

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

**COMMISSION AGENDA – STAFF BRIEFING**

<b>Item No.</b>	<u>7a</u>
<b>Date of Meeting</b>	<u>August 17, 2010</u>

**DATE:** July 27, 2010

**TO:** Tay Yoshitani, Chief Executive Officer

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

**SUBJECT:** 2011 Budget - Key Assumptions and Guidelines Discussion

**BACKGROUND**

On August 17, 2010, staff will discuss with the Commission key assumptions and guidelines to be used in preparing the 2011 budget.