



**COMMISSION
AGENDA MEMORANDUM**

Item No. 6b

ACTION ITEM

Date of Meeting June 12, 2018

DATE: June 1, 2018
TO: Steve Metruck, Executive Director
FROM: Duane Hill, AFR Senior Manager Disbursements
SUBJECT: Claims and Obligations May 2018

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 May 1 through May 31, 2018 as follows:

Payment Type	Payment Reference Start Number	Payment Reference End Number	Amount
Accounts Payable Checks	923760	924342	\$ 7,982,356.84
Accounts Payable ACH	007846	008586	\$ 60,676,757.20
AP Wires & Transfers	014890	014904	\$ 7,584,356.34
Payroll Checks	189453	189684	\$ 262,595.74
Payroll ACH	856342	860478	\$ 10,314,531.28
Total Payments			\$ 86,820,597.40

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 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 on a monthly basis by management and reported comprehensively to the Commission quarterly.

Meeting Date: June 12, 2018

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 May 2018, \$76 million in accounts payable payments were made to 780 vendors/contractors, comprised of 2,515 vouchers and 11,516 accounting expense transactions. About 93 percent of the accounts payable payments made in the month fall into the Construction, Employee Benefits, NWSA Construction Costs, Contracted Services, Payroll Taxes, Utility Expenses, Election Expenses, Sales Taxes and Maintenance Inventory expense categories. The following chart summarizes the top expense categories by total spend.

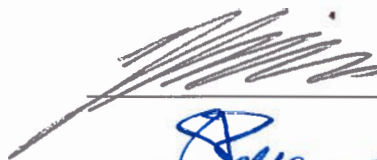


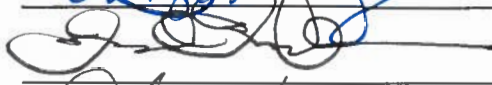
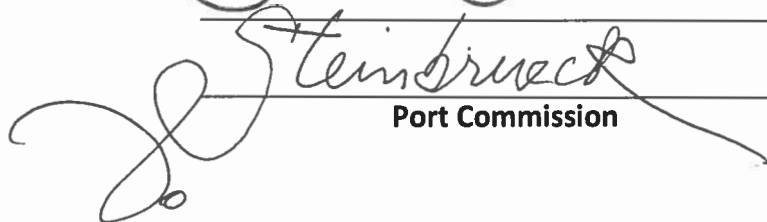
Category	Payment Amount
Construction	\$ 41,753,156.38
Employee Benefits	\$ 8,545,892.26
NWSA Construction Costs	\$ 5,752,953.63
Contracted Services	\$ 5,433,834.94
Payroll Taxes	\$ 3,997,975.38
Utility Expenses	\$ 2,553,665.15
Election Expenses	\$ 1,308,197.91
Sales Taxes	\$ 1,261,457.39
Maintanance Inventory	\$ 838,240.27
Environmental Remediation	\$ 733,732.59
Janitorial Services	\$ 706,868.22
Parking Taxes	\$ 582,329.04
Computers & Telephone	\$ 356,555.77
Software	\$ 329,608.56
Employee Travel Expenses	\$ 312,235.43
Other Categories Total	\$ 1,776,767.46
Net Payroll	\$ 10,577,127.02
Total May 2018 Payments	\$ 86,820,597.40

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.


 Debbi Browning/Port Auditor

Meeting Date: June 12, 2018

At a meeting of the Port Commission held on June 12, 2018, 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:

	_____	RYAN CALKINS
	_____	STEPHANIE BOWMAN
	_____	COURTNEY GREGOIRE
	_____	FRED FELLEMAN
	_____	PETER STEINBRUECK

Port Commission

