



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

**Item No.** 8c  
**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.

<b>Category of Approval</b>	<b>Request#</b>	<b>Description of Items Approved May 2023</b>	<b>Amount</b>
Projects & Associated Contracts	456-2023	Add 6 biometric air exit cameras for 6 QX gates on the C concourse	\$83,500.00
Projects & Associated Contracts	528-2023	Request Executive Officer Approval to execute an On-Call Contract for Electrical Assessments and Maintenance	\$1,625,000.00
Projects & Associated Contracts	622-2023	Energy Management System Project Amendment	\$350,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	593-2023	Authorization for compactor maintenance and repair contract	\$800,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	617-2023	Janitorial Services for Pier 69	\$1,800,000.00

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Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	620-2023	Fluorine-Free Foam and Fire Truck Cleaning	\$600,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	626-2023	Contract Authorization for a 5-year IDIQ to delivery WiFi Scanning Services	\$1,000,000.00
Non-Project Procurement of Goods & Purchased Service Contracts, Other Contracts, & Tenant Reimbursement	653-2023	Authorization to pay three years of PeopleSoft maintenance for Financial and Human Capital Management Systems	\$1,950,000.00
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	
<b>Total Value of Executive Director Approvals</b>			<b>\$8,208,500.00</b>

**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

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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.