENDATION

Not applicable.

ALTERNATIVES

Council could request that the PSAC make additions and/or changes to the work plan and/or by-laws prior to submitting to Council for adoption.

ATTACHMENTS

1. Draft Work Plan
2. Draft By-Laws with edits

Milwaukie Public Safety Advisory Committee

Work Plan
2023 - 2024

2023 - 2024

Transportation System Plan Updates

During FY 23 and FY 24, planning and engineering have budgeted for and are preparing for a revision/rewrite of our Transportation System Plan (TSP). The TSP has not been through a major revision since 2013. During the 2022-2024 revision/rewrite of the TSP, PSAC will provide an active role in its capacity as an advisory committee on public safety (representing all neighborhoods within the city). The committee will collaborate with city staff, community members, our neighborhood district associations (NDAs), businesses, and other stakeholders. PSAC recently nominated two of its representatives to serve as liaisons between our committee and the Transportation System Plan (TSP) advisory committee. These representatives will facilitate communication and collaboration between the two committees, ensuring that public safety considerations are effectively integrated into the transportation planning process.

Continued/Ongoing

Disaster Preparedness

PSAC will work with CERT, Milwaukie Police, Clackamas Fire, and the City Emergency Management Coordinator to determine what the public should expect from these entities and how they can provide support to their community during 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 emergency protocols and evacuation orders
- Increase awareness of what can be expected of all city services during an emergency
- Provide education about CERT
- Work with the City's Emergency Operations Manager (EOM)
 - Aid in the development and community awareness of key Emergency and Disaster Planning Resources and 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 through communication with NDAs and by participating in public outreach opportunities such as booths and applicable public events and public-speaking opportunities with designated city personnel
 - ClackCo Public Alerts Registration (<https://www.clackamas.us/dm/publicalerts>)
 - "2 Weeks Ready"

- Learning from the COVID-19 crisis
- Promote National Preparedness Month (September)

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

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 community member 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 District. Schedule some time during an upcoming meeting for an update about the police department (trends, policies, procedures, etc.).
- Work with Planning to ensure Neighborhood Hubs Project connects with proposed SAFE projects.



Milwaukie Public Safety Advisory Committee (PSAC)

www.milwaukieoregon.gov/bc-psac

BYLAWS

Adopted ~~xx/xx/xxxx~~

By Resolution ~~yyy~~

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 ~~and other~~ community organizations ~~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, ~~regional~~ 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 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

Commented [BG1]: language edit offered by Stephan Lashbrook

Commented [BG2]: add "regional" offered by Stephan Lashbrook

Bylaws of the **Public Safety Advisory Committee**

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 when requested by the City Council to do so.
- 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 75% of the meetings in a year, the member may be removed from the board/committee through the process outlined in the Code of Conduct unless otherwise excused by the chair.

Commented [BG3]: Add "when requested by the City Council to do so" offered by Stephan Lashbrook

Commented [BG4]: Added 75% which aligns with our Code of Conduct

Commented [BG5]: PSAC wants the chair to be able to decide if members are excused or not.

Bylaws of the **Public Safety Advisory Committee**

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 more~~ is more than half of the voting membership of the Committee, as then constituted.

Commented [BG6]: Language edit offered by Stephan Lashbrook.

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 cancellation.

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. **Meeting Procedures.** At the beginning of each meeting, the Committee shall start with a mission statement and Native Lands Acknowledgment Statement.

Commented [BG7]: PSAC voted to start off every meeting with a mission statement and Native Lands Acknowledgment Statement. They also voted on including it in the bylaws. Both votes passed.

1. The mission statement is as follows "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".

3.2. The Native Lands Acknowledgment statement must be consistent with the officially approved statement by council.

F.G. **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. Mission Statement and Native Lands Acknowledgment statement
3. Approval of Minutes
4. Public Comments (3-5 minutes each or as may be approved by the committee)
5. Reports from Clackamas Fire District #1, Police Department, City of Milwaukie Staff and Committee members.
6. Action Items
7. Discussion
8. Adjournment

Commented [BG8]: Added mission statement and lank acknowledgment statement to agenda and changed to order of agenda items

G.H. **Adjournment Time.** Committee meetings will end no later than 7:30 PM, ~~unless~~ by majority vote of the members present the adjournment time is extended.

Commented [BG9]: Language change offered by Stephan Lashbrook

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

Bylaws of the **Public Safety Advisory Committee**

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-K. 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 retained 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. 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

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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 [committee](#) 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 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.

Commented [BG10]: Language edit offered by Stephan Lashbrook

ARTICLE VI – GOALS & AMENDMENTS

- A. **Goals.** The 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.

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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 PROCEDURES. 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 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 addresses, 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 the 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.