

**PORT OF SEATTLE**  
**MEMORANDUM**

**COMMISSION AGENDA**  
**STAFF BRIEFING**

<b>Item No.</b>	<u>7d</u>
<b>Date of Meeting</b>	<u>October 13, 2015</u>

**DATE:** September 28, 2015  
**TO:** Ted Fick, Chief Executive Officer  
**FROM:** Dan Thomas, Chief Financial Officer  
Ralph Graves, Senior Director, Capital Development  
Peter Garlock, Chief Information Officer, Information Technology  
**SUBJECT:** 2016 Capital Development and Corporate Capital Budgets Briefing

**SYNOPSIS**

The purpose of this briefing is to discuss the proposed 2016 Capital Development budget and Corporate Capital budget with the Commission.

**BACKGROUND**

The Port is preparing the 2016 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 October 13, staff will discuss with the Commission the proposed 2016 Capital Development and Corporate Capital budgets.

**ATTACHMENTS TO THIS BRIEFING**

- PowerPoint Presentation.

**PREVIOUS COMMISSION ACTIONS OR BRIEFINGS**

- September 22, 2015 – 2016 Corporate Budget Briefing.
- September 8, 2015 – 2016 Economic Development Business Plan Discussion.
- September 8, 2015 – 2016 Key Budget Assumptions Briefing.
- July 9, 2015 – 2016 Maritime Business Plan Discussion.
- May 26, 2015 – 2016 Aviation Business Plans Discussion.
- May 12, 2015 – 2016 Business Plan and Budget Process Briefing.