

PORT OF SEATTLE
MEMORANDUM

COMMISSION AGENDA – STAFF BRIEFING

Item No.	<u>9b</u>
Date of Meeting	<u>August 11, 2009</u>

DATE: July 28, 2009

TO: Tay Yoshitani, Chief Executive Officer

FROM: Michael Tong, Corporate Budget Manager

SUBJECT: 2010 Budget - Key Assumptions and Guidelines Discussion

BACKGROUND

On August 11, 2009, staff will discuss with the Commission key assumptions and guidelines to be used in preparing the 2010 budget.