

**COMMISSION
AGENDA MEMORANDUM**

Item No. 6b

ACTION ITEM

Date of Meeting September 11, 2018

DATE: August 2, 2018
TO: Steve Metruck, Executive Director
FROM: Duane Hill, AFR Senior Manager Disbursements
SUBJECT: Claims and Obligations July 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 July 1 through July 31, 2018 as follows:

Payment Type	Payment Reference Start Number	Payment Reference End Number	Amount
Accounts Payable Checks	924793	925190	\$ 5,879,784.89
Accounts Payable ACH	009586	010335	\$ 45,599,527.38
Accounts Payable Wire Transfers	014922	014939	\$ 10,309,942.91
Payroll Checks	190193	190450	\$ 322,226.08
Payroll ACH	866647	870906	\$ 10,755,812.79
Total Payments			\$ 72,867,294.05

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.

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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 July 2018, \$62 million in accounts payable payments were made to 727 vendors/contractors, comprised of 2,215 vouchers and 9,794 accounting expense transactions. About 83 percent of the accounts payable payments made in the month fall into the Construction, Employee Benefits, Contracted Services, Leasehold Taxes, Payroll Taxes, and Utility Expense categories. The following chart summarizes the top expense categories by total spend.

Category	Payment Amount
Construction	\$ 30,207,740.16
Employee Benefits	\$ 5,883,081.58
Contracted Services	\$ 4,666,663.74
Leasehold Taxes	\$ 4,632,223.97
Payroll Taxes	\$ 4,082,268.08
Utility Expenses	\$ 2,110,542.13
Environmental Remediation	\$ 1,390,725.91
Insurance	\$ 1,230,038.70
Sales Taxes	\$ 1,216,659.43
Bond Fees	\$ 993,754.67
Janitorial Services	\$ 924,036.53
Maintenance Inventory	\$ 856,956.87
Parking Taxes	\$ 689,757.46
Software	\$ 580,240.34
Employee Travel Expenses	\$ 223,896.41
Other Categories	\$ 2,100,669.20
Net Payroll	\$ 11,078,038.87
Total Payments	<u>\$ 72,867,294.05</u>

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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.


Debbi Browning/Port Auditor

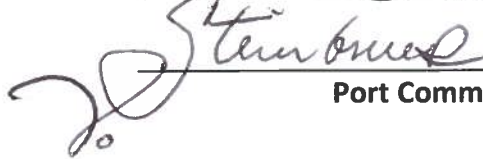
At a meeting of the Port Commission held on September 11, 2018, it is hereby moved that, pursuant to RCW 42.24.180, the Port Commission approves the Port Auditor's payment of the above salaries and claims of the Port:


RYAN CALKINS


STEPHANIE BOWMAN


COURTNEY GREGOIRE


FRED FELLEMAN


PETER STEINBRUECK
Port Commission