



## PORTLAND BUREAU OF EMERGENCY MANAGEMENT

Mayor Ted Wheeler, Commissioner-in-Charge • Carmen Merlo, Director  
9911 SE Bush Street, Portland, OR, 97266-2562  
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### Budget Advisory Committee

Every year, the City of Portland invites the public to assist bureaus in budget development for the new budget season. The Budget Advisory Committee (BAC) is one of the best avenues for direct involvement in a bureau's budget and priorities. The City of Portland Bureau of Emergency Management (PBEM) is looking for a few community members to tell us what they want to see in the following year from us.

#### *Roles of Budget Advisory Committee:*

- Increase understanding of public policies and procedures
- Increase participation in the decision making process for the city to more effectively respond to the needs and priorities of the communities reaching a broader diversity
- Provide recommendations on goals, priorities, and budget decisions

We're looking for members who are committed to building a resilient Portland and who want to ensure that all residents of the City are represented, including populations traditionally ignored or underserved, and want to ensure that the bureau is aligning funding with established goals and priorities.

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#### **What does PBEM do?**

*Disaster risk reduction through leadership and coordination. PBEM utilizes planning, training, and exercises to continually develop and sustain the city's mitigation, preparedness, response, and recovery capabilities.*

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The BAC will review the City and Council guidelines for this year's budget, provide recommendations based on the Bureau's strategic direction and goals, discuss operating and program expenses, and provide feedback and recommendations.

PBEM provides both internal services to other City bureaus via coordination, training, exercise and planning, as well as community preparedness via our NET program, the BEECNs and a variety of other outreach efforts. Our budget is how we fund all these programs, and preparing the budget helps the bureau prioritize them. There are few more direct ways to impact Portland's readiness in the face of disaster than participating in our Budget Advisory Committee.

We want you to come tell us what your community – our City – needs from the Portland Bureau of Emergency Management. PBEM will make available free language assistance and auxiliary aids/services for committee members if needed.

The time commitment is to attend approximately 3 meetings, from November to March, and each meeting is expected to last up to 3 hours.

The City of Portland will make reasonable accommodation for people with disabilities. Please notify us no less than five (5) business days prior to the event by phone at 503-823-4375, by the City's TTY at 503-823-6868, or by the Oregon Relay Service at 1-800-735-2900.

*Application for serving on PBEM Budget Advisory Committee:*

Name:	_____	_____	_____
	<i>First</i>	<i>Middle Initial</i>	<i>Last</i>
Mailing Address: _____			
Occupation: _____			
Daytime Phone: _____		Email: _____	

So that PBEM can assess your application, please provide answers to the following questions:

1. What are your reasons for wanting to serve on this Committee?
2. What experience, skills or knowledge do you have that is relevant to working with annual budgets?
3. Do you have any experience or interest in working on Equity and Diversity Issues?  
Please explain:
4. Are you a resident of Portland?  
 Yes  No
  - a. If not, do you work in Portland or own a business in Portland?  
 Yes  No
5. How long would you like to serve (PBEM prefers at least a one-year commitment)?

**OPTIONAL INFORMATION**

*The City asks that you voluntarily provide the following information. The City will use this information for statistical purposes, such as tracking the geographical diversity of board and commission appointees. By providing this information, you will help us ensure that appointments represent a broad cross-section of the community. You are under no legal obligation to provide this information. State and federal law prohibit the use of this information to discriminate against you. The City will treat this information as confidential to the fullest extent allowed by law.*

**Age:**             **Under 18**             **18-64**             **65+**

**Race:**             **African-American**     **Asian**             **Caucasian**  
                          **Hispanic**             **Native American**

**Gender:**         **Female**             **Male**

**Disability:**     **No**                     **Yes**

**If yes, please specify:** \_\_\_\_\_

Applications are due October 31<sup>st</sup> 2017. Please send any questions and completed application materials via email to:

Keren Ceballos  
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Phone: 503-823-4187