



**COMMISSION  
AGENDA MEMORANDUM**

Item No. 6b

**ACTION ITEM**

Date of Meeting May 12, 2020

**DATE:** May 5, 2020  
**TO:** Steve Metruck, Executive Director  
**FROM:** Duane Hill, AFR Senior Manager Disbursements  
**SUBJECT:** Claims and Obligations – April 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 April 1 through April 30, 2020 as follows:

<b>Payment Type</b>	<b>Payment Reference Start Number</b>	<b>Payment Reference End Number</b>	<b>Amount</b>
Accounts Payable Checks	935007	935480	\$ 6,677,731.16
Accounts Payable ACH	025764	026538	\$ 62,496,857.24
Accounts Payable Wire Transfers	015352	015375	\$ 9,036,068.03
Payroll Checks	196053	196371	\$ 137,058.89
Payroll ACH	962309	966612	\$ 11,139,925.52
<b>Total Payments</b>			<b>\$ 89,487,640.84</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.

Meeting Date: May 12, 2020

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 April 2020, over \$78,210,656.43 in payments were made to nearly 728 vendors, comprised of 2,560 invoices and over 11,816 accounting expense transactions. About 87 percent of the accounts payable payments made in the month fall into the Construction, Employee Benefits, Contracted Services, Payroll Taxes, Utility Expenses and Public Expense expense categories. Net payroll expense for the month of April was \$11,276,984.41. The following chart summarizes the top expense categories by total spend.

<b>Top 15 Payment Category Summary:</b>	
<b>Category</b>	<b>Payment Amount</b>
Construction	45,222,831.04
Employee Benefits	10,082,285.45
Contracted Services	5,399,592.16
Payroll Taxes	4,210,995.60
Utility Expenses	1,877,158.69
Public Expense	1,481,173.26
Election Expenses	1,154,349.60
Software	1,085,518.92
Environmental Remediation	989,859.10
Maintenance Inventory	930,497.04
Legal	640,524.13
Sales Taxes	637,370.45
Janitorial Services	611,352.11
Permits	532,616.69
Computers & Telephone	520,563.58
<b>Other Categories Total :</b>	<b>2,833,968.61</b>
<b>Net Payroll</b>	<b>11,276,984.41</b>
<b>Total Payments :</b>	<b>\$89,487,640.84</b>

Meeting Date: May 12, 2020

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 May 12, 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:

  
Stephanie Bowman (Aug 21, 2020 13:48 PDT)

  
Ryan Calkins (Jul 20, 2020 08:38 PDT)



  
Fred Felleman (Jul 19, 2020 09:10 PDT)

  
Peter Steinbrueck (Jul 18, 2020 10:46 PDT)

**Port Commission**












# April Claims and Obligations


Final Audit Report


2020-08-21


Created:	2020-07-17
By:	Lauren Smith (smith.l@portseattle.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAkrOIUafSoqTlqmgV93wzhwJ93PP28ITs


## "April Claims and Obligations" History


-  Document created by Lauren Smith (smith.l@portseattle.org)  
2020-07-17 - 4:56:04 PM GMT- IP address: 71.197.179.17
-  Document emailed to Stephanie Bowman (bowman.s@portseattle.org) for signature  
2020-07-17 - 4:59:37 PM GMT
-  Document emailed to Ryan Calkins (calkins.r@portseattle.org) for signature  
2020-07-17 - 4:59:37 PM GMT
-  Document emailed to Sam Cho (cho.s@portseattle.org) for signature  
2020-07-17 - 4:59:37 PM GMT
-  Document emailed to Fred Felleman (felleman.f@portseattle.org) for signature  
2020-07-17 - 4:59:37 PM GMT
-  Document emailed to Peter Steinbrueck (steinbrueck.p@portseattle.org) for signature  
2020-07-17 - 4:59:37 PM GMT
-  Email viewed by Peter Steinbrueck (steinbrueck.p@portseattle.org)  
2020-07-17 - 5:01:26 PM GMT- IP address: 189.250.72.214
-  Email viewed by Sam Cho (cho.s@portseattle.org)  
2020-07-17 - 7:47:44 PM GMT- IP address: 67.171.14.219
-  Document e-signed by Sam Cho (cho.s@portseattle.org)  
Signature Date: 2020-07-17 - 7:48:02 PM GMT - Time Source: server- IP address: 67.171.14.219
-  Document e-signed by Peter Steinbrueck (steinbrueck.p@portseattle.org)  
Signature Date: 2020-07-18 - 5:46:25 PM GMT - Time Source: server- IP address: 189.250.72.214
-  Email viewed by Fred Felleman (felleman.f@portseattle.org)  
2020-07-19 - 4:10:03 PM GMT- IP address: 63.225.173.2


 Document e-signed by Fred Felleman (felleman.f@portseattle.org)  
Signature Date: 2020-07-19 - 4:10:45 PM GMT - Time Source: server- IP address: 63.225.173.2


 Email viewed by Ryan Calkins (calkins.r@portseattle.org)  
2020-07-20 - 3:38:26 PM GMT- IP address: 67.170.106.19

 Document e-signed by Ryan Calkins (calkins.r@portseattle.org)  
Signature Date: 2020-07-20 - 3:38:40 PM GMT - Time Source: server- IP address: 67.170.106.19

 Email viewed by Stephanie Bowman (bowman.s@portseattle.org)  
2020-07-31 - 7:00:06 PM GMT- IP address: 73.118.130.250

 Email viewed by Stephanie Bowman (bowman.s@portseattle.org)  
2020-08-21 - 8:47:52 PM GMT- IP address: 64.62.192.2

 Document e-signed by Stephanie Bowman (bowman.s@portseattle.org)  
Signature Date: 2020-08-21 - 8:48:29 PM GMT - Time Source: server- IP address: 64.62.192.2

 Signed document emailed to Peter Steinbrueck (steinbrueck.p@portseattle.org), Fred Felleman (felleman.f@portseattle.org), Sam Cho (cho.s@portseattle.org), Ryan Calkins (calkins.r@portseattle.org), and 2 more  
2020-08-21 - 8:48:29 PM GMT