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COMMISSION

AGENDA MEMORANDUM Item No. 8c

FOR INFORMATION ONLY Date of Meeting May 14, 2024

DATE: May 14, 2024

TO: Stephen P. Metruck, Executive Director

FROM: Karen R. Goon, Deputy Executive Director

SUBJECT: Monthly Notification of Prior Executive Director Delegation Actions April 2024

APPROVAL SUMMARY

Notification of the following Executive Director delegated approvals that occurred in April, 2024

Category of Approval Request# Description of Approvals April Category  
2024 Amount  
Projects & Associated  
Construction Document  
Contracts 1189-2024 \$1,600,000.00  
Management System  
Non-Project Procurement of  
Goods & Purchased Service  
Authorization to extend Materna  
Contracts, Other Contracts, 1162-2024 \$1,200,000.00  
Maintenance Contract for 5 years  
& Tenant Reimbursement  
Non-Project Procurement of  
Goods & Purchased Service  
Uniform and Protective Gear  
Contracts, Other Contracts, 1167-2024 \$600,000.00  
Rental and Laundry Service  
& Tenant Reimbursement  
Non-Project Procurement of  
Goods & Purchased Service  
Waterfront Janitorial Service  
Contracts, Other Contracts, 1141-2024 \$1,645,000.00  
Contract  
& Tenant Reimbursement  
Non-Project Procurement of Memorandum of Understanding  
Goods & Purchased Service between the Port of Seattle and  
Contracts, Other Contracts, 1139-2024 the City of Seattle regarding easing \$270,000.00  
& Tenant Reimbursement access for cruise operations at Pier  
66 on Alaskan Way  
Real Property Agreements No Approvals in April  
Template revised January 10, 2019.

COMMISSION AGENDA – Agenda Item No. 8c Page 2 of 2

Meeting Date: May 14, 2024

Utilization of Port Crews No Approvals in April

1145-2024 Disposition and Sale of 35 Fleet

Sale of Surplus Port Property \$74,650.00

Vehicles and Tools

Total Value of Executive

Director Approvals \$5,389,650.00

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.

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).