



CITY OF
PORTLAND, OREGON

**OFFICIAL
MINUTES**

AN EMERGENCY MEETING OF THE COUNCIL OF THE CITY OF PORTLAND, OREGON WAS HELD THIS **22ND DAY OF DECEMBER, 2008** AT 12:15 PM IN THE MAYOR'S CONFERENCE ROOM.

THOSE PRESENT WERE: Mayor Potter, Presiding; Commissioners Adams, Fish, and Leonard, 4

OFFICERS IN ATTENDANCE: Susan Parsons, Acting Clerk of the Council; Ben Walters, Senior Deputy City Attorney and Jim Van Dyke, Senior Deputy City Attorney.

Also present: Rosie Sizer, Chief of Police; Carmen Merlo, Director, Office of Emergency Management. Austin Raglione and Kyle Chisek were present from the Mayor's Office. Anna Kanwit, Office Human Relations joined the meeting by phone.

The purpose of the meeting was to give status and assess responders' needs for the continuing December storm event; plan City office closure for the day.

[Meeting was in progress for approximately 5 minutes before Clerk arrived. During that time Commissioner Adams reported on Office of Transportation operations.]

Rosie Sizer reported that the Police Bureau can sustain their emergency operations through Saturday. At that time CERT calls could be a problem. Mayor Potter said in light of the fact that the bad weather conditions were forecast to continue through Saturday, calling on the National Guard for assistance is an option.

Commissioner Adams reported that he checked with PDOT and they have reported they are OK. Certified drivers in other Bureaus will be contacted to help.

Commissioner Fish reported on the emergency shelters for the homeless. Hands On Portland is administering the shelters with 20 volunteers. More volunteers are needed to staff from 4:00pm-11:00pm so the current staff can avoid burn out. A request will be sent out to City employees to ask for volunteers. Police officers are present at night at the shelters.

Mayor Potter reported that Tri-Met was cutting 75% of the bus routes for the remainder of the day and riders will be stranded. Discussion followed regarding when to send non-essential City employees home and how they should be paid. Anna Kanwit joined the discussion via speaker phone. It was agreed that employees who came into work would be paid for the whole day. Those who did not show up will be unpaid and use vacation time etc. Non-essential employees will be sent home at 1:00 pm via email. Anna will review the email before it is sent.

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Mayor Potter will make the decision on a day-by-day basis whether or not City offices will be open or closed. He will make the decision by 5:00 am. Carmen Merlo will see it is posted on the web by 6:00 am so that City employees will have the information. This information will be in the email to be sent out at 1:00 pm.

City employees volunteering in the shelters will be paid. Ben Walters, City Attorney's office spoke of the importance of employee work hour documentation at this time. Per Anna Kanwit, volunteer activity will be verified by the shelters.

Commissioner Adams reported that the Salvation Army and Red Cross will be billing the City for storm-related services. Office of Transportation has incurred \$1.3 million in storm related costs.

At 12:45 p.m., the meeting adjourned.

GARY BLACKMER
Auditor of the City of Portland

By Susan Parsons
Acting Clerk of the Council