

PORT OF SEATTLE
MEMORANDUM

COMMISSION AGENDA – STAFF BRIEFING

Item No. 7d

Date of Meeting November 2, 2010

DATE: October 28, 2010

TO: Tay Yoshitani, Chief Executive Officer

FROM: Dan Thomas, Chief Financial and Administrative Officer
Michael Tong, Corporate Budget Manager

SUBJECT: 2011 Preliminary 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 November 2, 2010 division and Corporate staff will brief the Commission on several adjustments made on the budgets since the last round table operating budget discussion on October 5. Staff will also provide a follow-up briefing on tax levy.