

COMMISSION AGENDA

Item No: 3A

Meeting: 01/17/17

DATE: January 6, 2017
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 2017-01-PT

A. ACTION REQUESTED

Request adoption of Master Policy Resolution 2017-01-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

The biggest changes include:

- Clarified the Chief Executive's delegation of authority in his absence.
- Adds additional definitions.
- Identifies those leases that are subject to first and second readings with an associated public study session.
- Made Section IV, Contracting and Procurement clearer and removed redundant language.
- Increased the Chief Executive's Grant matching amount to \$300,000 up from \$150,000.
- Made changes to the Surplus Property threshold to \$18,565 up from \$18,390.
- Clarified when the Chief Executive can initiate litigation as a party plaintiff.
- Adjusted the Claims reporting amount to \$150,000 up from \$50,000.

This resolution supersedes Resolution 2015-05 and all previous resolutions that address delegation of administrative authority to the Chief Executive Officer.

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 2017-01-PT

January 17, 2017

E. FINANCIAL SUMMARY

The adoption of Resolution 2017-01-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.