



**COMMISSION  
AGENDA MEMORANDUM**

**Item No.** 4b

**ACTION ITEM**

**Date of Meeting** December 12, 2017

**DATE:** December 6, 2017  
**TO:** Dave Soike, Interim Chief Executive Officer  
**FROM:** Duane Hill, AFR Senior Manager Disbursements  
**SUBJECT:** Claims and Obligations November 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 November 1, 2017 through November 30, 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	920485	921171	\$ 6,485,835.28
Accounts Payable ACH	003624	004435	\$ 52,322,219.05
Accounts Payable Wire Transfers	014773	014790	\$ 7,293,883.27
Payroll Checks	187935	188286	\$ 267,328.95
Payroll ACH	830347	834328	\$ 9,324,275.18
<b>Total Payments</b>			<b>\$ 75,693,541.73</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 are monitored against budgets on a monthly basis by management and reported comprehensively to the Commission quarterly.

Meeting Date: December 12, 2017

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 November 2017, \$66 million in accounts payable payments were made to 939 vendors/contractors, comprised of 3,305 vouchers and 11,977 accounting expense transactions. About 86 percent of the accounts payable payments made in the month fall into the Construction, Employee Benefits, Contracted Services, Environmental Remediation, Payroll Taxes, Utility Expenses and NWSA Construction expense categories. The following chart summarizes the top 15 expense categories by total spend.

<b>Construction</b>	\$ 31,064,593.74
<b>Employee Benefits</b>	\$ 8,221,716.19
<b>Contracted Services</b>	\$ 5,853,756.91
<b>Environmental Remediation</b>	\$ 4,290,148.69
<b>Payroll Taxes</b>	\$ 3,872,586.42
<b>Utility Expenses</b>	\$ 2,042,878.76
<b>NWSA Construction Costs</b>	\$ 1,741,986.08
<b>Election Expenses</b>	\$ 1,609,498.62
<b>Janitorial Services</b>	\$ 1,273,375.30
<b>Sales Taxes</b>	\$ 1,183,780.32
<b>Software</b>	\$ 600,776.94
<b>A/R Related Payments</b>	\$ 593,522.08
<b>Parking Taxes</b>	\$ 540,327.00
<b>Maintenance Inventory</b>	\$ 369,438.96
<b>Miscellaneous Expense</b>	\$ 350,256.73
<b>Other Expense Categories</b>	\$ 2,493,294.86
<b>Port Net Payroll</b>	\$ 9,591,604.13
<b>Total</b>	<b>\$ 75,693,541.73</b>

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.

Meeting Date: December 12, 2017

  
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Debbi Browning/Port Auditor

At a meeting of the Port Commission held on December 12, 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**