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COMMISSION

AGENDA MEMORANDUM Item No. 8c

FOR INFORMATION ONLY Date of Meeting June 13, 2023

DATE: June 13, 2023

TO: Stephen P. Metruck, Executive Director

FROM: Stephanie Jones Stebbins, Interim Deputy Executive Director

SUBJECT: Monthly Notification of Prior Executive Director Delegation Actions May 2023

APPROVAL SUMMARY

Notification of the following Executive Director delegated approvals that occurred in May 2023.

Category of Approval Request# Description of Items Approved Amount

May 2023

Projects & Associated

Add 6 biometric air exit cameras

Contracts 456-2023 \$83,500.00

for 6 QX gates on the C concourse

Request Executive Officer Approval

Projects & Associated

to execute an On-Call Contract for

Contracts 528-2023 \$1,625,000.00

Electrical Assessments and

Maintenance

Projects & Associated

Energy Management System

Contracts 622-2023 \$350,000.00

Project Amendment

Non-Project Procurement of

Goods & Purchased Service

Authorization for compactor

Contracts, Other Contracts, 593-2023 \$800,000.00

maintenance and repair contract

& Tenant Reimbursement

Non-Project Procurement of

Goods & Purchased Service

Contracts, Other Contracts, 617-2023 Janitorial Services for Pier 69 \$1,800,000.00

& Tenant Reimbursement

Template revised January 10, 2019.

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Non-Project Procurement of

Goods & Purchased Service

Fluorine-Free Foam and Fire Truck

Contracts, Other Contracts, 620-2023 \$600,000.00

Cleaning

& Tenant Reimbursement

Non-Project Procurement of

Goods & Purchased Service Contract Authorization for a 5-year

Contracts, Other Contracts, 626-2023 IDIQ to delivery WiFi Scanning \$1,000,000.00

& Tenant Reimbursement Services

Non-Project Procurement of

Authorization to pay three years of

Goods & Purchased Service

PeopleSoft maintenance for

Contracts, Other Contracts, 653-2023 \$1,950,000.00

Financial and Human Capital

& Tenant Reimbursement

Management Systems
Real Property Agreements N/A No Approvals in May
Utilization of Port Crews N/A No Approvals in May
Sale of Surplus Port Property
N/A No Approvals in May
Total Value of Executive
Director Approvals \$8,208,500.00

TRANSPARENCY:

In approving the delegations for the Executive Director, the Commission requested that staff ensure transparency as it is paramount moving forward. 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 similar to this one. This approval is both timed and designed to be visible in a similar manner to the monthly Claims and Obligations reporting. Second, staff will publish these delegations to the web by publishing them 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

Template revised June 27, 2019 (Diversity in Contracting).

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April 3, 2023, and the approvals made by the Executive Director for the month of April are identified in the table above.

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. Many 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.

Template revised June 27, 2019 (Diversity in Contracting).