Administration and Finance Committee Minutes

September 4, 2025
4:00 PM
Hybrid meeting
Virtual/Council Chambers

Commence: 4:00 PM
Adjourn: 6:19 PM

Committee Members	Present	Excused	Unexcused
Councilmember Senayet Negusse, Chair	X		
Deputy Mayor Iris Guzmán	X		
Councilmember Joe Vinson	X		

Other Council Members Present: None

Staff Coordinator: Gwen Pilo, Finance Director

1. Call to Order	*Chair Senayet Negusse called the meeting to order at 4:00 PM*
2. Public Comment	*No public comments.*
3. Review of the Minutes	_☒__Recommended for Approval *A copy of the 8/7/2025 minutes was provided to the committee for review. The committee approved the minutes as presented.*
4. Council/City Manager Travel Approval	☒_Recommended for Approval *Finance Director/Interim Deputy City Manager Gwen Pilo presented the following items for approval:* 1. *Pre-approval for City Manager Jonathan Young* *WSAMA* *Total: $1,283.44* *The committee approved the above pre-approvals and expenses.*
5. Hotel/Motel Tax Advisory Committee (HMAC) Annual Review	_☒_Recommended for Approval *City Clerk Kristina Gregg presented to the committee a memo detailing the RCW requirement to annually review the membership of the Hotel/Motel Tax Advisory Committee (HMAC). The staff's recommendation is to retain the current membership number. The*

	committee approved the recommendation to remain at the current membership level.
6. Updates to Business License Ordinance	_☒_Recommendation to Consent Agenda *Finance Director/Interim Deputy City Manager Gwen Pilo presented to the committee a draft Ordinance to amend the SeaTac Municipal Code related to Business Licenses and Regulations to comply with modifications to the Model Ordinance required by the Business Licensing Service and one staff proposed change applicable to Mobile Food Trucks. The committee recommended this item for approval, and it will be presented on the Consent Agenda at the September 23, 2025, Regular Council Meeting.*
7. 2025-2026 Budget Amendment	_☒_Recommendation to Consent Agenda *Finance Director/Interim Deputy City Manager Gwen Pilo presented to the committee a proposed budget amendment to the 2025-2026 Biennial Budget, including 2 proposed Decision Cards, the closing of the Transit Planning Fund (106), and other miscellaneous adjustments. The committee discussed the items and Solid Waste Decision Cards in length and ultimately requested the Decision Card for the Bi-Annual Assessment of Waste be a one-time cost before determining if it should be an ongoing process. The Decision Card will be amended to reflect the change. The proposed amendment was recommended for approval, and it will be presented on the Consent Agenda at the September 23, 2025, Regular Council Meeting.*
8. 2025-2026 Budget Amendment – Civic Campus	_☒_Recommendation to Consent Agenda *Community and Economic Development Director Evan Maxim presented to the committee a proposed budget amendment of $641,000 in the Facility Construction CIP Fund for Consultant Services on the Civic Campus project. This item was recommended for approval, and it will be presented on the Consent Agenda at the September 23, 2025, Regular Council Meeting.*
9. 2025-2026 Budget Amendment – Bullpen Due Diligence	_☒_Recommendation to Consent Agenda *Community and Economic Development Director Evan Maxim presented to the committee a proposed Decision Card of $245,000 in the Light Rail Station Areas CIP Fund (308) to engage in due diligence work related to the purchase of the property at 2001 International Blvd (known as the “Bullpen” property). The committee recommended this item for approval, and it will be presented on the Consent Agenda at the September 23, 2025, Regular Council Meeting.*

10. Staff Updates	1. *Finance Director/Interim Deputy City Manager Gwen Pilo presented the July 2025 Investment Report.* 2. *Finance Director/Interim Deputy City Manager Gwen Pilo presented the annual P-Card Disclosure Memo.*
11. Adjourn	*Chair Senayet Negusse adjourned the meeting at 6:19 PM.*

Pre-approval or final approval of City Council and City Manager travel related expenses

October 4, 2025

WSAMA – Washington State Association of Municipal Attorneys – FALL 2025 Conf.
Marcus Whitman Hotel, Walla Walla, WA
October 15 (5 PM) – October 17 (noon)

This specific conference was not included in the City Manager's travel worksheet, however, conferences budgeted will not be attended so significant savings will be realized.

Pre-Approval and Expenses
Jonathan Young Paperwork: Travel Accounting Form $364.00

____
Chair
Senayet Negusse

City of SeaTac
Travel Accounting Form

Itemized receipts for all travel expenses (excluding meals and mileage), the Travel Authorization Form, and the Travel Accounting Form are required to be attached with method of payment.

Traveler Name: Jonathan Young
Department: City Manager's Office
Conference: WSAMA
Dates: 10/15 - 10/17 2025

Expense Table

	Estimated Amount from Authorization Form	Date submitted for payment or P-Card Statement Date	Method of Payment: P-Card Total	Method of Payment: Accounts Payable Direct Invoice Total	Method of Payment: Accounts Payable Claim for Expense Total	Provide explanation if: Actual amount is $50.00 or more than estimated amount on approved Travel Authorization Form. Claim for Expense includes other traveler expenses.
Registration	$ 350.00	09/17/2025	$ 364.00			$350 plus $14 Credit Card fee
Lodging	$ 478.44					
Lodging						
Meals	$ 135.00		N/A	N/A		
Transportation	$ 240.00					
Transportation						
Mileage			N/A	N/A		
Car Rental						
Parking						
TNC Charges	$ 80.00					
Tolls/Ferry						
Baggage Fees						
Misc. Costs						
Totals	$ 1,283.44		$ 364.00	$ 0.00	$ 0.00	**Grand Total** $ 364.00

MEMORANDUM
COMMUNITY & ECONOMIC DEVELOPMENT

Date:	9/26/2025
To:	Administration and Finance (A&F) Committee
From:	Becky Scheffer, Permit Center Manager
CC:	Evan Maxim, Director of Community & Economic Development
Subject:	2025 Fee Study presentation

Summary

In 2024, the City retained a consultant, FCS, to assist the City in a review of the fees charged for land use review, construction permits and inspections ("Permit Fee"). FCS has completed their review of the City's permit fees and has recommended that the City update its Fee Schedule.

On October 2nd, staff will present the proposed fee schedule changes based on the FCS fee study. The proposed fee schedule includes an across-the-board fee increase of 25% with 5 fees having a higher adjustment based on cost of service and a few others adjusted to match the required work.

Background / Analysis

State Law (RCW 82.02) prohibits the City from charging a fee or tax against new development, except as needed to cover the cost of providing permit review and inspection services. The City may not profit from permit fees.

The City currently charges a flat rate for most land use review and construction permit fees. Some inspections and permit related work are charged an hourly fee. The fee schedule is updated for inflation each year using the Seattle-Tacoma-Bellevue CPI-W June Index. This year the increase is 2.7% for the 2026 fee schedule.

The fee study suggested averaging CPI-U and CPI-W to determine the annual inflation each year. Our current financial policy requires us to use the Seattle-Tacoma-Bellevue CPI-W June index. Averaging would require a policy change which impacts other areas of the city, so we are not suggesting we make this change currently.

CPI-W specifically targets urban wage earners and clerical workers representing about 29% of the US population. It focuses on households where more than half of the income comes from clerical or wage occupations. CPI-W is often referred to as the "blue-collar measure".

CPI-U measures inflation for all urban consumers which includes approximately 93% of the US population. It encompasses a wide range of households, including professionals, the self-employed, the unemployed, and retirees. It is designed to provide a comprehensive measure of inflation affecting the general population.

CPI-U provides a broader perspective on inflation trends affecting the general population, while CPI-W offers insights specific to wage earners and clerical workers. Land use and permit fees might be unique in that the work authorized is impacted by inflation while the cost of service for employee time is impacted by wages.

The fee study focused on the City's actual cost of service for land use review and construction permits. This includes reviews, customer service, application processing, overhead, and inspections. We did not compare to other jurisdictions. We wanted to confirm our compliance with RCW 82.02, which only allows us to collect what is needed to cover the cost of providing services.

The fee schedules for the neighboring jurisdictions were pulled by staff for a comparison review. Each jurisdiction charges fees differently making it difficult to easily compare fees. Our fees are all inclusive, which makes them predictable and easy to understand. Many jurisdictions charge additional fees for each review group required (additional fee for land use, building, engineering, etc.) on an application. Some jurisdictions charge additional fees after 2-3 review cycles.

Council asked if there were any policy mechanisms that could be adopted to assist low-income homeowners or nonprofit housing developers with fee reductions or waivers. There is no industry standard to offer fee reductions or waivers. Most jurisdictions offer minor home repair programs through human services to assist low-income homeowners. Nonprofit house developers can request tax exemptions and typically are not offered a fee reduction.

In the past 5 years the city has worked on 5 MFTE projects. After reviewing the project valuations and calculating the Building Permit Fee for all 5 projects it was determined a 20% Building Permit Fee discount would provide an average of $381,000 savings for each project. This would have reduced our total revenue by approximately $1,905,000.

The paperwork required to verify income and proof of home ownership for low-income homeowners can be time-consuming and difficult for staff and customers. It is difficult to verify everyone who lives on a property and get proof of income for everyone. This requirement often causes strife between customers wanting a discount and staff needing proof to authorize the reduced fee. Many of our residential fees have already been reduced to make them more affordable.

Council asked if average review time will change based on the fee changes. The average review times vary based on the scope of work and type of application. Overall, our review times are shorter than many other jurisdictions. The proposed fee increases are based on our estimated cost of service. The review times will not change based on the proposed fee changes. An estimated review target sheet is available on our website. Washington State recently adopted strict review timelines that we are required to follow to ensure reviews are completed in a timely manner.

The proposed fee changes will bring the 2025 fees up to what we should have been charging this year. We propose to make the new schedule effective January 1, 2026. We have provided a fee schedule showing the changes requested based on the fee study as well as the added 2.7% for CPI-W fee adjustment required for the 2026 fees. This fee schedule shows the complete fee increase including both phases of fee changes.

Budget Significance

None.

A&F Committee Direction

Direct staff to incorporate the fee study amendments into the 2026 Fee Schedule for the November 12th Council Study Session.

Packet Materials

- This Memo
- PowerPoint Presentation
- 2026 Redlined Fee Schedule
- PowerPoint Presentation from August A&F

CITY OF SEATAC

FEE SCHEDULE

Schedule of license fees, permit fees, other fees and charges for City services.

Effective: January 1, 2026 ~~2025~~

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GENERAL GOVERNMENT AND MISCELLANEOUS

Standard Hourly Rate	
Applies to all City departments. This rate shall apply to required and/or agreed to requests for expedited inspections, reviews, or other requested city services	$168.00 ~~$129.5~~
Standard Hourly Overtime Rate	
Applies to all City departments. Charged at one and one-half times the standard hourly rate, this rate shall apply to required and/or agreed to requests for expedited inspections, reviews, or other requested city services that are required outside of normal business hours. A four-hour minimum callback charge will apply	One and one half times the standard hourly rate (4 hr minimum)

DEVELOPMENT RELATED FEES

~~**Home Owner and Occupant Fee Credit**~~	
~~A credit of 20% against the following permit fees shall be applied upon proof of owner occupancy by the applicant. The Department of Community & Economic Development will establish and maintain the standard criteria and documentation required for the Home Owner and Occupant Fee Credit.~~	
~~**Types of Applications and Permits Eligible for Home Owner and Occupant Fee Credit**~~	
~~**Building Services**~~	~~**Engineering Review**~~
~~Building Permits - These will be incidental permits and may not be called out on the Fee Schedule but can be indicated on a Building Permit at time of application~~	~~ROW Class C - All Residential Driveways~~
~~Reroofs~~	~~**Planning**~~
~~Decks~~	~~Lot Line Adjustment~~
~~Maintenance/Repairs~~	~~Shoreline Exemption~~
~~Walls~~	~~Shoreline Substantial Development~~
~~Porches~~	~~Up to $10,000~~
~~Fences > 6'~~	~~$10,001 to $100,000~~
~~Sheds > 200 SF~~	~~$100,001 to 500,000~~
~~Storm Drainage~~	~~Special Home Occupation~~
~~Mechanical Permits~~	~~Variance - Administrative~~
~~Furnaces~~	~~**Other Fees**~~
~~Water Heaters~~	~~Technology Fee~~
~~Exhaust Fans~~	
~~Plumbing Permits~~	
~~Water Heaters~~	
~~Re-Piping~~	
~~Electrical Permits~~	
~~Circuits~~	
~~Panels~~	
~~T-Stats~~	

MISCELLANEOUS

Investigation Fee - Work beginning before permit issuance. (SMC 13.100.070 C)	See SMC 13.100.070 C
Permit Extension Fee - Permits eligible for extension (SMC 13.100.060 K.1-3)	Standard hourly rate; two hour min; not to exceed 25% of permit fee
Permit Renewal Fee - Permits eligible for renewal (SMC 13.100.060 L.1-2)	Standard hourly rate based on required inspections; not to exceed 50% of permit fee
Pre-application Meeting -Due at time of application	$1,136.00 ~~$396.00~~
Technology Fee	5% of the permit fee; $5.50 minimum

DEVELOPMENT RELATED FEES

BUILDING SERVICES

Building and Sign Permits

(Technology Fee Applies)

Valuation Amount	Permit Fee
$1 - $500	$85.00 ~~$66.00~~
$501 - $2,000	$85.00 ~~$66.00~~ for the first $500.00 plus $8.00 ~~$6.00~~ for each additional $100.00 or fraction thereof, to and including $2,000
$2,001 - $25,000	$200.00 ~~$156.00~~ for the first $2,000 plus $34.00 ~~$27.00~~ for each additional $1,000.00 or fraction thereof, to and including $25,000.00
$25,001 - $50,000	$997.00 ~~$777.00~~ for the first $25,000 plus $25.00 ~~$19.50~~ for each additional $1,000.00 or fraction thereof, to and including $50,000.00
$50,001 - $100,000	$1,623.00 ~~$1,264.50~~ for the first $50,000 plus $18.00 ~~$13.50~~ for each additional $1,000.00 or fraction thereof, to and including $100,000.00
$100,001 - $500,000	$2,523.00 ~~$1,939.5~~0 for the first $100,000 plus $14.00 ~~$11.00~~ for each additional $1,000.00 or fraction thereof, to and including $500,000.00
$500,001 - $1,000,000	$8,123.00 ~~$6,339.50~~ for the first $500,000 plus $12.00 ~~$9.00~~ for each additional $1,000.00 or fraction thereof, to and including $1,000,000.00
Over $1,000,000	$14,123.00 ~~$10,839.50~~ for the first $1,000,000.00 plus $8.00 ~~$6.50~~ for each additional $1,000.00 or fraction thereof over $1,000,000.00

DEVELOPMENT RELATED FEES

Building and Sign Permits - Other Inspections & Fees (Technology Fee Applies)	
Permit	**Fee**
Adult Family Home - ~~Application and~~ Inspection	$355.00 ~~$178.50~~
Demolition Permit	$254.00 minimum or valuation, whichever is higher.
~~a. For buildings 500 square feet or less~~	~~$66.00~~
~~b. Minimum for buildings 500 sq ft or more~~	~~$198.00 minimum or valuation, whichever is higher~~
a. ~~c.~~ SEPA required for non-single family residence and any structure in excess of 4000 feet.	See LAND USE
~~**Inspections for Which No Fee is Specifically Indicated**~~	~~Standard hourly rate, 1 hour minimum~~
Inspections Outside the Normal Business hours	One and one half times the standard hourly rate, 4 hour minimum
Manufactured Home - In a park ~~or on a private property~~	$525.00 ~~$409.00~~
~~**Manufactured Home Pre-inspection** - Per hour, plus mileage at IRS rate~~	~~Standard hourly rate, 1 hour minimum~~
Modular Structure or Manufactured Home on a private property ~~- Based on contract amount and computed from ICC Building Standard Fee Table~~	Valuation
Moving of a House	$509.00 ~~$396.00~~
~~**Outside**~~ **Consultant Fee** ~~- If required for plan checking and inspections~~	100% of actual cost ~~to include a 10% administrative fee~~
Plan Review	65% of the permit fee
~~a. Outside structural plan review - If required~~	~~Additional 33% of the permit fee~~
Re-Roofing Permit ~~- For a single-family residence is based upon valuation as determined by the contract amount, or computed at the fair market rate per square foot for the DIY projects~~	$153.00 ~~$119.00~~ minimum or valuation, whichever is higher
~~**Re-Inspection** - Per hour~~	~~Standard hourly rate, 1 hour minimum~~
Washington State Surcharge (Per RCW 19.27.085)	
a. Residential building permits	$6.50 each permit plus $2.00 per residential unit after the first unit
b. Commercial building permits	$25.00 each permit plus $2.00 per residential unit after the first unit

DEVELOPMENT RELATED FEES

Trade Permits (Electrical, Mechanical, Plumbing) ~~Electrical Permits~~

(Technology Fee Applies)

Trade ~~Electrica~~l (Commercial and Multi Family)	
Valuation Amount	**Fee**
$250.00 or less	$91.00 ~~$71.00~~
$251.00 - 1,000.00	$91.00 ~~$71.00~~ plus 8% ~~6%~~ of cost over $250.00
$1,001.00 - 5,000.00	$151.00 ~~$116.00~~ plus 2.8% ~~2.20%~~ of cost over $1,000.00
$5,001.00 – 50,000.00	$263.00 ~~$204.00~~ plus 2.6% ~~2%~~ of cost over $5,000.00
$50,001.00 - 250,000.00	$1,433.00 ~~$1,104.00~~ plus 1.87% ~~1.46%~~ of cost over $50,000.00
$250,001.00 - 1,000,000.00	$5,173.00 ~~$4,024.00~~ plus 1.26% ~~.98%~~ of cost over $250,000.00
$1,000,001.00 and up	$14,623.00 ~~$11,374.00~~ plus .65% of cost over $1,000,000.00
a. In addition to the permit fee, when plan review is required, a plan review fee must be paid at the time of permit application equal to 25% of the permit fee with a minimum of the standard hourly rate	
b. Additional plan review, if required by changes, additions, and/or revisions to plans will be charged the standard hourly rate (minimum 1 hour)	
Consultants Fee ~~- If required for plan checking and inspections~~	100% of actual cost ~~plus a 10% administrative fee~~

DEVELOPMENT RELATED FEES

Electrical Permits (Technology Fee Applies)	
Electrical-Single Family Residence (SFR)	
New construction SFR dwelling - includes a garage	Valuation
Garages, pools, spas, outbuildings	$208.00 ~~$162.00~~
SFR service change or alteration	$136.00 ~~$106.00~~
SFR circuits added/altered without service change up to five (5) new circuits	$111.00 ~~$86.50~~
a. more than (5) new circuits	$186.00 ~~$145.00~~
Low voltage systems	$111.00 ~~$86.50~~
Meter/mast repair	$136.00 ~~$106.00~~
Noise remedy permit	$186.00 ~~$145.00~~
Electrical -Other Inspections and Fees	
Carnivals	
a. Base fee	$151.00 ~~$118.00~~
b. Each concession	$20.00 ~~$15.50~~
~~**Inspection or Plan Review** - Not specified elsewhere~~	~~Standard hourly rate, 1 hour minimum~~
~~**Inspections for Which No Fee is Specifically Indicated**~~	~~Standard hourly rate, 1 hour minimum~~
~~**Inspections Outside Normal Business Hours**~~	~~One and one half times the standard hourly rate, 4 hour minimum~~
Manufactured~~/Mobile~~ Home Service - In Park Only ~~Does not include garage or outbuildings~~	$135.00 ~~$105.00~~
~~**Re-inspection Fees**~~	~~Standard hourly rate, 1 hour minimum~~
Temporary Service – Residential, per hour	Standard hourly rate, 1.5 hour ~~minimum~~

DEVELOPMENT RELATED FEES

Mechanical Permits

(Technology Fee Applies)

Mechanical-Single Family Residence (SFR)	
Up to two new or replaced appliance/equipment (no new ductwork)	$110.00 ~~$85.50~~
Three or more new or replaced appliances/equipment; or new system including ductwork	$288.00 ~~$224.00~~
Gas piping (no equipment or appliances)	$101.00 ~~$79.00~~
~~**Mechanical - Multi-Family and Commercial**~~	
~~**Valuation Amount**~~	~~**Fee**~~
~~$250.00 or less~~	~~$59.50~~
~~$251.00 - 1,000.00~~	~~$59.50 plus 4.7% of cost over $250.00~~
~~$1,001.00 - 5,000.00~~	~~$95.50 plus 1.75% of cost over $1,000.00~~
~~$5,001.00 – 50,000.00~~	~~$165.50 plus 1.65% of cost over $5,000.00~~
~~$50,001.00 - 250,000.00~~	~~$908.00 plus 1.22% of cost over $50,000.00~~
~~$250,000.00 - 1,000,000.00~~	~~$3,348.00 plus .97% of cost over $250,000.00~~
~~$1,000,001.00 and up~~	~~$10,623.00 plus .50% of cost over $1,000,000.00~~
~~**Mechanical - Plan Review Fee**~~	
~~**Plan Review Fee** - Is equal to 40% of the Mechanical Permit Fee~~	
~~**Additional Plan Review** - If required by changes, additions, and/or revisions to plans, charged at the standard hourly rate (minimum 1 hour)~~	
~~**Mechanical-Other Inspections and Fees**~~	
~~**Consultants Fee** - If required for plan checking and inspections~~	~~100% of actual cost plus a 10% administrative fee~~
~~**Inspections for Which No Fee is Specifically Indicated**~~	~~Standard hourly rate, 1 hour minimum~~
~~**Inspections Outside Normal Business Hours**~~	~~One and one half times the standard~~
~~**Re-inspection Fees**~~	~~Standard hourly rate, 1 hour minimum~~

DEVELOPMENT RELATED FEES

Plumbing Permits (Technology Fee Applies)	
Plumbing-Single Family Residence (SFR)	
New construction SFR Plumbing Permit	<u>$288.00</u> ~~$224.00~~
Plumbing- Additions and Remodels to Single Family Residence	
Adding one to five fixtures	<u>$105.00</u> ~~$81.50~~
Adding six to ten fixtures	<u>$186.00</u> ~~$145.00~~
Over ten fixtures	<u>$288.00</u> ~~$224.00~~
~~**Plumbing - Multi-Family and Commercial**~~	
~~**Valuation Amount**~~	~~**Fee**~~
~~$250.00 or less~~	~~$59.50~~
~~$251.00 - 1,000.00~~	~~$59.50 plus 4.7% of cost over $250.00~~
~~$1,001.00 - 5,000.00~~	~~$95.50 plus 1.75% of cost over $1,000.00~~
~~$5,001.00 – 50,000.00~~	~~$165.50 plus 1.65% of cost over $5,000.00~~
~~$50,001.00 - 250,000.00~~	~~$908.00 plus 1.22% of cost over $50,000.00~~
~~$250,000.00 - 1,000,000.00~~	~~$3,348.00 plus .97% of cost over $250,000.00~~
~~$1,000,001.00 and up~~	~~$10,623.00 plus .50% of cost over $1,000,000.00~~
~~**Plan Review Fee** -equal to 40% of the Plumbing Permit Fee~~	
~~**Additional Plan Review** - If required by changes, additions, and/or revisions to plans, charged at the standard hourly rate (minimum 1 hour)~~	
~~**Plumbing-Other Inspections and Fees**~~	
~~**Consultants Fee**- If required for plan checking and inspections~~	~~100% of actual cost plus a 10% administrative fee~~
~~**Inspections for Which No Fee is Specifically Indicated**~~	~~Standard hourly rate, 1 hour minimum~~
~~**Inspections Outside Normal Business Hours**~~	~~One and one half times the standard~~
~~**Re-inspection Fees**~~	~~Standard hourly rate, 1 hour minimum~~

DEVELOPMENT RELATED FEES

ENGINEERING REVIEW

Right of Way Use Permits

(Technology Fee Applies)

Application	**Fee**
~~Class A (Non-residential zones)~~	~~$259.00~~
~~Class A (Residential zones)~~	~~$129.50~~
~~Class B~~	~~$259.00~~
~~Class C all residential driveways~~	~~$259.00~~
~~Class C and Class D (Non-Franchise)~~	~~$455.50~~
~~Class D (Franchise)~~	~~$509.00~~
~~Class E (Haul)~~	~~$235.50~~
~~Renewal~~	~~50% of the above application fee~~
Plan ~~Application~~ Review	**Fee**
Class A (Non-residential zones)*	$501.00 ~~Standard hourly rate, 1 hour minimum~~
Class A (Residential zones)*	$335.00 ~~One hour (at standard hourly~~
Class B*	$501.00 ~~Standard hourly rate, 1 hour minimum~~
Class C Residential driveways less < 30 feet width	$501.00 ~~Standard hourly rate, 1 hour minimum~~
Class C and Class D ~~(Non-Franchise)~~ with:	
a. Engineering plans with drainage facilities	$4,764.00 ~~$1,346.50~~
b. Engineering plans without drainage facilities	$1,612.00 ~~$358.50~~
~~Class D (Franchise) for all reviews, including re-submittals and revisions~~	~~Standard hourly rate, 1 hour minimum~~
Class E (Haul) with:	
a. Engineering and traffic control plans	$842.00 ~~$421.00~~
b. Without engineering or traffic control plans	$303.00

DEVELOPMENT RELATED FEES

Daily Use (Inspection)	**Fee**
Class A (Non-residential zones)*	One (1) hour per day at standard hourly rate
Class A (Residential zones)*	No Fee
Class B*	One (1) hour per day at standard hourly rate
Class C Residential driveways less < 30 feet width	One (1) hour at standard hourly rate
Class C and Class D ~~(Non-Franchise)~~	
a. Construction ~~(Performance Bond)~~ Inspection~~; Except Single Family Residential (SFR)~~	
Cost of improvement	**Fee**
$0 - 30,000.00	$194.00 ~~$151.50~~ + $105.00 ~~$81.50~~/$1,000 Cost
$30,001.00 - 120,000.00	$1,941.00 ~~$1,512.50~~ + $47.00 ~~$36.50~~/$1,000 Cost
$120,001.00 - or more	$6,023.00 ~~$5,865.00~~ + $15.00 ~~$9.50~~/$1,000 Cost
b. Maintenance Bond Inspection (Final, 6 mo., & 1 yr.)	Four (4) hours at the standard hourly rate
~~**Cost of improvement**~~	~~**Fee**~~
~~$0 - 30,000.00~~	~~$92.00 + $13.00/$1000 Cost~~
~~$30,001.00 - 120,000.00~~	~~$324.50 + $5.50/$1000 Cost~~
~~$120,001.00 - or more~~	~~$682.50 + $2.50/$1000 Cost~~
~~Class D (Franchise)~~	~~Standard hourly rate, 1 hour minimum~~
Class E	One (1) hour per day at standard hourly rate
See SMC 11.10.105 for any expressive activity.	

DEVELOPMENT RELATED FEES

Clearing/Grading/Drainage Permit Fees (STE Permits)	
STE for Single Family Residential (SFR)	
~~Application Fee~~	~~$613.00~~
Plan Review Fee	$2,361.00 ~~$1,226.00~~
Renewal Fee	50% of application fee
Inspection Fee	$787.00 ~~$613.00~~
~~Additional inspections attributable to permittee's action or inaction (per inspection)~~	~~Standard hourly rate, 1 hour minimum~~
STE for all other Permits	
~~Application Fee~~	~~$802.50~~
~~Renewal Fee~~	~~50% of application fee~~
Initial Plan Review Fee	$4,597.00 ~~$1,767.00~~
Construction ~~(Performance Bond)~~ Inspection Fee; Except SFR	
Cost of improvement	**Fee**
$0 - 30,000.00	$194.00 ~~$151.50~~ + $105.00 ~~$81.50~~/$1,000 Cost
$30,001.00 - 120,000.00	$1,941.00 ~~$1,512.50~~ + $47.00 ~~$36.50~~/$1,000 Cost
$120,001.00 - or more	$6,023.00 ~~$5,865.00~~ + $15.00 ~~$9.50~~/$1,000 Cost
Maintenance Bond Inspection Fee (Final, 6 mo., & 1 yr.); Except SFR	Four (4) hours at the standard hourly rate
~~**Cost of improvement**~~	~~**Fee**~~
~~$0 - 30,000.00~~	~~$92.00 + $13.00/$1000 Cost~~
~~$30,001.00 - 120,000.00~~	~~$324.50 + $5.50/$1000 Cost~~
~~$120,001.00 - or more~~	~~$682.50 + $2.50/$1000 Cost~~

DEVELOPMENT RELATED FEES

~~Final Grading Plan Review Fees (STE Permit)~~		
~~Shall be calculated by adding the application amounts from Final Grading Plan Review, Final Clearing Plan Review and if applicable, Final Drainage Plan Review-Commercial~~		
~~**Final Grading Plan Review Table; Except SFR**~~		
~~**Volume**~~	~~**Base**~~	~~**Per 100 cu.yds.**~~
~~0-50 cu. yds.~~	~~Flat fee~~	~~$202.00~~
~~51- 10,000 cu. yds.~~	~~$193.00~~	~~$19.00~~
~~10,001 to 50,000 cu. yds.~~	~~$1,872.50~~	~~$2.50~~
~~50,001 cu. yds., and more~~	~~$2,164.50~~	~~$2.00~~
~~**Final Clearing Plan Review Table; Except SFR**~~		
~~**Disturbed Area**~~	~~**Base**~~	~~**Per 100 cu.yds.**~~
~~Up to 1/2 acre~~	~~$79.00~~	~~$359.00~~
~~1/2 to 10 acres~~	~~$169.50~~	~~$269.50~~
~~11 acres and more~~	~~$5,304.50~~	~~$88.00~~
~~**Final Drainage Plan Review- Commercial Table**~~		
~~**Disturbed area**~~	~~**Amount**~~	
~~0 - 1/2 acre site~~	~~$1,080.00~~	
~~½ - 1 acre site~~	~~$1,349.00~~	
~~1 - 5 acre site~~	~~$2,159.50~~	
~~More than 5 acre site~~	~~$5,668.00~~	

DEVELOPMENT RELATED FEES

Other Engineering Inspections and Fees (Technology Fee Applies)	
Commercial Traffic Circulation Review	
a. On-site review only, no right-of-way improvements	$278.00 ~~$216.00~~
b. On-site and right-of-way improvements review	$833.00 ~~$648.50~~
c. Review for compliance with SEPA conditions	$278.00 ~~$216.00~~
Concurrency Application & Review	One (1) hour at standard hourly rate
Consultant/Third Party Review ~~- When consultant services are required to supplement or extend City Staff or services, all consultant fees shall be paid by the applicant.~~	100% of the actual fees charged~~, plus 10% administrative charge~~
Engineering Review Deviation	$774.00 ~~$603.00~~
~~**Inspections Outside Normal Business Hours**~~	~~One and one half times the standard hourly rate, 4 hour minimum~~
~~**Additional inspections attributable to permittee's action or inaction (per inspection)**~~	~~Standard hourly rate, 1 hour minimum~~
~~**Plan Addendum and**~~ **Revision Fee**	
a. Each occurrence	$332.00 ~~$259.00~~
b. Plus additional hourly fee	Standard hourly rate, 1 hour minimum
Permit Renewal Fee	Standard hourly rate based on required inspections; not to exceed 50% of inspection fee
~~**Related Inspections and Other Services**~~	~~Standard hourly rate, 1 hour minimum~~
Reclamation Bond Release Inspection	$312.00 ~~$243.50~~
Standard Bonding Rate	
The standard performance bonding rate is set at 120% of the cost of the uncompleted work to be bonded.	120%
The standard maintenance bonding rate is set at 10% of the performance bond.	10%
Transportation Impact Fees	
Applies to all new development and increase in P.M. peak hour trips resulting from redevelopment.	See Schedule of Transportation Impact Fees to determine fee amount
Variance - Temporary Noise	$339.00 ~~$264.00~~

DEVELOPMENT RELATED FEES

LAND USE

Applications and Fees
(Technology Fee Applies)

Accessory Dwelling Unit	$213.00 ~~$165.50~~
Binding Site Plan	
a. Preliminary	$6,648.00 ~~$5,178.50~~
b. Final	$4,155.00 ~~$3,236.50~~
Comprehensive Plan Amendment	$3,560.00 ~~$2,773.00~~
~~**Comprehensive Plan- Printed Copy**~~	~~$79.00~~
Conditional Use Permits (CUP)	$6,951.00
~~a. Minor~~	~~$2,911.50~~
~~b. Major~~	~~$5,414.50~~
Consultant Review and Confirmation Fee ~~- For Wetland Consultant, GeoTech Consultant, Arborist, WCF, NEPA etc.~~	100% of actual cost ~~plus a 10% administrative fee~~
Critical Areas Public Utility Exception	$2,361.00 ~~$1,839.00~~
Critical Areas Reasonable Use Exception	$2,361.00 ~~$1,839.00~~
Development Agreement	$13,037.00 ~~$10,155.50~~
Essential Public Facilities Request	$6,950.00 ~~$5,414.00~~
Floodplain Development	$695.00 ~~$541.00~~
~~**Inspections or Reviews** - Not otherwise covered~~	~~Standard hourly rate~~
Legal Lot Determination	$703.00 ~~$547.50~~
Long Plat	
a. Preliminary	$13,325.00 ~~$10,379.50~~
b. Final	$10,426.00 ~~$8,121.50~~
Lot Line Adjustment	$2,086.00 ~~$1,625.00~~
~~**Mobile Home Park Closure**-Plus any other actual costs~~	~~$1,942.00~~
MultiFamily Property Tax Exemption (MFTE)	
a. Conditional Certificate	$1,857.00 ~~$1,446.50~~
b. Contract Amendment	$929.00 ~~$723.50~~
c. Extension of Conditional Certificate	$929.00 ~~$723.50~~
d. Final Certificate	$929.00 ~~$723.50~~
~~**Other Plans and Planning Documents** - Per page for 10 or more pages~~	~~See Copies and Records~~
Parking Change/Reduction	$591.00 ~~$460.50~~
Planned Unit Developments (PUD)	
a. Preliminary	$14,240.00 ~~$11,092.50~~
b. Final	$6,951.00 ~~$5,414.50~~
Plat Alteration/Vacation	$4,831.00 ~~$3,763.50~~

DEVELOPMENT RELATED FEES	
Re-addressing Re-imbursement - To neighbor(s) for cost of re-addressing of house (if required)	$170.00 ~~$132.00~~ per house
SEPA - Environmental Checklist	$3,695.00 ~~$2,878.00~~
SEPA - E.I.S. Preparation	Actual cost
NEPA - Document Preparation and/or Review	Actual cost
Shoreline Conditional Use Permit	$6,950.00 ~~$5,414.00~~
Shoreline Exemption	$339.00 ~~$264.00~~
Shoreline Substantial Development Permit	
Valuation Amount	**Fee**
Up to $10,000.00	$623.00 ~~$485.50~~
$10,001.00 to $100,000.00	$1,908.00 ~~$1,486.50~~
$100,001.00 to $500,000.00	$5,214.00 ~~$4,061.50~~
$500,001.00 to $1,000,000.00	$11,528.00 ~~$8,980.00~~
$1,000,001.00 +	$19,123.00 ~~$14,896.50~~
Shoreline Variance	$6,951.00 ~~$3,764.00~~
Short Plats -Preliminary	$6,374.00 ~~$4,965.00~~
Short Plat - Final	$3,730.00 ~~$2,905.00~~
Short Term Rental	$314.00 ~~$245.00~~
Preliminary Site Plan Review	$6,951.00 ~~$2,905.00~~
Special Home Occupation Permit	$618.00 ~~$481.50~~
Technology Fee	See MISCELLANEOUS
Temporary Use Permit	$294.00 ~~$229.00~~
Text Amendment to Title 14, 15, 16, or 18 of the SeaTac Municipal Code	$5,815.00 ~~$4,530.00~~
Unit Lot Subdivision - Preliminary	$5,815.00
Unit Lot Subdivision - Final	$6,374.00
Variance ~~- Planning~~	$6,951.00
~~a. Administrative~~	~~$1,789.00~~
~~b. Other~~	~~$3,763.50~~
Wireless Communications Facilities	
Lease Administrative Fee	$2,660.00 ~~$2,072.00~~
Macro Facility	$3,738.00 ~~$2,912.00~~
Small Wireless Facility Permit	
a. Up to 5 facilities on existing poles	$500.00
b. More than initial 5 on existing poles, per pole	$100.00
c. New or replacement pole, per pole	$1,000.00
Eligible Facilities Request	$774.00 ~~$603.00~~
Zoning Change of Use/Minor Site Modification	$618.00 ~~$481.50~~
Zoning Code Departure	$315.00 ~~$245.00~~
Zoning Code Interpretation Letter	$694.00 ~~$310.50~~
Zoning Compliance Letter	$695.00 ~~$541.50~~

DEVELOPMENT RELATED FEES	
Zone Reclassification (Rezone) application	
a. Site-specific only, no development proposal	$4,832.00 ~~$3,764.00~~
~~b. Site-specific with development proposal~~	~~$9,309.50~~
c. Combined with Comprehensive Plan Amendment	$2,297.00 ~~$1,789.00~~

FIRE SERVICES PUGET SOUND REGIONAL FIRE AUTHORITY (RFA)	
Operational Permits International Fire Code 105.6 as modified by SMC	
Operational Permits may be prorated to align with monthly inspection area cycles	
Fees for:	
a. Hazardous Materials Permit	$283.00 ~~$220.00~~
b. High Pile Combustible Material Storage Permit	$283.00 ~~$220.00~~
c. All Other Permits	$208.00 ~~$162.50~~
Construction Permits International Fire Code 105.7 as modified by SMC	
Plan Review Fees	
Use Building Services, Building and Sign Permit Fee Valuation Table	65% of Permit Fee
Permit Fees	
Use Building Services, Building and Sign Permit Fee Valuation Table	100% of Permit Fee
Fee for Residential Tank Removal	$115.00 ~~$89.50~~
Other Inspections and Fees	
Additional plan review requiring changes, additions or revisions to plans (1 hour minimum)	Standard hourly rate
Business license inspection (1/2 hour minimum)	Standard hourly rate
Expedited review (1 hour minimum)	Standard hourly rate
Inspections for which no fee is specifically indicated (1 hour minimum)	Standard hourly rate
Inspections outside the normal business hours	Contact Puget Sound RFA
Re-inspections (1 hour minimum)	Standard hourly rate
Request for Code Modification or Alternative Method (2 hour minimum)	Standard hourly rate
Inspection, Testing & Maintenance ~~**The Compliance Engine**~~ **Portal Filing Surcharge.** *Fee may be prorated based on reporting cycle.*	$28.00 ~~$21.50~~ per system, annually

Land Use Review & Construction Permit Fee Study

Land Use Review & Construction Permit Fee Study
October 2, 2025

- RCW 82.02.020 allows the charge of reasonable fees for processing land use review and permit applications.
- The fee study provides a basis for adopting updated land use review and construction permit fees consistent with RCW 82.02. It also provides a basis for monitoring our actual costs against the fees charged.
- This fee study focused on our actual cost of service instead of comparing fees with other jurisdictions.
- The City currently updates the fee schedule each year for inflation using the Seattle-Tacoma-Bellevue CPI-W June Index. This year it will be 2.7%.

PRESENTATION OVERVIEW

PURPOSE OF PRESENTATION

Provide a revised fee schedule based on the recommendations from the fee study. The changes reflect an overall 25% increase for most fees although a few fees were increased based on the cost of service to help recover a more reasonable amount.

WHY IS THIS ISSUE IMPORTANT?

1. Confirms we are compliant with RCW 82.02.020.
2. Fee increase will allow us to increase our development related revenue which helps offset the cost to provide plan review and inspection services.
3. Revised fee schedule includes minor changes to wording and structure to make it more predictable for customers and easier to understand.

Land Use Review & Construction Permits Fee Study

October 2, 2025

- The proposed amendment to the existing fee schedule will establish the fees that should have been collected for 2025.
- The 2.7% CIP-W annual increase for the 2026 fee schedule has been included.
- New fees will not be charged or collected until January 1, 2026.

Fees increased more than 25%

- **Most fees were increased by the recommended 25% from the fee study.**
- **Fees increased by 20% of the cost of service:**
  - **Pre-application Meeting** current fee $396.00
    Cost of Service $5,531.55 – Proposed fee $1,136.00
  - **Adult Family Home Inspection** current fee $178.50
    Cost of Service $1,730.01 – Proposed fee $355.00
- **Fees increased by 40% of the cost of service:**
  - **Class C & D ROW Plan Review w/Drainage Facilities** current fee $1,346.50
    Cost of Service $10,174.34 - Proposed fee $ 4,764.00
  - **Class C & D ROW Plan Review w/out Drainage Facilities** current fee $358.50
    Cost of Service $10,174.34 - Proposed fee $1,612.00
  - **STE Initial Plan Review** current fee $1,767.00
    Cost of Service $10,288.85 - Proposed fee $4,597.00
- Fees increased more than 25% needed to be adjusted due to large gap between fees charged and the actual cost of service.

Council Questions

- **Why was this work contracted out rather than done in-house? What was the total cost of retaining FCS?**
  - Staff capacity
  - Verify we were consistent with state law
  - Total Contract $86,270.00
- **Can we evaluate our position relative to nearby South King County cities: Des Moines, Normandy Park, Federal Way, Auburn, Kent, Covington, and Renton.**
  - Fee study focused on the cost of service
  - Comparing fees to other jurisdictions is difficult as each jurisdiction charges fees differently.

Council Questions Continued

- **Is there any policy mechanism we could adopt to provide fee waivers? Are there any industry standard approaches we could model such as an income-based sliding scale?**
  - Nonprofit housing developers can request tax exemptions and typically are not offered a fee reduction.
  - There is no industry standard for an income-based sliding scale for land use or construction fees.

- **Do we have data on average review times?**
  - Review times will not change based on the fees.
  - SeaTac review times are shorter than many other jurisdictions in our area.

- **Can staff commit to bringing back a performance review of the updated fees schedule within 12 – 18 months of implementation?**
  - A performance review can be completed in 12 – 18 months of implementation.

Key Takeaways

- Fee study ensures **cost recovery** for planning and permit services.
- Fee study recommends both:
  - A **one-time adjustment** (25%)
  - **Ongoing annual indexing** using CPI
- Broader financial policy updates (e.g., CPI averaging) **require further evaluation**.
- New fee schedule will be effective January 1, 2026.

POTENTIAL COMMITTEE ACTION

COMMITTEE ACTION REQUESTED:

Direct staff to incorporate the fee study amendments into the 2026 Fee Schedule for the November 12th Council Study Session.

STAFF RECOMMENDATION:

Incorporate the amendments from the fee study into the 2026 Fee Schedule.

REVIEWS TO DATE:

A&F: 8/7/25; 10/2/25

LEGAL DEPARTMENT MEMORANDUM

TO: Administration and Finance Committee
FROM: Cindy Corsilles, Interim City Attorney
DATE: September 25, 2025
RE: Selection of Facilitator for the City Manager's Performance Evaluation

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BACKGROUND

According to Section 12A of the City Manager's Employment Agreement, *"[t]he City Council shall evaluate the Employee's performance six months after the appointment through the use of a Work Plan and an outside facilitator with prior experience as a city manager. The Work Plan shall define goals and performance objectives that the Council determines necessary for the proper operations of the City and establish a priority among the various goals and objectives."*

During the September 9th Regular Council Meeting, the Council directed staff to provide names of potential facilitators to the Administration and Finance Committee. The Committee will select a facilitator from the list provided by the Interim City Attorney. To be considered, a facilitator must: 1) have prior experience as a city manager, and 2) have a background and/or experience serving a diverse community like SeaTac.

POTENTIAL FACILITATORS

The following facilitators have been identified as fitting the Council's criteria:

David Cline and Siri Bliesner:

David Cline partners with his spouse, Sire Bliesner, performing this type of work. Mr. Cline has thirty (30) years of local government experience, including eighteen (18) years, as the City Manager/City Administrator of various King County cities. He has received national and regional awards for his commitment to equity and inclusion, excellence in municipal leadership, and in helping city councils achieve their strategic goals. He is currently an Affiliate Associate Professor at the University of Washington Evans School of Public Policy and Governance.

Ms. Bliesner served as an elected official for 12 years in the second largest school district in Washington State. As Board President, she developed and managed the annual performance evaluation of their superintendent. She also has over fifteen (15) years' experience in program evaluation, planning, public health and social services both locally and internationally.

<u>Ana Cortez</u>:

Ms. Cortez is a retired city manager/administrator who currently provides consulting services to municipalities in Washington and California. Ms. Cortez has personally undergone four performance evaluations as a city manager and participated in dozens more throughout her public sector career. She has an understanding of both best practices and the pitfalls of a poorly designed evaluation process. Ms. Cortez believes that transparency, consistency, and predictability are the foundation of a constructive evaluation. Ms. Cortez has stated that independent facilitators help translate messages, minimize conflict, and ensure that strategic discussions are productive and constructive.

NEXT STEPS

Committee members have been provided with a copy of each applicant's full resume for further review by email on September 17, 2025. Following Committee discussions, please notify the Interim City Attorney which candidate should be contacted to work with the City on this evaluation process.

MEMORANDUM

To:	Administration and Finance Committee
Through:	Jonathan Young, City Manager
From:	Gwen Pilo, Finance Director
Date:	October 2, 2025
Re:	Declaring City Property Surplus

Purpose/Action Requested: Recommendation to Council declaring property surplus and authorizing Department Heads to dispose of surplus equipment. Staff is requesting this be placed on the Consent agenda for the October 28, 2025, Council Meeting.

Analysis: Departments are responsible for reporting assets ready for disposal to the Finance Department. The Finance Department is responsible for preparing this list of assets for disposal. The attached list comes from a review and reconciliation of capital equipment.

The list of various obsolete and/or inoperable items identified by city staff is attached. Finance is requesting City Council declare these items as surplus property. Departments have 30 days in which to dispose of the assets declared surplus: including resale, donation, or recycling, using themost cost-effective method for the City.

Budget Significance: Any money received from the sale of an asset shall be returned to the fund where the asset resided. Vehicles sold at auction offset replacement cost for future purchases.

CITY OF SEATAC
ASSET DISPOSAL LIST
for
CONTINUING PROPERTY (CP) OR CAPITAL ASSETS (CA)

Property Type (CA or CP)	Asset Tag No.	Detailed Description of Asset	Serial No.	Purchase Date	Reason for Disposal	Surplus Date	Location
CA	003767	CISCO UNIFIED COMMUNICATIONS UPGRADE		6/29/2016	Replaced with Teams Phones		City Hall
CA	010356	CISCO CATALYST 2960S 48 GIGE +	FOX1520GQ6G	11/2/2011	Replaced with Teams Phones		City Hall
CA	010351	CISCO CATALYST 4510 SWITCH CHASSIS+		11/2/2011	Replaced with Teams Phones		City Hall
CA	010020	KIP 7100 LARGE FORMAT SCANNER COPIER	12400252	11/22/2010	Not Needed		City Hall
CA	009947	SPORTFENCE PORTABLE FENCING WHITE 42"		2/21/2008	Broken		Mtc Shop
CA	010009	2010 Ford F250 B062	1FTSX2A51AEA40215	9/29/2009	Replaced		Mtc Shop
CA	010205	2014 Ford F250 B066	1FT7X2A68EEA92932	11/22/2013	Replaced		Mtc Shop
CA	010706	2013 Ford F250 B065	1FT7X2A65DEA18530	12/11/2012	Replaced		Mtc Shop
CA	010707	2013 Ford F250 B064	1FT7X2A69DEA18529	12/6/2012	Replaced		Mtc Shop
CA	010969	2014 Ford F150 B071	1FTFX1CF8EKG23938	4/27/2015	Replaced		Mtc Shop
CA	010984	2016 Ford F150 B076	1FTFX1EGXGKF56459	10/5/2016	Replaced		Mtc Shop
CA	010999	2017 Ford F150 B081	1FTFX1CG2HKD77059	6/6/2017	Replaced		Mtc Shop
CA	011025	2018 Ford Escape SE AWD	1FMCU9GD6JUC91124	8/24/2018	Replaced		Mtc Shop
CA	010998	2017 Ford F150 B080	1FTFX1CG0HKD77061	6/14/2017	Totaled		Gone
CA	011054	2019 Ford F150 B094	1FTFX1C48KKE84520	10/15/2019	Totaled		Gone
CA	003398	2021 Walker Mower D074	170510	6/28/2021	Due for Replacement		Mtc Shop
CA	010989	2015 John Deere 6105M Cab Tractor w/ mow arm D065	1L06105MCFH825986	2/10/2016	Under utilized		Mtc Shop
CA	010962	2014 John Deere Bunker Rake D055	1TC1200APET210546	9/30/2014	Replaced with Blower		Mtc Shop
CA	010961	2014 John Deere Bunker Rake D056	1TC1200ATET210531	9/30/2014	Replaced with Gator		Mtc Shop
CA	010177	2012 TILT UTILITY TRAILER C-027	1T9FS2220CR506013	12/20/2011	Replaced		Mtc Shop
CA	009779	2004 Eagle Equipment Utility Trailer C016	1C9BE28284P694309	2/28/2004	Replaced		Mtc Shop
CA	009285	2007 Wanco Arrowboard Trailer C022	5F11S101271001151	3/15/2007	Not Needed		Mtc Shop
CA	010956	2014 Wanco Arrowboard Trailer C029	5F11S1011E1005169	12/18/2014	Replacing		Mtc Shop
CA	003394	2019 Ver-Mac Message Board C038	1V9US4114KH223916	4/13/2021	Can not be repaired		Mtc Shop
CA	003395	2019 Ver-Mac Message Board C039	1V9US4114KH223902	4/13/2021	Can not be repaired		Mtc Shop
CA	003396	2019 Ver-Mac Message Board C040	1V9US4116KH223903	4/13/2021	Can not be repaired		Mtc Shop
CA	003397	2019 Ver-Mac Message Board C041	1V9US4114KH223947	4/13/2021	Can not be repaired		Mtc Shop
CA	010991	2016 Ver-Mac Message Board D067	2S9US4124GS132035	11/1/2016	Can not be repaired		Mtc Shop
CA	010992	2016 Ver-Mac Message Board D068	2S9US412XGS132038	11/1/2016	Can not be repaired		Mtc Shop
CA	010980	2015 RU2 800 Radar Traff Trailer C032	RE7618	11/6/2015	Not Needed		Mtc Shop
CA	010980	2015 Solar Powered Smart Speed Limit Sign C031	As part of Trailer above	10/15/2015	Not Needed		Mtc Shop
CA	005701	1999 Smart Radar Trailer	1K9BS0814XK118042	4/13/1999	Not Needed		Mtc Shop
CA	010001	CUMMINS GENERATOR TRAILER 150DDSGAC C-035	L080227967	2/20/2009	Not Needed		Mtc Shop

MEMORANDUM

To: Administration and Finance Committee
Through: Jonathan Young, City Manager
From: Gwen Pilo, Finance and Systems Director
Date: October 2, 2025
Re: Unclaimed Property

Purpose:
Review and recommend to the full Council a Resolution declaring the list of outstanding municipal checks over 1 year old as canceled, and the amount remitted to the Department of Revenue as Unclaimed Property.

Analysis:
The Department of Revenue is the custodian for unclaimed property and administers an unclaimed property program to find the rightful owners. Unclaimed property laws began in the United States as a consumer protection program and they have evolved to protect not only the owners, but their heirs and estates as well.

By October 31 of each year, the City is required to file an Unclaimed Property Report with the Department of Revenue for Accounts Payable and Payroll checks that have not been cashed. Payroll checks are reported after 1 year and Accounts Payable checks are reported after 2 years. The Finance Department has completed and Court is in the process of completing the due diligence process of sending letters out to the individuals with outstanding checks and has been successful in some cases.

State law requires that stale dated checks be canceled by Resolution. Exhibit A provides the list of abandon checks to be canceled for 2025.

Budget Significance:
The uncashed checks do not have a fiscal impact for the City and the funds will be remitted to the State.

Staff Recommendation:
Staff is recommending this be placed on the consent agenda for the October 28, 2025, Council Meeting.

RESOLUTION NO. ____________

A RESOLUTION of the City Council of the City of SeaTac, Washington, to finalize the 2025 unclaimed property reporting to the State of Washington.

WHEREAS, State law requires that outstanding, stale dated municipal checks be cancelled by passage of a Resolution; and

WHEREAS, the City of SeaTac has a number of outstanding, stale dated municipal checks that need be cancelled; and

WHEREAS, the City of SeaTac Finance Department and SeaTac Municipal Court has made all reasonable attempts to resolve these outstanding municipal checks; and

WHEREAS, the City Council of the City of SeaTac wishes to cancel all outstanding, stale dated municipal checks and unclaimed deposits as detailed in Exhibit A;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEATAC, WASHINGTON, HEREBY RESOLVES as follows:

Section 1. The SeaTac City Council declares the cancellation of municipal checks and unclaimed deposits as detailed in Exhibit A.

PASSED this _______ day of ___________________, 2025, and signed in authentication thereof on this _______ day of ___________________, 2025.

CITY OF SEATAC

____

Mohamed Egal, Mayor

ATTEST:

____

Kristina Gregg, City Clerk

Approved as to Form:

____

Cindy Corsilles, Interim City Attorney

Exhibit A

2025 UNCLAIMED PROPERTY REPORT

Finance Dept Records sent to UCP

7-1-23 thru 6-30-24

Check #	Check Date	Check Amount	Payee	Comments
136638	8/3/2023	$ 65.00	Unique Grady	unclaimed
136865	9/7/2023	$ 20.00	Sung Kim	unclaimed
137578	12/21/2023	$ 20.00	Margaret Lawrence	unclaimed
137615	12/21/2023	$ 20.00	Scott Monte	unclaimed
137938	2/8/2024	$ 27.48	John Letourneau	unclaimed
138480	5/9/2024	$ 1,000.00	Estefana Harry Alagw	unclaimed
138614	5/23/2024	$ 20.00	Benjamin Friedland	unclaimed
138634	5/23/2024	$ 20.00	Edward Hawks	unclaimed
138638	5/23/2024	$ 20.00	Emily Paxton	unclaimed
138659	5/23/2024	$ 20.00	James Finnestad	unclaimed
138714	5/23/2024	$ 20.00	Rob Dunlap	unclaimed
138868	6/20/2024	$ 20.00	Allan Mamaril	unclaimed
138884	6/20/2024	$ 20.00	Christopher Davenport	unclaimed
138934	6/20/2024	$ 20.00	Kayle Widmyer	unclaimed

TOTAL CLAIMS CHECKS $ 1,312.48

Payroll Check

TOTAL PAYROLL CHECKS $ -

TOTAL FINANCE DEPT $ 1,312.48

Grand Total $ 1,312.48

MEMORANDUM

To: Administration and Finance Committee
Through: Jonathan Young, City Manager
From: Gwen Pilo, Finance Director
Date: October 2, 2025
Re: August 31, 2025, Investment Report

Attached is the August 2025 Portfolio Analysis Report.

At the end of August, the City had $112,340,007 in cash and short-term investments and $73,928,010 in long-term investments at market value. Total cash on hand and investments equal $186,268,017.

Interest received during the month was $114,250 from bonds and $368,838 from the LGIP. Interest paid year to date is $4,322,002.

The 90-day T-bill is at 4.05%, down .19% from the previous month. The 2-year Treasury note is down 0.35% to 3.59%. The LGIP is down 0.01%, at 4.38% for August.

SeaTac Yield is at 3.62%, up 0.06% from July and exceeding the 2-year Treasury rate.
One bond matured in August, and one bond was called. Two bonds were purchased to replace them.

Total Funds City of SeaTac

Compliance Report

8/31/2025

Maturity Constraints	Policy Requirement	% of Total Accumulated	Portfolio Allocation	Within Limits
Under 30 days	10%	60%	112,340,007	YES
Under 1 year	25%	71%	132,025,549	YES
Under 5 years	100%	100%	186,268,017	YES
Maximum Weighted Average Maturity	3.00		2.61	
Maximum Single Maturity	5 Years		4.90	

Asset Allocation Diversification	Maximum Policy Allocation	Issuer Constraint	Percentage of Portfolio	Market Value	% within Limits
U.S. Treasury Obligations	100%		5.50%	$ 10,239,375	
U.S. Agencies Primary	100%		28.27%	$ 52,658,880	YES
FHLB		30%	15.39%	$ 28,663,912	YES
FNMA		30%	0.00%	$ -	
FHLMC		30%	3.22%	$ 5,993,373	
FFCB		30%	9.66%	$ 18,001,595	
U.S. Agencies Secondary	20%		4.31%	$ 8,031,765	YES
FICO		10%	0.00%	$ -	YES
FARMER MAC		10%	4.31%	$ 8,031,765	
Municipal Debt Obligations	20%	5%	1.61%	$ 2,997,990	
Certificates of Deposits	15%	5%		$ -	
Bank Time Deposits & Savings Accounts	50%		6.91%	$ 12,862,826	YES
Local Government Investment Pool	100%		53.41%	$ 99,477,181	YES
Total			**100%**	**$ 186,268,017**	

Portfolio by Fund Allocation	Par Amount	Total Adjusted Cost	Market Value	YTD Unrealized Gain/Loss	Yield to Maturity
City of SeaTac - Core Investment Funds	$ 74,450,000	$ 73,615,437	$ 73,928,010	$ 312,573	3.62%
City of SeaTac Liquidity Funds	$ 112,340,007	$ 112,340,007	$ 112,340,007		
TOTAL PORTFOLIO	**$ 186,790,007**	**$ 185,955,443**	**$ 186,268,017**	**$ 312,573**	

Cit of SeaTac
Investment Portfolio Analysis
As of 8/31/2025

	SeaTac Portfolio			Monthly Interest Earned (Accrual Basis)		
Month	2023	2024	**2025**	2023	2024	**2025**
January	83,808,000	82,798,000	76,650,000	122,256	261,006	244,131
February	83,808,000	82,798,000	76,650,000	21,250	72,000	144,750
March	83,808,000	82,798,000	78,650,000	122,424	201,059	191,500
April	83,808,000	82,798,000	78,650,000	201,628	249,438	265,170
May	83,808,000	80,798,000	76,650,000	209,417	222,875	226,625
June	83,808,000	77,798,000	72,650,000	108,000	140,488	103,600
July	81,858,000	79,998,000	74,450,000	216,756	261,006	262,625
August	81,858,000	79,998,000	74,450,000	21,250	173,067	114,250
September	81,858,000	75,998,000		155,375	317,904	
October	81,858,000	78,643,000		201,628	157,413	
November	79,858,000	78,643,000		214,325	187,625	
December	82,798,000	76,643,000		80,500	186,550	
Average	82,744,667	79,975,917	**76,100,000**	139,567	202,536	**194,081**

	LGIP			Monthly Interest Earned (Accrual Basis)			Year to Date Interest Earned		
Month	2023	2024	**2025**	2023	2024	**2025**	2023	2024	**2025**
January	56,336,037	74,726,296	88,039,368	219,694	342,536	331,538	341,950	603,542	575,669
February	56,535,226	75,047,683	88,338,396	199,189	321,387	299,029	562,389	996,929	1,019,447
March	56,763,667	75,392,294	93,675,088	228,441	344,611	336,691	913,254	1,542,599	1,547,639
April	56,993,553	75,726,756	98,021,529	229,886	334,462	346,441	1,344,768	2,126,499	2,159,250
May	57,242,831	76,073,972	98,385,626	249,278	347,216	364,096	1,803,463	2,696,590	2,749,971
June	67,518,903	91,451,890	98,740,063	276,073	377,918	354,437	2,187,536	3,214,995	3,208,008
July	67,819,255	88,865,508	99,108,343	300,352	413,618	368,280	2,704,644	3,889,619	3,838,913
August	65,123,761	89,272,731	99,477,181	304,506	407,224	368,838	3,030,400	4,469,909	4,322,002
September	65,412,023	89,656,318		288,261	383,586		3,474,036	5,171,400	
October	73,713,067	87,028,373		304,045	372,055		3,979,709	5,700,868	
November	74,042,336	87,366,363		329,268	337,991		4,523,302	6,226,483	
December	74,383,760	87,707,830		341,424	341,467		4,945,226	6,754,500	
Average	64,323,702	83,193,001	**95,473,199**	272,535	360,339	**346,169**	2,484,223	3,616,161	**2,427,612**

	2 Yr T-Note			90 Day T Bill		
Month	2 Yr T-Note 2023	2 Yr T-Note 2024	**2 Yr T-Note 2025**	90 Day TBill 2023	90 Day TBill 2024	**90 Day TBill 2025**
January	4.21%	4.27%	4.22%	4.58%	5.22%	4.20%
February	4.81%	4.64%	3.99%	4.72%	5.25%	4.20%
March	4.06%	4.59%	3.89%	4.68%	5.23%	4.21%
April	4.04%	5.04%	3.60%	5.03%	5.25%	4.20%
May	4.40%	4.89%	3.89%	5.28%	5.25%	4.25%
June	4.87%	4.71%	3.72%	5.17%	5.22%	4.24%
July	4.88%	4.29%	3.94%	5.28%	5.15%	4.24%
August	4.85%	3.91%	3.59%	5.32%	4.98%	4.05%
September	5.03%	3.66%		5.32%	4.52%	
October	5.07%	4.16%		5.33%	4.47%	
November	4.73%	4.13%		5.25%	4.39%	
December	4.23%	4.25%		5.25%	4.23%	
Average	4.60%	4.38%	**3.86%**	5.10%	4.93%	**4.20%**

	SeaTac Current Yield			LGIP Interest Rate			2025 Budget		
Month	City 2023	City 2024	**City 2025**	LGIP 2023	LGIP 2024	**LGIP 2025**	Actual	Budget	% of Budget
January	2.04%	2.74%	3.45%	4.39%	5.42%	4.45%	575,669	491,723	117%
February	2.04%	2.84%	3.54%	4.61%	5.41%	4.43%	443,779	491,723	90%
March	2.04%	2.85%	3.54%	4.76%	5.41%	4.40%	528,191	491,723	107%
April	2.04%	2.96%	3.54%	4.93%	5.40%	4.39%	611,611	491,723	124%
May	2.18%	2.95%	3.52%	5.15%	5.40%	4.37%	590,721	491,723	120%
June	2.34%	3.05%	3.55%	5.20%	5.40%	4.38%	458,037	491,723	93%
July	2.43%	3.21%	3.56%	5.23%	5.41%	4.39%	630,905	491,723	128%
August	2.47%	3.15%	3.62%	5.34%	5.40%	4.38%	483,088	491,723	98%
September	2.54%	3.11%		5.39%	5.23%		-	491,723	0%
October	2.55%	3.21%		5.40%	4.93%		-	491,723	0%
November	2.57%	3.19%		5.43%	4.73%		-	491,723	0%
December	2.74%	3.31%		5.43%	4.60%		-	491,723	0%
Average	2.33%	3.05%	**3.54%**	5.11%	5.23%	**4.40%**	4,322,002	5,900,675	**73.25%**

Cit of SeaTac
Investment Portifolio Transaction Report
As of 8/31/2025

Maturities

Cusip	Description		Par Value	Coupon	Semi-Annual Interest Payments	Settlement Date	Maturity Date	Call Date	FUND
3130ANHA1	FHLB	$	2,000,000	0.750%	7,500.00	8/26/2021	8/26/2025	-	001 - General Fund
3130B2BU8	FHLB	$	2,000,000	4.60%	46,000.00	8/27/2024	8/27/2027	8/27/2025	105 - Port of Seattle ILA Fund

Purchases

Cusip	Description		Par Value	Coupon	Annual Interest Payments	Settlement Date	Maturity Date	Call Date	FUND
3133ETMD6	FFCB	$	2,000,000	4.00%	40,000.00	8/21/2025	10/23/2029		001 - General Fund
3133ETVC8	FFCB	$	2,000,000	4.00%	40,000.00	8/27/2025	8/27/2029	8/27/2027	105 - Port of Seattle ILA Fund

Definitions:

Coupon Interest Rate
FHLMC Federal Home Loan Mortgage Corporation
FAMCA Federal Agricultural Mortgage Corporation (Farmer Mac)
FHLB Federal Home Loan Bank