

PUB Plan for FY 2020-21 Budget Development: Budget Content, Resources and Deliverables

This is a summary document to provide the overview of the budget season including planned meeting dates, resources you should receive and the PUB’s deliverables throughout the process. The PUB’s main budget deliverables include a preliminary budget letter by January 29th, a more detailed budget letter with recommendations by March, and participation in budget work session and other meetings between March and May. Note that PUB meeting agendas not limited to budget content.

Timeline/Meetings	Resources Available	PUB Deliverables	Notes
November 5, 2019 PUB	<ul style="list-style-type: none"> • Mayor Budget Guidance • Bureau brief summary list of program offers (flags for significant changes) 		PUB/Bureau leadership meeting to develop proposed process
December 3 - PUB December 19 Subcommittee	<ul style="list-style-type: none"> • Prior year budget documents • Bureau brief summary list of program offers (flags for significant changes) • Preliminary Capital Improvement Program Info 	<ul style="list-style-type: none"> • Confirm PUB budget process to set bureau expectations and deliverables • Provide guidance for bureaus on equity sections of program offer documents • (If agreed) Identify Program Offers to focus on this year and any other priorities for information from bureaus 	Program offer narratives will be consistent with prior year except for section on changes
January 7 – PUB January 16 – Subcommittee (recommend full PUB?)	<ul style="list-style-type: none"> • Bureau updated program offer narrative drafts • Bureau identified new budget requests (if any) • Updated information on any significant changes and Council guidance 	Draft letter for Requested Budget (due Jan 29) including: <ul style="list-style-type: none"> • Values for budget process • Major themes to highlight for Council 	Meetings focus on budget content. Will also have low income program evaluation overlapping Jan-Mar

Timeline/Meetings	Resources Available	PUB Deliverables	Notes
February 4 – PUB February 20 – Subcommittee	<ul style="list-style-type: none"> Bureau Requested Budgets published (one day prior) 	<ul style="list-style-type: none"> (If not completed) Finalize Requested Budget Letter Begin Q&A needed to prepare recommendations to Council Prepare for Budget Work Session: talking points and second letter to Council with recommendations Identify any areas desiring additional analysis from PUB staff 	Meetings focus on budget content. Will also have low income program evaluation overlapping Jan-Mar
March 3 – PUB March 19 – Subcommittee March TBD – Council Work Session	<ul style="list-style-type: none"> Bureau Requested Budgets CBO analysis of budget requests Bureau responses to any Q&A from PUB members PUB staff analysis (if requested) Bureau Work Session presentation materials (as of date of work session, not in time for March meetings) 	<ul style="list-style-type: none"> Finalize Budget Work Session talking points Finalize budget letter to Council Prepare talking points for meeting with Mayor 	Meetings focus on budget content. Will also have low income program evaluation overlapping Jan-Mar
April 7 – PUB April 16 – Subcommittee April TBD – Mayor meeting	<ul style="list-style-type: none"> Mayor Proposed Budget Decisions Preliminary Rate hearing information from bureaus 	<ul style="list-style-type: none"> Develop Rate Hearing talking points and/or letter to Council 	Meeting content shifts to policy and other workplan content
May 5 – PUB May 21 – Subcommittee	<ul style="list-style-type: none"> Rate Hearing Proposed and Approved Budget Decisions 	<ul style="list-style-type: none"> Deliver Rate Hearing presentation and/or letter to Council 	Meeting content shifts to policy and other workplan content