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COMMISSION

AGENDA MEMORANDUM Item No. 8c

FOR INFORMATION ONLY 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.

Description of Approvals December Category

Category of Approval Request#

2023 Amount

Projects & Associated

958-2023 Pier 69 Dock Condition Assessment \$550,000.00

Contracts

Projects & Associated Baggage Optimization Project III-

1032-2023 \$260,000.00

Contracts GCCM Audit Services

Projects & Associated Aviation Bus Fleet Tracking System

1035-2023 \$1,400,000.00

Contracts Refresh

Non-Project Procurement

of Goods & Purchased

Service Contracts, Other 995-2023 2024 Appraisal IDIQ \$1,000,000.00

Contracts, & Tenant

Reimbursement

Real Property

N/A No Approvals in December

Agreements

Utilization of Port Crews N/A No Approvals in December

Sale of Surplus Port Fleet Asset Disposition December

1026-2023 \$189,500.00

Property 2023

Total Value of Executive

\$3,399,500.00

Director Approvals

Template revised January 10, 2019.

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Meeting Date: January 9, 2024

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On January 24, 2023, the Commission approved and adopted Resolution No. 3810 that repealed related prior resolutions and increased the previously delegated Commission authority to the Executive Director and provided clarity in process directives to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

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