

COMMISSION AGENDA

Item No: 4C

Meeting: 03/15/2018

DATE: February 26, 2018

TO: Port Commission

FROM: John Wolfe, Chief Executive Officer
Sponsor: Erin Galeno, Chief Financial and Administrative Officer
Project Manager: Mark Little, Director Contracts and Purchasing

SUBJECT: Port of Tacoma Master Policy Resolution 2018-01-PT

A. ACTION REQUESTED

Request adoption of Master Policy Resolution 2018-01-PT, which addresses the Commission's delegation to the Chief Executive Officer.

B. BACKGROUND

The Master Policy Resolution serves as the primary delegation of administrative authority from the Commission to the Chief Executive Officer.

The resolution has been grouped into six sections:

- I. Overview of Administrative Authority
- II. Definitions (new)
- III. Real Property
- IV. Procurement Activities
- V. Financial Activities
- VI. Legal Activities

This resolution supersedes Resolution 2017-01-PT and all previous resolutions that address delegation of administrative authority to the Chief Executive Officer. Changes were made based on the February 22, 2018 presentation and requests from the Commissioners.

C. SCOPE OF WORK

The scope of this resolution is focused on the Commission's delegation of authority to the Chief Executive Officer (CEO). Port staff has developed internal policies and procedures to clarify the CEO's delegations and execution of the administrative authorities within the organization.

D. TIMEFRAME/PROJECT SCHEDULE

Adoption of Resolution 2018-01-PT

March 15, 2018

E. FINANCIAL SUMMARY

The adoption of Resolution 2018-01-PT will not have a financial impact on the Port.

F. NEXT STEPS

The primary next steps are:

1. Update the Delegation of Authority policy and procedure.
2. Update other policies and procedures that may be affected by this resolution.