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COMMISSION

AGENDA MEMORANDUM Item No. 8b

ACTION ITEM Date of Meeting June 13, 2023

DATE: June 2, 2023

TO: Steve Metruck, Executive Director

FROM: Eloise Olivar, AFR Senior Manager Disbursements

SUBJECT: Claims and Obligations –May 2023

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 1st through 31st, 2023 as follows:
Payment

Payment Type Payment Reference Reference End Amount

Start Number Number

Accounts Payable Checks 948280 948658 \$ 8,021,248.56

Accounts Payable ACH 054771 055597 \$ 48,648,114.68

Accounts Payable Wire Transfers 016059 016079 \$ 14,979,904.64

Payroll Checks 206876 207267 \$ 151,653.27

Payroll ACH 1135452 1139913 \$ 14,156,779.23

Total Payments \$ 85,957,700.38

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.

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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 2023, over \$71,649,267.88 in payments were made to nearly 750 vendors, comprised of 2,460 invoices and over 9,743 accounting expense transactions. About 91 percent of the accounts payable payments made in the month fall into the Construction, Employee Benefits, Payroll Taxes, Leasehold Taxes, Contracted Services, Janitorial Services, Utility Expenses, Sales Taxes, Maintenance Inventory and Legal. Payroll expenses for the month of May were \$14,308,432.50.

Top 15 Payment Category Summary:

Category Payment Amount

Construction 30,435,525.76

Employee Benefits 10,323,495.11

Payroll Taxes 5,773,895.09

Leasehold Taxes 4,891,434.55

Contracted Services 4,861,662.64

Janitorial Services 2,984,568.08

Utility Expenses 2,617,670.21

Sales Taxes 1,451,356.26

Maintenance Inventory 1,039,336.30

Legal 1,008,818.79
Room/Space/Land Rental 767,943.76
Software 705,415.42
Parking Taxes 632,218.29
Computers & Telephone 585,717.86
Equipment Maintenance 496,097.50
Other Categories Total: 3,074,112.26
Net Payroll 14,308,432.50
Total Payments: \$85,957,700.38

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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.

At a meeting of the Port Commission held on June 13, 2023, 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