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COMMISSION

AGENDA MEMORANDUM Item No. 8b _____

ACTION ITEM Date of Meeting December 12, 2023 _____

DATE: December 5, 2023

TO: Steve Metruck, Executive Director

FROM: Eloise Olivar, AFR Senior Manager Disbursements

SUBJECT: Claims and Obligations –November 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 November 1 through 30, 2023 as follows:
Payment

Payment Type Payment Reference Reference End Amount

Start Number Number

Accounts Payable Checks 950741 951272 \$8,006,681.15

Accounts Payable ACH 060277 061298 \$53,245,162.58

Accounts Payable Wire Transfers 016169 016191 \$14,821,854.22

Payroll Checks 209830 210257 \$127,847.63

Payroll ACH 1165573 1170277 \$15,074,200.30

Total Payments \$91,275,745.88

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 November 2023, over \$76,073,697.95 in payments were made to nearly 825 vendors, comprised of 2,793 invoices and over 11,500 accounting expense transactions. About 91 percent of the accounts payable payments made in the month fall into the Construction, Employee Benefits, Payroll Taxes, Contracted Services, Janitorial Services, Utility Expenses, Sales Taxes, Software, Insurance, Rebates, and other expense categories. Net payroll expense for the month of November was \$15,202,047.93.

Top 10 Payment Category Summary:

Category Payment Amount

Construction 31,065,961.54

Employee Benefits 11,432,021.16

Payroll Taxes 8,594,017.93

Contracted Services 8,258,155.36

Janitorial Services 2,565,575.54

Utility Expenses 1,861,894.62

Sales Taxes 1,857,861.57

Software 1,313,211.01

Insurance 1,064,629.28

Rebates 965,103.21

Other Categories Total: 7,095,266.73



Net Payroll 15,202,047.93
Total Payments: \$91,275,745.88

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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 December 12, 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