

PORT OF TACOMA COMMISSION
STAFF BRIEFING MEMO



Item No: 10B
Meeting Date: 4/11/2023

DATE: March 31, 2023
TO: Port of Tacoma Commission
FROM: Eric Johnson, Executive Director
Sponsor: Alisa Praskovich – Chief, Strategic Projects & Commission Relations
SUBJECT: 2022 Strategic Initiatives Progress Report

A. BRIEFING REQUESTED

The purpose of this briefing is to provide a progress report to the Commission on the 2022 Strategic Initiatives to gauge progress towards the Port’s foundational goals of Economic Vitality, Environmental Leadership, Organizational Success, Community Connections and Transportation Advocacy.

B. SYNOPSIS

This briefing supports the Port of Tacoma’s 2021 – 2026 Strategic Plan’s foundational goal of Organizational Success, OS-3: Ensure the Strategic Plan is the day-to-day roadmap for all decisions and actions by the organization.

C. BACKGROUND

In mid-2021 the Port of Tacoma finalized and released to the public its 2021 – 2026 Strategic Plan, outlining five foundational goals designed to guide the Port’s priorities through 2026. These goals include:

- Economic Vitality
- Transportation Advocacy
- Community Connections
- Environmental Leadership
- Organizational Success

Each of the foundational goals has a list of strategies to support and achieve the Port’s overall mission. Since promulgation of the Strategic Plan, the Commission requested staff to develop an implementation plan. Since that time, the Executive Director has worked with the Commission and staff on this implementation plan to outline specific tasks and action items to advance progress on the foundational goals and supporting strategies. In August of 2021 a Special Commission retreat was held to gather input from the Commission on implementation plan actions, measures of success and potential costs. Following the retreat, Port staff drafted a set of actions and initiatives for 2022, which were included on a centralized tracking system, and made available on the Port’s internal SharePoint site for awareness and updating.

In accordance with the Strategic Plan’s “Plan in action” section, the Implementation Plan has four key phases throughout the year as depicted below:

Implementation Plan	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Staff progress to Commission		★		★
Implementation Plan updated for following year				
Finalize, publish plan for upcoming year				

This briefing is the first progress update to the Commission since development of the 2022 Strategic Initiatives. Work on the 2023 initiatives is underway and can be expected to be complete by the end of Q2 of 2023.

D. NEXT STEPS

Following this briefing, and after having taken additional feedback and input from the Commission, the following next steps will be implemented:

- Finalize and publish the 2022 Strategic Plan Progress Report on the Port’s website
- Conduct Strategic Planning training with a focus on goal setting and measurement with Port Management Team [targeting May]
- Finalize the 2023 Strategic Initiatives and publish Implementation Plan
- Conduct quarterly progress reviews with the Executive Director and staff
- Update Commission on 2023 Strategic Initiatives progress report in Q4 2023