

PORT OF SEATTLE
MEMORANDUM

COMMISSION AGENDA – STAFF BRIEFING

Item No.	<u>7b</u>
Date of Meeting	<u>October 4, 2011</u>

DATE: September 28, 2011

TO: Tay Yoshitani, Chief Executive Officer

FROM: Borgan Anderson, Senior Manager, Aviation Finance & Budget
Boni Buringrud, Finance & Budget Manager, Seaport Division
Peter Garlock, Chief Information Officer
Kim Albert, Senior Manager, ICT Business Services
Michael Tong, Corporate Budget Manager

SUBJECT: 2012 Preliminary Capital Budget Briefing

BACKGROUND

The Port is preparing the 2012 budget. The process includes publishing budget guidelines, Executive review, Commission review, public comment, and the preparation of the budget document.

On October 4, 2011 staff will provide a follow-up briefing on the capital budgets.

OTHER DOCUMENTS ASSOCIATED WITH THIS BRIEFING:

- PowerPoint presentation.