



**COMMISSION
AGENDA MEMORANDUM**

Item No.

6i

ACTION ITEM

Date of Meeting

November 12, 2019

DATE: October 21, 2019

TO: Stephen P. Metruck, Executive Director

FROM: Dan Thomas, Chief Financial Officer
Tom Tanaka, Deputy General Counsel

SUBJECT: 2020 service agreements for Port of Seattle staff to provide services to the Northwest Seaport Alliance

Amount of this request: \$0

Total estimated project cost: \$0

ACTION REQUESTED

Request Commission authorization for the Executive Director to execute an interlocal agreement (ILA) with the Northwest Seaport Alliance (NWSA) to implement a series of support service agreements to allow Port staff to provide services to the NWSA for 2020.

EXECUTIVE SUMMARY

The NWSA will require service support from different departments at the Ports of Seattle and Tacoma. The means to provide these support services is through an ILA between the NWSA and the homeports as a part of the annual budget process. The costs for these support service agreements are included in both the Port's and NWSA's 2020 budgets.

JUSTIFICATION

The NWSA will require support services from both the Ports of Seattle and Tacoma in order to carry out its functions. Each port will provide these support functions through an ILA that describes the services to be provided.

DETAILS

The NWSA needs support and services from both ports in order to carry out its various administrative functions and operations. Each port intends to execute an ILA with NWSA to allow the ports to provide those services for 2020. The Port of Seattle budget included the budgeted amounts for the proposed ILA service agreements with the NWSA.

There are 15 support service agreements that will be implemented as part of this agreement for 2020 and are attached as exhibits to the ILA.

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Scope of Work

The proposed ILA is included as Attachment A. There are 15 service directives that are attached as exhibits to the ILA. The list of those exhibits is as follows:

Exhibit 1: Accounting, Finance, Treasury and Risk Management

Exhibit 2: Legal and Public Records

Exhibit 3: Information Technology & Information Security

Exhibit 4: External Relations

Exhibit 5: Portfolio Management

Exhibit 6: Capital Development

Exhibit 7A: Port of Seattle Police

Exhibit 7B: Security

Exhibit 8: Maritime Maintenance

Exhibit 9: Central Procurement Office

Exhibit 10: Managing Member and Executive

Exhibit 11: Pier 69 Facilities Management

Exhibit 12: Environmental and Planning

Exhibit 13: Tribal Coordination

Exhibit 14: Labor Relations

Exhibit 15: Additional Support Services as Needed

Schedule

This is a part of the annual budget process.

FINANCIAL IMPLICATIONS

The amounts required to provide the services to the NWSA are included in the Port's 2020 budget.

ADDITIONAL BACKGROUND

None

ATTACHMENTS TO THIS REQUEST

(1) Attachment A (Interlocal Agreement, including 15 service directives attached as exhibits).

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

None