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COMMISSION
AGENDA MEMORANDUM Item No. 8c
FOR INFORMATION ONLY Date of Meeting November 14, 2023

DATE: November 14, 2023
TO: Stephen P. Metruck, Executive Director
FROM: Karen R. Goon, Deputy Executive Director
SUBJECT: Monthly Notification of Prior Executive Director Delegation Actions October 2023

APPROVAL SUMMARY
Notification of the following Executive Director delegated approvals that occurred in October 2023.

Category of Approval Request# Description of Approvals October Category
2023 Amount
Projects & Associated
Increase contract value for Online
Contracts 932-2023 350,000.00
Booking System Development
Projects & Associated C801311 Construction Logistics
Contracts 922-2023 Site Expansion Preliminary Project 250,000.00
Work
Projects & Associated
Contracts 908-2023 CUSS Renewal Replacement 320,000.00
Non-Project Procurement of
Goods & Purchased Service
2023 Securing the Cities MOU
Contracts, Other Contracts, 935-2023 0.00
between POSPD and SPD
& Tenant Reimbursement
Non-Project Procurement of
Goods & Purchased Service
MM Fleet - Class 8 Heavy Duty
Contracts, Other Contracts, 942-2023 730,000.00
Vehicle Replacements for MM
& Tenant Reimbursement

Template revised January 10, 2019.

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Non-Project Procurement of
Goods & Purchased Service
MM Fleet - Service Body Trucks
Contracts, Other Contracts, 944-2023 1,250,000.00
and Hybrid Bucket Trucks
& Tenant Reimbursement
Non-Project Procurement of
Goods & Purchased Service
Contracts, Other Contracts, 899-2023 SKC Trips MOA with City of Tukwila 25,000.00
& Tenant Reimbursement
Non-Project Procurement of
Goods & Purchased Service
2023 King County Public Safety
Contracts, Other Contracts, 850-2023 0.00
Answering Point ILA Amendment
& Tenant Reimbursement
Non-Project Procurement of
Goods & Purchased Service Approval Request to Issue a

Contracts, Other Contracts, 912.2023 Contract - Motor Pool Car Sharing 850,000.00
& Tenant Reimbursement System
Real Property Agreements N/A No Approvals In October
Utilization of Port Crews N/A No Approvals In October
Sale of Surplus Port Property N/A No Approvals In October
Total Value of Executive
Director Approvals \$3,775,000.00

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.

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

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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.

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