



**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 Type	Payment Reference Start Number	Payment Reference End Number	Amount
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.

Meeting Date June 13, 2023

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

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.



Lisa Lam/Port Auditor

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