



**COMMISSION
AGENDA MEMORANDUM**

Item No. 6d

ACTION ITEM

Date of Meeting November 22, 2016

DATE: November 3, 2016

TO: Ted Fick, Chief Executive Officer

FROM: Dan Thomas, Chief Financial Officer
Michael Tong, Asst. Finance Director - Budget

SUBJECT: Second Reading and Final Passage of Resolution No. 3726, adopting the final budget of the Port of Seattle for the Year 2017, as amended

ACTION REQUESTED

Request Second Reading and Final Passage of Resolution No. 3726, as amended: A resolution of the Port Commission of the Port of Seattle adopting the final budget of the Port of Seattle for the year 2017; making, determining, and deciding the amount of taxes to be levied upon the current assessment roll; providing payment of bond redemptions and interest, cost of future capital improvements and acquisitions, and for such general purposes allowed by law which the Port deems necessary; and directing the King County Council as to the specific sums to be levied on all of the assessed property of the Port of Seattle District in the Year 2017.

EXECUTIVE SUMMARY

The 2017 business and budget planning process began in April. In the past few months, staff provided seven briefings to the Commission on the Strategic Positioning for Growth (SPG) budgeting initiative process and outcomes, key budget assumptions, budget overview, preliminary operating and capital budget. Based on the input and comments from the Commission in the briefings, staff incorporated the suggested changes into the preliminary numbers. The preliminary budget document was provided to the Commission on October 18, 2016, and made available to the public on October 20, 2016.

Staff recommends the following final budget process:

- (1) November 22, 2016 – Second Reading and Final Passage of Resolution No. 3726, as amended.
- (2) December 2, 2016 – Submittal of the 2017 Final Statutory Budget to the King County Council and Assessor's Office.
- (3) December 15, 2016 – Release of the 2017 Final Budget and Draft Plan of Finance document to the Public.

Meeting Date: November 22, 2016

ADDITIONAL BACKGROUND

The budget process includes planning, setting up and testing new budget modules in the budget system, budget user training, department strategic and business planning, publishing budget guidelines, establishing budget targets, entering budget data into the system, running budget allocations and budget reports, conducting department and division reviews, executive reviews, and Commission reviews, preparing and publishing the preliminary budget document, a public hearing, adoption of the final budget, filing the statutory budget with the King County Council and Assessor’s Office, and the preparation and release of the final budget document.

Prior to the First Reading and Public Hearing on November 8, 2016, staff have provided 7 briefings to the Commission. The 2017 preliminary budget was provided to the Port Commission on October 18, 2016, and was made available to the general public on October 20, 2016. An announcement of the preliminary budget and public hearing was made in the Daily Journal of Commerce newspaper on October 24 and October 31, 2016. Additionally, staff presented an update on the tax levy and draft plan of finance 2017-2021 prior to the First Reading action on November 8, 2016.

After the public hearing and Commission adoption of a final plan, the statutory budget will be filed with the King County Council and King County Assessor as required by law. The 2017 Final Budget and Draft Plan of Finance will be released to the public on December 15, 2016.

ATTACHMENTS TO THIS REQUEST

- (1) Draft Resolution No. 3726, as amended
- (2) Presentation slides: 2017 Preliminary Budget Second Reading and Final Passage

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

- November 8, 2016 – The Commission approved First Reading and held Public Hearing of Resolution No. 3726, adopting the final budget of the Port of Seattle for the year 2017
- October 10, 2016 – The Commission was briefed on the 2017 Division Operating and Capital Budgets
- September 27, 2016 – The Commission was briefed on the 2017 Corporate Budget
- September 13, 2016 – The Commission was briefed on the 2017 Budget Overview and Key Assumptions
- August 19, 2016 – The Commission was provided a briefing document regarding key budget assumptions for 2017
- August 9, 2016 – The Commission approved the Long Range Plan
- July 26, 2016 – The Commission was briefed on the Long-Range Plan, Century Agenda Dashboard Overview, and Budget Considerations beyond the Long-Range Plan
- June 14, 2016 – The Commission was briefed on the Strategic Positioning for Growth Budgeting Initiative