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COMMISSION

AGENDA MEMORANDUM Item No. 8b

ACTION ITEM Date of Meeting August 13, 2024

DATE: August 2, 2024

TO: Steve Metruck, Executive Director

FROM: Eloise Olivar, AFR Senior Manager Disbursements

SUBJECT: Claim and Obligations– July 2024

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 31, 2024 as follows:

Payment Type	Payment Reference	Payment Reference	Amount
Start Number	End Number		
Accounts Payable Checks	954473	954887	\$7,994,815.00
Accounts Payable ACH	067699	068507	\$60,085,311.52
Accounts Payable Wire Transfers	016344	016368	\$18,258,500.94
Payroll Checks	213312	213746	\$156,143.44
Payroll ACH	1206191	1211146	\$16,940,409.27
Total Payments			\$103,435,180.17

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

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Commission quarterly.

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 2024, over \$86,338,627.46 in payments were made to nearly 658 vendors, comprised of 2,528 invoices and over 10,712 accounting expense transactions. About 95 percent of the accounts payable payments made in the month fall into the Construction, Employee Benefits, Payroll Taxes, Contracted Services, Leasehold Taxes, Janitorial Services, Utility Expenses, Sales Taxes, Legal and Environmental Remediation. Net payroll expense for the month of July was \$17,096,552.71.

Top 10 Payment Category Summary:

Category	Payment Amount
Construction	39,497,538.36
Employee Benefits	11,977,816.57
Payroll Taxes	7,646,150.64
Contracted Services	7,386,531.69
Leasehold Taxes	5,133,302.64



Janitorial Services 3,790,366.33
 Utility Expenses 2,838,393.64
 Sales Taxes 1,654,127.01
 Legal 1,046,010.23
 Environmental Remediation 758,266.52
 Other Categories Total: 4,610,123.83
 Net Payroll 17,096,552.71
 Total Payments \$103,435,180.17

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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 August 13, 2024, 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