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**COMMISSION**

AGENDA MEMORANDUM Item No. 8c

FOR INFORMATION ONLY Date of Meeting August 13, 2024

DATE: August 13, 2024

TO: Stephen P. Metruck, Executive Director

FROM: Karen R. Goon, Deputy Executive Director

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

**APPROVAL SUMMARY**

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

Category of Approval Request# Description of Approvals July 2024 Category

Amount

Projects & Associated

Contracts 1293-2024 SBM Dumpster Drainage Pads \$1,100,000.00

Non-Project Procurement of

Goods & Purchased Service

MOU Port of Seattle with City of

Contracts, Other Contracts, 1196-2024 \$25,000.00

Tukwila

& Tenant Reimbursement

Non-Project Procurement of

Goods & Purchased Service

Contracts, Other Contracts, 1305-2024

T91 Cruise CBP IT Update \$304,891.00

& Tenant Reimbursement

Real Property Agreement No Approvals in July \$0.00

Utilization of Port Crews No Approvals in July \$0.00

Sale of Surplus Port Property No Approvals in July \$0.00

Total Value of Executive

Director Approvals \$1,429,891.00

**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. Template revised January 10, 2019.

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On January 24, 2023, the Commission approved and adopted Resolution No. 3810 that repealed related prior resolutions and increased the previously delegated Commission authority to the Executive Director and provided clarity in process directives to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