



City Budget Process

Portland Housing Bureau

Budget Process Stages

- Preliminary – October - December
- Requested Budget - January
- Proposed Budget - Feb through March
- Approved Budget - May
- Adopted Budget - late June
- Changes after adoption – Budget Monitoring Process (BMP) – October, April, June

Preliminary Budget Stage

- **October – December**
 - Budget Guidelines to Bureaus
 - Council Budget Work Session
 - General Fund Financial Forecast
 - PDC TIF Forecast
 - Bureau Budget Advisory Committees*
 - Decision Package Development

***PHB has the PHAC and the sub-BAC advisory committees**

Requested Budget Stage

- **January - February**

- Director and Commissioner finalize decisions with PHAC and public input
- Requested Budgets due to CBO
- CBO reviews budget submissions

Proposed Budget Stage

- **February - late April**

- CBO researches issue papers with CBO
- Council Work Sessions
- CBO presents Issue Papers
- Mayor's Proposed Budget - primarily internally focused process
 - Mayor's Office discussions with Financial Planning, bureau directors, and other commissioners
 - Limited direct citizen involvement during this stage
- CBO produces Proposed budget document

Approved Budget Stage

- **May**
 - Public testimony and hearings on the Proposed Budget
 - Citizen advisors active throughout the process as part of City Budget Committee

Adopted Budget Stage

- **June**
 - Tax Supervising Conservation Commission Hearing
 - independent review and hearing on the Approved Budget
 - Technical Adjustments
 - internal City process
 - Budget Adopted in late June
 - one more opportunity for citizen input prior to adoption

Changes to the budget during the year

- There are three “Budget Monitoring Processes (BuMPs) each year to:
 - Adjust appropriation
 - Project year-end expenditures
 - Report on programs/performance
- By aggregating these changes, the cumulative effect can be better understood.
- The emphasis is to minimize changes to budgets and positions that happen outside of these three BuMPs.