



**COMMISSION  
AGENDA MEMORANDUM**

Item No. 8b

**ACTION ITEM**

Date of Meeting December 13, 2022

**DATE:** December 5, 2022  
**TO:** Steve Metruck, Executive Director  
**FROM:** Eloise Olivar, AFR Senior Manager Disbursements  
**SUBJECT:** **Claims and Obligations – November 2022**

**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 November 1 through 30, 2022 as follows:

Payment Type	Payment Reference Start Number	Payment Reference End Number	Amount
Accounts Payable Checks	945882	946240	\$ 2,779,625.31
Accounts Payable ACH	049531	050452	\$ 51,767,320.70
Accounts Payable Wire Transfers	015936	015952	\$ 14,263,484.44
Payroll Checks	204281	204685	\$ 128,132.92
Payroll ACH	1106928	1111272	\$ 13,235,780.00
<b>Total Payments</b>			<b>\$ 82,174,343.37</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 December 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 December 13, 2022

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 November 2022, over \$68,810,430.45 in payments were made to nearly 787 vendors, comprised of 2,189 invoices and over 9,817 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, Leasehold Taxes, Utility Expenses, Sales Taxes, Janitorial Services, Insurance and Maintenance Inventory. Payroll expense for the month of November was \$13,363,912.92.

**Top 15 Payment Category Summary:**

<b>Category</b>	<b>Payment Amount</b>
Construction	28,223,846.25
Employee Benefits	9,134,715.44
Contracted Services	6,229,596.07
Payroll Taxes	4,925,202.38
Leasehold Taxes	4,704,437.18
Utility Expenses	3,927,806.99
Sales Taxes	1,677,944.73
Janitorial Services	1,404,126.55
Insurance	1,194,149.87
Maintenance Inventory	1,027,474.57
Software	821,895.19
Computers & Telephone	654,277.99
Parking Taxes	529,873.62
Bond Fees	523,935.69
Legal	483,767.00
<b>Other Categories Total:</b>	<b>3,347,380.93</b>
<b>Net Payroll</b>	<b>13,363,912.92</b>
<b>Total Payments:</b>	<b>\$82,174,343.37</b>

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.

  
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**Lisa Lam/Port Auditor**

At a meeting of the Port Commission held on December 13, 2022, 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:

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**Port Commission**