



CITY OF TROUTDALE

Citizens Advisory Committee

MEETING AGENDA

Wednesday, October 7, 2020 | 7:00 p.m.

Troutdale Police Community Center – Kellogg Room

234 SW Kendall Ct – Troutdale, OR 97060

Public comments are welcome at any time during the meeting.

1. **Call to Order, Roll Call, & Pledge of Allegiance**
2. **Public Comment**
3. **Review & Approval of Minutes**
 - i. August 24, 2020 Meeting Minutes
 - ii. September 2, 2020 Meeting Minutes
4. **Discussion Items**
 - i. Public Safety in Troutdale
 - a. Discussion with Captain Steve Bevens, City of Troutdale Police Chief
 - ii. Changes to Committees and Commissions
 - iii. Special Meeting Follow-Up: Financial Literacy & COVID-19 Relief Resources
5. **Department Report**
6. **Committee Comments**
7. **Adjourn**

Next Regular Meeting:

Wednesday, November 4, 2020 | 7:00 p.m. | Troutdale Police Community Center

Due to safety precautions regarding COVID-19, there will be a limit on public attendance in the Kellogg Room. The meeting will also be held virtually via Zoom. If members of the public wish to join, please email amber.shackelford@troutdaleoregon.gov for a link to the meeting.

This meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours prior to the meeting to the Planning Division (planning@troutdaleoregon.gov or 503-665-5175)

Citizens Advisory Committee Minutes

Monday, August 24, 2020 | 7 p.m.

Held virtually via Zoom

Public comments are welcome at any time during the meeting.

1. Call to Order, Roll Call, & Pledge of Allegiance

Present: Jon Brown
Victoria Rizzo
Kyle Schwab
Diane Castillo
David Wheaton
Will Knight

Absent: Sam Barnett
Shelly Reynolds
Alexander Lumiere
Timothy Erich
Chris Barney

Staff: Arini Farrell, Associate Planner
Amber Shackelford, Assistant Planner
Melissa Bocarde, Independent Contractor/Transcriptionist

Members of
the Public: Heidi Hinshaw
Hillary Engwall

2. Public Comment

There were no comments on non-agenda items.

3. Discussion Items

A. Community Financial Literacy Strategies

Chair Knight explained that tonight's meeting would be an in-depth discussion about how the CAC would like to help residents improve their financial stability, drawing upon some of the ideas that have been discussed at past meetings.

Ms. Castillo said that she had reached out to Sarah Oliver, the manager of the Troutdale Library. She said that she'd like the group to create a mission statement to communicate to community partners. Also, she would like to be reminded of the contents of Ms. Engwall's email to the CAC.

Chair Knight said he would start the conversation about the mission statement by introducing some language he borrowed from another group's web site: "Building community while tackling issue X" which the CAC could substitute with financial instability or houselessness.

Mr. Wheaton asked Chair Knight to define “building community.” Chair Knight answered that could mean bringing people together and building a sense of place and that even though the web site could be accessed by anyone anywhere, the focus is on assisting residents of Troutdale with their needs.

Ms. Farrell asked Chair Knight if he was referring to the CAC page on the City of Troutdale’s web site and he answered that it was and also promoting the web site via Nextdoor and *The Champion*.

Mr. Schwab apologized for being late and joined the meeting. He said that it would be easier to write a mission statement after they clarified whether this would be for a subgroup or the entire group of the CAC. He also asked Ms. Farrell if they would be able to hold work groups outside of the regular public meeting.

Ms. Farrell answered that the CAC is defined as a governing meeting and subject to the open meetings law, so any time the CAC makes a decision or interacts with each other, it needs to be public under the public records law. They can establish a subcommittee as long as it only gathers and reports information. They can also establish a smaller decision-making subcommittee but it would need to be introduced to the City Council and approved by it.

For tonight’s special meeting, Ms. Farrell and Ms. Shackelford have posted the announcement on the web site. Because there is a quorum, they can make decisions at tonight’s meeting.

Mr. Schwab said that his hope at tonight’s meeting was to discuss what meaningful action the CAC could take given their limited financial resources to help residents who are living on the edge financially. He compared this to the old saying of teaching people how to fish so they can take care of themselves. If people are having trouble controlling how much money is coming in to their households, what can they do to better control what is going out.

Chair Knight asked Mr. Schwab to facilitate the meeting since he has an easier time with the Zoom technology and introduced Ms. Engwall to speak about her community resources ideas.

Ms. Engwall introduced herself as a new resident as of a few years ago. She is a CPA (who is licensed in Arizona, but not Oregon) with a background in corporate finance and accounting and is passionate about helping people learn how to budget their personal finances.

She reviewed Mr. Schwab’s presentation and said it was very impactful still although it was written pre-Covid. 38% of households bring in less than \$50,000 per year, and Ms. Engwall added that one of the biggest things we can do to teach the community is how to manage that well given the cost of living and housing. Her advice is to build a multi-faceted program that addresses the issues at multiple levels. She said she would present her ideas to address the short-term and long-term challenges.

First, it’s important to reintroduce personal finance education in public schools, maybe as extracurricular activities. Second, she suggested leveraging classes that are already available through Mount Hood Community College and see if there are professors who want to offer these. Currently, not many are being offered. Third, she suggested partnering with the local library since most residents are already comfortable accessing programs there. Fourth, promoting resources through current channels such as the City web site and *The Champion*, attending library events when they are open again, on Facebook, etc. For example, the CAC could send a Facebook post occasionally of inexpensive recipes or personal budgeting tips. Fifth, collaborating with additional existing groups that can help people with more complicated financial questions. She did a Google search and it doesn’t appear that there are many local CPAs and financial planners. Lastly, she suggested helping residents take a financial snapshot and walking them through how to determine their net worth.

Ms. Engwall also suggested that the group decide what system of metrics to use to track outcomes and if their efforts to help improve financial literacy in Troutdale are successful. For example, a metric could be wanting to reduce the number of households with an annual income of less than \$50,000.

Ms. Engwall ended her presentation and asked for questions and comments.

Ms. Castillo suggested a mission statement of “building community while tackling financial instability in our homes.” She suggests sharing information the CAC feels is important via the CAC web site and on Facebook and that the first priority should be tackling financial literacy in our homes. For example, there could be a link for activities and coloring pages for families and children. Since budgeting for food is a huge expense, there could be recipes and links to cooking tutorials and new material added to it regularly that residents could access or review at any point in time.

Mr. Schwab asked if the group wanted to do the hands-on work or to act as an advisory committee. He suggested they decide and that this will drive the mission statement and metrics.

Ms. Hinshaw said she could post content a few times a week on Facebook.

Chair Knight said his original idea was to cast a net and gather content from experts and links to existing classes such as the financial literacy class at OnPoint Credit Union. Also, referring to Ms. Engwall’s information about Financial Peace University, maybe after someone uses the free 14-day trial, the CAC could subsidize the \$130 fee. He also liked the ideas about food budgeting. There’s a great site called cookingmatters.org that offers 2-hour classes weekly for 6 weeks that are taught by a volunteer chef, showing how to create healthy meals for a family of four for \$10. These classes have also been offered through the Oregon Food Bank. He recommended gathering resource lists and funneling them into one location where people can access them while promoting this via *The Champion*.

Ms. Hinshaw suggested creating a searchable data base for residents. Mr. Schwab said that from his previous employment experience, he knows that maintaining information on a searchable database is a full-time job. Mr. Brown added that the community agency 211 offers this amazing free searchable database and keeps it maintained.

Ms. Engwall said that there are many resources available to the point that the group may need to decide which ones to include such as ones that are currently active in the community. She asked if there are any current City programs that are available to residents.

Ms. Castillo commented that she liked the idea of including the recreation programs and the library. She also suggested including shorter video vignettes since these are more popular than larger content and to use these to create community between the CAC and residents.

Mr. Schwab said that it sounds like the CAC wants to be an advisory committee that uses its collective voice to suggest and promote resources to the community. He asked who the group could approach at the Reynolds School Board to introduce a curriculum to elementary school or middle school or high schools. Also, he wondered if the CAC could ask Mount Hood Community College about offering a discounted online noninteractive course. The CAC could provide information that isn’t out there via social media such as a regular budget or recipe corner posted by a CAC member or City Staff member.

Ms. Hinshaw said that the Troutdale Economic Development page is focused on small businesses and helping people purchase houses and not personal finance, and should the CAC approach the City Council about adding more information in this area? Ms. Farrell said this is a very new City division that was created especially to help guide the Main Street corridor. However, they can approach the Council with

this request. She also asked what the CAC could use from the Staff. Are they looking for resources and community engagement because it might make sense to do that as the CAC since they are the citizens. She said that the CAC has a small budget that can be used for things like printing surveys or offering refreshments at meetings.

Ms. Engwall said that the Economic Development Division might be able to leverage help from Mount Hood Community College to offer subsidized classes about budgeting and food preparation via a satellite campus. She mentioned Birch Community Services (www.birchcommunityservices.org) as another great potential partner that serves the Portland metropolitan area currently. Ms. Hinshaw said that Mount Hood has offered personal finance classes in the past, and Mr. Schwab said that he would contact them in the next nine days before the CAC meets again. Ms. Hinshaw said they've offered a self-paced class in the past for \$115.

Ms. Castillo said that she would like a list of all the different ideas that had been presented at the meeting, and Ms. Farrell said she would compile one. Mr. Schwab asked Ms. Farrell if the CAC would be able to pay to advertise a specific class and Ms. Farrell answered no, but they could promote classes within a more general educational story. Mr. Schwab said he would like to do a personal finance column for our first Facebook page with an interview of the professor for the personal finance class and information about how to sign up. Ms. Farrell said she would talk to the Social Media staff at the City about this. Ms. Hinshaw asked her to also include Ms. Engwall's email on the CAC site.

Ms. Hinshaw asked if the City Council was aware of Mr. Schwab's presentation about houselessness and if not, how this could be shared with them, and if they knew the average rent and household costs in the City. Ms. Farrell answered that they are aware of this via the recent Housing Needs Analysis. Mr. Schwab said that there is also very robust data about this on Zillow.

Chair Knight said this is a good time to bring this information to the City Council by suggesting that while they form the new Economic Development Division, they also take a look at the financial health of local families which is important if they are going to be able to support new local businesses.

Ms. Castillo said that this was a good idea but to remember that many of the City Council will be up for re-election, so the group that makes the decisions could be different than the ones governing in January. She suggested waiting until March 2021.

Ms. Rizzo commented that she likes the idea of offering financial literacy in the schools. She is currently getting certified to teach "next generation personal finance" in elementary and middle schools and is finding the content to be interesting and fun, beginning in elementary school and going through college.

Also, she said that since the Economic Development position is new and since the City Council might change in the near future, she agreed with Ms. Castillo that it would be better to wait until March 2021. For now, she suggested posting the resource guides that are already being maintained on the CAC web site.

Mr. Schwab commented that regarding the previous question of what the action items will be between now and the next meeting, he feels that at the very least the group would like to post a list of resources or websites to the CAC website. Ms. Castillo said that she agreed and that she would also like to come up with a rough mission statement so that everyone is on board and has talking points.

Ms. Farrell asked Mr. Schwab to send her his presentation again so that she could add that to the web site. Mr. Brown said he would like to also add links to the Oregon Food Bank and 211. Ms. Farrell suggested that the CAC submit a resources page that she can link to the current web site since she doesn't want to

write the goals for the CAC. Mr. Schwab said that he and other CAC members could have an action item of creating a web page outline to review at the next meeting. He asked if the CAC web page currently lists the CAC's mission statement and Ms. Farrell answered that it does not. Mr. Schwab asked the group if they wanted to use the mission statement that the group wrote for Summerfest about building bridges, and Ms. Castillo said it was about building bridges and building community.

The group decided it would send Mr. Schwab any information to include on a web page mockup. Ms. Hinshaw offered to help. Chair Knight suggested gathering a list of what everyone thinks is important and also a list of potential projects for the CAC to pursue.

Mr. Wheaton said that he would like to return the focus to financial literacy rather than a variety of topics, such as posting recipes, which could dilute the message and the CAC's attempt to make a difference in someone's life. He pointed out that if they aren't going to do that then he questions why they are discussing it. When he was in his late 30s, he took a finance class in college that changed his life about building wealth, managing debt, and investing in the market. He suggested that someone who is living from check to check needs to learn how to build wealth and save for retirement.

Ms. Engwall said she felt they should maintain financial literacy as a focus with a heavy emphasis on budgeting if the intent is to prevent houselessness in Troutdale, as in the context of Mr. Schwab's original presentation. If someone can't budget properly, the rest falls apart. Ms. Castillo said she would like to help people with both their current and future needs since people are at different places at different times. They can present both resources for someone who needs food and let them know how they can work towards long range financial goals. Chair Knight said he agreed.

B. COVID-19 Resources

Mr. Schwab suggested bringing the discussion to a close now that there were action items. He asked everyone to email him ASAP with resources they wish to be included and that he and Ms. Hinshaw will create a mockup of the web page to show the group at their next meeting. Chair Knight said that he definitely wanted 211 and the Food Bank included along with information about classes at OnPoint and Mount Hood.

Mr. Schwab asked if there were any other comments. Ms. Rizzo said that the Census deadline is now September 30 instead of October 31 and to get the word out to anyone who still needs to return their surveys since another Congressional seat and funding for Oregon are at stake. The current survey return rate is 74.9%. Ms. Farrell said she would ask the City's Webmaster to add this announcement to the web site and on Facebook.

Chair Knight moved to close Discussion Items A and B and Ms. Rizzo seconded. The motion passed unanimously.

4. Department Report

Ms. Farrell reported that the Housing Meeting work session was held last week in order to incorporate new policy updates into the plan. Also, she asked if the CAC planned to host the Rent Burden meeting that it has hosted every December at its holiday party again this year. This is an opportunity for members of the public to discuss their experience with rent burden. Mr. Schwab said he would like to host it and wondered how they would find a way to host a large meeting on Zoom. Ms. Farrell said there would probably be no refreshments this year due to Covid precautions unless things change. She will not be at

the meeting since she will be on leave so Mr. Damgen and Ms. Shackelford will facilitate. Mr. Schwab said this would provide an additional opportunity for new CAC financial literacy projects to be publicized.

5. Committee Comments

Mr. Schwab asked each member if they had comments. Mr. Wheaton, Chair Knight, Ms. Castillo, and Ms. Hinshaw thanked the Staff and Ms. Engwall for the presentation. Ms. Rizzo said that the Parks Committee Meeting met recently at Glenn Otto Park and she would like to see the CAC try something similar. Chair Knight said he would add meeting outdoors to the next CAC agenda. Ms. Farrell said that would be challenging due to the recording and Zoom technology needed.

Mr. Schwab thanked everyone for participating in a special CAC meeting.

6. Adjourn

Ms. Rizzo moved to adjourn the meeting and Mr. Wheaton seconded. The motion passed unanimously. The meeting was adjourned at 9:10 pm.

Citizens Advisory Committee Minutes
Wednesday, September 2, 2020 | 7:00 p.m.
Held virtually via Zoom

Public comments are welcome at any time during the meeting.

1. Call to Order, Roll Call, & Pledge of Allegiance

Present: Sam Barnett
David Wheaton
Kyle Schwab
Shelly Reynolds
Victoria Rizzo
Alexander Lumiere
Chris Barney
Will Knight (Chair)

Absent: Timothy Erich
Jon Brown
Diane Castillo

Staff: Arini Farrell
Amber Shackelford
Melissa Bocarde, Independent Contractor/Transcriptionist

Members of
the Public: Heidi Hinshaw
Bernard Herron
Brandon Mueller

The meeting was called to order by Vice Chair Schwab at 7:05 p.m.

Ms. Farrell stated that according to Troutdale Municipal Code 2.20.050, if a committee member is unable to attend the meeting, they need to let the Chair or staff liaison know they wish to be excused. If there isn't time to do so ahead of the meeting date, they need to notify someone no later than four hours before the day of the meeting itself. After three consecutive meeting absences, the position will be considered vacant and the CAC will vote whether to remove that person and, if there is an alternate, to move that person into the permanent position. Members can also resign at any time.

Chair Knight said he appreciated the reminder. While it's tough to get motivated to attend a Zoom meeting, it's still important to let someone know if they'll be absent. He asked Ms. Farrell if when there are three consecutive absences, the Chair is able to choose whether to bring forward a vacancy vote to establish that this position is closed. Ms. Farrell said yes, and that excused absences count as absences.

Mr. Barnett asked if special meetings are included, and Ms. Farrell answered that they are since they're still public meetings where decisions need to be made. However, the CAC can choose not to move forward with votes on vacancies.

2. Public Comment

Mr. Schwab recognized Brandon Mueller from Troutdale. He stated that he lives in the Sweetbriar neighborhood, and he has noticed that many people walk in the streets instead of on the sidewalks, and this is a problem.

Mr. Barnett said that when he walks his dogs, they don't use the sidewalks in order to avoid stray cats living in the bushes. Mr. Mueller answered that he would personally rather run into a stray cat rather than get hit by a car. He has been urging neighbors to use the sidewalks.

Chair Knight thanked Mr. Mueller for attending the meeting and bringing up this topic. He asked if Mr. Mueller belongs to an HOA or neighborhood association. Mr. Mueller answered that there is an HOA, and his neighborhood also contains green spaces and trails. However, his comments pertain to activity on the public road, not an HOA road. Chair Knight suggested he ask the HOA about including it in their newsletter and seeing if other neighbors recognize this as an issue. Ms. Hinshaw thanked Mr. Mueller for being there. She asked if he'd tried asking people why they didn't use the sidewalks. He answered that he'd tried but relations were starting to deteriorate. He also expressed his surprise that there weren't more members of the public attending the CAC meeting.

Mr. Barney said that, first, he also lives in the Sweetbriar neighborhood, and they are not part of a neighborhood association. Second, some residents allow dogs to roam without leashes and so people don't feel safe walking on the sidewalks. Third, there are many sidewalks that aren't safe to walk on because there are tree roots growing through them.

Ms. Farrell said she hasn't heard complaints about the sidewalks, but they belong to different jurisdictions. For example, the Columbia River Highway is actually owned by Multnomah County.

Mr. Mueller said he had another public safety question. He said he still sees Troutdale-marked police cars. He asked if there are dedicated police officers from the County Sheriff's office for Troutdale or if they float around the County. Ms. Farrell answered that the City does have one specific community resource officer. Mr. Schwab said that some of the County officers used to be Troutdale police and know the area, and the official City resource officer worked for the Troutdale Police Department for a long time.

Mr. Mueller said his other concern is that if you're coming down the Buxton Road hill near the police station, it's difficult to see if there are cyclists so that you can safely pull out into traffic. Ms. Farrell said she had the same issue when driving home in the dark because of the elevation. She suggested bringing this to the City Council.

3. Review & Approval of Minutes

i. August 5, 2020 Meeting Minutes

Chair Knight had a typographical change on page 4. There were no other changes.

Ms. Reynolds moved to approve the minutes, and Ms. Rizzo seconded. The motion passed unanimously.

4. Discussion Items

i. Public Safety in Troutdale

Mr. Schwab said that at the previous meeting, the group reviewed police call data and discussed what public safety in Troutdale means for us besides policing. He asked if the group wanted to keep this as an ongoing agenda item or what they wished to do next.

Ms. Hinshaw said that there's a public safety committee listed on the City's web site that hasn't met in a long time, and she asked if anyone knew the history of that. Chair Knight said he was appointed to this committee about a year after the merger between the city police and county sheriffs, and it was meant to be a liaison committee to help with the transition. They mainly helped with community outreach like National Night Out in Wood Village and with a December toy drive sponsored by the Multnomah County Sheriff's Department. Aside from that, there are many months when the committee didn't meet and it seems to have disbanded.

Mr. Schwab said that Paul Wilcox had sent a transcript from a recent Council meeting where there was discussion about restarting the committee. Ms. Farrell said that had been discussed as part of the Council's goals but it hasn't been finalized.

Ms. Hinshaw said that she attended a listening session for the City of Gresham where residents called in, and she'd like to see the CAC sponsor something similar.

Chair Knight said that he was disappointed that the Hope Team was defunded on July 1 and would like to suggest to the City Council that it be resurrected. Second, he would like to learn how the 32,134 contacts made compares to other similarly sized cities and whether that is low, high, or on par with them. He would also like to see a survey asking how safe residents feel and if they feel there are hot zones for certain crimes. It would be interesting to see how it correlates to where the calls originate from.

Mr. Schwab commented that the Hope Team has been on the chopping block for several years since the deputies supporting it were reassigned to regular patrol. Also, it is a relatively expensive program with not a lot of good outcome measures to use every February to justify its existence compared to the number of people served by other homeless outreach programs.

Regarding the survey and hearing resident voices, he feels that amid the criminal justice reform conversations are happening without residents from East Multnomah County and unincorporated areas at the table. Ms. Hinshaw said she would want to be sure of how to disseminate it in an equitable manner, including input from community members who say they don't feel safe with the police. She added that she has a neighbor who has mental health issues and since there is only one dedicated officer in Troutdale paid for by the City, this means he would not be known to police who float around the entire County. Mr. Schwab agreed that it was unfortunate for local police to not be personally invested in serving their neighbors.

Mr. Wheaton said that while he appreciates the data, his opinion is that it only takes one cog in the law enforcement wheel for people to feel unsafe and for the wheels to come off the wagon, like the District Attorney refusing to prosecute someone. It used to be that police officers were trained, given a gun and expected to use force to ensure that people comply with the community's morals and values. It seems to him that the definition is changing and that now we want everyone to feel good about it. He feels that public safety is under attack as a whole but there doesn't seem to be a replacement. All we want to do is change it without having a plan as to what we're changing it to. For example, if someone is mentally ill and acting out, chances are a deputy will respond to that, but it doesn't have to be a deputy. He is hearing

that society wants to have different people respond to mental health crises, but we don't know how that will happen.

Ms. Hinshaw said there is a pilot program called Portland Street Response that sends a trained person other than a uniformed police officer to people in times of need such as mental health crises. Eugene has a community safety program called Cahoots that has been in place for 30 years and uses trained social workers to diffuse situations. There is also a similar program in Denver. She asked what the process is for community feedback.

Mr. Schwab invited Mr. Herron to join the discussion. Mr. Herron observed that new apartment communities are being built while Troutdale might be getting rid of police officers. He asked if the CAC has any influence on this decision. Mr. Schwab answered that they did not, and he hasn't heard of any official decision about how the sheriff's office will be changing any staffing. There have been calls for City of Gresham Police and the sheriff's office to freeze their hiring, but he doesn't know if they will adhere to that. However, he doesn't think residents' voices are being heard right now, and they should be, perhaps through a virtual conversation.

Mr. Herron asked why the CAC wishes to survey residents and what problems they see. He suggested that while Ms. Hinshaw wants to involve a diverse group of people, perhaps the CAC could start with a survey of 10 questions that is mailed to all of the residents of Troutdale via the regular mail as a start. He asked if that would be possible. Also, while he is not a fan of more taxes, he would be more than willing to pay a local city tax that is used to fund more community officers. That way there are more law enforcement officers who are invested in this community.

Mr. Schwab said that he wasn't sure if the CAC could distribute a large survey in a timely fashion. Mr. Herron asked if they could push this higher up the chain since a vast majority of people support the police. Mr. Lumiere said he also supports a public safety community survey. He did some preliminary internet searches for public safety information for medium-sized towns and found it was difficult to find anything. He did find that public policies for citizens are typically defined, initiated, and executed by the police. He would like to see the citizens say what they want to feel safe.

Ms. Hinshaw said that her last job included organizing mailings to thousands of people and so she wants someone to get paid to do this because it's a big job. She agrees with Mr. Lumiere's comment about residents needing to help design the policies. She suggested advocating for it.

Mr. Wheaton stated that it's important for the community and as a citizen's group to define what public safety means and build from there rather than asking Multnomah County or Portland to make that determination for us. Mr. Schwab said that if Troutdale had its own police department, he would want to bring this issue to them. Mr. Barnett stated that Portland has also been losing police officers that aren't being replaced because of the hiring freeze. Also, citizens have had to help out since the police are so short-staffed. He personally helped direct traffic for 20 minutes after a car accident until a deputy arrived.

Chair Knight asked if the group wanted to invite Commander Gullberg to the next meeting. The previous chief used to visit the CAC quarterly to keep them updated and answer questions. Ms. Hinshaw said she would like to invite firefighters and other first responders instead. She also would like to include public safety people. Mr. Wheaton agreed that public safety is more than the police and fire departments. It includes water safety, pathogen exposure and the sidewalks' conditions. Chair Knight said he would like to start with the police only for now. Mr. Barnett suggested submitting a *Champion* blurb.

Ms. Hinshaw said that she agreed that policing is a flashpoint issue, but public safety is not just about policing. For example, there were no lifeguards on duty at the Sandy River this summer. However, if the discussion is limited to policing, then it should be called that instead of “public safety.”

Chair Knight suggesting asking the City Council to resurrect the defunct public safety advisory committee that was focused on the transition from Troutdale police to Multnomah County Sheriff support. The CAC could present a list of public safety items to be considered by the committee.

Mr. Schwab said he agreed that the task of creating and distributing a survey is huge. However, if the CAC brings this to the Council, they would need to debate having a public safety committee, decide what it would look like, advertise it, and it might take six months for it to get started. As a compromise, the CAC could suggest that while also doing some groundwork so they can hit the ground running. And if so, he asked the group to consider what is the groundwork within their capacity. Ms. Hinshaw said she could keep a working list.

Mr. Schwab said that they could start with matters pertaining to the justice system and then move on to other arenas like street and sidewalk safety on the streets or lifeguards at Sandy River. Ms. Hinshaw said that she wasn't sure how much influence they could have over policing since they only have one paid officer. Chair Knight said that the Mayor and City Council could be the direct line to that person, and the Commander could also attend a CAC meeting as their representative. Chair Knight said he would invite Commander Gullberg to the next meeting.

Ms. Rizzo asked Ms. Farrell to confirm if the committee was formally dissolved because if it wasn't, the Council could just resurrect it and the CAC could recruit for members this Fall. Ms. Farrell said she would ask the City Recorder and bring this to the Council so they are aware of the CAC's goals.

Mr. Schwab said he applied for the Public Safety Committee and it never met. Chair Knight said that there wasn't enough staffing from the County to sustain it, but he also thought they did a good job of providing outreach twice a year and that was it. He liked Ms. Rizzo's idea of resurrecting it so that committee can focus solely on public safety unlike the CAC. He asked if the CAC wanted to make this recommendation or have the Staff bring it to Council. Also, the Council makeup will change with November's election, including bringing on a new Mayor on January 1. He suggested gathering more information and inviting Captain Gullberg to the meeting, and having Ms. Farrell report on what the Council is looking at with its new Equity Committee. After that, they can continue discussion and create recommendations for the Council that include public health and not just policing. In the meantime, if the CAC wants to get the groundwork going, we can identify some action steps and research for the Council to use if they decide to put this committee together.

Mr. Schwab said he wondered if the current Council could approve this. Ms. Farrell said that she felt sure this will be talked about even with the election coming up, so it would be useful for the CAC to bring it up to them. That way, there will be incumbents who can be good advocates for the CAC when the Council changes its makeup, and it also means that they can get input out before the Multnomah County Sheriff makes any decisions for Troutdale. Ms. Hinshaw agrees that she feels there is momentum. Mr. Schwab said he'd like to invite Captain Gullberg to the October CAC meeting and make it a goal for that meeting to have a recommendation ready for City Council's October meeting.

Chair Knight said the CAC members can also offer their opinions as members of the public at the Council October meeting when public safety is discussed. He plans to do this and will mention that he is the chair of the CAC but not attending on its behalf. He suggested other CAC members attend. He asked Ms.

Farrell to find out if the Council planned to discuss goals before their next meeting and let them know. Ms. Farrell said that would come from Ms. Shackelford since she is the new CAC liaison.

Mr. Schwab said that if anyone is interested, he has professional expertise to put together a mock timeline for a community outreach project and offer an idea of scoping. He can present this in October.

ii. Special Meeting Follow-Up: Financial Literacy & COVID-19 Relief Resources

After a brief discussion, Ms. Rizzo moved to table agenda item II and Mr. Barnett seconded. The motion passed unanimously.

iii. Future Meetings

Ms. Rizzo said that the Parks Committee has been meeting at Glenn Otto Park and said she'd like to know if the CAC members would like to do the same. Mr. Schwab asked how everyone would feel about meeting by Zoom or in the Sam Cox building. Ms. Farrell said that meetings should be in the Kellogg Room since the recording technology is set up. Ms. Shackelford said she believed the Kellogg Room can hold a maximum of ten people but she will check. Chair Knight said there can be six people maximum and everyone brings their own laptop.

Ms. Rizzo moved that the next CAC meeting be a hybrid meeting so those who wish to can zoom in and others can meet in person, up to the number that the City allows. Mr. Barney seconded. The motion passed unanimously.

Ms. Shackelford said she would figure out the logistics involved.

5. Department Report

A new Administrative Assistant is being hired who will take over some of the old roles from Ms. Shackelford's past position and also work with the Building division. Staff is also rolling out the new branding onto its documents.

The Park Master Plan RFQ is closed and so is the RFQ for the Sandy River engineering project.

Mr. Barnett asked why event permitting was on the agenda. Ms. Farrell said that the CAC had asked Staff to include it on the agenda, but there is no update.

Mr. Barnett stated that he would like the minutes and agendas mailed to him. Mr. Barney and Chair Knight said they would also.

Mr. Barney asked Ms. Farrell to clarify what is an RFQ and she explained the RFP and RFQ procedure. Basically, it's when Staff issues a request for qualifications (RFQ) for big projects such as the Master Plan from qualified business firms. The Staff evaluates their answers and then moves forward with a request for proposal (RFP) in which the selected consultant creates a package specific to the project itself.

Chair Knight said he would like to add the new branding to the minutes. Second, he asked for a department report on the Top 3 Voting topic that was discussed at length by the CAC recently. He said he heard last night that although the CAC voted 8 to 3 not to put this on the ballot, the City Council decided to put the Star Voting and the Top 3 Voting on the ballot. Mr. Schwab said that according to the City's web page, a petition was filed and received enough signatures. Mr. Barnett said that actually the City

Council heard the CAC's recommendation and then voted to put it on the ballot. He personally chastised them for doing this after the CAC spent a month arriving at its conclusion. Ms. Rizzo said that Star Voting, not Top 3, was added due to a petition.

6. Committee Comments

Chair Knight thanked everyone for attending and said he is super excited to be working with everyone. There is a lot on the CAC's plate. He thanked Mr. Schwab and Ms. Hinshaw for their work on financial literacy, and he thanked the members of the public who attended the meeting.

Ms. Reynolds thanked Chair Knight for the suggestion to present public safety as a broader topic since there is too much for the CAC to take on and do it justice. She thanked Mr. Schwab for his work on the web site.

Mr. Barnett thanked everyone for their work.

Ms. Hinshaw asked Ms. Farrell if she could speak about the Community Enhancement program at the next meeting.

Mr. Herron said he appreciated all that the CAC does.

Mr. Barney said he was sorry to have been late.

Mr. Lumiere thanked everyone for their work.

Ms. Rizzo reminded everyone that the Census will end September 30 and to encourage people to submit their forms since Congressional seats and funding are based on the Census results.

7. Adjourn

Mr. Barney moved to adjourn the meeting and Ms. Rizzo seconded. The motion passed unanimously and the meeting was adjourned at 9:22 p.m.

Next Regular Meeting:

Wednesday, October 7, 2020 | 7:00 p.m. | Troutdale Police Community Center

Due to safety precautions regarding COVID-19, the meeting will be held virtually via zoom, if members of the public wish to join, please email amber.shackelford@troutdaleoregon.gov for a link to the meeting.

ORDINANCE NO. 861

AN ORDINANCE AMENDING TROUTDALE MUNICIPAL CODE SECTION 2.20 RELATING TO COMMITTEES AND COMMISSIONS.

THE TROUTDALE CITY COUNCIL FINDS AS FOLLOWS:

1. Tthe City Council recognizes the value and work of committees and commissions in the City; and
2. Section 2.20 of the Troutdale Municipal Code sets out how committees and commissions are formed, membership, duties, terms, and the presently constituted committees of the City; and
3. The City wishes to encourage public participation in membership on its committees and commissions as much as possible; and
3. The City Council desires to amend Troutdale Municipal Code Section 2.20 – Committees and Commissions to change appointment matters, to change certain processes and procedures, to add Equity to the duties of the Public Safety Committee and to correct minor grammatical errors and further clarify these sections.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TROUTDALE:

Section 1. Troutdale Municipal Code Chapter Section 2.20 is amended as shown in Attachment A.

YEAS: 7

NAYS: 0

ABSTAINED: 0



Sarah Skroch, City Recorder
Adopted: September 22, 2020



Casey Ryan, Mayor
Date: September 24, 2020

Chapter 2.20 - COMMITTEES AND COMMISSIONS^[2]

- 2.20.005 - Definitions.
- A. "Committees." As used in this chapter, "committees" means the regular committees established under [Section 2.20.010\(A\)](#), and any committees created and appointed under [2.20.010\(B\)](#). Committee does not include the Council, any committee composed solely of the Council, or any selection committee for making appointments.
- 2.20.010 - Committees—General.
- A. The following are the presently constituted committees of the city with the number of members, appointment process, term and authority for each committee:

<u>1.</u> Budget Committee:	
Membership	<u>6</u> Councilors, the mayor and 7 electors of the city.
Appointment	Recommended by Selection Committee. Appointed by the City Council.
Term	3 years—staggered terms.
Authority	ORS 294.336; Section 2.20.080 of this chapter.
<u>2.</u> Citizens Advisory Committee:	
Membership	11 residents and electors of the city or Troutdale business owners.
Appointment	Recommended by Selection Committee. Appointed by the City Council.
Term	3 years—staggered terms.
Authority	LCDC Goals <u>1</u> and 2; Section 2.20.090 of this chapter.
<u>3.</u> Historic Landmarks Commission:	
Membership	7 residents and electors of the city or Troutdale business owners.
Appointment	Recommended by Selection Committee. Appointed by the City Council.
Term	3 years—staggered terms.
Authority	Troutdale Comprehensive Land Use Plan Goal <u>5</u> and Section 2.20.095 of this chapter.
<u>4.</u> Parks Advisory Committee:	
Membership	9 residents and electors of the city or Troutdale business owners.
Appointment	Recommended by Selection Committee. Appointed by the City Council.
Term	3 years—staggered terms.
Authority	Section 2.20.100 of this chapter.
<u>5.</u> Planning Commission:	
Membership	7 residents and electors of the city.
Appointment	Recommended by Selection Committee. Appointed by the City Council.

Term	4 years—staggered terms.
Authority	ORS 227.090; Section 2.20.110 of this chapter.
6. Public Safety and Equity Advisory Committee	
Membership	9 residents and electors of the City, and City business owners
Appointment	Recommended by Selection Committee. Appointed by the City Council
Term	3 years—staggered terms.
Authority	Section 2.20.120 of this Chapter.

B. In addition to these committees, the Council may, by majority vote of its members, provide for the creation and appointment of any committee that it deems necessary. The committee shall perform the duties prescribed by the Council at the time the committee is created.

C. Committees that are not established by ordinance or created by the Council are non-city committees, such as community and intergovernmental organizations. The mayor shall appoint councilors and others to represent the city on non-city committees.

D. In determining the size of any committee, the mayor and Council shall consider its duties and responsibilities and the staffing costs for the committee.

E. Members of a committee shall receive no compensation for their services, but shall be reimbursed for authorized expenses.

F. A committee has no authority to make expenditures on behalf of the city or to obligate the city for payment of any sums of money, unless the Council specifically authorizes the expenditure by appropriate ordinance or resolution and that ordinance or resolution provides the method by which such fund shall be drawn and expended.

- 2.20.020 - Committees—Selection of members.

- A. Unless otherwise provided by law, members of committees shall be appointed by the City Council. The selection committee shall recommend appointments to the City Council.

B. The selection committee is composed of the City Council and the chairperson of the respective committee, and the mayor will serve as chair of the selection committee. If the chairperson of a committee is up for reappointment, the committee's vice-chairperson shall instead serve on the selection committee. Should both the chair and vice-chair of a city committee be up for reappointment to the committee, the mayor may appoint a suitable representative from that committee to serve on the selection committee. The selection committee shall interview all applicants for the position when feasible. The selection committee shall prepare a recommendation, which will be forwarded to the City Council for approval at the next available regular Council meeting, for appointments to fill all vacant positions and a recommendation for an alternate(s) for each committee if there are suitable candidates from the pool of applicants. If a vacancy occurs on a committee during the year the alternate for that committee shall automatically be chosen to fill the vacancy.

C. No selection committee member shall vote on a recommendation if an applicant is a relative of the member (i.e., the spouse, child, brother, sister or parent of the member) or is a director, officer or owner of a business which employs the member.

D. As the need arises to fill any vacancy on a committee, or from time to time as the Council directs, the city shall conduct a well-planned publicity campaign making use of media, civic interest groups and personal contacts to create an awareness among the public of the opportunity for citizen participation in city government. All releases shall be designed to make known the nature of the committee vacancy, any existing criteria for selection, the method of appointment and any limitations on opportunities to serve. The selection committee will consider, among other factors as it sees fit, a) diversity of membership, b) balance between number of other committee appointments, and c) appointing people who have not ever or recently served on a city committee. No members of the same household shall serve together on a committee. All applicants shall complete a standard application form available from the city recorder. Any committee member whose term is expiring will be so notified, as will the committee chair, at the time committee applications are open.

E. The city manager, at the same time applications are opened for committee member selection, shall set a final date for applications to be received. Any application received after that date shall not be considered for committee appointment, and the selection committee shall not be notified of any late applicants. After initial appointment of committee members each year, if any vacancies still exist, late applicants may be considered for appointment at that time.

F. Unless otherwise specified in the law or action creating the committee, a member's term on the committee shall expire on June 30th of the year the member's term has been designated to expire. If no qualified successor has been appointed as of that date, a member's term shall continue until the member's successor is appointed and qualified. All committee members serving at the time this ordinance passes shall have their terms extended 6 months.

G. No elected or appointed official or employee of the city shall be eligible to serve as a member of a committee except for the mayor and councilor members of the Budget Committee.

H. Unless otherwise specified by the Council, the terms of members of a committee shall be staggered so that approximately one-third of the terms of the members end each year.

- 2.20.030 - Committees—Officers and duties.

- A. Each committee listed in [Section 2.20.010](#) of this chapter shall elect officers at its first meeting after June 30 of each calendar year. Those officers are a chair and vice-chair.

B. The chair of a committee presides over its meetings. The chair preserves order at the meetings, recognizes speakers and decides all questions of order. Any ruling of the presiding officer is subject to appeal by the entire committee by request of any two members. The chair shall have the right to vote. No person may serve as chair of more than two committees. Persons currently serving as chair, who have served longer than two consecutive years at the time of adoption of this ordinance, may continue to serve out the length of their current term.

C. The vice-chair acts as the presiding officer of the committee in the absence of the chair.

D. The city manager shall provide adequate staffing to the committee to ensure that notice of the meeting is given, each meeting is tape-recorded and minutes are kept consistent with the state's Open Meetings Law.

E. Each committee may adopt bylaws on its procedures and may further specify the duties of its officers. In the absence of adopted bylaws, the rules of the Council covering order and decorum and procedures apply. All cases not provided for in the bylaws or applicable Council rules shall be governed by Roberts Rules of Order (Revised).

F. Committees shall exercise the authority and perform the duties and responsibilities delegated to the committee by state laws, Council action or as specified in this chapter.

- 2.20.040 - Committees—Meetings.

- A. Committee meetings shall be conducted consistent with the state's Open Meetings Law. This means that the meetings are open to the public unless an executive session is authorized and needed, proper notice of the meeting is provided, and minutes are kept and preserved.

B. Committees meet at the times stated in the law or order creating or empowering the body. A committee may meet at any other time necessary to accomplish the duties of the committee.

C. A quorum for conducting business is a majority of the membership of the committee.

D. Each committee has an obligation to be clear and simple in its procedures and the consideration of questions coming before it. A committee shall avoid invoking the finer points of parliamentary rules which may serve only to obscure the issues and arouse the suspicion of the audience at public meetings and the citizens of the city in general.

- 2.20.050 - Committees—Vacancies.

A. A committee member should notify the chair or staff liaison of an expected absence no later than four hours before the meeting of the committee. The office of a committee member becomes vacant upon its incumbent's death, removal from the city (if residency is a qualification), removal from office by the committee the member serves on or resignation. The office may be declared vacant by action of the committee if the incumbent fails to attend three consecutive meetings of the body. A citizen Budget Committee member shall be removed if they miss 2 consecutive meetings, regardless of cause or excuse. A second miss shall occur if they fail to attend the second meeting within 15 minutes of the start time. The Budget Committee shall then declare that position vacant and immediately appoint the alternate to fill the position.

B. A committee member may resign at any time. A resignation occurs by delivery of a written resignation to the chair, staff liaison or city recorder.

C. In the absence of a more specific process of the Council to the contrary, a vacancy shall be filled in the manner provided by Sections [2.20.010](#) and [2.20.020](#) of this chapter. The committee chair or staff liaison shall notify the city recorder of any vacancy as soon as feasible so that a recruitment process can begin quickly.

D. Unless otherwise provided by law, a member of a committee may be removed from office by vote of a majority of the members of the Council.

- 2.20.060 - Committees—Relationship to City Council, staff and others.

- A. Committees may obtain a place on a Council agenda for an item of mutual interest by timely request to the city recorder. Other communications to the mayor or Council should be routed through the committee chair to the city manager or to the committee staff liaison. The Council may appoint a Councilor liaison to a committee to facilitate communications.

B. Committee members are encouraged to keep abreast of proposed and final Council actions. The city staff shall inform committees of proposed and final Council actions relevant to the business of the committee.

C. While the city staff are charged with assisting committees, staff members are responsible to their supervisors, department heads and the city manager. The city manager must approve staffing functions for all committees. No committee may employ its own staff. Committees must submit any budget requests to the city manager consistent with the yearly budget preparation timelines.

D. Committee members should note whether they speak for themselves or their committees in written and oral communications to other officials, the public and the news media about city matters. When speaking for their committee, members should circulate a copy of the communication to other committee members before its publication if that is feasible. Communications to public officials and agencies of public business, including lobbying efforts, should be coordinated with the city manager to assure consistency with adopted city policy. If a committee member writes or speaks as an individual on city matters, and contrary to an adopted committee position, the member should note that difference in the communication.

- 2.20.080 - Budget Committee.

- A. The Budget Committee is created and charged with carrying out duties imposed by the state Local Budget Law and any other duties conferred by the Council. The city manager is the budget officer for the city.

B. The Budget Committee meets on an as needed basis to review the budget document for each fiscal year. Any budget request should be given to the city manager in sufficient time to be included in the budget document.

C. Appointive members of the Budget Committee shall not be officers, agents or employees of the city. No interest group has a designated position on the Budget Committee. Appointive members must be residents and electors of the city.

D. The terms of the appointive members of the Budget Committee shall be staggered so that approximately one-third of the terms of the appointive members end each year.

- 2.20.090 - Citizens Advisory Committee.

- A. The Citizens Advisory Committee is created as a primary element of the city's citizen involvement program which is established under state laws and regulations pertaining to land use comprehensive planning, including Statewide Planning Goal [1](#). The Citizens Advisory Committee shall review all legislative amendments to the city's comprehensive plan and all major amendments to land use regulations not reviewed by any other Council-sanctioned citizen committee. The Planning Commission may seek the advice of the Citizens Advisory Committee on quasi-judicial amendments to the comprehensive plan. The Citizens Advisory Committee may periodically review and advise the Planning Commission and Council on the citizen involvement program. The Citizens Advisory Committee will report recommendations on land use issues to the Planning Commission.

B.. The Citizens Advisory Committee shall also perform any other duties or functions assigned by the Council. Those duties shall be specified by motion or resolution of the Council. In this regard the Citizens Advisory Committee operates to provide policy guidance to the Council on matters of public interest and to act as a liaison between neighborhoods and interest groups and the city's elected and appointed officials. The Citizens Advisory Committee will report recommendations to the Council regarding issues assigned by the Council.

C. . The Citizens Advisory Committee shall be composed of eleven members appointed at large to represent the citizenry of the city. Each member shall be a resident and elector or a Troutdale business owner of the city. Although representation on the Citizens Advisory Committee is not based on geographical districts, when appointments are made to the Citizens Advisory Committee, consideration shall be given to geographical distribution of its membership.

D. . The Citizens Advisory Committee shall meet whenever there is a land use matter requiring its review and at other times deemed necessary by the committee.

- 2.20.095 - Historic Landmarks Commission.

- A. The Historic Landmarks Commission is created and charged with duties as specified in [the] Troutdale Development Code chapter 4.200 Historic Landmark Protection. The Historic Landmarks Commission assists the City Council in promoting historic preservation in the city. The Historic Landmarks Commission acts regarding major alterations, demolition or relocation of historic landmarks, the designation of historic landmarks, the maintenance of the historic resource inventory, and makes recommendations to the Planning Commission pertaining to conditional use requests within designated historic landmarks. The Historic Landmarks

Commission may make studies, hold hearings and prepare reports and recommendations on its own initiative or at the request of the Council.

B. The City Council shall consider individuals for the Historic Landmarks Commission that have demonstrated an interest in historic preservation and ideally have experience, training, special expertise or knowledge in the field of historic preservation, local history and culture, archaeology, architecture, the arts, or other related fields. A member of the Planning Commission may serve as an ex-officio member of the Historic Landmarks Commission.

C. The Historic Landmarks Commission shall meet whenever there is a historic resource matter that requires their review.

D. No member of the Historic Landmarks Commission may be removed by the City Council unless a hearing is provided and misconduct or nonperformance of duty is shown. Nonperformance includes absence from three consecutive meetings of the Historic Landmarks Commission.

E. A Historic Landmarks Commission member shall not participate in any Historic Landmarks Commission proceeding or action in which any of the following has a direct or substantial financial interest:

1. The member or the spouse/domestic partner, brother, sister, child, parent, father-in-law, mother in-law of the member;
2. Any business in which the member is then serving or has served within the previous two years;
3. Any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment.

- 2.20.100 - Parks Advisory Committee.

- A. The Parks Advisory Committee is created and charged with evaluating and making recommendations to the city's elected and appointed officials on matters relating to recreational land and publicly owned lands, including parks, and open spaces and environmentally sensitive public and private lands. The Parks Advisory Committee reviews and recommends expenditures of parks funds for capital or construction projects.

- B. The Parks Advisory Committee shall also serve as the city's tree board for purposes of satisfying requirements as a Tree City USA and for carrying out all the duties assigned to the tree board.

- C. The Parks Advisory Committee shall meet at times deemed necessary by the Parks Advisory Committee.

- 2.20.110 - Planning Commission.

A. The Planning Commission is created and charged with the powers and duties specified in Oregon Revised Statutes Section 227.090 and other provisions of state law relating to Planning Commission authority, and all powers which are now or in the future granted to the Planning Commission by the ordinances of the city or general laws of the state. The Planning Commission acts regarding the subdivision of land, the use of land, and the location of public facilities, and decides permits and adjudications and adopts and recommends policies concerning the planning and development of the city and the surrounding area. The Planning Commission may make studies, hold hearings and prepare reports and recommendations on its own initiative or at the request of the Council.

B. The Planning Commission shall meet whenever there is a land use matter that requires their review.

C. No member of the Planning Commission may be removed by the Council unless a hearing is provided and misconduct or nonperformance of duty is shown. Nonperformance includes absence from three consecutive meetings of the Planning Commission.

D. No more than two voting members of the Planning Commission may engage principally in the buying, selling or developing of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation that engages principally in the buying, selling or developing of real estate for profit. No more than two members shall be engaged in the same kind of occupation, business, trade or profession.

E. A Planning Commission member shall not participate in any Planning Commission proceeding or action in which any of the following has a direct or substantial financial interest:

1. The member or the spouse/domestic partner, brother, sister, child, parent, father-in-law, mother-in-law of the member;
2. Any business in which the member is then serving or has served within the previous two years; or
3. Any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment.

- 2.20.120 - Public Safety and Equity Advisory Committee.

A. The Public Safety Advisory Committee is created and charged with evaluating and making recommendations to the city's elected and appointed officials on matters relating to public safety, including law enforcement, fire and medical services. Included in this charge is that the committee make recommendations that may be necessary to insure that all of these public services are provided in a fashion that insures equity, regardless of a person's race, color, religion, sex, sexual orientation, national origin, marital status, age, disability and other classes protected under Oregon statutes. The Committee is not charged with reviewing use of force complaints or citizen's complaints against public safety personnel.

B. The Committee shall meet at times deemed necessary by the Committee; however, they will meet at least once per quarter.

C. The Committee will be a committee of nine members. The City Council shall endeavor to appoint a Troutdale business owner, a Troutdale multifamily housing resident, a Reynolds School District employee, and a high school or college student as well as members at large. All members of the committee will also be a resident and elector of the city or a Troutdale business owner, except in the event that a high school student, who is not an elector, is appointed.

D. The Committee shall also perform any other duties or functions assigned by the Council. Those duties shall be specified by motion or resolution of the Council. In this regard the Committee operates to provide policy guidance to the Council on matters of public safety and equity and to act as a liaison between public safety and interest groups and the city's elected and appointed officials.