




MEMORANDUM

TO: Rob Fix
DATE: July 9, 2019
FROM: Tamara Sobjack 
COPIES:
SUBJECT: Commission Approval of the 2020 Budget production schedule

ACTION REQUESTED

A motion approving the 2020 budget schedule.

BACKGROUND

RCW 53.35 governs the budget process and timing of various production stages. RCW 53.35.040 sets the filing deadline as the Wednesday following the first Monday in October. However, RCW 53.35.045 allows for an alternate filing date of the first Monday in December, and allows for the Port Commission to set other dates relating to the budget process.

This motion approves the dates for various steps in the budget process in order to meet the alternate December filing deadline.

FISCAL IMPACT

None

STRATEGIC PURPOSE

The later filing deadline allows the staff to prepare a budget with greater accuracy and a more robust review by both staff and the commissioners.

RECOMMENDATION

Approve the 2020 Budget schedule.

2020 Budget Schedule

	Commission Meeting	Public Hearing	Public Notice	Work Product Deadline	Staff Meeting	
June 6, 2019					Thursday	<u>Commission Budget Retreat</u>
July 9					Tuesday	<u>Commission Approval of 2020 Budget Schedule.</u>
September 23-27					TBD	<u>Commission budget retreat - review capital plan</u>
			October 10		Thursday	2nd draft budget distributed to Commissioners for comment.
October 22					Tuesday	<u>Present Budget status report at Commission Meeting.</u>
		October 11			Friday	Advertise Preliminary budget available to public on 10/23. Resolution _____, RCW 53.35.020 & 045
		October 18			Friday	Advertise Budget available & Public Hearings on 11/5 and 11/19. Resolution _____, RCW 53.35.020 & 045
			October 23		Monday	<u>Release 2020 Strategic Plan and Preliminary Budget for public comment.</u>
		October 25			Friday	Advertise Public Hearings on 11/5 and 11/19. Resolution _____, RCW 53.35.020 & 045
November 5	November 5				Tuesday	<u>2020 Budget Presentation to Commission and Public Hearing to receive public comment.</u>
		November 1			Friday	Advertise Public hearing on 11/19 for final budget. Resolution _____, RCW 53.35.020 & 045
November 19	November 19				Tuesday	<u>Public Hearing and Commission Approval of Final Budget Document.</u>
			December 2		Monday	<u>Deadline for filing Budget with County Treasurer.</u> Prepare tax levy request and submit to County Assessor.