

PORT OF SEATTLE
MEMORANDUM

COMMISSION AGENDA
STAFF BRIEFING

Item No. 7a
Date of Meeting May 12, 2015

DATE: April 24, 2015
TO: Ted Fick, Chief Executive Officer
FROM: Dan Thomas, Chief Financial Officer
Michael Tong, Corporate Budget Manager
SUBJECT: 2016 Business Plan and Budget Process Briefing

SYNOPSIS

The purpose of this presentation is to brief the Commission on the upcoming 2016 business plan and budget process.

BACKGROUND

The Port is preparing the 2016 business plan and will begin to work on the 2016 budget soon. The business plan and budget process includes department and division strategic and business planning, setting up and testing new budget modules in the budget system, budget user training, 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 May 12, 2015, staff will brief the Commission on the 2016 business plan and budget process and schedule, and provide an opportunity for Commission input and discussion of the process.

ATTACHMENTS TO THIS BRIEFING

- PowerPoint presentation.

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

- None