

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

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

**Item No.** 7c  
**Date of Meeting** September 13, 2016

**DATE:** August 26, 2016  
**TO:** Ted Fick, Chief Executive Officer  
**FROM:** Dan Thomas, Chief Financial Officer  
Dave Caplan, Sr. Director Strategic Initiatives  
**SUBJECT:** 2017 Budget Overview Briefing

**SYNOPSIS**

The purpose of this briefing is to discuss with the Commission the 2017 budget process, Strategic Positioning for Growth (SPG) budgeting initiative outcome, and key expense initiatives for the 2017 budget.

**BACKGROUND**

The Port is preparing the 2017 budget. The budget process includes setting up and testing new budget modules in the budget system, budget user training, division and department 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 13, 2016, staff will discuss with the Commission the 2017 budget process, the outcome of Strategic for Growth budgeting initiative, and key expense initiatives for the 2017 budget.

**ATTACHMENTS TO THIS BRIEFING**

- PowerPoint

**PREVIOUS COMMISSION ACTIONS OR BRIEFINGS**

- August 19, 2016 – Provided briefing document regarding key budget assumptions for 2017
- July 26, 2016 – Long-Range Plan Update, Century Agenda Dashboard Overview, and Budget Considerations beyond the Long-Range Plan.
- June 14, 2016 – Strategic Positioning for Growth Budgeting Initiative.