

# PORT OF PORT TOWNSEND

## INFORMATIONAL MEMO

**DATE:** 7/10/2024  
**TO:** Port Commission  
**FROM:** Eron Berg, Executive Director  
Connie Anderson, Director of Finance & Administration  
**SUBJECT:** 2025 Budget Proposed Schedule

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### **Summary / Background**

All Port districts are required to adopt an annual calendar year budget schedule under RCW 53.35. Each year at this time the Commission is presented with a proposed budget schedule for review and adoption of the subsequent year's operating and capital budgets. The proposed 2025 budget schedule is included for review. The proposed schedule does allow for some flexibility provided key dates are met.

August will kick off the public process for the 2025 budget with a workshop session planned for August 14, 2024, to discuss issues, goals & assumptions. This will be the first opportunity to discuss proposed rates and expenses for the upcoming year. Time in August will also be made available to any Commissioner wishing to discuss the 2025 budget outlook, status or potential issues individually.

Draft budgets and proposals will be presented and discussed with the Commission at workshops and business meetings from September to November. Public Hearings will be held where appropriate. The Jefferson County Assessor will be invited to present information on both the regular and IDD property tax levies.

Final adoption of the budget is proposed for November 13, 2024. Actual adoption of the budget must occur no later than December 2, 2024, per RCW 53.35.045.

Additional detailed information is available on the MRSC (Municipal Research and Services Center) website.

<https://mrsc.org/explore-topics/economic-development/ports/port-district-resources#budgets>

### **FISCAL IMPACT**

NA

### **RECOMMENDATION**

Motion to adopt the 2025 Budget Proposed Schedule