



**COMMISSION
AGENDA MEMORANDUM**

Item No. 6b

ACTION ITEM

Date of Meeting June 9, 2020

DATE: June 1, 2020
TO: Steve Metruck, Executive Director
FROM: Duane Hill, AFR Senior Manager Disbursements
SUBJECT: Claims and Obligations – May 2020

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, 2020 as follows:

Payment Type	Payment Reference Start Number	Payment Reference End Number	Amount
Accounts Payable Checks	935481	935742	\$ 4,309,696.07
Accounts Payable ACH	026539	027146	\$ 51,521,069.06
Accounts Payable Wire Transfers	015376	015387	\$ 6,270,105.28
Payroll Checks	196372	196557	\$ 138,122.74
Payroll ACH	966613	973078	\$ 17,227,664.50
Total Payments			\$ 79,466,657.65

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 May 2020, over \$62,100,870.41 in payments were made to nearly 541 vendors, comprised of 1,401 invoices and over 6,121 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, Utility Expenses, Public Expenses and Environmental Remediation expense categories. Net payroll expense for the month of May was \$17,365,787.24. The following chart summarizes the top expense categories by total spend.

Top 15 Payment Category Summary:	
Category	Payment Amount
Construction	37,959,892.84
Employee Benefits	5,865,996.67
Contracted Services	4,608,795.60
Payroll Taxes	4,320,771.86
Utility Expenses	1,725,084.93
Public Expense	1,473,508.08
Environmental Remediation	971,840.90
Maintenance Inventory	844,836.50
Janitorial Services	701,361.88
Software	558,840.06
Sales Taxes	506,865.87
Legal	490,427.23
Room/Space/Land Rental	442,159.02
NWSA Construction Payments	370,167.52
Computers & Telephone	294,030.79
Other Categories Total :	966,290.66
Net Payroll	17,365,787.24
Total Payments :	\$79,466,657.65

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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 June 9, 2020 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:

Port Commission