



**COMMISSION
AGENDA MEMORANDUM**

Item No. 10a

BRIEFING ITEM

Date of Meeting November 9, 2021

DATE: October 21, 2021

TO: Stephen P. Metruck, Executive Director

FROM: Dan Thomas, Chief Financial Officer
Michael Tong, Director, Corporate Budget

SUBJECT: Introduction and Public Hearing of Resolution No. 3793, Adopting the Final Budget of the Port of Seattle for the Year 2022

ACTION REQUESTED

Request Introduction of, and hold a public hearing regarding, Resolution No. 3793: A resolution of the Port Commission of the Port of Seattle adopting the final budget of the Port of Seattle for the year 2022; 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 properties of the Port of Seattle District in the Year 2022.

EXECUTIVE SUMMARY

The 2022 business and budget planning process began in May. In the past few months, staff conducted budget work sessions, provided briefings to the Commission on budget process, key budget assumptions, SWOT analysis and budget development overview, preliminary operating budget, and preliminary capital budget. The preliminary 2022 Budget document was provided to the Commission on October 18, 2021 and made available to the public on October 20, 2021.

Staff also hosted two virtual open houses for community members to learn about the Port's preliminary 2022 budget and five-year capital development and investment plans – one for the Maritime and Economic Development divisions on October 20, 2021, and the other for Aviation division on October 21, 2021. Staff shared information about investments in the Maritime and Economic Development divisions and at Sea-Tac Airport. Staff also shared how the Port's preliminary budget and five-year capital development plans respond to regional need by improving customer service, expanding economic activity across our region, and supporting healthy habitats and communities.

Staff recommends the following final budget process:

- November 9, 2021 – First Reading of Resolution No. 3793 and Public Hearing
- November 16, 2021 – Second Reading and Final Passage of Resolution No. 3793

Meeting Date: November 9, 2021

- December 1, 2021 – Submittal of the 2022 Final Statutory Budget to the King County Council and Assessor’s Office.
- December 15, 2021 – Release of the final 2022 Budget and Draft Plan of Finance document to the public.

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 Introduction and public hearing of the preliminary 2022 Budget on November 9, 2021, staff has provided 7 briefings to the Commission. The preliminary 2022 Budget was provided to the Port Commission on October 18, 2021 and made available to the general public on October 20, 2021. An announcement of the preliminary budget and public hearing was made in the Daily Journal of Commerce newspaper on October 27, 2021 and November 3, 2021.

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 final 2022 Budget and Draft Plan of Finance will be released to the public by December 15, 2021.

ATTACHMENTS TO THIS REQUEST

- (1) Draft Resolution No. 3793
- (2) Presentation slides

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

- October 26, 2021 – 2022 Tax Levy and Draft Plan of Finance Briefing
- October 12, 2021 – 2022 Maritime and EDD Operating and CIP Budgets Briefing
- October 12, 2021 – Aviation Division CIP and Operating Budgets Study Session
- September 28, 2021 – 2022 Central Services Preliminary Budget and Portwide Rollup Briefing
- July 29, 2021 – Commission Budget Planning Retreat
- July 13, 2021 – 2022 Budget Development Briefing
- June 3, 2021 – Commission Budget Planning Retreat