



**COMMISSION  
AGENDA MEMORANDUM**

**Item No.** 6b

**ACTION ITEM**

**Date of Meeting** September 10, 2019

**DATE:** September 3, 2019  
**TO:** Steve Metruck, Executive Director  
**FROM:** Duane Hill, AFR Senior Manager Disbursements  
**SUBJECT:** Claims and Obligations - August 2019

**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 August 1 through August 31, 2019 as follows:

<b>Payment Type</b>	<b>Reference Start Number</b>	<b>Reference End Number</b>	<b>Amount</b>
Accounts Payable Checks	931183	931645	\$ 6,431,771.96
Accounts Payable ACH	019475	020174	\$ 62,514,426.27
Accounts Payable Wire Transfe	015180	015198	\$ 8,324,568.18
Payroll Checks	194004	194262	\$ 317,254.90
Payroll ACH	925472	929894	\$ 11,180,010.41
<b>Total Payments</b>			<b>\$ 88,768,031.72</b>

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 these payments have been previously authorized either through direct Commission action or delegation of authority to the Executive Director 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 Executive Director is delegated authority to approve them. Expenditures are monitored against budgets monthly by management and reported comprehensively to the Commission quarterly.

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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 August 2019, \$77 million in accounts payable payments were made to 737 vendors/contractors, comprised of 2,142 vouchers and 9,632 accounting expense transactions. About 91 percent of the accounts payable payments made in the month fall into the Construction, Employee Benefits, Contracted Services, Payroll taxes, Environmental Remediation, Utility, Janitorial and Sales Taxes expense categories. Net payroll expense for the month of August was \$11,497,265.31. The following chart summarizes the top expense categories by total spend.

<b>Top 15 Payment Categories Summary</b>	
<b>Category</b>	<b>Payment Amount</b>
<b>Construction</b>	<b>\$ 45,289,020.70</b>
<b>Employee Benefits</b>	<b>\$ 8,400,163.26</b>
<b>Contracted Services</b>	<b>\$ 4,809,237.41</b>
<b>Payroll Taxes</b>	<b>\$ 4,290,055.51</b>
<b>Environmental Remediation</b>	<b>\$ 2,417,319.78</b>
<b>Utility Expenses</b>	<b>\$ 2,115,249.76</b>
<b>Janitorial Services</b>	<b>\$ 1,441,372.80</b>
<b>Sales Taxes</b>	<b>\$ 1,348,574.66</b>
<b>Parking Taxes</b>	<b>\$ 714,633.60</b>
<b>NWSA Construction Costs</b>	<b>\$ 636,492.16</b>
<b>Maintenance Inventory</b>	<b>\$ 599,607.26</b>
<b>Bond Fees</b>	<b>\$ 598,563.54</b>
<b>Software</b>	<b>\$ 555,892.61</b>
<b>Computers &amp; Telephone</b>	<b>\$ 474,135.53</b>
<b>Employee Travel Expenses</b>	<b>\$ 322,754.98</b>
<b>Other Categories</b>	<b>\$ 3,257,692.85</b>
<b>Net Payroll</b>	<b>\$ 11,497,265.31</b>
<b>Total Payments</b>	<b>\$ 88,768,031.72</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 August 13, 2019 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**