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Agenda Item No: 11a_supp
Meeting Date: August 13, 2024
Delegation of Authority (DORA) One-Year Update

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DORA One-Year Background

Resolution No. 3810 adopted in January 2023 update delegation authority to the Executive Director to \$2M.

Section 3 of Resolution No. 3810 states “[t]he Executive Director shall provide to the Commission a review of the processes and procedures for implementing the new Delegation of Responsibility and Authority Policy Directive at one year after the implement of the new directive.”

Process developed with input from Commission and departments and launched in May 2023. Presentation today is review of data from May 2023 to May 2024.

97 requests submitted and approved. 85 of the 97 requests were between \$1.5M and \$1.9M range.

26 items ranging from \$2M to \$4.9M were included on consent during the same time frame.

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Items Eligible for ED Delegation Process

- Memorandums of agreement and understanding
- Project approval
- Preliminary project authorization
- Project budget approval and modification within the Executive Director's authority
- Request for real property agreement
- Request for small works and job order contract
- Request to use Port crews
- Request to surplus property under \$22,000

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Items not eligible for ED Delegation Process

- Items the Commission has expressed interest in (e.g., directive or order)
- Interlocal agreements
- Approval to surplus items over the \$22,000 value (2024) authorized by annual Commission resolution
- Items beyond the \$2M delegated authority

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ED Delegation Process Flow

ED reviews and

Exceptions to DED approves with approvals.

process: “...subject recommendations

Subject matter ELT member matter areas where on whether to insert A monthly summary expert launches reviews and DED reviews. Commission has in ED comments or of all approvals is request. approves. spoken in the form highlight for included on the first of Policy Directives Commissioners in Commission and Order” 2:2:1. agenda of the following month.

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Requests by Category

Sale of Surplus Personal Port Property = 3

Utilization of Port Crews 0

Real Property Agreement i:

Non-project CPO Goods and Purchased Service Contracts, Other Agmts, and Port Tenant EE

c1

Reimbursement

0 10 20 30 40 50 60

6

Monthly Report of Items Approved through ED Delegation Process

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Finding Contract Activity on Port Webpage

8

Comparison of Agendas

2022 2023

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Next Steps

- Internal Audit conducting review in 4th quarter of this year. Purpose is to "...review the effectiveness and adherence to the Delegation of Responsibility and Authority Policy Directive...."
- Continue to track user experience and evaluate modifications that may minimize any duplication of effort.
- Continue to track data on number and types of requests above the current authority with intent to explore increasing authority.

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THANK YOU!

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