



**COMMISSION  
AGENDA MEMORANDUM**

**Item No.** 4a

**ACTION ITEM**

**Date of Meeting** October 10, 2017

**DATE:** October 3, 2017

**TO:** Dave Soike, Interim Executive Director

**FROM:** Debbi Browning, Assistant Director, General Accounting & Business Technology

**SUBJECT:** Claims and Obligations September 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 September 1, 2017 through September 30, 2017 as follows:

<b>Payment Type</b>	<b>Payment Reference Start Number</b>	<b>Reference End Number</b>	<b>Amount</b>
Accounts Payable Checks	919482	919947	\$ 5,515,719.28
Accounts Payable ACH	002336	002928	\$ 44,955,140.80
Accounts Payable Wire Transfers	014735	014752	\$ 8,581,459.38
Payroll Checks	187313	187655	\$ 406,902.34
Payroll ACH	822297	826362	\$ 9,231,894.12
<b>Total Payments</b>			<b>\$ 68,691,115.92</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 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

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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 September 2017, \$59 million in accounts payable payments were made to 678 vendors/contractors, comprised of 2,550 vouchers and 7,883 accounting expense transactions. About 90 percent of the accounts payable payments made in the month fall into the Construction, Employee Benefits, Environmental Remediation, Payroll Taxes, Contracted Services, Utility Expenses , and NWSA Construction Costs payment expense categories. The following chart summarizes the top 15 expense categories by total spend.

<b>Category</b>	<b>Payment Amount</b>
Construction	\$28,836,884.74
Employee Benefits	\$7,897,958.97
Contracted Services	\$5,460,174.43
Payroll Taxes	\$3,893,795.22
NWSA Construction Costs	\$2,265,388.40
Utility Expenses	\$1,872,162.41
Environmental Remediation	\$1,780,139.39
Sales Tax	\$1,288,343.80
Furn & Equip Purchase	\$707,531.54
Parking Taxes	\$703,311.00
Software	\$672,152.39
Bond Fees	\$604,058.72
Permits	\$583,386.60
A/R Related Payments	\$460,082.27
Maintanance Inventory	\$325,520.37
Other Categories	\$1,701,429.21
Port Net Payroll	\$9,638,796.46
<b>Total Payments</b>	<b>\$68,691,115.92</b>

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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 September 26, 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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**Port Commission**