

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

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

**Item No.** 7a  
**Date of Meeting** October 10, 2016

**DATE:** September 22, 2016  
**TO:** Ted Fick, Chief Executive Officer  
**FROM:** Dan Thomas, Chief Financial Officer  
**SUBJECT:** 2017 Operating Division Budgets Briefing – Aviation, Maritime, and Economic Development

**SYNOPSIS**

The purpose of this briefing is to discuss with the Commission the 2017 preliminary operating and capital budgets for the operating divisions.

**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 October 10, 2016, staff will discuss with the Commission the 2017 preliminary budget for the Aviation, Maritime, and Economic Development divisions.

**ATTACHMENTS TO THIS BRIEFING**

- PowerPoint

**PREVIOUS COMMISSION ACTIONS OR BRIEFINGS**

- September 27, 2016 – 2017 Corporate Budget Briefing
- September 13, 2016 – 2017 Budget Overview Briefing
- 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.