



COMMISSION SPECIAL MEETING AGENDA

October 8, 2024

To be held virtually via MS Teams and in person at the Seattle-Tacoma International Airport – Conference Center, International Room, located at 17801 International Blvd, Seattle WA, Mezzanine Level. You may view the full meeting live at meetings.portseattle.org. To listen live, call in at +1 (425) 660-9954 or (833) 209-2690 and Conference ID 785 450 387#

ORDER OF BUSINESS

► 12:00 noon – PUBLIC SESSION

Reconvene or Call to Order and Pledge of Allegiance

3. **APPROVAL OF THE AGENDA** *(at this time, commissioners may reorder, add, or remove items from the agenda)*

4. SPECIAL ORDERS OF THE DAY

4a. Proclamation Declaring the Second Monday in October as Indigenous People's Day for the Port of Seattle.
(proclamation enclosed) (p.3)

5. EXECUTIVE DIRECTOR'S REPORT

6. COMMITTEE REPORTS

7. **PUBLIC COMMENT** – *procedures available online at <https://www.portseattle.org/page/public-comment-port-commission-meetings>*

During the regular order of business, those wishing to provide public comment (in accordance with the Commission's bylaws) on Commission agenda items or on topics related to the conduct of Port business will have the opportunity to:

1) Deliver public comment via email: All written comments received by email to commission-public-records@portseattle.org will be distributed to commissioners and attached to the approved minutes. Written comments are accepted three days prior to the meeting and before 9 a.m. on the day of the meeting. Late written comments received after the meeting, but no later than the day following the meeting, will be included as part of the meeting record.

2) Deliver public comment via phone or Microsoft Teams conference: To take advantage of this option, please email commission-public-records@portseattle.org with your name and agenda item or topic related to the conduct of Port business you wish to speak to by 9:00 a.m. PT on Tuesday, October 8, 2024. ***(Please be advised that public comment is limited to agenda items and topics related to the conduct of Port business only.)*** You will then be provided with instructions and a link to join the Teams meeting.

3) Deliver public comment in person by signing up to speak on your arrival to the physical meeting location: To take advantage of this option, please arrive at least 15 minutes prior to the start of any regular meeting to sign-up on the public comment sheet available at the entrance to the meeting room to speak on agenda items and topics related to the conduct of Port business.

For additional information, please contact commission-public-records@portseattle.org.

8. CONSENT AGENDA (*consent agenda items are adopted by one motion without discussion*)

8a. Approval of Minutes of the Regular Meeting of September 24, 2024. **(no enclosure)**

8b. Monthly Notification of Prior Executive Director Delegation Actions September 2024.
(memo enclosed) – For Information Only. **(p.6)**

8c. Authorization for the Executive Director to Convey a Port-Owned K9 to its Handler.
(memo and agreement enclosed) **(p.9)**

8d. Order No. 2024-11: An Order Amending the Deadline for the Youth Maritime Career Launch Program, Supporting Program Updates, and Requiring a Program Evaluation. **(order and presentation enclosed)**
(p.12)

10. NEW BUSINESS

10a. Order No. 2024-12: An Order to Prepare and Submit Documentation to the Federal Aviation Administration to Designate North SeaTac Park for Recreational Uses, as Outlined in the 2024 Federal Aviation Administration Reauthorization Act. **(order enclosed)**
(p.18)

11. PRESENTATIONS AND STAFF REPORTS

11a. South King County Community Impact Fund Program Briefing.
(memo and presentation enclosed) **(p.21)**

11b. Economic Development Division Operating and Capital Budgets Briefing.
(memo and presentation enclosed) **(p.50)**

12. QUESTIONS on REFERRAL to COMMITTEE and CLOSING COMMENTS

13. ADJOURNMENT



PROCLAMATION OF THE PORT OF SEATTLE COMMISSION

WHEREAS, the Port of Seattle recognizes that Indigenous Peoples of the lands that would later become known as the Americas have occupied these lands since time immemorial; and

WHEREAS, the Port of Seattle recognizes that King County is built upon the homelands and villages of the Indigenous People of this region, without whom the building of the county and the port would not have been possible; and

WHEREAS, the Port of Seattle values the many contributions made to our organization through Indigenous People's knowledge, labor, technology, science, philosophy, arts and the deep cultural contributions that have substantially shaped our region; and

WHEREAS, the Port of Seattle has a responsibility to oppose systematic racism toward Indigenous People, which perpetuates high rates of poverty and income inequality, exacerbating disproportionate health, education and social crises; and

WHEREAS, the Port of Seattle promotes closing the equity gap through formal Tribal partnerships, proper concurrence, policies and practices that reflect the experiences of Indigenous Peoples, ensuring greater access and opportunity, and honoring our Nation's indigenous roots, history and contributions; and

WHEREAS, the Port of Seattle is fortunate to have Memorandums of Agreement and ongoing partnership work with the Suquamish Indian Tribe and the Muckleshoot Indian Tribe, our Port of Seattle Native American Committee, and employees from Tribes through the United States that work in various sections in our organization; and

WHEREAS, many Port of Seattle leaders and departments are focused on improving Tribal Relations and shifting from transactions with Tribes to legacy partnerships and relationships with the Tribal Sovereign Nations that enrich our work and have lasting positive impacts on our personal lives; and

WHEREAS, the Port of Seattle strongly supports the opportunity to celebrate the thriving cultures and values of the Indigenous People of our region, and throughout the Country.

NOW, THEREFORE BE IT RESOLVED, the Port of Seattle Commission declares the second Monday in October as Indigenous People’s Day for the Port of Seattle, which will be honored in 2024 on October 14, and every second Monday in October thereafter, and reaffirms the Port’s commitment to promote the well-being and growth of our Indigenous partners and the Indigenous community.

Proclaimed by the Port of Seattle Commission this 8th day of October 2024.

Port of Seattle Commission

Port of Seattle Commission

**Item 8a - MINUTES TO BE APPROVED
DISTRIBUTED UNDER SEPARATE COVER**



**COMMISSION
AGENDA MEMORANDUM
FOR INFORMATION ONLY**

Item No. 8b
Date of Meeting October 8, 2024

DATE: October 8, 2024
TO: Stephen P. Metruck, Executive Director
FROM: Karen R. Goon, Deputy Executive Director

SUBJECT: Monthly Notification of Prior Executive Director Delegation Actions September 2024

APPROVAL SUMMARY

Notification of the following Executive Director delegated approvals that occurred in September 2024.

Category of Approval	Request#	Description of Approvals August 2024	Category Amount
Projects & Associated Contracts	1382-2024	Bagwell Ramps Improvement Project (BRIP)	\$1,180,868.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	1327-2024	MOA between Port of Seattle and City of Seattle RPO	\$30,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	1290-2024	Cybersecurity Testing & Compliance Consultant Contract Authorization	\$375,000.00
Real Property Agreement		No Approvals in September	\$0.00
Utilization of Port Crews		No Approvals in September	\$0.00
Sale of Surplus Port Property		No Approvals in September	\$0.00
Total Value of Executive Director Approvals			\$ 1,585,868.00

TRANSPARENCY:

In approving the delegations for the Executive Director, the Commission requested that staff ensure transparency is built into the process. As a result, staff will make approvals visible to the public in two ways. First, these types of approvals will be made visible in public Commission meetings via monthly reporting like this one. Approvals are both timed and designed to be visible in a similar manner to the monthly Claims and Obligations reporting. Second, staff will publish these delegations in a PeopleSoft formatted report on the Port website in the same manner that all procurements, contracts, and other opportunities are made available to public communities.

Meeting Date: October 8, 2024

BACKGROUND:

On January 24, 2023, the Commission approved and adopted Resolution No. 3810 that repealed related prior resolutions and increased the previously delegated Commission authority to the Executive Director and provided clarity in process directives to port staff. The approval made the Delegation of Responsibility and Authority to the Executive Director (DORA) effective on April 3, 2023.

The foundation for Resolution No. 3810 included significant data analysis, employee surveys, and internal audit recommendation. Resolution No. 3810 also aligns with the Port Century Agenda in that it helps make the Port a more effective public agency. Considerations and checks and balances have been built into the associated processes of Executive Director approvals including a high bar of transparency.

Following significant analysis and multiple Commission reviews, the Commission approved the DORA on January 24, 2023. That reporting memo is available for review on the Port website under the January 24, 2023, Commission public meeting, and it provides detailed reasoning and explanation of Resolution No. 3810.

PORT OF SEATTLE POLICE DEPARTMENT

RETIRED SERVICE ANIMAL HOLD-HARMLESS AGREEMENT

INSTRUCTIONS: Sections I and II of this form are to be completed by the Property Officer (PO) or Program Manager (PM) in cases where POSPD wishes to transfer or donate retired service animals. The recipient/donee should read Section III carefully and initial each statement, as they are assuming important obligations and surrendering potentially important legal rights. All provisions of the agreement must be agreed to in order to receive the Retired Service Animal described below. Once completed with the required signatures, the PO/PM will retain and maintain the original agreement with other Service Animal paperwork. Copies of the agreement are provided to the Recipient/Donor.

SECTION I: Recipient/Donor Information

Name: Ian Maxwell		Work Phone: [REDACTED]	Home Phone: [REDACTED]	
Current Street Address: [REDACTED]	Apt. No. [REDACTED]	City: DuPont	State: WA	Zip Code: 98327

SECTION II: Retired Service Animal Information

Name: Rocky	Service No.: M662	Type of Animal: Explosive Detection	Breed: Labrador Retriever	Color: Black	Age: 10
Markings: none	Reason For Retirement from Government Service: Age of 10. Handler leaving to join BDU.				

SECTION III: Agreement. I, the Recipient / Donor (check one), declare and agree to the following in connection with the Government's transfer or donation to me of the Animal (Retired Service Animal) described above.

Initial icm	I have been trained and employed as an animal handler, responsible for and having worked with animals, such as the one being donated to me, on a daily basis. I declare that I am thoroughly familiar with the Animal's health, discipline, propensities, and capabilities. Further, I declare that I have successfully completed all required training and have a handler certification, and I represent and declare that I am competent and qualified to handle the Animal.
Initial icm	I understand that the Animal will be retired from Government service for the reasons described above. I agree to accept the above Animal as is and in the Animal's current state. I have reviewed the file materials maintained about the Animal. I understand that the United States makes no warranties, express or implied, regarding the Animal's physical fitness, health, or competence.
Initial icm	I agree to assume full personal, financial, and legal responsibility for maintenance and care of the Animal, including any expenses for veterinary treatments, from this day forward. I understand and anticipate that veterinary treatment will be necessary. I promise to provide a good home to the Animal and to provide at my expense, such food, grooming, personal attention, veterinary treatment, and other care as may be necessary and humane to assure a peaceful and happy retirement for the Animal.
Initial icm	In exchange for the transfer of ownership of the Animal from the United States to me, I agree to release from liability and hold harmless the United States, the Department of Homeland Security, the Transportation Security Administration, and any employee of the Government free from any further obligation or liability to me, my family, my heirs, assignees, executors, or administrators for any personal injury or property loss or damage which may be caused by, relating to, or involving the Animal.
Initial icm	I agree to indemnify the United States for any claim, liability, loss, damage, cost, or expense for lawsuits, claims, fines, or judgments arising by reason of personal injury or property loss or damage caused, relating to, or involving the Animal from this day forward.

Recipient Name (Printed): Ian Maxwell	Signature: 	Date: 7/1/2024
Port of Seattle PO/Program Manager (Printed): Cindr A. Depolo 317	Signature: 	Date: 7-19-2024 008



**COMMISSION
AGENDA MEMORANDUM**

Item No. 8c

ACTION ITEM

Date of Meeting October 8, 2024

DATE: July 18, 2024

TO: Stephen P. Metruck, Executive Director

FROM: Andrew Depolo, Patrol Commander

SUBJECT: Authorization for Conveyance of Retired Port-Owned K9 Rocky to Handler

Amount of this request: \$0.00

Total estimated project cost: \$0.00

ACTION REQUESTED

Request Commission authorization for the Executive Director to convey a Port-owned K9 to its handler.

EXECUTIVE SUMMARY

On November 21, 2023, the Port of Seattle Commission adopted Resolution No. 3816 which authorized the Executive Director to sell and convey port personal property in 2024 in accordance with RCW 53.08.090 with a value not greater than \$22,000. Port Policy AC-13 restricts Port-owned property from being conveyed to Port employees unless approved by the Commission. In this case, there is basis for an exception as explained in the Justification section and conveyances of K9s to their handlers as a standard industry practice. The Executive Director will work to develop a more permanent process for Commission consideration and approval in the near future. In the case of K9 Rocky and conveyance to his handler, time is of the essence given the circumstances of his handler’s selection to a different specialty unit and K9 Rocky’s age and/or service life.

Retirement of TSA-owned canines follows their established retirement process which has been modeled by the Port of Seattle. Retiring Port-owned K9s to their handlers is an established practice. The Commission has authorized this at least twice before.

JUSTIFICATION

The typical service life of a canine ranges widely, mostly dependent on the canine’s health, and can range anywhere from 1-10 years. Once a canine is eligible to retire, organizations including the TSA offer the first right of refusal to the current handler. If that handler declines, the dog is offered to the previous handler and so forth. If no one wants to adopt the canine, it is returned to the vendor or adopted to friends and/or co-workers.

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Retirement eligibility of a canine is determined by several factors which can include but is not limited to age, health, medical cost, and/or behavior. Required paperwork includes a letter from the veterinarian, official department request and hold harmless documentation.

Port Policy AC-13 contains a provision that informs of the best approach to enable transfer of a retired Port Police service K9 to its handler. AC-13 paragraph .05 states that: “Surplus property must not be sold/transferred to any Port Commissioner or Port employee or to members of their immediate families unless specific approval of the Port Commission is obtained. For example, a retiring police officer with at least five years of service will be provided the officer’s assigned service weapon along with a display box as authorized by the Commission via the provision of a collective bargaining agreement.”

At this time, we are seeking authorization for Officer Ian Maxwell’s K9 Rocky to be retired from active duty as an explosive detection canine. Officer Maxwell is leaving the K9 unit and joining the Bomb Disposal Unit where he is not allowed to continue his previous K9 officer activities. K9 Rocky is approximately ten years of age. K9 Rocky has reached his service life and could not be expected to remain operationally effective much longer. It would not be cost effective to re-assign him to another handler. K9 Rocky has reached an age which a significant number of health issues would be expected. This would result in abnormally high veterinary cost and/or other associated health cost. His handler has agreed to adopt him and has completed the Release of Liability and Hold Harmless Agreement for Retired Service Animals.

Schedule

Upon approval of authorization by the Commission, the retirement of K9 Rocky will be effective August 11, 2024.

ALTERNATIVES AND IMPLICATIONS CONSIDERED

Alternative 1 – Reassignment of K9 Rocky to another handler.

Cost Implications: Unknown cost associated with health.

Pros: Reassignment of K9 Rocky provides a handler with a dog familiar with explosive odor that does not require any initial training.

Cons: K9 Rocky has reached the end of his service life (1-10 years) meaning he cannot be expected to remain operationally effective much longer. Reassignment of K9 Rocky requires a K9, who has only known one handler, to learn, adjust, and work with a new handler. The time and effort associated with a new handler and K9 Rocky learning to work together would not be efficient. Significant health concerns are expected with K9 Rocky’s age resulting in an unknown number of veterinary bills or other associated cost, such as specialty food or medications.

This is not the recommended alternative.

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Alternative 2 – Retire and release all interest of K9 Rocky and allow for his handler to adopt him.

Cost Implications: \$0

Pros: The Port will not be liable for any cost or care for K9 Rocky. He will be adopted by his former handler who would assume all costs associated with his care and provide a healthy and safe home for the dog.

Cons: None

This is the recommended alternative.

FINANCIAL IMPLICATIONS

The department is not requesting any funds for this authorization.

ATTACHMENTS TO THIS REQUEST

- (1) POSPD Hold Harmless Agreement

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

January 4, 2022 – The Commission authorized retirement and conveyance of Port-owned K9 Ty to the handler.

July 26, 2022- The Commission authorized retirement and conveyance of Port-owned K9 Merlin to the handler.

**PORT OF SEATTLE
Order No. 2024-11**

AN ORDER OF THE PORT OF SEATTLE COMMISSION

... amending the deadline for the Youth Maritime Career Launch, supporting program updates, and requiring program evaluation.]

**PROPOSED
OCTOBER 8, 2024**

INTRODUCTION

This order will modify and extend the Youth Career Launch pilot program through Dec. 31, 2025. In February 2022, the Commission enacted a three-year Youth Career Launch Order (2022-02) to determine how to implement a permanent and sustainable youth employment program that connects young people between the ages of 16-24; to provide Workforce Development preparation and launch opportunities in port-related industries; and to align with other Port, regional and state priorities. In April 2022, the Commission added \$2 million to the pilot fund to bring the total to \$4.1 million (2022-05) and directed Port staff to return in 2024 to report on program evaluation and recommendations. The current order expires Dec. 31, 2024.

TEXT OF THE ORDER

The Port Commission directs the Executive Director, or designee, to:

1. Extend the Youth Career Launch pilot an additional year until Dec. 31, 2025.
2. Support the Workforce Development team’s recommendations for updates to the program:
 - a. Continue working closely with community partners to implement the Youth Maritime Career Launch internships with additional time for proof of concept in the third year of the pilot.
 - b. Expand the use of up to 30 percent of the 2025 Youth Career Launch funds to provide maritime career services and post-secondary education to those over 24 years old who are near-Port, structurally excluded or otherwise priority communities.
 - c. Provide maritime post-secondary education as a pilot to ensure youth (18-24) have the necessary skills before starting internships and adults are prepared when seeking high-wage maritime careers.

45 3. Conduct a program evaluation in 2025 to determine alignment with the current Workforce
46 Development Resolution and Policy Directive. The evaluation shall include a review of
47 program metrics and outcomes to inform the recommendation from the Executive Director
48 as to whether the program should be adopted as permanent core programming in Workforce
49 Development.

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STATEMENT IN SUPPORT OF THE ORDER

53 The Youth Career Launch has since been renamed Youth Maritime Career Launch with the first
54 pilot programs beginning in January 2023. Urban League and Maritime Blue provided 21 youth
55 with internships in 2023 and are continuing to offer training, internships, wrap around supports,
56 etc., to youth 18-24. Modifications to the program are necessary to enhance participant
57 preparedness and youth access to high-demand maritime occupations. Staff propose including
58 participants over the age of 24 in maritime career services in 2025, given this is the sole source of
59 Port maritime workforce development funds, and industry workforce demands cannot be met by
60 18- to 24-year-olds alone. The Commission believes this type of programming offers a great
61 opportunity to connect near-port communities to port-related employers and see value in allowing
62 community partners and Port staff more time to deliver the services and evaluate results.

Workforce Development Office of Equity, Diversity, and Inclusion

2025 Youth Maritime Career Launch
Extension Order 2024-11

October 8, 2024

Background

- Established by Commission Orders 2022-02 and 2022-05 authorizing OEDI to manage this project from April 2022 to Dec. 2024 with a budget of \$4.1M to support maritime-focused career launch opportunities.
- Youth Maritime Career Launch (YMCL), has provided a guided pathway to entry-level maritime careers for young adults (18-24) furthest away from opportunity.

Outcomes

- 40 Youth Maritime Career Launch enrollments
- 25 Training completions
- 21 Internship placements
- \$19.54 Hourly wage

Demographics

- 72% BIPOC
- 15% Women
- 13% Non-binary



Youth Maritime Career Launch Order 2024-11

This current order expires Dec. 31, 2024. Port staff and community partners require more time to evaluate program effectiveness and deliver services. OEDI proposes an extension of YMCL for an additional year until Dec. 31, 2025. Extending YMCL will provide the Port with time to test modifications, such as:

- **Increase Participant Preparedness**

Prepare YMCL interns with post-secondary education prior to YMCL internship start date. (Order 2022-02)

examples include:

- Boot Camps
- Pre-Apprenticeships
- Additional trainings, certifications & qualifications (i.e., TWIC, MMC, SCTW, OSHA 10, sea time accumulation)

- **Refine Youth Maritime Career Launch**

- Increase involvement of employers with in-demand occupations.
- Re-focus on DEI training for employers and management.
- Streamline at-sea and shoreside collaboration between Maritime Blue and Urban League.

- **Expand beyond 18-24 year olds**

Include up to 30% of 2025 funds for adults over 24.

- Focus on near-Port communities, structurally excluded, native communities, re-entry population and veterans.
- Internships remain for youth (18-24) only.

Thank you to our 2024 partners!



COMPASS
COURSES



Urban League of
Metropolitan Seattle



**PORT OF SEATTLE
ORDER 2024-12**

AN ORDER OF THE PORT OF SEATTLE COMMISSION

... to prepare documentation to designate North SeaTac Park for recreational uses, as outlined in the 2024 Federal Aviation Administration Reauthorization Act.

**PROPOSED
OCTOBER 8, 2024**

INTRODUCTION

The Port of Seattle is deeply committed to ensuring the long-term sustainability of the lands, waters, and wildlife in the Puget Sound region as well as the quality of life for local residents. In particular, the Port Commission sees North SeaTac Park as an important natural asset for the environment, for recreation, and for community use.

To that end, the Port partnered with the Washington Congressional delegation to successfully advocate for the inclusion of language in the 2024 Federal Aviation Administration (FAA) Reauthorization Act to allow for “community use of airport land.” Section 706 of the legislation specifically allows the Port to “permanently restrict the use of airport property to compatible recreational and public park use” provided that it meets certain criteria.

To utilize the flexibility provided by this new federal legislation, the airport must provide the FAA with written certification that the property meets the requirements laid out in the legislation. As such, the Commission directs the Executive Director to undertake the process described in Section 706 with the goal of retaining North SeaTac Park as a community asset.

TEXT OF THE ORDER

The Port Commission hereby directs the Executive Director to undertake the Port activities necessary to meet the requirements described in Section 706 of the FAA Reauthorization Act of 2024, entitled “Community Use of Airport Land”, in order to meet all requirements of the legislative provision necessary to “permanently restrict the use of airport property to compatible recreational and public park use” with respect to any or all of the North SeaTac Park property owned by the Port of Seattle.

STATEMENT IN SUPPORT OF THE ORDER

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The Port and its neighbors are committed to a shared vision of a sustainable, equitable and prosperous region. As part of that commitment, the Port and the surrounding communities both acknowledge the essential importance of parks and open space – as a key ingredient to provide clean air, to protect against climate change, and to allow for recreational and community uses that contribute to human health and quality of life. North SeaTac Park, property owned by the Port of Seattle, is a core part of that effort.

To that end, the 2024 Federal Aviation Administration Reauthorization Act contains a provision that allows for the Port to preserve North SeaTac Park for such uses. In particular, Section 706 – “Community Use of Airport Land” – states that “the sponsor of a public-use airport shall not be considered to be...in violation of a grant assurance...or under any other provision of law...solely because the sponsor has—

- (A) entered into an agreement, including a revised agreement, with a local government providing for the use of airport property for an interim compatible recreational purpose at below fair market value; or
- (B) permanently restricted the use of airport property to compatible recreational and public park use without paying or otherwise obtaining payment of fair market value for the property.

- To qualify under this provision, the airport property must meet certain criteria, including that:
- The airport property was purchased using funds from a Federal grant for acquiring land issued prior to January 1, 1989;
 - The airport property has been continuously leased or licensed through a written agreement with a governmental entity or non-profit entity for recreational or public park uses since July 1, 2003;
 - The airport sponsor has provided a written statement to the Administrator that the property restricted for a recreational use is not currently needed and is not expected to be needed for any aeronautical use in the future;
 - The recreational purpose will not impact the aeronautical use of the airport;
 - The airport sponsor provides a certification that the sponsor is not responsible for preparation, startup, operations, maintenance, or any other costs associated with the recreational purpose; and
 - The recreational purpose is consistent with Federal land use compatibility criteria related to airport operations.

In addition, under Section 706, the property must be leased to a local government entity or non-profit entity to operate and maintain the property at no cost to the airport sponsor; or be sold to a local government entity subject to a permanent deed restriction ensuring compatible airport use. Beyond the Port meeting the criteria of Section 706, restriction of the property for

87 recreational or park use does not require the review or approval of the FAA or the U.S. Secretary
88 of Transportation.

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90 As the work directed by this Order continues, the Port Commission looks forward to further
91 conversations about future use of North SeaTac Park as part of its ongoing discussions with Port
92 leadership, the City of SeaTac, and community stakeholders.

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COMMISSION
AGENDA MEMORANDUM

Item No. 11a

BRIEFING ITEM

Date of Meeting October 8, 2024

DATE: October 2, 2024

TO: Stephen P. Metruck, Executive Director

FROM: Bookda Gheisar, Senior Director, Office of Equity, Diversity, and Inclusion
Pearse Edwards, Senior Director, External Relations

SUBJECT: South King County Community Impact Fund Program Briefing

EXECUTIVE SUMMARY

In 2019, the Port Commission authorized \$10 million over five years to build partnerships with near airport communities with the goal of advancing equity and access to economic opportunity. In 2020, the Port launched the South King County Community Impact Fund (SKCCIF) to support three primary programs – Economic Recovery, Environmental Improvement Projects, and Women and Minority-Owned Business Enterprises (WMBE) support. SKCCIF is co-managed by the Office of Equity, Diversity, and Inclusion (OEDI) and External Relations.

Commission Order 2021-12 authorized the Executive Director to conduct an evaluation and develop recommendations for the future re-authorization of the program before the end of the initial five-year period. The Evaluation highlighted the impact of the SKCCIF, reflecting the positive economic and environmental outcomes of the Port’s financial investments in communities in South King County.

From 2020-2024, the SKCCIF procured four funding cycles to contract with community-based non-profit organizations. A total of \$9.25 million has been committed to a total of 52 community-based organizations.

Given the success of the program and needs of the communities the Port serves, staff is proposing a new five-year program to contract with community-based programs for a total of \$14 million from 2025-2029. The restructured program is proposed to:

- Refocus the Economic Recovery program to fund projects that advance economic opportunity instead of projects focused on recovering from the impact of the pandemic. Recovery from the pandemic is no longer applicable, and communities are in need of ways to expand and advance economic stability and opportunity. In refocusing this program, we would rebrand as “Economic Opportunities for Communities;”

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- Expand the geographical region of where we fund to areas of King County that are identified by the Equity Index as having the greatest need; and,
- Continue funding programs in the six near-airport cities and to identify how applications focused on programs in those cities will receive priority status.

SKCCIF Programs Evaluation 2020-2024

The evaluation of programs consisted of:

- OEDI engaged Community Attributes Inc. (CAI) in analyzing reports provided by each contractor, supplemented by interviews of contractors. OEDI staff and CAI mined contractors' reports submitted from 2021 through 2024. CAI aggregated reported outcomes and impacts by type of impact (placements, etc.). Total contract values were compared to outcomes and impacts to understand approximate, scalable benefits.
- External Relations engaged Siliana Consulting in a community outreach, engagement, and capacity building contract. Siliana Consulting also conducted a landscape analysis through interviews and focus group to get a better understanding of how SKCCIF is making a difference to community-based organizations (CBOs) and identifying specific areas for improvement. Siliana Consulting LLC sampled 38 CBOs and made calls to representatives from each partner to get their views and concerns on the SKCCIF.
- OEDI engaged Contacto Consulting (Victoria García Tamayo) from November 2022 to May 2023 to document what aspects of SKCCIF have worked and where there are areas for improvement to positively impact advancing the Port's Century Agenda. The assessment relied on a literature review, a brief examination of similar funds at other ports across the country, a review of internal documents, in-depth qualitative interviews with 25 key internal and external constituents, and an online survey. Interview participants included Port staff, as well as CBO staff, community liaisons and reviewers, and consultants who have contracted with the Fund. Community applicants, funded and unfunded, were representative of both programs and of different types of contracted partners.

OEDI and External Relations, with support from Legal and CPO, have made the following changes based on the community input we received:

- CBOs reported challenges in getting their programs off the ground without any capital startup funds. As a result, this change was implemented: 25% of the yearly funding provided within 30 days of the start of contract for Economic Recovery funded projects, starting with Cycle 4.
- OEDI learned after the first round of funding about the staff time and resources organizations had put into applying for funds as well as the length of time necessary to execute contracts with the Port. We learned that a broader range of funding amount and timeline will allow maximum impact to program development. This change includes providing a minimum and maximum contract amount per portfolio.
- The Port of Seattle achieved a policy change by lowering the Environmental Grants Program mandate match from 3:1 to 2:1.

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- Gained the opportunity for community reviewers with subject matter expertise to participate throughout the consensus process from start to end.
- OEDI developed a cohort learning model and conducted regular partner meetings with Economic Recovery partners to discuss best practices, shared learning and networking to amplify impact.
- OEDI proposed a new program model to support organizations to better understand and gain experience in Port related industries. This new model will involve a three-tiered program for organizations with: 1) Little to no experience or knowledge about Port Industries, 2) Some experience or knowledge about Port Industries, and 3) A lot of experience or knowledge about Port Industries. Segmenting organizations based on their level of experience in Port related industries workforce development will allow OEDI to design more specific strategies to support partners and to ensure their success.
- OEDI, CPO, and Legal have been engaged in a Process Improvement design to simplify and streamline the application process. We have spent significant time together supported by our CPI team to identify the most challenging and time-consuming steps in the process and are currently engaging a consultant to support the development of templates that supports organizations during the application process.

Funding Impact

Since its inception, SKCCIF investments have been creating valued assets for both communities with the greatest need as well as the Port, including:

- Fostering Port connections and new partnerships with BIPOC-led community-based organizations and investing in structurally excluded, impacted communities of color.
- Establishing port-related career education and training and creating access to job and internship placements.
- Increasing opportunities for WMBE contracts with the Port as primes and subs, by removing barriers for participation and supporting small businesses in the competitive process.
- Building capacity and building trust with BIPOC community members in Port programs as compensated community liaisons and as reviewers in the contract selection process.
- Enhancing livability, improving greenspaces, restoring forests and parks, and fostering community ownership of parks and community gathering spaces.

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Cycles 1-4 committed a total of \$9.25 million in communities in South King County.

Funded Areas	# Partners	# Projects	Total Funds Committed
Economic Recovery	26	34	\$ 6,674,591.00
Environmental	26	43	\$ 1,422,348.00
WMBE	N/A	7	\$ 760,000.00
Community Outreach and Capacity Building; (over 4 years)	N/A	N/A	\$400,000.00
TOTAL	52	84	\$ 9,256,939.00

A. Economic Recovery Program Evaluation: 70% of total SKCCIF funds

With ties to all of Washington’s key economic sectors and connections to more than 500 employers operating at our facilities, the Port is uniquely positioned to create diverse talent pathways of well-trained and equipped professionals who can access and secure quality, family-wage careers at the Port and in port-related industries.

The Economic Recovery Program funds projects with outcomes related to workforce development, job creation, and/or economic recovery solutions in the port-related industries of aviation, construction, maritime and green jobs/green careers. Applicants must be a certified 501C(3) nonprofit organization or 501C(6) (chambers of commerce); a community coalition, or group may apply but they must have a licensed nonprofit partner serve as their fiscal sponsor. Projects must serve those who are economically distressed.

Economic Recovery offers multi-year awards to applicants for projects spanning one, two, or three years. The vast majority (95%) of applicants request multi-year funding (2 or 3 years). The minimum multi-year request is \$60,000 and the maximum is \$250,000. Multi-year funding increases the impact of the Port’s community investments and helps to support sustainable project planning and implementation. Altogether, Economic Recovery (Cycles 1-4) committed \$6.6M to 26 partners and 34 projects to increase access to economic opportunities through careers in port-related industries.

Port investments with and in communities closes the wage, income, and wealth gap for people and families often excluded from opportunity and ultimately contributes to an enhanced quality of life for near airport communities. Since 2021, Economic Recovery partners from Cycles 1-3 have been well-established in South King County, served a broad range of ages (spanning from youth in high school to older adults), and have strong relationships and community connections with ethnically diverse groups. These partner organizations were uniquely positioned to provide effective and culturally relevant programming and training to prepare and equip community members to access and secure quality, family-wage careers with the Port and in port-related industries. Overall, there was an equal distribution of focus among all four industries with

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organizations also focusing on small businesses and port employers. Table 1 displays Economic Recovery outcomes from Cycles 1-3 and the associated costs per program participant.

Table 1. Economic Recovery Program Evaluation (Cycles 1-3)

	21-22	22-23	23-24	Total
Organizations Contracted	10	12	18	40
		Distinctive Organizations:		21
Job placements	156	450	306	912
Pre-apprenticeship	153	78	141	372
Apprenticeships	-	8	-	8
Internships	110	20	32	162
Job or internship retention	144	354	603	1,101
Placement & Retention Total	563	910	1,082	2,555
Trainings & workshops	132	718	519	1,369
Opportunity Youth MA program	-	27	49	76
Participants /trained	984	759	282	2,025
Clients served	724	1,586	1,305	3,615
Contracts' Value	\$951,882	\$2,994,955	\$1,258,877	\$5,205,714
Cost per Placement & Retention	\$1,691	\$3,291	\$1,163	\$2,037
Cost per Clients served	\$1,315	\$1,888	\$965	\$1,440

B. Environmental Impact and Outcomes: 20% of total SKCCIF Funds

The Environmental Grants Program supports projects to improve the environment in near-airport communities of Burien, Des Moines, Federal Way, Normandy Park, SeaTac, and Tukwila. Community-led groups are invited to apply for funding for activities such as: public space improvements (including parks, school playgrounds, or public square); equipment or artwork installations; or neighborhood or environmental stewardship and restoration projects.

Communities in South King County disproportionately experience environmental harm due to a long history of inequitable land use practices and economic displacement that have pushed marginalized communities farther south. Through funding and partnerships with community-based organizations, the Environmental Grants Program drives the Port’s investment in projects within cities around the airport to enhance livability, improve green spaces, and restore forests. The SKCCIF Environmental Grants Program expands the reach of the successful Airport Community Ecology (ACE) program into more communities that surround Seattle-Tacoma International Airport (SEA).

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The Environmental Grants Program offers multi-year awards to applicants for projects spanning one, two, or three years for up to \$20,000 per year and not to exceed \$60,000 for multi-year funding. The multi-year funding element increases the impact of the Port’s community investments and helps to support sustainable project planning and implementation. Environmental Grants (Cycles 1-4) committed \$1.2M to 32 partners and 43 projects to improve the environment in near-airport communities.

Table 2. Environmental Program Outcomes (Cycles 1-4)

Cycle	1	2	3	4	TOTAL
Projects Contracted	14	18	5	6	43

Organizations Funded	32
BIPOC-Led Organizations	47%
Projects Completed	18
Trees Planted	650+
Volunteer Hours	3000+
Community Education Hours	3200+
Parks Restored	27

C. WMBE Support Impact and Outcomes: 10% of total SKCCIF funds

SKCCIF supports many women and minority owned business enterprises (WMBE) and Small Businesses through the Diversity in Contracting department in the Economic Development Division. Program goals focus on increasing WMBE’s knowledge of how to navigate the Port, city, state and federal contractual processes. Other programs provide WMBE entrepreneurs with mentors, especially for small businesses still impacted by COVID-19. Funded projects include an Interlocal Agreement (ILA) with Highline Small Business Development Center, Advanced PortGen Series, and the Business Accelerator Mentorship program, which develops the capacity of WMBE firms to partner with the Port.

The SKCCIF invests in programs to remove barriers, build and foster capacity of businesses, and grow WMBE participation on Port contracts. The investments include \$760,000 to fund three WMBE programs: Interlocal Agreement (ILA) with Highline College’s Small Business Development Center (SBDC); the PortGen Business Accelerator (10-Week Mentorship Program); an annual series of online technical assistance workshops through Advanced PortGen.

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D. Port of Seattle Internal Transformation and Outcomes

The Port of Seattle’s commitment to equity has resulted in significant program improvements to the SKCCIF, including:

- **Capital startup funds:** 25% of the yearly funding provided within 30 days of the start of contract for Economic Recovery funded projects, starting with Cycle 4.
- **Multi-year funding:** A broader range of funding amounts and timelines to allow maximum impact to program development, including providing a minimum and maximum contract amount per portfolio.
- **Match Requirement:** Achieved a Washington State policy change, lowering the Environmental Grants Program mandate match from 3:1 to 2:1.
- **Community reviewers:** Compensated community members participate throughout the consensus process.
- **Cohort learning model:** Regular partner meetings with Economic Recovery partners to discuss best practices, shared learning, and networking to amplify impact.
- **Increased community engagement and relationships with new communities:** Port staff and Siliana Consulting added 18 informational sessions and 26 technical support sessions in multiple languages and conducted three symposiums attended by over 200 community members to strengthen outreach and capacity building.

Incorporating Feedback from Communities

In 2023, we conducted a survey to SKCCIF partners, and in 2024, we held several listening sessions in Tukwila, Beacon Hill, and Kent. A total of 99 people attended these sessions and offered the following feedback.

- People appreciated the Port taking the time to share information on these topics, particularly equity-based budgeting.
- There was interest about small business opportunities with the Port, particularly about working at and around SEA. Information needs to be more widely available and accessible.
- Port-related workforce development programs (i.e. SKCCIF Economic Recovery) need to continue focusing on communities with limited access to those programs.
- Match requirements for Port-contracts (Environmental Grants Program) continue to be a barrier, although organizations appreciated the reduction from 3:1 to 2:1.

The Future of South King County Community Impact

The first iteration of the SKCCIF created new and innovative ways for the Port to invest in its communities. The SKCCIF allowed the Port to build new relationships with key community members and leaders, particularly with organizations serving and led by people of color. These relationships have resulted in improvements in public spaces, innovative workforce training programs, and new leadership opportunities for airport communities to engage with the Port during critical decision-making processes. The next chapter allows for the Port to leverage what we have learned to deepen our community relationships and broaden our impact. We aim to

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establish new relationships and partnerships in near Port communities and communities with a low Equity Index score.

The next phase will build on the successes of the program and will adjust based on the lessons learned from the program's challenges. Through the SKCCIF, the Port has not only invested in near-airport communities to advance equity and foster community building, but also created a framework to deepen its impact and reach new communities to advance the Port's economic and environmental sustainability goals.

Moving forward, we propose to expand the geographical region of SKCCIF to fund areas of King County that are identified by the Equity Index as having the greatest need. We envision this as follows.

Priority region: SKCCIF commits to continuing to fund the six cities of Burien, Tukwila, SeaTac, Normandy Park, Des Moines, and Federal Way. The Economic Opportunity Program will offer priority to organizations with an office in the six cities who are serving people who live and/or work in the six cities. The Environmental Program will prioritize projects located in the six near-airport cities.

Eligible Region: Based on Equity Index data, there is a large region in King County with a low equity score. This means there are many communities within the Port's jurisdiction experiencing economic and environmental inequities that could benefit from SKCCIF investments. This expanded funding area includes the original six cities and part or all of the following cities: South Seattle, White Center, Bryn Mawr-Skyway, Renton, Kent, Auburn, Algona, and Pacific. Within this eligible region:

- 56% of residents are BIPOC (vs. 41% countywide)
- 29% are foreign-born (vs. 25% countywide)
- 8% are English language learners (vs. 4% countywide)
- 12% poverty rate (vs. 8% countywide)

In addition to the Equity Index, we are considering where people live versus where they work. Of all the workers in SeaTac and the other five cities that SKCCIF contracts served, **only 17% of those workers live in those six cities (see Image 1)**. The workforce that serves the six South King cities creates a much larger laborshed, one that stretches north into South Seattle, Renton, Kent and Auburn, and well eastward through the southern half of King County. Additionally, residents in the six SKCCIF-funded cities predominately work outside of those cities (see Image 2). **Nearly 80% of workers in those six cities work elsewhere, most notably in Renton, Kent, Auburn, and South Seattle**

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South King County Community Impact Fund 2.0 MODEL – Economic Opportunities for Communities

The Economic Recovery Program has received feedback from partners about challenges meeting program outcome requirements. OEDI and External Relations have re-assessed program models and communications to ensure clear, accurate information and expectations are made available to partners and potential partners. OEDI and External Relations are also ensuring program goals and objectives are within the allowable RCW authority, while being responsive to community needs.

In SKCCIF 2.0, we propose shifting from a “one-size-fits-all” model to a tiered approach, allowing multiple access points for organizations to be eligible for funding (see Table 3 below). Organizations will be grouped into two tracks. Organizations that fall into Track 1, Tier A are those that are well embedded in the communities they serve but have little to no experience or knowledge of port-related industries. In this track, we will work closely with these organizations to build their capacity to provide industry-specific programming and training to community members with a goal of expanding our reach and network of partners while also building port-related expertise. Over time, this will allow organizations to move to Track 2.

In Track 2, there are two tiers of organizations. Tier B is for organizations with a moderate amount of experience and knowledge of port-related industries and have existing WFD programs focused on those industries. Tier C organizations are those who are experts in port-related industries and are interested in scaling up their existing programming.

This tiered approach will allow us to achieve several goals. One, we will build and expand the capacity of community-based organizations to operate port-related workforce development programs. Two, we will grow and strengthen a community of practice among these organizations, creating a strategic, collaborative approach to port-related WFD. Three, we will increase outreach, education, and exposure to careers in port-related industries, especially in communities that are largely underrepresented in these industries – communities of color, immigrant communities, women, and low-income communities. Four, we will advance our efforts to diversify port-related industries and grow the next generation of the workforce in these industries.

Financial Implications

The funding for the SKCCIF is sourced by a tax levy. The budget request of \$14 million for the next five years (2025 – 2029) is an increase over the past funding of \$10 million (2020 – 2024). Evenly distributed, this will result in an \$800,000 increase per year for the next five years. Given the program’s success, the need to expand the geographic reach of the program’s services, and the potential to create an even greater impact in the region we serve, this is a sound, worthwhile investment

Meeting Date: October 8, 2024

ATTACHMENTS TO THIS BRIEFING

- 1) Presentation Slides

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

- 1) October 10, 2023 – Commission briefing on South King County Fund
- 2) September 13, 2022 – Authorization of South King County Fund Cycle 3
- 3) July 27, 2021 – The Commission authorized \$2 million for the South King County Fund for 2021.
- 4) April 28, 2020 – The Commission approved Motion 2020-10 to add economic development to the permissible uses for the South King County Fund, in support of local recovery from the COVID-19 pandemic.
- 5) June 25, 2019 – The Commission approved Motion 2019-10, adopting principals to guide outreach and development of the South King County policy.
- 6) November 27, 2018 – The Commission approved Motion 2018-14, establishing the South King County Fund.

**COMMUNITY
IS
STRENGTH.**

Agenda Item: 11a_supp
Meeting Date: October 8, 2024

South King County Community Impact Fund 2.0

Port of Seattle Commission Meeting
October 8, 2024



Agenda

1. Overview
2. Outcomes
3. Proposed Improvements
4. Next Steps + Discussion



SKCCIF Mission + Vision

MISSION

The Port removes systemic barriers and enhances the quality of life for structurally excluded communities. We do so by increasing access to living wage jobs in Port-related industries, improving public spaces, and investing in community-led projects.

VISION

SKCCIF is a model for partnerships that address structural inequities, creates thriving communities, and advances equity for all.



Executive Summary: Programs

Program	Scope of Work	Length + Amount
Economic Recovery <i>70% of total SKCCIF funds</i>	Workforce development, job creation programs, or economic recovery solutions in Port or port-related industries (Aviation, Construction, Maritime, and Green jobs/Green Careers)	Single and multi-year projects (up to 3 years) \$60k (single year), up to \$250k (multi-year)
Environmental Grants <i>20% of total SKCCIF Funds</i>	Community-led projects within airport cities to enhance livability, improve green spaces, and restore forests; includes public space improvements (parks, school playgrounds, or public square); equipment or artwork installations; or neighborhood or environmental stewardship and restoration projects	Single and multi-year projects (up to 3 years) \$20k (single year), up to \$60k (multi-year) <i>Requires 2:1 match</i>
WMBE <i>10% of total SKCCIF Funds</i>	Interlocal agreement, consultant, and staffing to remove barriers, build and foster capacity of businesses and grow WMBE participation on Port contracts: <ul style="list-style-type: none"> - Highline College Small Business Development Center (SBDC) - PortGen Business Accelerator (10-Week Mentorship Program) - Advanced PortGen Technical Assistance workshops 	\$760,000 for 5 years



Executive Summary: Investments

From 2020-2024, the South King County Community Impact Fund procured four funding cycles to contract with community-based non-profit organizations.

Cycles 1-4 committed a total of \$9.25 million:

Funded Areas	# Partners	# Projects	Total Funds Committed
Economic Recovery	26	34	\$6,674,591
Environmental	26	43	\$1,422,348
WMBE	N/A	7	\$760,000
Capacity Building (over 4 years)	N/A	N/A	\$400,000
TOTAL	52	84	\$9,256,939

Program Outcomes: Economic Recovery

Workforce training and job placement in Port sectors

Cycles 1-4:

Distinctive nonprofit orgs

26

Projects

34

Organization	Aviation	Construction	Green Jobs	Maritime	Small Business	General
Aerospace Joint Apprenticeship Committees (AJAC)	•	•	•	•		
African Chamber of Commerce PNW					•	
African Community Housing & Development (ACHD)	•	•	•	•		
Asian Counselling & Referring Services	•	•	•	•		
BIPOC Apostrophe	•	•		•		
Boys & Girls Club of King County			•			
Business Ending Slavery and Trafficking (BEST)	•	•	•	•		
CARES of Washington	•	•	•	•		
Casa Latina		•				
Chief Seattle Club			•			
El Centro de la Raza (to date)	•	•	•	•		
Evergreen (Seattle) Goodwill	•		•			
Key Tech Labs			•			
Latino Civic Alliance (LCA)		•	•	•		
Neighborhood House	•					
Partner in Employment	•		•			
Puget Sound Welcome Back Center						•
Serve Ethiopians WA	•					
Washington Maritime Blue				•		
World Relief Seattle						•
Your Money Matters Mentoring (YMMM)		•				

Program Outcomes: Economic Recovery

Placements + Clients Served

Cycles 1-3:

Received Port-related career services

3,615

Average Hourly Pay Range

\$17-\$34

Received job/internship placement

2,555

SKCCIF Contractors' Outcomes

	21-22	22-23	23-24	Total
Organizations Contracted	10	12	18	40
		Distinctive Organizations:		21
Job placements	156	450	306	912
Pre-apprenticeship	153	78	141	372
Apprenticeships	-	8	-	8
Internships	110	20	32	162
Job or internship retention	144	354	603	1,101
Placement & Retention Total	563	910	1,082	2,555
Trainings & workshops	132	718	519	1,369
Opportunity Youth MA program	-	27	49	76
Participants /trained	984	759	282	2,025
Clients served	724	1,586	1,305	3,615
Contracts' Value	\$951,882	\$2,994,955	\$1,258,877	\$5,205,714
Cost per Placement & Retention	\$1,691	\$3,291	\$1,163	\$2,037
Cost per Clients served	\$1,315	\$1,888	\$965	\$1,440

Program Outcomes: Environmental Program



32
**Organizations
Funded**
47% BIPOC-LED
ORGANIZATIONS



44
Projects
18 COMPLETED
650+ TREES
PLANTED
3200+ VOLUNTEER
HOURS LOGGED
3200+ EDUCATION
+ TRAINING HOURS



14
**Park Stewards
Working in
Green Jobs**



27
**Parks
Restored**



WMBE/Small Business Support Programs



Interlocal Agreement (ILA):
Highline College Small Business
Development Center (SBDC)



Advanced PortGen Workshop
Series



PortGen: Business Accelerator
Mentorship Program



Overall Outcomes

- Direct support of WMBE businesses in South King County and English as a Second Language (ESL)
- Business development through workshops
- Enhanced understanding of contracting with the Port
- Expansion of Port's Vendor Connect supplier database
- Increased WMBE Businesses pursuing Port contracts as a Prime or Subcontractor
- Continued partnership with SBDC and Soundside Alliance cities

Community Outreach 2020-2024

12

Community Reviewers

for Cycles 3 + 4



6

Community Liaisons



Process Improvements Based on Community Input 2020-2024

Capital Startup Funds

25% of the yearly funding provided within 30 days of the start of contract for Economic Recovery funded projects, starting with Cycle 4

Multi-Year Funding

A broader range of funding amounts and timelines to allow maximum impact to program development, includes providing a minimum and maximum contract amount per portfolio

Match Requirement

Achieved a policy change by lowering the Environmental Grants Program mandate match from 3:1 to 2:1

Community Reviewers

Opportunity for community reviewers to participate throughout the consensus process from start to end

Cohort Learning Model

Regular partner meetings with Economic Recovery partners to discuss best practices, shared learning and networking to amplify impact

Changes Moving Forward Based on Community Input

Increase Program Accessibility	Increase information and TA and sessions during the RFP process	Offer “first time applicant” workshops	Simplify/shorten the contracting process
Expand Investments	Use the Port Equity Index to drive investments	Many communities in SKC are experiencing inequity	Opportunity to build capacity in under-resourced areas
Continue Building Community	SKC Fund creates a space for environmental education	Foster community ownership in public spaces	Continue to build partnerships in ways that didn’t previously exist

Proposed Funding for SKCCIF 2.0 - \$14 million



Strengthen relationships with diverse communities



Expand geographical eligibility in King County



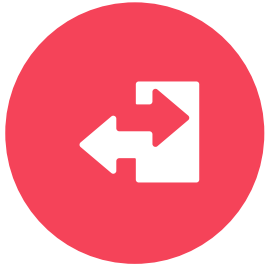
Prioritize support and funding in the six near-airport cities



Increase and sustain environmental improvements

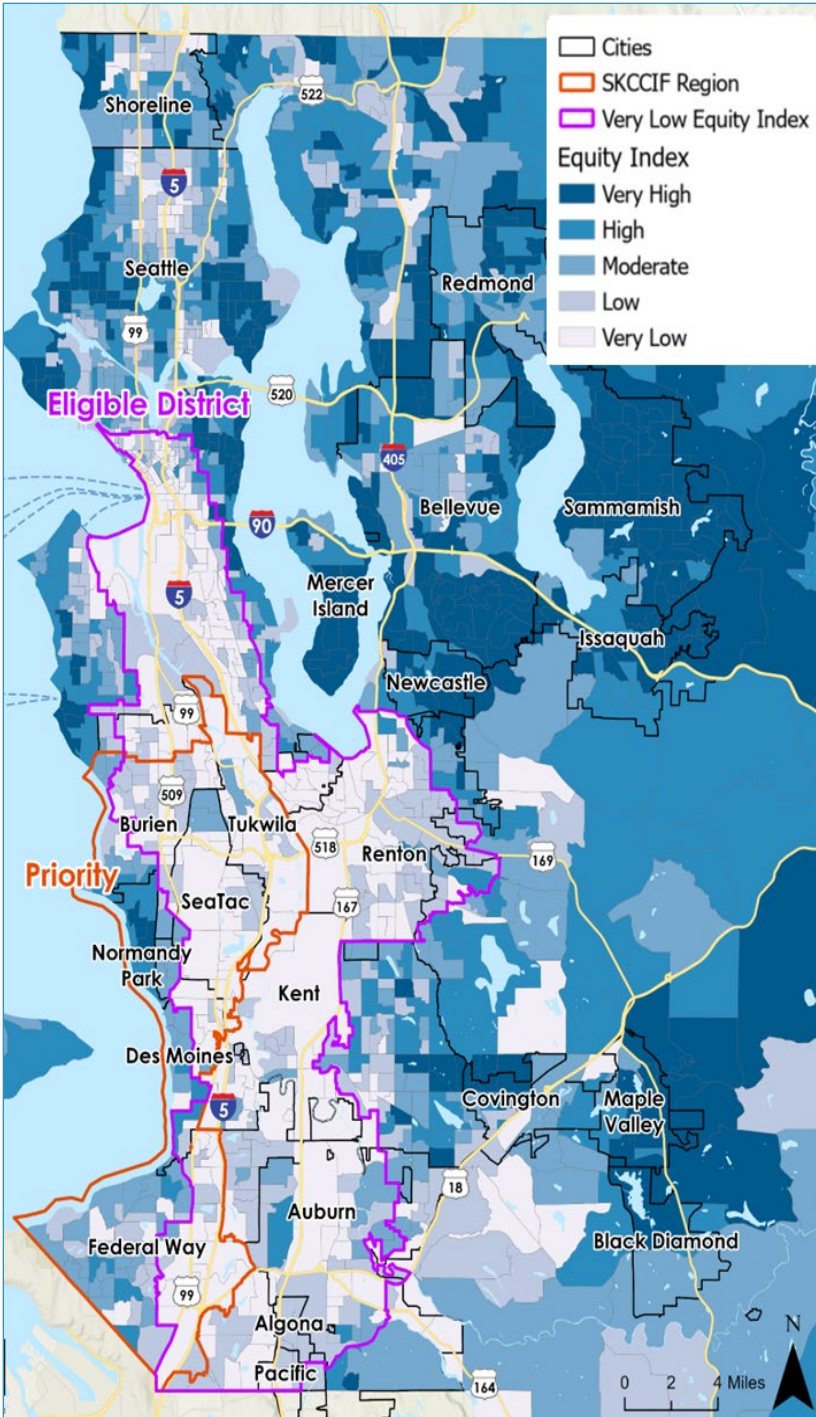


Support more WMBE and Small Businesses



Redesign model of Economic Recovery program

Expand Geographic Eligibility in King County



Priority Region

- Burien
- Tukwila
- SeaTac
- Normandy Park
- Des Moines
- Federal Way



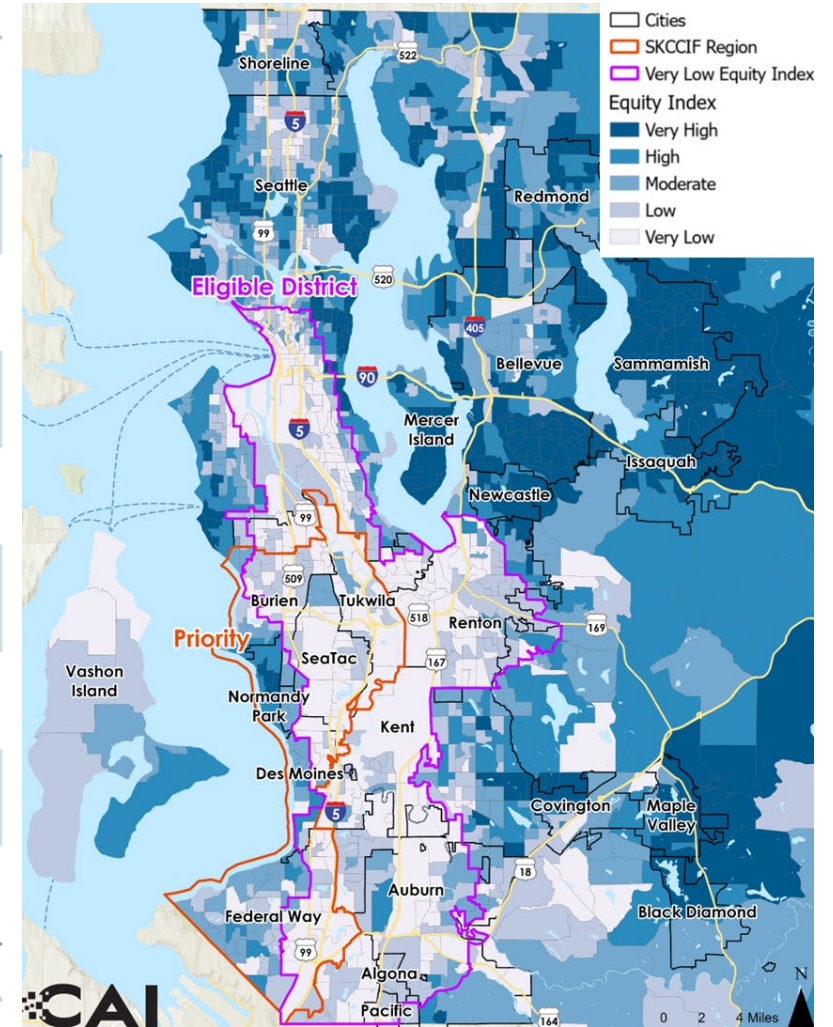
Eligible Region

- South Seattle
- White Center
- Bryn Mawr-Skyway
- Renton
- Duwamish Valley
- Kent
- Algona
- Pacific

Equity Concerns Countywide

Metric	SKCIFI Region*	Very Low Equity Index	King County
Non-White Residents	53%	55%	41%
Foreign-Born	28%	29%	25%
English Language Learners	9%	10%	4%
Poverty Rate	10%	12%	8%
Toxic Risk	2,954.45	8,145.27	4,208.09
PM 2.5	6.93	6.90	6.89
Asthma Rate	3.48	3.65	2.83
Urban Tree Canopy	33%	27%	33%

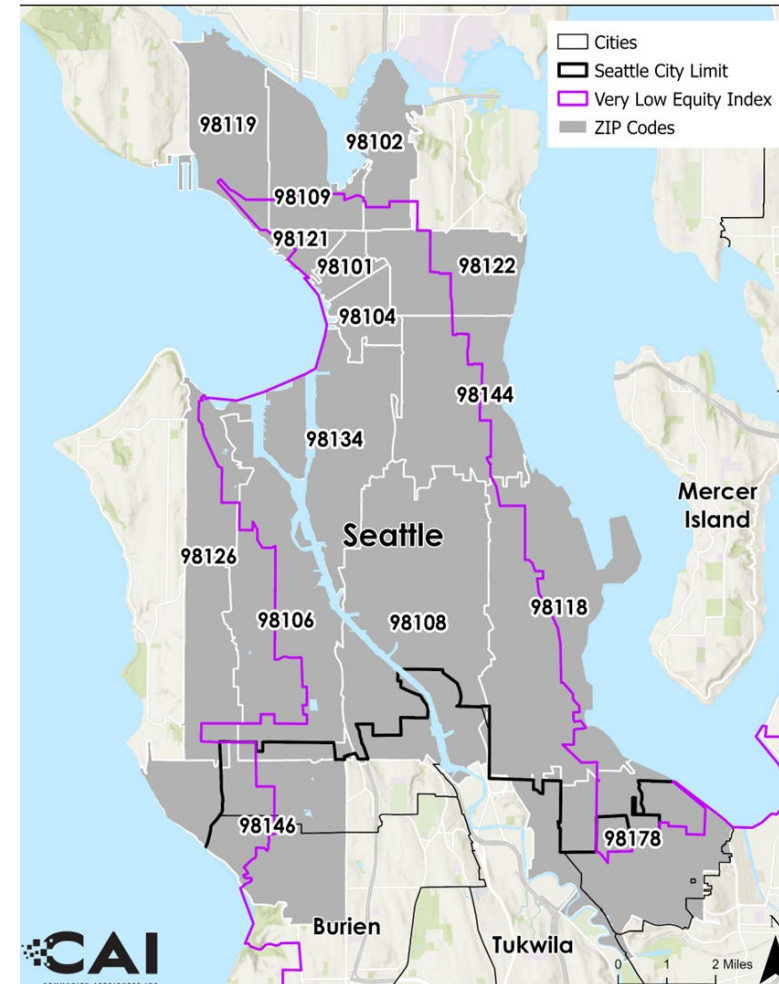
*Burien, Tukwila, SeaTac, Normandy Park, Des Moines, and Federal Way.



Equity Concerns Countywide

ZIP Code	Seattle City Limits		Eligible District	
	Completely Within	Partially Within	Completely Within	Partially Within
98101	X		X	
98102	X			X
98104	X		X	
98106	X			X
98108		X	X	
98109	X			X
98118	X			X
98119	X			X
98121	X			X
98122	X			X
98126	X			X
98134	X		X	
98144	X			X
98146		X		X
98178		X		X
Total	12	3	4	11

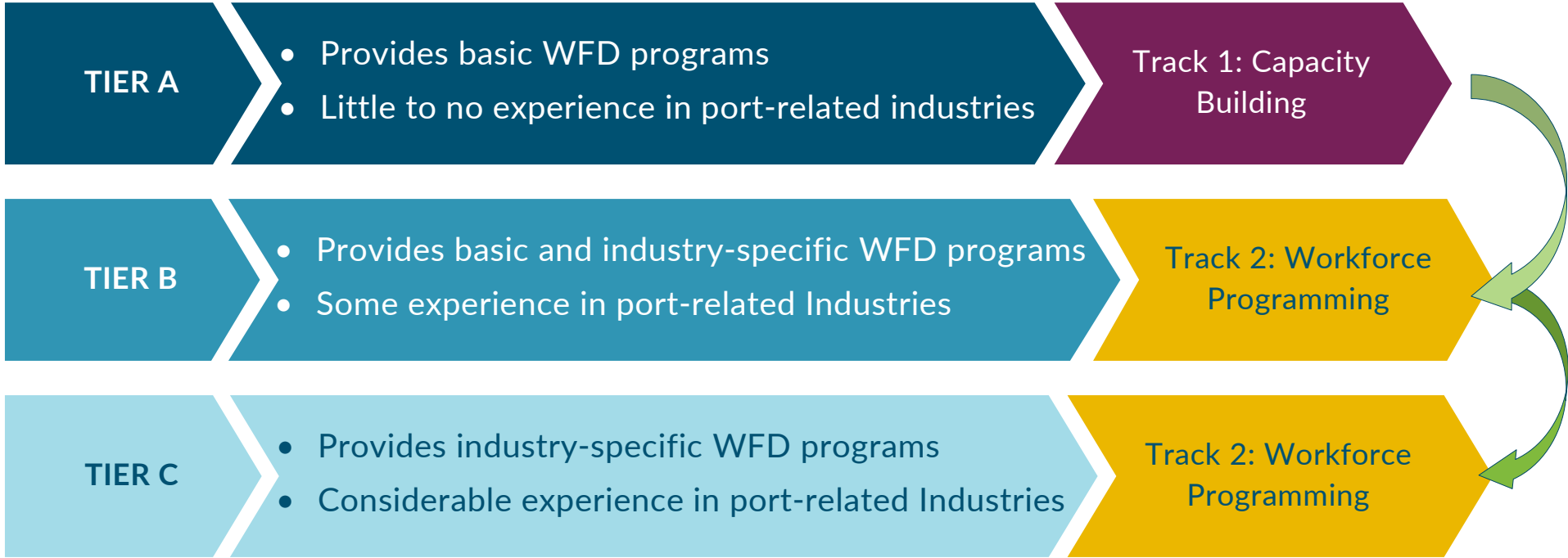
ZIP Codes Within Seattle City Limits and Very Low Equity Index



SKCCIF 2.0 - Program Model Improvements

Key Changes:

- Shifting from a "one-size-fits-all" model to tiered approach
- Providing industry-specific technical support



Next Steps

Commission Meeting

October 22, 2024

Outreach + Engagement

Q4 2024 until the release of RFP

Release RFPs

Economic Opportunities for Communities

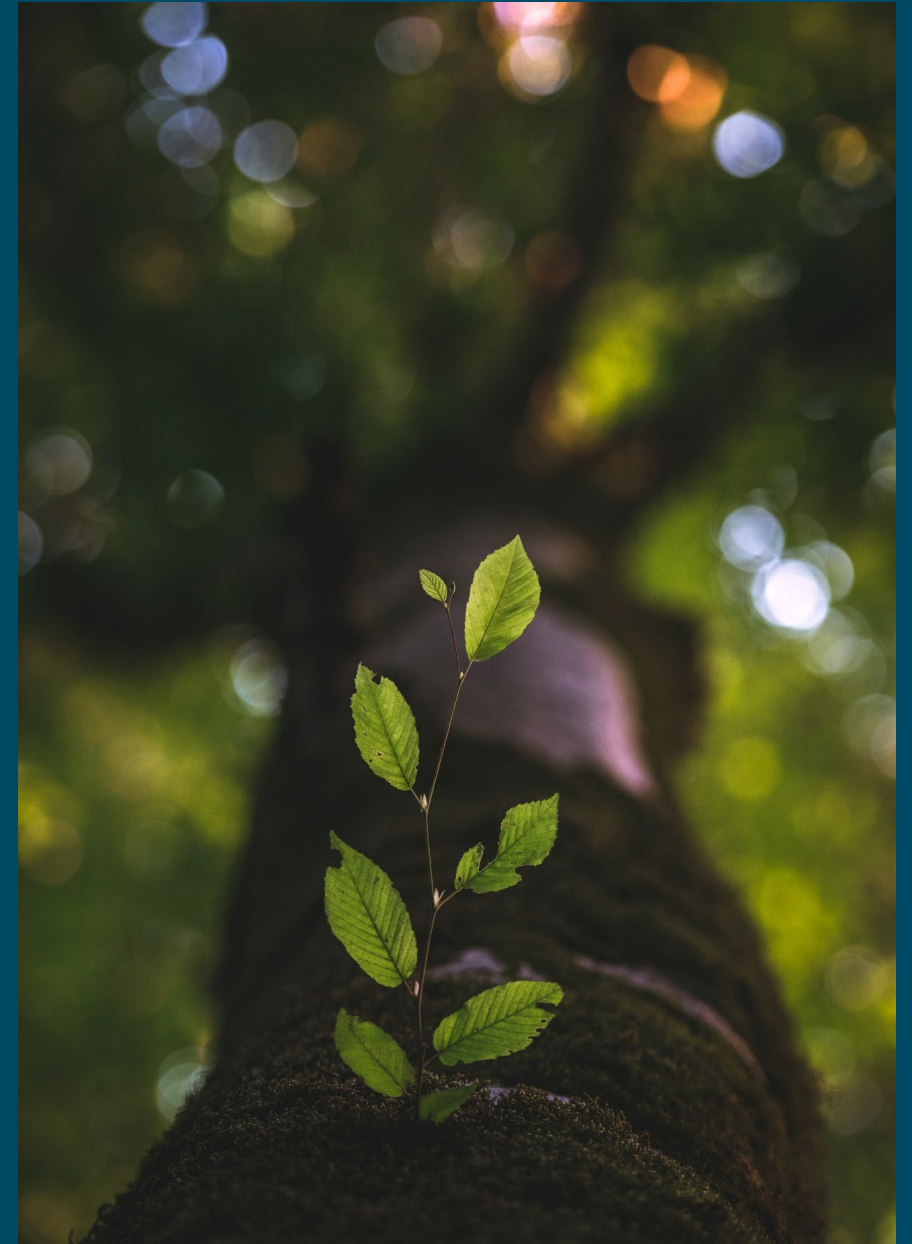
- Track 1 RFP: March 2025
- Track 2 RFP: July 2025

Environmental Program

- Cycle 5 RFP: September 2025

Thank You

Questions? Perspectives? Discussion.





**COMMISSION
AGENDA MEMORANDUM**

Item No. 11b

BRIEFING ITEM

Date of Meeting October 8, 2024

DATE: September 20, 2024

TO: Stephen P. Metruck, Executive Director

FROM: Kyra Lise, Interim Managing Director, Economic Development Division
Kelly Zupan, Director, Seaport Finance & Budget

SUBJECT: 2025 EDD Operating Budget Briefing

EXECUTIVE SUMMARY

The purpose of this briefing is to discuss with the Commission the 2025 preliminary operating budget for Economic Development Division. Staff would also like to seek the Commission feedback on the preliminary budgets.

This is one of a series of budget briefings to the Commission starting from June. Staff plans to discuss the three operating divisions' operating and capital budgets on October 8, 2024, and the 2025 Tax Levy and Draft Plan of Finance on October 22, 2024, prior to the formal Commission reviews and approvals of the 2025 budget in November.

ATTACHMENTS TO THIS BRIEFING

- (1) Presentation slides

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

- September 24, 2024 – Central Services 2025 Preliminary Budget and Port-wide Rollup Briefing
- July 23, 2024 – 2025 Budget Development Briefing
- June 26, 2024 – Commission 2025 Budget Planning Retreat

Economic Development Division

Item No. 11b supp

Date of Meeting: October 8, 2024



- 2025 Preliminary Budget
- October 8, 2024

2025 PRIORITIES

BUILD ACQUIRE REAL ESTATE

- Construct the Maritime Innovation Center and T-91 Uplands Facilities
- Support SEA Real Estate Needs and Opportunities!
- Look to maximize utilization of existing seaport properties for both Maritime and Northwest Seaport Alliance

TAKE DIVERSITY IN CONTRACTING PROGRAM TO THE NEXT LEVEL

SUPPORT IMPACTFUL ECONOMIC AND EQUITABLE DEVELOPMENT PARTNERSHIPS

- Tourism
- Chamber Community Business Connector
- Maritime Blue
- Greater Seattle Partners
- City Partnerships



SWOT Analysis – Economic Development Division



- Port Commission committed to Equitable Economic & RE Development.
- Port grant partnerships advance equity and regional economic development.
- Talented, connected and respected team.

- Policies and regulations impacts Port efficiency and competitiveness.
- Leadership Succession.
- Diversity in Contracting impacted by staff/institutional biases.

- MInC and other new facilities can drive maritime industry sustainability.
- Room for improvement re: Port funded small biz initiatives.
- Ecotourism and Responsible Tourism.

- Regional collaboration/scaling challenging.
- Political/economic uncertainty impacts RE market, labor/WMBE availability.
- Interest Rates/Inflation create challenges and uncertainty.

Economic Development Division - Total

Profit & Loss Statement

- ❑ **Profit and Loss Statement:**
 - ❑ Tourism \$420K less expenses to (\$1,153K) from moving WA State Tourism contract to Levy.
 - ❑ EDD Levy up \$750K to (\$2.605K)
 - ❑ WA State Tourism Contract \$500K
 - ❑ Tourism Marketing Support \$200K
 - ❑ Green Economy - \$50K
 - ❑ Remaining (\$438K) from contingency and unallocated expenses.

In \$000s	2023 Actuals	2024 Budget	2025 Budget	24B v 25B	% Var
Revenue	(24)	3	3	0	0%
Expenses	3,466	3,087	4,199	1,112	36%
Op Income	(3,490)	(3,084)	(4,196)	(1,112)	(36%)

*\$3K of revenue from small lease for Lower Duwamish Community Hub

- ❑ **Expense Growth:**
 - ❑ Innovation Manager (Transfer from EDD)
 - ❑ Net \$465K increase from payroll factor
 - ❑ Outside Services
 - ❑ Real Estate Planning
 - ❑ Washington State Tourism Contract

Department Only Expenses

In \$000s	2023 Actuals	2024 Budget	2025 Budget	24B v 25B	% Var
Payroll	3,027	3,358	3,807	449	13%
Outside Service	4,046	3,621	4,393	772	21%
Other Expenses	545	994	940	(54)	(5%)
Total Expenses	7,618	7,973	9,140	1,167	15%

- ❑ **Expense Decrease:**
 - ❑ Reduced tourism advertising contracts

Diversity in Contracting

- ❑ Implement new 5-year WMBE utilization goals for Diversity in Contracting program
- ❑ Reduce barriers to WMBE utilization (ex. Access to capital, insurance requirements)
- ❑ Establish and Support the Federal Disadvantaged Business Enterprise (DBE) program at SEA and Maritime
- ❑ Provide PortGen technical assistance seminars and accelerator programs
- ❑ Implement communication and outreach programs to support Diversity in Contracting

In \$000s	2024 Budget	2025 Budget	24B v 25B	% Var
Personnel	1,462	1,649	187	13%
Outside Service	573	478	(95)	(17%)
Promo Expenses	112	88	(23)	(21%)
General Expenses	157	141	(19)	(12%)
Total Expenses	2,304	2,356	53	2%

310K Tax Levy Fund budget for:

Business Accelerator **150K**

Highline Small Business Development Center MOU **60K**

DBE/ACDBE/WMBE Training Consultant & Outreach **50K**

PortGen Advance (Construction, Consulting, Goods & Services) **50K**



Tourism

- ❑ Drive visitor-related economic impact related to the Port's aviation and cruise businesses.
- ❑ Work with State of Washington Tourism and Visit Seattle to promote destination in global tourism industry.
- ❑ Continue to support responsible tourism practices and programs throughout Washington's tourism industry.
- ❑ Enhance the efforts of regional tourism partners through Tourism Marketing Support Program grants. Funded projects for 2024/25 are currently in progress.

In \$000s	2024 Budget	2025 Budget	24B v 25B	% Var
Personnel	634	627	(8)	(1%)
Outside Service	924	1,252	328	35%
Promo Expenses	98	105	7	7%
General Expenses	219	170	(18)	(8%)
Total Expenses	1,875	2,154	196	10%

1M Tax Levy Budget for:

State of WA Tourism contract 500K

Tourism Marketing Support Program (TMSP) 500K

Increase:

Outside Services - State of Washington Tourism contract 500K was 400K in 2024

TMSP – 200k increase due to majority of projects being completed in 2025 vs 2024



Real Estate Development & Planning

- ❑ Redevelop Port properties (ex. Des Moines Creek West, Terminal 91)
- ❑ Close on key SEA acquisitions and take control of strategic properties
- ❑ Manage Maritime Innovation Center construction
- ❑ Work to develop CEM property in partnership with NWSA
- ❑ Respond to USCG decision re T46 and potential land acquisitions

Total Real Estate Development & Planning Expenses

In \$000s	2023 Act	2024 Bud	2025 Bud	24B vs 25B (\$)	24B vs 25B (%)
Salary & Benefits	644	715	690	(25)	(3%)
Outside Service	2325	364	851	486	133%
Other Expenses	7	21	45	24	114%
Total	920	1,100	1,586	486	44%

New Requests:

- \$100K CEM study due diligence
- \$120K Maritime design services and RE strategy implementation
- \$300K Real Estate strategic planning for Fishermen’s Terminal, NWSA & Aviation



Economic Development and Innovation Partnerships

- ❑ Support **Community Business Connector initiative**
- ❑ Support **Regional Economic Development** via financial partnerships with cities, Chambers, Small Business Development Centers and other partners
- ❑ Support **Greater Seattle Partners'** trade development and business attraction initiatives
- ❑ Support **Duwamish Community Equity Partners'** economic development initiatives
- ❑ Support **Maritime Blue's Venture Programs** (incubator and accelerator) and work to find entrepreneurs that can address Port challenges and opportunities

In \$000s	2024 Budget	2025 Budget	24B vs 25B	% Var
Personnel	927	767	(160)	(17%)
Outside Service	1,756	1,806	50	3%
Promo Expenses	32	37	5	15%
General Expenses	229	232	3	1%
Total Expenses	2,944	2,842	(102)	(3%)

Includes ED City Partnership grants 880k Community Business Connectors \$350k Maritime Blue 150k Greater Seattle Partners 250k

Increase:

\$50K Green Economy working with Regional partners

\$5K Promotional Hosting Green Economy

\$7.5K Travel Green Economy Outreach

Decrease: Personnel Transfer of EDD Innovation Program Manager position



EDD FTEs – No New

2025 Economic Development FTEs

Description	FTEs
2024 Approved Budget	37.0
Changes in 2023:	
Mid-Year Approvals	0.0
Eliminated	0.0
Transfer	-19.0
2024 Baseline	18.0
2025 Budget Changes:	
Transfer	0.0
Eliminated	0
New FTEs Approved	0
Net Change	0.0
2025 Proposed FTEs	18.0

Transfers from EDD to MD

- Innovation Mgr. - 1
- Portfolio Mgmt. – 13
- P69 Facilities - 5

Economic Development Appendix

2025 Preliminary Budget
October 8, 2024



Port 
of Seattle®

Diversity in Contracting Discretionary Budget

In \$000s	2024 Budget	2025 Budget	24B v 25B	% Var
Outside Services				
Community Development Fund Training	50	50	0	0%
Disparity Study	100	0	(100)	(100%)
Language Access Service	0	5	5	0%
Marketing	10	0	(10)	(100%)
Mentor Protégé (AGC ACEC, WASDOT, Sound Transit) - MOU	50	50	0	0%
Photography Services & Print Materials	3	3	0	0%
Tabor 100 Resource Center	60	60	0	0%
Promotional Expenses	12	17	5	42%
Misc	7	7	0	0%
Replenish items New Banner, Tablecloth	3	3	0	0%
DC Presents/PortGen Meals	2	7	5	250%
Advertising	67.25	63.75	(3.5)	(5%)
Miscellaneous Expense for (WMBE Fees and Certs)	20	5	(15)	(75%)
Trade Business & Community				
Alliance NW (Thurston County) March	5	5	0	0%
Association of Woman and Minority Businesses (AWMB) - Contractors Day (Sponsorship) Mar	5	5	0	0%
Ethnic Chambers	20	20	0	0%
Events: WMBE / Chamber Community Connections	25	25	0	0%
Industry Partner Training Classes (Construction & Consulting)	1.5	1.5	0	0%
DBE/ACDBE/WMBE Training Consultants & Outreach	50	50	0	0%
Portwide Tax Levy				
Business Accelerator	150	150	0	0%
DC Presents/PortGen Advanced (Construction, Consulting, Goods & Services)	50	50	0	0%
Highline Small Business Development Center MOU (yr2 reset) (SKCF) invoice cycle 6/26/25 60K 2025 will bill 6/25-6/26 anniversary date of mou	50	50	0	0%

Tourism Discretionary Budget

In \$000s	<u>2024 Budget</u>	<u>2025 Budget</u>	<u>Increase/Decrease</u>	<u>% Var</u>	In \$000s	<u>2024 Budget</u>	<u>2025 Budget</u>	<u>Increase/Decrease</u>	<u>% Var</u>
Outside Services					Promotional Hosting				
Adobe Acrobat	0	8	8	100%	Asia Sales Mission (Japan, Korea TBD)	5	1	(4)	(80%)
Other services (printing, etc)	5	5	-	0%	Brand USA Travel Week (London, Germany)	1	1	0	0%
State of Wa Tourism contract	4	5	1	25%	Europe Sales Mission (France)	0	4	4	100%
Tourism contracts	219	239	20	9%	Familiarization Tours & Press Trips	60	65	5	8%
Tourism Marketing Support Program	3	5	2	67%	Go West Summit	1	0	(1)	(100%)
Trade Business & Community					IPW (Chicago)	2	1	(1)	(50%)
Industry & Community events	2	-	(2)	(100%)	Media event (New York)	0	4	4	0%
Sponsorships	10	-	(10)	(100%)	Sales Mission (France/Benelux)	5	0	(5)	(100%)
State of WA Tourism Annual Conference	-	10	10	100%	Tourism events (TBD)	0	10	10	0%
Tourism Industry Event Sponsorships	-	5	5	100%	U.S. Tour Operator (Texas)	1	0	(1)	(100%)
Advertising					UK Sales Mission	5	0	(5)	(100%)
Airline Co-op	-	15	15	100%	UK Sales Mission (Glasgow)	0	1	1	100%
Barrhead Travel	-	10	10	100%	USA Travel Show (Denmark)	1	0	(1)	(100%)
Cruise/Tour Operator	40	-	(40)	(100%)	Budget for various Promo Hosting events (Aer Lingus Roadshow, CLIA CruiseWeek, Mid-Atlantic, Tourism Cares, State of WA conference...)	5.5	3.5	(2)	(36%)
Digital Influencers	-	10	10	100%					
Domestic Cruise Co-op	-	20	20	100%					
Industry activations	25	-	(25)	(100%)					
Paid Media	24	-	(24)	(100%)					
Real Response Media	-	20	20	100%					
Tourism Industry Publications	-	10	10	100%					
WA State Travel Guide	15	-	(15)	(100%)					

Economic Development & Innovation Partnerships Discretionary Budget

In \$000s	<u>2024 Budget</u>	<u>2025 Budget</u>	<u>24B v 25B</u>	<u>% Var</u>
Outside Services				
Community Biz Connector - Tax Levy	380	380	0	0%
EDD Partnership Grants - Tax Levy	950	950	0	0%
Greater Seattle Partners	250	250	0	0%
Maritime Blue - Tax Levy	175	175	0	0%
Green Economy - Tax Levy	0	50	50	100%
Promotional Expenses				
Promotional Hosting Expense	3	8	5	167%
Trade Business & Community				
Community Investment	28	28	0	0%
Miscellaneous Expense				
EDD Opportunity Fund	150	150	0	0%

EDD Tax Levy Funded Initiatives

Initiative	Funding in \$000s
Community Biz Connector	380
DBE/ACDBE/WMBE Training Consultants & Outreach	50
EDD Partnership Grants	950
Maritime Blue	175
Green Economy - Working with Regional Partners	50
Wa State Tourism	500
Tourism Marketing Support Program	500
Total	2,605