



**COMMISSION  
AGENDA MEMORANDUM**

**Item No.**

6c

**ACTION ITEM**

**Date of Meeting**

May 23, 2017

**DATE:** May 12, 2017

**TO:** Dave Soike, Interim Chief Executive Officer

**FROM:** Mike Merritt, Commission Chief of Staff  
Paul J. White, Commission Clerk

**SUBJECT:** Amendment of Salary & Benefit Resolution, Executive Director

**ACTION REQUESTED**

Request First Reading of Resolution No. 3734, a Resolution of the Port Commission of the Port of Seattle amending Resolution No. 3727, deleting the position title of Chief Executive Officer and replacing it with the position title of Executive Director; deleting the position title of Chief Executive Officer and replacing it with the position title of Executive Director in all Port of Seattle resolutions and motions currently in effect; and establishing a dual direct reporting relationship of the General Counsel to the Executive Director and the Port Commission.

**SUMMARY**

Chapter 53.12 RCW authorizes the Port Commission to delegate powers and responsibilities to a managing official of the port district. Between 1990 and 1992, and continuously since January 23, 2001, the managing official has been described as a Chief Executive Officer. Managing officials have held the titles of General Manager and Executive Director at other times since 1933. Prior to 1933, the Port did not designate a managing official *per se*.

Resolution No. 3734 would once again describe the Port's managing official an Executive Director, a title used in the past for this position for approximately 20 years. The change is consistent with the Port Commission's desire to clarify its relationship to this key position as it embarks on a search to hire a new managing official. The resolution would not change any of the delegated authority or responsibility currently assigned to the Chief Executive Officer within the Salary & Benefits Resolution, the General Delegation of Responsibility and Authority, or any other resolution or other policy document of the Port currently in effect. Only the title would be revised. If changes are determined necessary to the CEO/Executive Director's responsibilities, they will be addressed by amendment of the applicable resolution or other policy document.

In order to consolidate amendments, Resolution No. 3734 also revises the Commission's reporting relationship with another key position – that of the General Counsel. It establishes a dual-reporting relationship similar to that in effect for the Public Affairs Senior Director in order

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to encourage open communication with Commissioners and reinforce the independence required for effective exercise of the General Counsel’s responsibilities.

**FINANCIAL IMPLICATIONS**

There are no anticipated financial implications of the procedural changes included in this Bylaws amendment.

**ATTACHMENTS TO THIS REQUEST**

Draft Resolution No. 3734

**PREVIOUS COMMISSION ACTIONS OR BRIEFINGS**

November 22, 2016 – The Commission adopted Resolution No. 3727, establishing jobs, pay grades, pay ranges, and pay practices for non-represented Port employees, including the Chief Executive Officer, for 2017.