

PERSONAL SERVICES CONTRACT AMENDMENT



DATE: August 5, 2024
TO: Port of Tacoma Commission
FROM: Sponsor: Eric Johnson, Executive Director
Project Manager: Erin Galeno
CC: Heather Burgess, Port Legal Counsel
SUBJECT: 071630 Tacoma-Pierce County Economic Development Board Support 2022-24 Funding Increase – Amendment 01

A. NOTIFICATION

Staff is notifying the Port of Tacoma Commission of the intent to increase the value of PSA 071630, by **\$120,000.00**. This increase, together with prior amendments, is greater than \$350,000.00. Per Port Master Policy Resolution No. 2024-03-PT, Section IV.E.3, when an amendment to a personal services contract, individually or cumulatively, is more than \$350,000.00, the amendment must be sent to the Commission and made available for public inspection seven days prior to the proposed starting date of services under the amendment.

B. BACKGROUND

The Port of Tacoma has worked closely with the Tacoma-Pierce County Economic Development Board (**EDB**) for many years on the shared goal of creating jobs in our community. There are several initiatives within the Port's Strategic Plan that underscore the work done in partnership with the EDB to advance our county's economic prosperity. The EDB is comprised of 95 public and private investors and has an annual budget of \$1.2 million (50-50 public/private funding split). The EDB is a private, non-profit corporation with six employees.

FINANCIAL SUMMARY

- C.** The current balance of the contract is \$0.00. Based on original contract amount, funds won't cover 2024 expenses, an increase of **\$120,000.00** is necessary to continue the service at expected usage rates through contract end date of December 31, 2024. Staff intends to increase PSA 071630 - Tacoma-Pierce County Economic Development Board Support 2022-24 – as follows:

Contract Summary	
Description	Amount
Original Contract Amount	\$240,000.00
This Amendment 01 (Increase Funding)	\$120,000.00
Total Not to Exceed Contract Amount	\$360,000.00

D. ADMINISTRATION

Per RCW 53.19.060(2), this memorandum will be filed on August 12, 2024, with the Commission and made available for public inspection on the Port of Tacoma public website for seven days.