

## **PBEM Budget Committee Meeting #1**

### Meeting Minutes

12/12/2017

*Present:* Keren Ceballos, Ben Weber, Dan Douthit, Rachel Dreilinger, Michael Schilmoeller, Carmen Merlo, Jonna Papaefthimiou, Kea Cannon

*Next meeting:* TBA

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#### **I. Introductions**

- Keren introduced the general goals for the first budget meeting
- Carmen introduced PBEM and gave an overview of the bureau
  - Discussed PBEM's Strategic Plan
  - PBEM supports various legislative policies
  - The bureau also manages the ECC (Emergency Coordination Center) – the building is designed to withstand a significant earthquake and support the City immediately afterwards
  - The bureau supports the RDPO (Regional Disaster Preparedness Organization)
- NETs and BEECNs
  - PBEM's NET program is one of the largest in the country
  - Challenges include increasing participation among vulnerable communities
- Kea introduced the CBO (City Budget Office) and what their role is
  - Reviewing and analyzing the bureau's decision packages
  - Requesting clarification from the bureau if needed
  - Ensuring that the packages align with the Mayor's budget and priorities
  - Providing recommendations to the Mayor
  - This year's budget is due Jan 29<sup>th</sup>
- Dan Douthit introduced the PIO (Public Information Officer)
  - Point of contact for all media inquiries for the bureau
  - Coordinates and disseminates messaging during emergencies
  - Helps ensure consistent messaging from all bureaus in the City during emergencies
  - PBEM is the lead agency managing Public Alerts – the City's system to notify the public about emergencies
- Jonna Papaefthimiou discussed Planning and Policy
  - The bureau develops, maintains and exercises Citywide plans
  - COOP (Continuity of Operations Plans)
  - Will also supervise the incoming outreach coordinator
- Keren discussed Finance, HR, and Equity
- PBEM's Organizational Chart was reviewed and discussed

- Reviewed current year's budget package
  - Discussed the amounts dedicated to internal and external costs
  - Personnel and discretionary costs
  - Discussed our revenue
  - Discussed the various grants

## II. This year's Budget Package

Portland has seen record revenue this year, however, the City has several costly commitments it has to fund from the General Fund and the Mayor has requested all bureaus (including public safety bureaus) take a 5% cut

PBEM will be requesting additional funds this year, assuming quantification of strategic plan is complete. A mandatory 5% cut decision package will be included.

PBEM's duties are increasing with its profile within the City, combined with the increasing population in the City, the bureau will have the largest staff ever in 2018

- a. Performance Measures were reviewed and discussed

### Next Steps:

- Determine next BAC meeting
  - Possibly have 2 more meetings, rather than just 1 – one meeting specifically for working on performance measures
- BAC review budget and associated documents to begin thinking of PBEMs budget priorities
- Keren will send out:
  - Budget Equity Tool
  - Meeting Minutes
  - Supporting documents for the BAC to review

### Side Discussions:

- Interns
- Budget office is requesting clarification of the Mayor's meaning of *resiliency* and is suggesting the City as a whole use PBEM's definition.