



**COMMISSION
AGENDA MEMORANDUM**

Item No. 6b

ACTION ITEM

Date of Meeting August 11, 2020

DATE: August 3, 2020
TO: Steve Metruck, Executive Director
FROM: Duane Hill, AFR Senior Manager Disbursements
SUBJECT: Claims and Obligations – July 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 July 1 through July 31, 2020 as follows:

Payment Type	Payment Reference Start Number	Payment Reference End Number	Amount
Accounts Payable Checks	936031	936337	\$ 3,890,628.91
Accounts Payable ACH	027739	028497	\$ 71,203,175.13
Accounts Payable Wire Transfers	015403	015435	\$ 13,573,347.21
Payroll Checks	196841	197000	\$ 54,585.39
Payroll ACH	977381	981768	\$ 11,718,579.85
Total Payments			\$ 100,440,316.49

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 July 2020, over \$88,667,151.25 in payments were made to nearly 584 vendors, comprised of 1,947 invoices and over 6,519 accounting expense transactions. About 94 percent of the accounts payable payments made in the month fall into the Construction, Employee Benefits, Payroll Taxes, Contracted Services, Leasehold Taxes, Utility Expenses, Insurance and Janitorial Services expense categories. Net payroll expense for the month of June was \$11,773,165.24. The following chart summarizes the top expense categories by total spend.

Top 15 Payment Category Summary:	
Category	Payment Amount
Construction	54,020,888.09
Employee Benefits	10,197,282.30
Payroll Taxes	6,730,987.18
Contracted Services	4,446,555.43
Leasehold Taxes	2,276,169.19
Utility Expenses	1,986,061.28
Insurance	1,922,046.95
Janitorial Services	1,640,671.11
Bond Fees	717,559.07
Environmental Remediation	704,502.35
Maintenance Inventory	640,658.08
Software	503,077.57
Furn & Equip Purchase	487,243.22
Sales Taxes	458,706.57
Legal	425,410.48
Other Categories Total :	1,509,332.38
Net Payroll	11,773,165.24
Total Payments :	\$100,440,316.49

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Meeting Date: August 11, 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 August 11, 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:



Ryan Calkins
Ryan Calkins (Aug 12, 2020 10:32 PDT)

Fred Felleman
Fred Felleman (Aug 12, 2020 11:16 PDT)

Peter Steinbrueck
Peter Steinbrueck (Sep 28, 2020 10:00 PDT)


Stephanie L. Bowman (Aug 12, 2020 13:19 PDT)

Port Commission












July Claims and Obligations

Final Audit Report

2020-09-28


Created:	2020-08-12
By:	Lauren Smith (smith.l@portseattle.org)
Status:	Signed
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"July Claims and Obligations" History


-  Document created by Lauren Smith (smith.l@portseattle.org)
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-  Document emailed to Sam Cho (cho.s@portseattle.org) for signature
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-  Document emailed to Ryan Calkins (calkins.r@portseattle.org) for signature
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-  Document emailed to Fred Felleman (felleman.f@portseattle.org) for signature
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 Agreement completed.

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