

PORT OF SEATTLE
MEMORANDUM

COMMISSION AGENDA
STAFF BRIEFING

Item No. 7d

Date of Meeting September 30, 2014

DATE: September 11, 2014
TO: Tay Yoshitani, Chief Executive Officer
FROM: Dan Thomas, Chief Financial & Administrative Officer
Ralph Graves, Managing Director, Capital Development Division
Michael Tong, Corporate Budget Manager
SUBJECT: 2015 Corporate and CDD Budgets Briefing

SYNOPSIS

The purpose of this briefing is to discuss the 2015 Corporate and Capital Development Division preliminary budgets.

BACKGROUND

The Port is preparing the 2015 budget. The budget process includes setting up and testing new budget modules in the budget system, budget user training, department and division 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, publishing the preliminary budget for public comments, adopting 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.

On September 30, 2014, staff will brief the Commission on the Corporate and Capital Development Division budgets.

ATTACHMENTS TO THIS BRIEFING

- PowerPoint Presentation.

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

- September 11, 2014 – 2015 Payroll Budget Assumptions Briefing
- August 19, 2014 – 2015 Tourism and OSR Strategies/Programs Discussion.
- August 5, 2014 – 2015 Seaport and Real Estate Business Plans Discussion.
- July 29, 2014 – 2015 Aviation Business Plan Discussion.
- June 10, 2014 – Briefing on 2015 Business Plan and Budget Process.