

PORT OF SEATTLE
MEMORANDUM

COMMISSION AGENDA – STAFF BRIEFING

Item No. 7b

Date of Meeting September 28, 2010

DATE: September 20, 2010

TO: Tay Yoshitani, Chief Executive Officer

FROM: David Soike, Director, Aviation Facilities and Capital Program
Boni Buringrud, Finance & Budget Manager, Seaport Division
Michael Tong, Corporate Budget Manager

SUBJECT: 2011 Preliminary Capital Budget Briefing

The Port is preparing the 2011 budget. The process includes publishing budget guidelines, Executive review, Commission review, public comment, and the preparation of the budget document. On September 28, 2010 staff will brief the Commission on the Aviation, Seaport, Real Estate, and Corporate Capital Budgets.