



**COMMISSION**  
**AGENDA MEMORANDUM**  
**FOR INFORMATION ONLY**

**Item No.** 8c  
**Date of Meeting** January 9, 2024

**DATE:** January 3, 2024  
**TO:** Stephen P. Metruck, Executive Director  
**FROM:** Karen R. Goon, Deputy Executive Director

**SUBJECT: Monthly Notification of Prior Executive Director Delegation Actions December 2023**

**APPROVAL SUMMARY**

This memo is presented for information only. Inclusion on the Consent Agenda is asking for Commission’s acknowledgement that the data has been presented to them and the public. This is notification of the following Executive Director delegated approvals that occurred in December 2023.

<b>Category of Approval</b>	<b>Request#</b>	<b>Description of Approvals December 2023</b>	<b>Category Amount</b>
Projects & Associated Contracts	958-2023	Pier 69 Dock Condition Assessment	\$550,000.00
Projects & Associated Contracts	1032-2023	Baggage Optimization Project III- GCCM Audit Services	\$260,000.00
Projects & Associated Contracts	1035-2023	Aviation Bus Fleet Tracking System Refresh	\$1,400,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	995-2023	2024 Appraisal IDIQ	\$1,000,000.00
Real Property Agreements	N/A	No Approvals in December	
Utilization of Port Crews	N/A	No Approvals in December	
Sale of Surplus Port Property	1026-2023	Fleet Asset Disposition December 2023	\$189,500.00
<b>Total Value of Executive Director Approvals</b>			<b>\$3,399,500.00</b>

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**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.

**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On January 24, 2023, the Commission approved and adopted Resolution No. 3810 that repealed related prior resolutions and increased the previously delegated Commission authority to the Executive Director and provided clarity in process directives to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.