

COMMISSION AGENDA

Item No: 5A

Meeting: 06/13/2019

DATE: June 13, 2019

TO: Port Commission

FROM: John Wolfe, Chief Executive Officer

Sponsor: Erin Galeno, Chief Financial and Administrative Officer

SUBJECT: Port of Tacoma Commission Delegated Authority to Executive Director

A. ACTION REQUESTED

Request Commission move to grant to the Port of Tacoma Executive Director all authority currently delegated to the Chief Executive Officer as contained in Resolution 2018-01, the Port's Master Policy Delegation of Authority.

B. BACKGROUND

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

The Resolution is grouped into six sections:

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

Staff is currently preparing an updated Master Policy Resolution for the July 18th public meeting. The updated delegation will formally recognize the transition from the current Chief Executive Officer to an Executive Director (ED) for the Port of Tacoma. Until the adoption of the new Master Policy Resolution, this action will ensure that Eric Johnson, the ED will have full delegated authority to lead the Port during this transition period.

C. SCOPE OF WORK

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

D. TIMEFRAME/PROJECT SCHEDULE

Adoption of Resolution 2019-03-PT July 18, 2019

E. FINANCIAL SUMMARY

This action and the future adoption of Resolution 2019-03-PT will not have a direct 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 authorization.