



**COMMISSION  
AGENDA MEMORANDUM**

**Item No.** 4b  
**Date of Meeting** April 25, 2017

**ACTION ITEM**

**DATE:** April 12, 2017  
**TO:** Dave Soike, Interim Chief Executive Officer  
**FROM:** Rudy Caluza, Director, Accounting & Financial Reporting  
Debbi Browning, AFR Asst. Director, General Accounting/Business Technology  
Duane Hill, AFR Sr. Manager, Disbursements  
**SUBJECT:** Claims and Obligations March 2017

**ACTION REQUESTED**

Request Port Commission approval of the Port Auditor's payment of the salaries and claims of the Port pursuant to RCW 42.24.180 for payments issued during the period of March 1, 2017 through March 31, 2017 as follows:

<b>Payment Type</b>	<b>Payment Reference Start Number</b>	<b>Payment Reference End Number</b>	<b>Amount</b>
Accounts Payable Checks	916290	916860	\$ 6,228,048.12
Accounts Payable ACH	048021	048733	\$ 37,957,379.35
Accounts Payable Wire Transfers	014568	014608	\$ 11,355,088.78
Payroll Checks	185326	185595	\$ 310,797.51
Payroll ACH	797815	801421	\$ 8,635,704.18
<b>Total Payments</b>			<b>\$ 64,487,017.94</b>

**JUSTIFICATION**

Pursuant to RCW 42.24.180, "the Port's legislative body" (the Commission) is required to approve in a public meeting, all payments of claims within one month of issuance.

**OVERSIGHT**

All of these payments have been previously authorized either through direct Commission action or delegation of authority to the CEO and through his or her staff. Detailed information on Port expenditures is provided to the Commission through comprehensive budget presentations as well as the publicly released Budget Document, which provides an even greater level of detail. The Port's operating and capital budget is approved by resolution in November for the coming fiscal year, and the Commission also approves the Salary and Benefit Resolution around the

Meeting Date: April 25, 2017

same time to authorize pay and benefit programs. Notwithstanding the Port’s budget approval, individual capital projects and contracts exceeding certain dollar thresholds are also subsequently brought before the Commission for specific authorization prior to commencement of the project or contract—if they are below the thresholds the CEO is delegated authority to approve them. Expenditures are monitored against budgets on a monthly basis by management and reported comprehensively to the Commission quarterly.

Effective internal controls over all Port procurement, contracting and disbursements are also in place to ensure proper central oversight, delegation of authority, separation of duties, payment approval and documentation, and signed perjury statement certifications for all payments. Port disbursements are also regularly monitored against spending authorizations. All payment transactions and internal controls are subject to periodic Port internal audits and annual external audits conducted by both the State Auditor’s Office and the Port’s independent auditors.

For the month of March 2017, \$56 million in accounts payable payments were made to over 2,100 vendors/contractors, comprised of 5,821 invoices and nearly 9,000 accounting expense transactions. About 80 percent of the accounts payable payments made in the month fall into the Construction, Employee Benefits, Contracted Services, NWSA Equity Payment and Payroll taxes expense categories. The following chart summarizes the top 15 expense categories by total spend.

<b>Expense Type</b>	<b>Payments</b>
Construction Total	\$ 26,037,449.07
Employee Benefits Total	\$ 10,285,059.74
Contracted Services Total	\$ 3,436,735.26
NWSA Payment	\$ 3,042,634.30
Payroll Taxes Total	\$ 2,702,618.63
Utility Expense Total	\$ 1,556,243.07
Environmental Remediation Total	\$ 1,158,437.46
Software Total	\$ 1,107,953.94
Sales Taxes Total	\$ 866,736.66
Maintenance Inventory Total	\$ 628,118.26
Equipment Maintenance Total	\$ 607,698.81
P-card Charges Total	\$ 500,937.60
Furniture and Equipment Purchase Total	\$ 386,401.25
Legal Total	\$ 377,837.47
Parking Taxes Total	\$ 290,604.00
(aggregate total - expense categories below the top 15)	\$ 2,555,050.73
Port Net Payroll	\$ 8,946,501.69
<b>Total Payments</b>	<b>\$ 64,487,017.94</b>

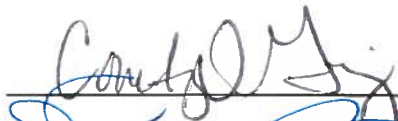
Meeting Date: April 25, 2017


Appropriate and effective internal controls are in place to ensure that the above obligations were processed in accordance with Port of Seattle procurement/payment policies and delegation of authority.


  
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Debbi Browning/Port Auditor

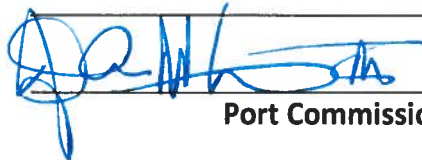
At a meeting of the Port Commission held on April 25, 2017, it is hereby moved that, pursuant to RCW 42.24.180, the Port Commission approves the Port Auditor’s payment of the above salaries and claims of the Port:



  
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COURTNEY GREGOIRE

  
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TOM ALBRO

  
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FRED FELLEM

  
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JOHN CREIGHTON  
Port Commission

