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CITY OF  
**PORTLAND, OREGON**  
PORTLAND HOUSING BUREAU

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**Commissioner Nick Fish**  
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April 26, 2010

Re: FY 2010-11 PHB Budget Process

Dear Contractor:

This letter covers two important topics: (1) year-end billing requirements for your current contracts; and (2) a budget update for FY 2010-11.

(1) Year-End Billings and Closeout. As you know, the City's 2009-10 fiscal year ends June 30, 2010. The deadline for submitting your final bill for the current fiscal year is FRIDAY, July 9, 2010, 5:00 PM. It is necessary for PHB to receive billings on time in order to include all fiscal year expenditures in the year-end closeout and audit.

(2) Budget Update. As you know, PHB's FY 2010-11 budget request includes \$4.2M of general fund resources to support ongoing PHB programs that have been funded by one-time allocations of general fund over the past several years.

Since we presented the budget to Council in late March, the City's budget picture continues to tighten, and the level of funding that PHB will receive for this budget year remains uncertain. We expect to learn more about the status of PHB's budget request in mid-May. However, it does appear that it will be difficult to find resources to fund the bureau's \$4.2M general fund decision packages, let alone convert them to ongoing funding.

#### **City Council Public Budget Hearing**

Following Mayor Adams' release of the Proposed Budget, the City Council will hold a public budget hearing. This is an opportunity for members of the community to testify directly before City Council. The hearing will take place from 6 to 8:30pm on Thursday, May 20, at the University Park Community Center (9009 N. Foss Ave.)

#### **Other Key Events In The City Budget Process**

Proposed City of Portland Budget document available	May 18
Mayor presents budget message at City Council	May 19
City Council to approve City budget	May 26
Approved Budget submitted to Tax Supervising & Conservation Commission	May 27
City Council to adopt budget	June 17

**Portland Housing Bureau Requested Budget**

If you have not yet had a chance to review the PHB budget submission, it is online in its entirety at the following web address:

[www.portlandonline.com/phb/index.cfm?c=52047](http://www.portlandonline.com/phb/index.cfm?c=52047)

For more information on the budget process, visit the following website:

<http://www.portlandonline.com/omf/index.cfm?c=26061>

I'd also like to alert contractors to expect more frequent monitoring of PHB contracts in the upcoming year as we respond to a recent audit of PHB. This greater emphasis on compliance and monitoring is an important assurance that the services that we are funding are as effective as possible and that increasingly limited tax payer dollars are being invested in a manner that we can all be proud of.

If you have any questions, please do not hesitate to contact your contract manager or the Bureau's budget lead, Mike Johnson at 503-823-4176 or [mike.k.johnson@portlandoregon.gov](mailto:mike.k.johnson@portlandoregon.gov). Thank you for all the work you do on behalf of the recipients of your services and I appreciate your support.

Very truly yours,



Margaret Van Vliet  
Director  
Portland Housing Bureau

cc: Commissioner Nick Fish