



STAFF REPORT

TO: Board of Commissioners
FROM: Suzy Watkins, Harbor Director
DATE: April 26, 2022
SUBJECT: Draft Update of Policy Handbook – 3020 Budget Preparation

Recommendation / Proposed Motion

- **Recommendation:** Review and approve proposed updates to Policy 3020-Budget Preparation.
- **Motion:** Approve proposed updates to Policy 3020 – Budget Preparation.

Policy Implications

Updates budget procedures to match current practice.

Fiscal Implications / Budget Status

- None at this time.

Alternatives Considered

The following actions were considered but are not recommended at this time:

- None at this time.

Discussion

Staff has prepared the recommended update to Policy 3020-Budget Preparation, last reconfirmed on February 25, 2014. Updates include revisions to process dates, title change to Harbor Director, and title change from special projects to major maintenance.

Staff recommends approval of the proposed updates to District Policy 3020 Budget Preparation to incorporate current practices.

Attachment(s): 1. Draft Policy 3020 Budget Preparation