

Portland Housing Bureau
FY 2013/14 Public & Internal Process Budget Calendar

Meeting	Agenda and To-Do's	Dates
Cross-Functional Team Meeting 1	<ul style="list-style-type: none"> Review prior staff budget recommendations Solicit staff input for new ideas 	10/8/2012
Cross-Functional Team Meeting 2	<ul style="list-style-type: none"> Review findings and shorten the list Make a preliminary list for executive team 	10/17/2012
Management Team Meeting 1	<ul style="list-style-type: none"> Review the budget process Review the community participation process Roll out funding source, contracts & projects discussion 	10/18/2012
Delivery Managers meeting	<ul style="list-style-type: none"> Funding source, contracts & projects discussion 	10/25/2012
Cross-Functional Team Meeting 3	<ul style="list-style-type: none"> Suggest a short list for review by executive team 	10/29/2012
Management Team Meeting 2	<ul style="list-style-type: none"> Review staffing splits assignment Performance measure assignments Review forecast 	11/1/2012
PHAC Retreat (Sub-BAC Meeting 1) Post notice	<ul style="list-style-type: none"> Update on the budget process Review budget priorities Report on federal sequestration issues Report on general fund Issues Review executive team recommendations 	11/2/2012
Cross-Functional Team Meeting 4	<ul style="list-style-type: none"> Review budget documents Make additional recommendations 	11/7/2012
CCEH Community Needs Hearing (Sub-BAC Meeting 2) Post notice	<ul style="list-style-type: none"> FFOC & members of PHAC hear community housing needs Comments will focus on the consortium investment priorities 	11/14/2012
Management Team Meeting 3	<ul style="list-style-type: none"> Review Community, BAC, and staff input Review Cross-Functional Team recommendations Report on contracts, projects, funding sources 	11/15/2012
Executive Team Meeting	<ul style="list-style-type: none"> Discuss, determine preliminary PHB budget recommendation 	11/19/2012
Sub-BAC Meeting 3	<ul style="list-style-type: none"> Review the preliminary PHB budget recommendation Suggest ways to present to PHAC 	11/28/2012
PHAC December Meeting Post notice	<ul style="list-style-type: none"> Review the preliminary PHB budget recommendation Explain changes from last year Discuss issues, if known, about budget cuts or revenue shortfalls 	12/4/2012
Sub-BAC Meeting 4	<ul style="list-style-type: none"> Revise the budget based on input from PHAC Suggest final decision packages to executive team 	12/17/2012
PHAC January Meeting Post notice	<ul style="list-style-type: none"> Review final Decision Packages Report on process to approve Program & decision package ranking exercises PHAC transmittal letter 	1/8/2013

*** Subject to Change – Current as of 12/12/2012 ***

Portland Housing Bureau
FY 2013/14 Public & Internal Process Budget Calendar

Meeting	Agenda and To-Do's	Dates
Director and Commissioner-in-Charge Final Decisions	<ul style="list-style-type: none"> Finalize decision packages 	Mid-January
Requested Budget Due	<ul style="list-style-type: none"> Bureaus submit requested budgets to City Council and the Office of Management and Finance 	2/4/2013
OMF Analyzes Requested Budgets	<ul style="list-style-type: none"> Office of Management and Finance reviews budget submissions and develops analyses and critiques 	2/4/2013 – 3/11/2013
City-County Work Session	<ul style="list-style-type: none"> Discuss programs and initiatives and potential opportunities for efficiencies, intergovernmental partnerships, and clarification of responsibilities 	Late Jan Early Feb
Budget Work Sessions – Round 1	<ul style="list-style-type: none"> Bureaus present budgets to City Council, including overview of bureau, development process and decision packages. Council engages in understanding bureau needs, interests, challenges; asking initial questions, expressing initial concerns, sharing initial thoughts and ideas 	Weeks of 2/11/2013 & 2/18/2013
Community Budget Forums	<ul style="list-style-type: none"> Members of community have opportunity to provide input on budgetary priorities and concerns 	February (TBD)
OMF Completes Budget Reviews	<ul style="list-style-type: none"> Office of Management & Finance finalizes its analyses of bureau requested budgets and provides those analyses to City Council and to bureaus 	3/11/2013
Response to OMF Budget Reviews	<ul style="list-style-type: none"> Council and bureau have opportunity to review FPD analysis prior to work sessions 	Week of 3/11/2013
Council Work Sessions – Round 2	<ul style="list-style-type: none"> Office of Management & Finance presents analysis of bureau budgets. Bureaus have opportunity to respond to analysis. Council offers questions, comments & suggestions 	Weeks of 3/18/2013, 3/25/2013 & 4/1/2013
Proposed Budget Development	<ul style="list-style-type: none"> Mayor develops proposed budget decisions. 	Month of April
Proposed Budget	<ul style="list-style-type: none"> Mayor releases Proposed Budget, reflecting mayor's budgetary priorities 	4/29/2013
Approved Budget Development	<ul style="list-style-type: none"> City Council discusses Approved Budget 	Month of May
Approved Budget	<ul style="list-style-type: none"> City Council hearing and vote 	5/29/2013
Adopted Budget	<ul style="list-style-type: none"> City Council hearing and vote 	6/20/2013

NOTES:

- **Yellow shading** indicates community-focused portion of process
- **Orange shading** indicates times bureau budget and program staff must be available to respond to inquiries from OMF and elected officials.
- Sub-BAC is made up of two members of the PHAC (Marc Jolin and Deborah Imse) and two members of the bureau cross-functional team (Kim McCarty and Paul Stewart)