



Administration and Finance Committee Minutes

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

Commence: 4:00 PM
Adjourn: 4:34 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	<i>Acting Chair Joe Vinson called the meeting to order at 4:00 PM</i>
2. Public Comment	<i>No public comments.</i>
3. Review of the Minutes	<input checked="" type="checkbox"/> Recommended for Approval <i>A copy of the 10/02/2025 minutes was provided to the committee for review. The committee approved the minutes as presented.</i>
4. Council/City Manager Travel Approval	<input checked="" type="checkbox"/> Recommended for Approval <i>Finance Director Gwen Pilo presented the following items for approval:</i> <ol style="list-style-type: none"> 1. <i>Expense approval for City Manager Jonathan Young WSAMA Total: \$464.82</i> 2. <i>Expense Approval for Councilmember Kwon NLC City Summit Total: \$3,516.32</i> 3. <i>Expense approval for Councilmember Vinson NLC City Summit Total: \$4,188.38</i> 4. <i>Expense approval for Councilmember Negusse National Foundation of Women Legislators</i>

	<p><i>Total: \$467.75</i></p> <p><i>The committee approved the above expenses.</i></p>
<p>5. Accountability Audit Exit Conference</p>	<p><input checked="" type="checkbox"/> Presentation Only</p> <p><i>Audit Lead Lucas DeGagne and Audit Manager Paul Giswold from the Office of the Washington State Auditor presented to the committee an overview of the results of the City’s annual Accountability Audit. The report states that “City operations complied, in all material aspects, with applicable state laws, regulations, and its own policies and provided adequate controls over the safeguarding of public resources”. A Management Letter has also been provided to the City related to tracking and monitoring of fuel use as an issue for the City to address.</i></p>
<p>6. Legal Department Reorganization</p>	<p><input checked="" type="checkbox"/> Committee Approval</p> <p><i>City Clerk Kristina Gregg presented to the committee a proposed reclassification of a currently budgeted and vacant Paralegal 2 position to an Administrative Assistant 3 position within the Legal Department. The Paralegal 2 position has been vacant since May 2024 and the current workload is not enough to warrant filling the position, but the City Clerk division of Legal is asking for support of this Admin position. The proposed change would result in cost savings for the City, as the Administration Assistant 3 is a lower salary range than the Paralegal 2. The committee supported this change and approved the reorganization.</i></p>
<p>7. Staff Updates</p>	<ol style="list-style-type: none"> <i>1. Finance Director Gwen Pilo presented the October Investment Report.</i> <i>2. City Manager Jonathan Young provided an update on the issuance of the City’s LTGO Bond.</i>
<p>8. Adjourn</p>	<p><i>Acting Chair Joe Vinson adjourned the meeting at 4:34 PM.</i></p>

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

February 5, 2026

National Foundation of Women Legislators
 Nov 16-19, 2025
 New Orleans, LA

Not specifically included in the council travel budget, but much of it is paid by the host organization. Councilmember Negusse was an invited guest to receive an award.

Pre-approval via email due to Nov A&F meeting cancelled

Pre-Approval and Expenses
Senayet Negusse Documentation: Travel Accounting Form \$176.95 Additional expenses submitted after the Dec. A&F meeting. Trip Report didn't make the 12/2/25 packet deadline but was posted in the meeting's handouts.

NLC Congress of Cities
 March 16-18, 2026, Washington DC
Early arrivals:

Peter Kwon: Board Meeting on March 14.
 Joe Vinson: Advocacy Committee Meeting on March 15.
 Return date for all is March 19.

Group Registration – register five, get sixth free (five councilmembers at early bird rate, city manager registration free)

Two Councilmembers budgeted to attend. Expenses will be absorbed in the budget or a future budget amendment if needed.

Pre-approval via email in the interest of time with the January A&F cancelled

Travel Pre-Approval and Approval of Expenses (if applicable)
Peter Kwon Documentation: Travel Authorization \$4488.84 Travel Accounting Form \$880

Travel Pre-Approval and Approval of Expenses (if applicable)
Joe Vinson Documentation: Travel Authorization \$4008.40 Travel Accounting Form 1258.80

Travel Pre-Approval and Approval of Expenses (if applicable)

Caitlin Konya

Documentation:

Travel Authorization \$3653.96*Asking NLC to apply \$100 credit for online overcharge

Travel Accounting Form \$1442.80

Travel Pre-Approval and Approval of Expenses (if applicable)

Mohamed Egal

Documentation:

Travel Authorization \$3553.96

Travel Accounting Form \$1612.99

Travel Pre-Approval and Approval of Expenses (if applicable)

James W. Lovell

Documentation:

Travel Authorization \$3553.96

Travel Accounting Form \$880

Travel Pre-Approval and Approval of Expenses (if applicable)

Jonathan Young

Documentation:

Travel Authorization \$2673.96 (free registration due to group registration)

Travel Accounting Form \$666.80

Senayet Negusse

A&F Chair



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: Senayet Negusse Department: City Council

Conference: Natl. Foundation of Women Leg. Dates: 11/15 - 11/19 2025

	Estimated Amount from Authorization Form	Date submitted for payment or P-Card Statement Date	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.
			P-Card Total	Accounts Payable Direct Invoice Total	Accounts Payable Claim for Expense Total		
Registration							Complimentary
Lodging	\$ 280.00	11/25/2025			\$ 229.75		11/15 only, NFWL paying for 11/16 and 11/17
Lodging							
Meals	\$ 238.00	11/25/2025	N/A	N/A	\$ 238.00		Per Diem
transportation	\$ 500.00				\$ 0.00		Cmbr. Negusse will submit to NFWL for reimbursement
transportation							
Mileage			N/A	N/A			
Car Rental							
Parking							
TNC Charges	\$ 110.00	12/16/2025			\$ 106.95		(3) trips
Tolls/Ferry							
Baggage Fees	\$ 100.00	12/16/2025			70.00		NFWL may cover airfare (see above) but not baggage fees
Misc. Costs							
Totals	\$ 1,228.00		\$ 0.00	\$ 0.00	\$ 644.70	Grand Total	\$ 644.70



Travel Authorization Form

Traveler Name: Peter Kwon		
Department: City Council		FLSA Status: Exempt
Official Residence:		
Official Duty Station: City Hall 4800 S 188th St.		
Name of Conference/Training: NLC Congress of Cities		
Location of Conference/Training: Washington, DC, March 16-19, 2026		
Departure Date: 03/13/2026	Time:	Is this travel budgeted? <input checked="" type="radio"/> Yes <input type="radio"/> No Budgeted means the training was included in the budget as part of the budget process. If No, enter how this will be funded in the comments section below.
Conference Start Date: 03/15/2026	Start Time:	
Conference End Date: 03/18/2026	End Time: 5:00 pm	
Return Date: 03/19/2026	Time:	
		Estimated Amount
Registration Due Date: 01/16/2026		\$ 880.00
Lodging	(Complete Lodging/Meals/OT Estimator Worksheet on page 2)	\$ 2,331.84
Meals		\$ 497.00
Transportation Expenses:		
Transportation <input checked="" type="checkbox"/> Air <input type="checkbox"/> Bus <input type="checkbox"/> Train		\$ 700.00
Personal Vehicle	<u>*Current IRS Rate:</u>	\$ 0.00
Miles: _____	_____	
Car Rental	@ \$ _____ Per Day	\$ 0.00
No. of Days _____	(Include Taxes & Fees)	
Other Travel Expenses:		
Parking No. of Days: _____	@ \$ _____ Per Day	\$ 0.00
	TNC Charges	\$ 80.00
	Tolls/Ferry	
	Baggage Fees	
	Miscellaneous Costs (light rail, public transit, etc.)	
	Totals	\$ 4,488.84
Comments:		
Councilmember Kwon serves on the board. Meetings 3/14 and 3/15.		
** Attach Conference Itinerary and details of all costs before submitting for approval **		
Approval Signature		
Treasury Operations Manager should return the approved form to: <u>Lesia Ellis</u>		
Traveler:		Date:
Supervisor/ Manager:		Date:
Treasury Operations Manager:		Date:
City Manager (if required):		Date:



Lodging/Meals/OT Estimator Worksheet

Link to GSA Website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Departure Date: 03/13/2026 **Time:** _____
Conference Start Date: 03/15/2026 **Start Time:** _____
Conference End Date: 03/18/2026 **End Time:** 5:00 pm
Return Date: 03/19/2026 **Time:** _____
Departure Location: Official Duty Station **Return Location:** _____

Date	Lodging Charges (include Taxes and Fecs)	First/Last Day of Travel	Breakfast	Lunch	Dinner	Incidentals	Total Meals
03/13/2026	388.84	\$ 69.00					\$ 69.00
03/14/2026	388.84		\$ 23.00	\$ 26.00	\$ 38.00	\$ 5.00	\$ 92.00
03/15/2026	388.84		\$ 23.00		\$ 38.00	\$ 5.00	\$ 66.00
03/16/2026	388.44		\$ 23.00		\$ 38.00	\$ 5.00	\$ 66.00
03/17/2026	388.44		\$ 23.00		\$ 38.00	\$ 5.00	\$ 66.00
03/18/2026	388.44		\$ 23.00	\$ 26.00	\$ 38.00	\$ 5.00	\$ 69.00
03/19/2026		\$ 69.00					\$ 69.00
							\$ 0.00
							\$ 0.00
Totals	\$ 2,331.84	Totals	\$ 92.00	\$ 52.00	\$ 190.00	\$ 25.00	\$ 497.00

Date	Start Time	End Time	Hours	Explanation of estimated OT Costs:
	1:00	3:15	2.25	
		Total	0.00	

If non-exempt calculate overtime

Enter start and end time following the example on top row and calculate hours in the Hours column. Hours will total at bottom.



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: Peter Kwon Department: City Council

Conference: NLC Congress of Cities Dates: Nov 16-18, 2026

	Estimated Amount from Authorization Form	Date submitted for payment or P-Card Statement Date	Method of Payment			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.
			P-Card Total	Accounts Payable Direct Invoice Total	Accounts Payable Claim for Expense Total	
Registration	\$ 880.00	01/16/2026	\$ 880.00			group registration on Lesa's p-card
Lodging	\$ 2,331.84					guaranteed with Lesa's p-card
Lodging						
Meals	\$ 497.00		N/A	N/A		
transportation	\$ 700.00	01/17/2026				
transportation						
Mileage			N/A	N/A		
Car Rental						
Parking						
TNC Charges	\$ 80.00					
Tolls/Ferry						
Baggage Fees						
Misc. Costs						
Totals	\$ 4,488.84		\$ 880.00	\$ 0.00	\$ 0.00	Grand Total \$ 880.00



Travel Authorization Form

Traveler Name: Joe Vinson		
Department: City Council		FLSA Status: Exempt
Official Residence:		
Official Duty Station: City Hall 4800 S 188th St.		
Name of Conference/Training: NLC Congress of Cities		
Location of Conference/Training: Washington, DC, March 16-19, 2026		
Departure Date: 03/14/2026	Time:	Is this travel budgeted? <input checked="" type="radio"/> Yes <input type="radio"/> No Budgeted means the training was included in the budget as part of the budget process. If No, enter how this will be funded in the comments section below.
Conference Start Date: 03/15/2026	Start Time:	
Conference End Date: 03/18/2026	End Time: 5:00 pm	
Return Date: 03/19/2026	Time:	
		Estimated Amount
Registration Due Date: 01/16/2026		\$ 880.00
Lodging	(Complete Lodging/Meals/OT Estimator Worksheet on page 2)	\$ 1,943.40
Meals		\$ 405.00
Transportation Expenses:		
Transportation <input checked="" type="checkbox"/> Air <input type="checkbox"/> Bus <input type="checkbox"/> Train		\$ 700.00
Personal Vehicle	<u>*Current IRS Rate:</u>	\$ 0.00
Miles: _____	_____	
Car Rental	@ \$ _____ Per Day	\$ 0.00
No. of Days _____	(Include Taxes & Fees)	
Other Travel Expenses:		
Parking No. of Days: _____	@ \$ _____ Per Day	\$ 0.00
	TNC Charges	\$ 80.00
	Tolls/Ferry	
	Baggage Fees	
	Miscellaneous Costs (light rail, public transit, etc.)	
	Totals	\$ 4,008.40
Comments:		
Councilmember Vinson serves on the NLC Transp. & Infrastructure Fed. Advocacy Committee and Small Cities Council - Meeting on Mar 15, 2026. Airfare comparison provided 3/12 vs 3/14 departing Sea.		
** Attach Conference Itinerary and details of all costs before submitting for approval **		
Approval Signature		
Treasury Operations Manager should return the approved form to: <u>Lesia Ellis</u>		
Traveler:		Date:
Supervisor/ Manager:		Date:
Treasury Operations Manager:		Date:
City Manager (if required):		Date:



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: Joe Vinson

Department: City Council

Conference: NLC Congress of Cities

Dates: Nov 16-18, 2026

Expense Table

	Estimated Amount from Authorization Form	Date submitted for payment or P-Card Statement Date	Method of Payment			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.
			P-Card Total	Accounts Payable Direct Invoice Total	Accounts Payable Claim for Expense Total	
Registration	\$ 880.00	01/16/2026	\$ 880.00			group registration on Lesa's p-card
Lodging	\$ 1,943.40					guaranteed with Lesa's p-card
Lodging						
Meals	\$ 405.00		N/A	N/A		
transportation	\$ 700.00	01/17/2026	\$ 378.80			Airfare on Vinson p-card 9585
transportation						
Mileage			N/A	N/A		
Car Rental						
Parking						
TNC Charges	\$ 80.00					
Tolls/Ferry						
Baggage Fees						
Misc. Costs						
Totals	\$ 4,008.40		\$ 1,258.80	\$ 0.00	\$ 0.00	Grand Total \$ 1,258.80



Travel Authorization Form

Traveler Name: Caitlin Konya		
Department: City Council		FLSA Status: Exempt
Official Residence:		
Official Duty Station: City Hall 4800 S 188th St.		
Name of Conference/Training: NLC Congress of Cities		
Location of Conference/Training: Washington, DC, March 16-19, 2026		
Departure Date: 03/15/2026	Time:	Is this travel budgeted? <input checked="" type="radio"/> Yes <input type="radio"/> No Budgeted means the training was included in the budget as part of the budget process. If No, enter how this will be funded in the comments section below.
Conference Start Date: 03/16/2026	Start Time:	
Conference End Date: 03/18/2026	End Time: 5:00 pm	
Return Date: 03/19/2026	Time:	
		Estimated Amount
Registration Due Date: 01/16/2026		\$ 980.00
Lodging	(Complete Lodging/Meals/OT Estimator Worksheet on page 2)	\$ 1,554.96
Meals		\$ 339.00
Transportation Expenses:		
Transportation	<input checked="" type="checkbox"/> Air <input type="checkbox"/> Bus <input type="checkbox"/> Train	\$ 700.00
Personal Vehicle	<u>*Current IRS Rate:</u>	\$ 0.00
Miles: _____	_____	
Car Rental	@ \$ _____ Per Day	\$ 0.00
No. of Days _____	(Include Taxes & Fees)	
Other Travel Expenses:		
Parking No. of Days: _____	@ \$ _____ Per Day	\$ 0.00
	TNC Charges	\$ 80.00
	Tolls/Ferry	
	Baggage Fees	
	Miscellaneous Costs (light rail, public transit, etc.)	
	Totals	\$ 3,653.96
Comments:		
Online registration did not allow the option for registration as an NLC member, I have contacted them to provide a \$100 credit.		
** Attach Conference Itinerary and details of all costs before submitting for approval **		
Approval Signature		
Treasury Operations Manager should return the approved form to: <u>Lesia Ellis</u>		
Traveler:		Date:
Supervisor/ Manager:		Date:
Treasury Operations Manager:		Date:
City Manager (if required):		Date:



Lodging/Meals/OT Estimator Worksheet

Link to GSA Website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Departure Date: <u>03/15/2026</u>	Time: _____
Conference Start Date: <u>03/16/2026</u>	Start Time: _____
Conference End Date: <u>03/18/2026</u>	End Time: <u>5:00 pm</u>
Return Date: <u>03/19/2026</u>	Time: _____
Departure Location: <u>Official Duty Station</u>	Return Location: _____

Date	Lodging Charges (include Taxes and Fees)	First/Last Day of Travel	Breakfast	Lunch	Dinner	Incidentals	Total Meals
03/15/2026	388.84	\$ 69.00					\$ 69.00
03/16/2026	388.84		\$ 23.00		\$ 38.00	\$ 5.00	\$ 66.00
03/17/2026	388.84		\$ 23.00		\$ 38.00	\$ 5.00	\$ 66.00
03/18/2026	388.44			\$ 26.00	\$ 38.00	\$ 5.00	\$ 69.00
03/19/2026		\$ 69.00					\$ 69.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
Totals	\$ 1,554.96	Totals	\$ 46.00	\$ 26.00	\$ 114.00	\$ 15.00	\$ 339.00

Date	Start Time	End Time	Hours	Explanation of estimated OT Costs:
	1:00	3:15	2.25	
Total			0.00	

If non-exempt calculate overtime

Enter start and end time following the example on top row and calculate hours in the Hours column. Hours will total at bottom.



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: Caitlin Konya Department: City Council
 Conference: NLC Congress of Cities Dates: Nov 16-18, 2026

	Estimated Amount from Authorization Form	Date submitted for payment or P-Card Statement Date	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.	
			P-Card Total	Accounts Payable Direct Invoice Total			
Registration	\$ 980.00	01/16/2026	\$ 980.00			group registration on Lesa's p-card, requesting \$100 credit	
Lodging	\$ 1,554.96					guarantee on Lesa's p-card	
Lodging							
14 Meals	\$ 339.00		N/A	N/A			
ransportation	\$ 700.00				\$ 462.80	airfare	
ransportation							
Mileage			N/A	N/A			
Car Rental							
Parking							
TNC Charges	\$ 80.00						
Tolls/Ferry							
Baggage Fees							
Misc. Costs							
Totals	\$ 3,653.96		\$ 980.00	\$ 0.00	\$ 462.80	Grand Total	\$ 1,442.80



Travel Authorization Form

Traveler Name: Mohamed Egal		
Department: City Council		FLSA Status: Exempt
Official Residence:		
Official Duty Station: City Hall 4800 S 188th St.		
Name of Conference/Training: NLC Congress of Cities		
Location of Conference/Training: Washington, DC, March 16-19, 2026		
Departure Date: 03/15/2026	Time:	Is this travel budgeted? <input checked="" type="radio"/> Yes <input type="radio"/> No Budgeted means the training was included in the budget as part of the budget process. If No, enter how this will be funded in the comments section below.
Conference Start Date: 03/16/2026	Start Time:	
Conference End Date: 03/18/2026	End Time: 5:00 pm	
Return Date: 03/19/2026	Time:	
		Estimated Amount
Registration Due Date: <u>01/16/2026</u>		\$ 880.00
Lodging	(Complete Lodging/Meals/OT Estimator Worksheet on page 2)	\$ 1,554.96
Meals		\$ 339.00
Transportation Expenses:		
Transportation	<input checked="" type="checkbox"/> Air <input type="checkbox"/> Bus <input type="checkbox"/> Train	\$ 700.00
Personal Vehicle	<u>*Current IRS Rate:</u>	\$ 0.00
Miles: _____	_____	
Car Rental	@ \$ _____ Per Day	\$ 0.00
No. of Days _____	(Include Taxes & Fees)	
Other Travel Expenses:		
Parking No. of Days: _____	@ \$ _____ Per Day	\$ 0.00
	TNC Charges	\$ 80.00
	Tolls/Ferry	
	Baggage Fees	
	Miscellaneous Costs (light rail, public transit, etc.)	
	Totals	\$ 3,553.96
Comments:		
** Attach Conference Itinerary and details of all costs before submitting for approval **		
Approval Signature		
Treasury Operations Manager should return the approved form to: <u>Lesia Ellis</u>		
Traveler:		Date:
Supervisor/ Manager:		Date:
Treasury Operations Manager:		Date:
City Manager (if required):		Date:



Lodging/Meals/OT Estimator Worksheet

Link to GSA Website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Departure Date: <u>03/15/2026</u>	Time: _____
Conference Start Date: <u>03/16/2026</u>	Start Time: _____
Conference End Date: <u>03/18/2026</u>	End Time: <u>5:00 pm</u>
Return Date: <u>03/19/2026</u>	Time: _____
Departure Location: <u>Official Duty Station</u>	Return Location: _____

Date	Lodging Charges (include Taxes and Fees)	First/Last Day of Travel	Breakfast	Lunch	Dinner	Incidentals	Total Meals
03/15/2026	388.84	\$ 69.00					\$ 69.00
03/16/2026	388.84		\$ 23.00		\$ 38.00	\$ 5.00	\$ 66.00
03/17/2026	388.84		\$ 23.00		\$ 38.00	\$ 5.00	\$ 66.00
03/18/2026	388.44			\$ 26.00	\$ 38.00	\$ 5.00	\$ 69.00
03/19/2026		\$ 69.00					\$ 69.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
Totals	\$ 1,554.96	Totals	\$ 46.00	\$ 26.00	\$ 114.00	\$ 15.00	\$ 339.00

Date	Start Time	End Time	Hours	Explanation of estimated OT Costs:
	1:00	3:15	2.25	
	Total		0.00	

If non-exempt calculate overtime

Enter start and end time following the example on top row and calculate hours in the Hours column. Hours will total at bottom.



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: Mohamed Egal Department: City Council

Conference: NLC Congress of Cities Dates: Nov 16-18, 2026

	Estimated Amount from Authorization Form	Date submitted for payment or P-Card Statement Date	Expense Table			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.
			Method of Payment		Accounts Payable Claim for Expense Total	
			P-Card Total	Accounts Payable Invoice Total	Accounts Payable Claim for Expense Total	
Registration	\$ 880.00	01/16/2026	\$ 880.00			group registration on Lesa's p-card
Lodging	\$ 1,554.96					Guranteed with Lesa's p-card
Lodging						
Meals	\$ 339.00		N/A	N/A		
ransportation	\$ 700.00	01/16/2026			\$ 732.99	airfare
ransportation						
Mileage			N/A	N/A		
Car Rental						
Parking						
TNC Charges	\$ 80.00					
Tolls/Ferry						
Baggage Fees						
Misc. Costs						
Totals	\$ 3,553.96		\$ 880.00	\$ 0.00	\$ 732.99	Grand Total
						\$ 1,612.99



Travel Authorization Form

Traveler Name: James W Lovell		
Department: City Council		FLSA Status: Exempt
Official Residence:		
Official Duty Station: City Hall 4800 S 188th St.		
Name of Conference/Training: NLC Congress of Cities		
Location of Conference/Training: Washington, DC, March 16-19, 2026		
Departure Date: 03/15/2026	Time:	Is this travel budgeted? <input checked="" type="radio"/> Yes <input type="radio"/> No Budgeted means the training was included in the budget as part of the budget process. If No, enter how this will be funded in the comments section below.
Conference Start Date: 03/16/2026	Start Time:	
Conference End Date: 03/18/2026	End Time: 5:00 pm	
Return Date: 03/19/2026	Time:	
		Estimated Amount
Registration Due Date: 01/16/2026		\$ 880.00
Lodging	(Complete Lodging/Meals/OT Estimator Worksheet on page 2)	\$ 1,554.96
Meals		\$ 339.00
Transportation Expenses:		
Transportation	<input checked="" type="checkbox"/> Air <input type="checkbox"/> Bus <input type="checkbox"/> Train	\$ 700.00
Personal Vehicle	<u>*Current IRS Rate:</u>	\$ 0.00
Miles: _____	_____	
Car Rental	@ \$ _____ Per Day	\$ 0.00
No. of Days _____	(Include Taxes & Fees)	
Other Travel Expenses:		
Parking No. of Days: _____	@ \$ _____ Per Day	\$ 0.00
	TNC Charges	\$ 80.00
	Tolls/Ferry	
	Baggage Fees	
	Miscellaneous Costs (light rail, public transit, etc.)	
	Totals	\$ 3,553.96
Comments:		
Councilmember Lovell is travelling to Philly early and taking the train to D.C. He will provide the cost comparison vs flying direct 3/15-3/19.		
** Attach Conference Itinerary and details of all costs before submitting for approval **		
Approval Signature		
Treasury Operations Manager should return the approved form to: <u>Lesa Ellis</u>		
Traveler:		Date:
Supervisor/ Manager:		Date:
Treasury Operations Manager:		Date:
City Manager (if required):		Date:



Travel Authorization Form

Traveler Name: Jonathan Young		
Department: City Council		FLSA Status: Exempt
Official Residence:		
Official Duty Station: City Hall 4800 S 188th St.		
Name of Conference/Training: NLC Congress of Cities		
Location of Conference/Training: Washington, DC, March 16-19, 2026		
Departure Date: 03/15/2026	Time:	Is this travel budgeted? <input checked="" type="radio"/> Yes <input type="radio"/> No <small>Budgeted means the training was included in the budget as part of the budget process. If No, enter how this will be funded in the comments section below.</small>
Conference Start Date: 03/16/2026	Start Time:	
Conference End Date: 03/18/2026	End Time: 5:00 pm	
Return Date: 03/19/2026	Time:	
		Estimated Amount
Registration Due Date: 01/16/2026		\$ 0.00
Lodging	(Complete Lodging/Meals/OT Estimator Worksheet on page 2)	\$ 1,554.96
Meals		\$ 339.00
Transportation Expenses:		
Transportation <input checked="" type="checkbox"/> Air <input type="checkbox"/> Bus <input type="checkbox"/> Train		\$ 700.00
Personal Vehicle	<u>*Current IRS Rate:</u>	\$ 0.00
Miles: _____	_____	
Car Rental	@ \$ _____ Per Day	\$ 0.00
No. of Days _____	<small>(Include Taxes & Fees)</small>	
Other Travel Expenses:		
Parking No. of Days: _____	@ \$ _____ Per Day	\$ 0.00
	TNC Charges	\$ 80.00
	Tolls/Ferry	
	Baggage Fees	
	<small>Miscellaneous Costs (light rail, public transit, etc.)</small>	
	Totals	\$ 2,673.96
Comments:		
Group registration five councilmembers registered; one free (City Manager)		
** Attach Conference Itinerary and details of all costs before submitting for approval **		
Approval Signature		
Treasury Operations Manager should return the approved form to: <u>Lesa Ellis</u>		
Traveler:		Date:
Supervisor/ Manager:		Date:
Treasury Operations Manager:		Date:
City Manager (if required):		Date:



Lodging/Meals/OT Estimator Worksheet

Link to GSA Website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Departure Date: 03/15/2026 **Time:** _____
Conference Start Date: 03/16/2026 **Start Time:** _____
Conference End Date: 03/18/2026 **End Time:** 5:00 pm
Return Date: 03/19/2026 **Time:** _____
Departure Location: Official Duty Station **Return Location:** _____

Date	Lodging Charges (include Taxes and Fees)	First/Last Day of Travel	Breakfast	Lunch	Dinner	Incidentals	Total Meals
03/15/2026	388.84	\$ 69.00					\$ 69.00
03/16/2026	388.84		\$ 23.00		\$ 38.00	\$ 5.00	\$ 66.00
03/17/2026	388.84		\$ 23.00		\$ 38.00	\$ 5.00	\$ 66.00
03/18/2026	388.44			\$ 26.00	\$ 38.00	\$ 5.00	\$ 69.00
03/19/2026		\$ 69.00					\$ 69.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
							\$ 0.00
Totals	\$ 1,554.96		\$ 46.00	\$ 26.00	\$ 114.00	\$ 15.00	\$ 339.00

Date	Start Time	End Time	Hours	Explanation of estimated OT Costs:
	1:00	3:15	2.25	
		Total	0.00	

If non-exempt calculate overtime

Enter start and end time following the example on top row and calculate hours in the Hours column. Hours will total at bottom.



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 Council

Conference: NLC Congress of Cities Dates: Nov 16-18, 2026

	Estimated Amount from Authorization Form	Date submitted for payment or P-Card Statement Date	Method of Payment			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.
			P-Card Total	Accounts Payable Direct Invoice Total	Accounts Payable Claim for Expense Total	
Registration	\$ 0.00	01/16/2026	\$ 0.00			group registration on Lesa's p-card - sixth reg FREE
Lodging	\$ 1,554.96					guarantee with Lesa's p-card
Lodging						
Meals	\$ 339.00		N/A	N/A		
ransportation	\$ 700.00				\$ 666.80	airfare
ransportation						
Mileage			N/A	N/A		
Car Rental						
Parking						
TNC Charges	\$ 80.00					
Tolls/Ferry						
Baggage Fees						
Misc. Costs						
Totals	\$ 2,673.96		\$ 0.00	\$ 0.00	\$ 666.80	Grand Total \$ 666.80



MEMORANDUM COMMUNITY & ECONOMIC DEVELOPMENT

Date: February 5, 2026
To: A&F Committee
cc: Evan Maxim, Director, Community & Economic Development
From: Scott Shannon, Building Official
Subject: **CWA Consultants Building Plan Review Contract**

Purpose

The City uses a consultant to conduct reviews of complex and highly technical designs for new construction. Following a competitive Request for Qualifications (RFQ) selection process, the City has determined that renewing the contract with CWA Consultants is the best way to continue providing technical design plan review. CWA Consultants has performed this third-party and peer review on behalf of the Building Services Division of the Community and Economic Development Department since 2016.

The City is seeking a recommendation for approval of the new contract on a future consent agenda at a Regular Council Meeting.

Background

An RFQ for Plan Review services was published on September 18, 2025. After evaluating the responses and based on criteria that included firm qualifications, customer service, and cost for services, CWA Consultants were selected and staff negotiated a contract for City Council review. The CWA Consultant contract is scheduled for review at the A&F Committee on February 5th, 2026. Staff is seeking a recommendation for approval by the full Council on the consent agenda at the February 24th, 2026, Regular Council meeting. The total contract with CWA Consulting is for a period of two years and for an amount not to exceed \$300,000.

Budget Significance

The proposal is budget neutral. The permit applicant pays for all third-party review costs in addition to City permit fees.

Requested Committee Action

Staff requests the Administration and Finance Committee recommend that the City Council authorize the City Manager to sign the contract with CWA Consultants on the consent agenda at a future Regular Council Meeting.

Alternatives

1. Recommend approval of a motion to the full City Council as an action item on the regular agenda.
2. Do not recommend approval of the motion and provide direction to the staff.

**SERVICE CONTRACT BETWEEN
THE CITY OF SEATAC AND CWA CONSULTANTS, P.S.
FOR STRUCTURAL/NON-STRUCTURAL PLAN REVIEW**

THIS CONTRACT is made and entered into by and between the CITY OF SEATAC, a municipal corporation of the State of Washington, hereinafter referred to as the “City”, and CWA CWA Consultants, P.S. herein after referred to as the “Contractor”, effective when signed by all the Parties. The Parties agree to the following terms and conditions:

1. **EMPLOYMENT.** The City hereby agrees to retain and employ the Contractor, as an independent contractor, and the Contractor hereby agrees to serve the City pursuant to this Contract.
2. **SCOPE OF SERVICES.** The Contractor shall be responsible for the Scope of Work described in **Exhibit A** to this Contract.
3. **TERM.** The Term of this Agreement shall commence upon signing of this Agreement and shall continue for two (2) years.
4. **COMPENSATION.** The Contractor shall be paid only for services actually rendered. The City shall pay the Contractor compensation not to exceed the amount of \$300,000. See **Exhibit A.**
5. **PROFESSIONAL STANDARDS.** The Contractor shall be responsible for the level of competency presently maintained by other practicing professionals in the same type of work in this community.
6. **RESTRICTION AGAINST ASSIGNMENT.** The Contractor shall not assign this Contract, or any interest herein, nor any money due, or, to become due hereunder, without first obtaining the consent of the City. The Contractor shall not subcontract part of the services to be performed under the terms of this Contract.
7. **CONTINUATION OF PERFORMANCE.** In the event that any dispute or conflict arises between the parties regarding the performance of the Contractor or this Contract while this Contract is in effect, the Contractor agrees that, notwithstanding such dispute or conflict, the Contractor shall continue to make a good faith effort to cooperate and continue work toward successful completion of assigned duties and responsibilities.
8. **TERMINATION OF CONTRACT.** Either the City or the Contractor may terminate the work in the event the other party fails to perform in accordance with the provisions of this Contract. Termination of this Contract is accomplished by either party giving the other party written notice of such termination, specifying the reason for the termination, the extent and effective date thereof, by not sooner than thirty (30) days from date of such notice, providing that the Contractor shall complete and be compensated for any duties previously assigned and accepted.

9. **OWNERSHIP AND USE OF DOCUMENTS.** All documents, reports, memoranda, diagrams, sketches, plans, surveys, design calculations, working drawings and any other materials created or otherwise prepared by the Contractor as part of its performance of this Agreement (“Work Product”) shall be owned by and become the property of the City, and may be used by the City for any purpose beneficial to the City.

10. **PUBLIC RECORDS.** The Contractor acknowledges that the City is a public agency subject to the Public Records Act codified in Chapter 42.56 of the Revised Code of Washington and documents, notes, emails, and other records prepared or gathered by the Contractor in its performance of this Agreement may be subject to public review and disclosure, even if those records are not produced to or possessed by the City of SeaTac. Contractor agrees to cooperate fully in satisfying the City’s duties and obligations under the Public Records Act.

11. **CONTRACT ADMINISTRATION.** Any written notices required by terms of this Contract shall be served or mailed as follows:

CITY OF SEATAC:

City of SeaTac
Attn.: Scott Shannon
Building Official
4800 South 188th Street
SeaTac, WA 98188-8605
Telephone: (206) 973-4762
E-mail: sshannon@seatacwa.gov

CONTRACTOR:

CWA Consultants, P.S.
Attn.: Richard Williams
Title: President
4105 SW Frontenac Street
Seattle, WA 98136
Telephone: (206) 793-7130
Email: richard@cwaconsultants.net

12. **VENUE AND DISPUTE RESOLUTION.** This Contract shall be construed in accordance with the laws of the State of Washington. It is agreed that King County, Washington shall be the venue for any arbitration or lawsuit arising out of this Contract.

13. **INDEMNIFICATION.** Contractor shall defend, indemnify and hold harmless the City, its officials, officers, directors, employees, volunteers and agents from any and all claims, injuries, damages, losses or suits, including all legal costs and attorney’s fees, arising out of or in connection with the Contractor’s performance of this Agreement, except for injuries and damages caused by the City’s sole negligence.

14. **INSURANCE.** The Contractor shall procure and maintain insurance for the duration of this Agreement. Any Commercial General Liability and Automobile Liability insurance policies obtained shall be underwritten by insurance companies which have an A.M. Best’s rating of A X or better, licensed to do business in the State of Washington. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be in excess of the Contractor’s insurance policies and shall not contribute with it.

The minimum insurance types and limits are as follows:

COMMERCIAL GENERAL LIABILITY-Comprehensive Form

\$1,000,000 per occurrence liability/\$2,000,000 annual aggregate, coverage to include Premise and Operations Liability
Blanket Contractual
OCP for Subcontractors Liability
Product and Completed Operations Liability
Stop Gap Liability - \$1,000,000/\$1,000,000/\$1,000,000

AUTOMOBILE LIABILITY

\$1,000,000 per accident bodily injury and property damage liability, including any owned, hired or non-owned automobile

ERRORS AND OMISSIONS

\$1,000,000 per occurrence liability

PROFESSIONAL LIABILITY, ERRORS & OMISSIONS

\$1,000,000 per occurrence, and in the aggregate

WORKER'S COMPENSATION

Employees of Consultant and subcontractors are to be insured under Washington State Industrial Insurance.

The above policy limits may be obtained through the use of excess liability (umbrella) insurance. Consultant must obtain a Certificate of Insurance that complies with the requirements above, which must be approved by the City's Risk Management division.

Failure of the Contractor to fully comply with the requirements regarding insurance will be considered a material breach of contract and shall be cause for immediate termination of this Agreement.

15. **MERGER AND AMENDMENT.** This Contract and the exhibits, incorporated herein by reference, contain the entire understanding of the Parties with respect to the matters set forth herein and any prior or contemporaneous understandings are merged herein. This Contract shall not be modified except by written instrument executed by all Parties hereto.

IN WITNESS WHEREOF, the Parties hereto have executed this Contract.

CITY OF SEATAC:

CWA CONSULTANTS, P.S.:

By: _____
Name: Jonathan Young
Title: City Manager
Date: _____

By: _____
Name: Richard Williams
Title: President
Date: _____

_____ Department Head Initials:

APPROVED AS TO FORM:

By: _____
Name: _____
Title: _____

Exhibit A
Scope of Work

SERVICE DELIVERY

The City of SeaTac will determine which plans are to be reviewed by CWA Consultants. Each plan review project will be identified as a task order by the City, and they will intake, track and process the permit applications, all revisions and deferred submittals per current building and permit administration procedures.

CWA Consultants will be available for onsite pre-application meetings as required for larger projects, as directed by the Building Official.

CWA Consultants will review plans as needed for structural, non-structural, energy code, accessibility, flood plain, fire, plumbing and mechanical code compliance in accordance with the currently adopted International Building Codes and Washington State Amendments.

CWA Consultants will perform the initial review and will either approve the application and notify the City of approval, or they will provide corrections to the City within the due date as determined and specified by the City of SeaTac. If corrections are required, CWA Consultants will send a review letter and marked up plan set (.pdf format) addressed to the Building Official.

The review letter will indicate that the applicant is required to make the specified corrections to the plans, and will direct them to submit the revised plans to the City of SeaTac per the submittal requirements for the permit type under review. CWA Consultants will confer with the City of SeaTac on any portion of the review that specifically requires the input or approval of the Building Official as directed in the Code(s).

CWA Consultants will review any corrections or additional information sent by the applicant in response to the original review letter, and will either indicate compliance, or if the plans are still not complete, contact the applicant and the designated contact person for the City of SeaTac with additional correction requests. Reviews of any corrections/additional information will be completed within a time frame acceptable to the City.

Once plans are in compliance with all applicable building codes, CWA Consultants will indicate that the plans have been reviewed and found to be in substantial compliance with applicable codes and ordinances. Each page of approved plans will be stamped with the appropriate CWA review stamp. The plans will then be sent to the City of SeaTac for their final review and approval process.

CWA Consultants will work with the City on an as needed basis to provide faster turnaround times for reviews or to address specific tasks as required, based on the size and complexity of each project. CWA Consultants shall notify the City of SeaTac of changes to estimated target dates. All arrangements will be made by CWA Consultants to account for vacations or unforeseen circumstances that may impact turnaround times. CWA Consultants will not be held responsible for delays beyond the firm's control.

CWA Consultants will not design or make any plan changes for the applicant that are structural in nature, or make any changes that directly contradict other information on the plans. These changes must be made by or under the direction of the applicant. All notes and details must be shown on the approved permit set of plans.

FEE SCHEDULE

The City of SeaTac shall pay CWA Consultants no more than the fee calculated using the methods outlined below.

Upon completion of an initial plan review, a billing statement will be issued by CWA Consultants to the City of SeaTac. Each billing statement will include the application number and the address of the plan reviewed, along with the fee.

Plan review fees and the valuation figures used to determine those plan review fees will be determined by the City of SeaTac. The fees charged by CWA Consultants are as follows:

- Full Review (Non-Structural and Structural): 50% of the Plan Review Fee
- Structural or Non-Structural Review Only: 35% of the Plan Review Fee
- All other services will be billed at \$130 per hour
- There is a minimum charge of \$260 (equivalent of two hours) for all reviews
- If more than three rechecks are required, an additional hourly fee may apply.



MEMORANDUM

To: Administration and Finance Committee
CC: Jonathan Young, City Manager and Gwen Pilo, Finance Director
From: Cindy Corsilles, City Attorney
Date: February 5, 2026
Re: Request for Reclassification: Lead Prosecutor and Assistant City Attorney

I. Purpose:

The purpose of this memo is to seek ratification of two classification changes within the Legal Department:

1. Reclassifying the **vacant Senior Assistant City Attorney** position to **Assistant City Attorney**; and
2. Reclassifying the **vacant Prosecutor** position to **Lead Prosecutor**,

These actions are intended to realign responsibilities, improve operational efficiency, and ensure appropriate staffing support for current and anticipated workloads. These reclassifications better reflect the actual duties, scope, and specialization required of these roles.

II. Authority

RCW 35A (sections 13.080 through 13.102) provides the city manager authority to exercise general supervision over the administrative affairs of the code city, its departments and staff. Further, the city manager may prepare and submit to the Council such reports as he or she may deem advisable to submit in exercising supervision over the administrative affairs.

The proposed reclassification does not require an amendment to the 2025-2026 biennial budget, is within the general authority of the City Manager, and does not require formal Council action.

III. Background and Analysis – Senior Assistant City Attorney

- In 2015, a Chief Prosecuting Attorney/Assistant City Attorney position was created. This hybrid role supervised the Criminal Division while also providing advice and legal support in the Civil Division.
- The dual assignment split focus between two distinct legal disciplines. Criminal prosecution and civil municipal work require different skill sets, and the increase in the volume of criminal cases combined with the need for continuous coordination with the Municipal Court and the police (SeaTac and Port Police) made this structure very challenging to sustain.

- In 2017, when the Assistant City Attorney position became vacant, the Chief Prosecuting Attorney/Assistant City Attorney was promoted into the Assistant City Attorney role but retained criminal supervisory duties.
- In 2022, when the Senior Assistant City Attorney position became vacant, the Assistant City Attorney was promoted, again retaining the criminal supervisory duties.
- In 2025, the Senior Assistant City Attorney was promoted to City Attorney leaving the Senior Assistant City Attorney position in charge of criminal supervisory duties vacant.
- While effective at the time, the long-term operational needs of the Department now support a clearer division of roles.

Background and Analysis – Prosecuting Attorney

- In 2022, a second Prosecuting Attorney Position was added.
- In 2025 that position became vacant.
- Establishing a dedicated Lead Prosecutor focused on criminal law provides consistent supervision and improves coordination with law enforcement and other prosecuting agencies.
- Separating criminal prosecution from civil legal work ensures focus and operational continuity for criminal matters of both SeaTac and the Port of Seattle.

IV. Proposed Reclassifications:

The proposed reclassifications will align each vacant position with the appropriate title, responsibilities, and qualifications necessary to meet the City’s current and future legal needs.

1. Senior Assistant City Attorney → Assistant City Attorney

This position will be filled by an attorney with at least 5 years of civil law experience, with experience in areas of **real estate, land use, and/or aviation law**. This position will no longer include supervisory responsibility over the Criminal Division.

Advantages:

- Aligns the position with current operational needs.
- Reduces cost by adjusting the role to the level of experience needed.

2. Prosecuting Attorney → Lead Prosecuting Attorney

This position will be filled by an attorney with at least 5 years of criminal law experience and supervisory experience, preferably within the criminal field.

Advantages:

- Reflects expanded responsibilities.
- Formalizes leadership role for prosecution operations.
- Ensures appropriate oversight of case management, discovery, and coordination with police and regional partners.
- Aligns compensation with duties already performed.

V. Budget Considerations and Impact:

Assistant City Attorney (ACA) range **68**: \$101,218 (2026 estimated 9 months' salary & benefits)
Senior Assistant City Attorney (SACA) range **72**: \$267,177 (2026 budgeted salary & benefits)

- 2026 budget difference is **\$165,959 savings**
- The reclassification to a lower salary range, combined with the position remaining vacant until April 1, results in cost savings between the SACA and ACA positions.

Lead Prosecuting Attorney range: **65** - \$146,295 (2026 estimated 9 months' salary & benefits)
Prosecuting Attorney: range: **64** - \$220,018 (2026 budgeted salary & benefits)

- 2026 budget difference is **\$73,723 savings**
- This results in savings in 2026, even with the higher pay range for the Lead Prosecutor, because the budgeted position is anticipated to remain vacant until April 1.

Net Effect: If both positions are reclassified, it is expected to be cost saving even with a slight increase in the lead prosecutor salary.

While establishing the Lead Prosecutor classification may result in an increased personnel cost, reclassifying the senior-level attorney position to a “regular” Assistant City Attorney will offset a significant portion of that increase.

VI. Benefits to the City

- Improved alignment of responsibilities with staffing structure.
- Strengthened leadership in prosecution.
- Cost-efficient staffing in advisory functions.
- Increased operational stability and continuity.
- Supports recruitment and retention by ensuring classifications match actual duties.

VI. Requested Committee Action

Staff requests the Committee to ratify of the following:

1. Reclassify the vacant Senior Assistant City Attorney position to Assistant City Attorney.
2. Reclassify the vacant Prosecutor position to Lead Prosecutor.

VII. Next Steps

At its February 5, 2026, meeting, the Administration and Finance Committee ratified the proposed reorganization and compensation as recommended above.

Ratified:

Senayet Negusse, Chair

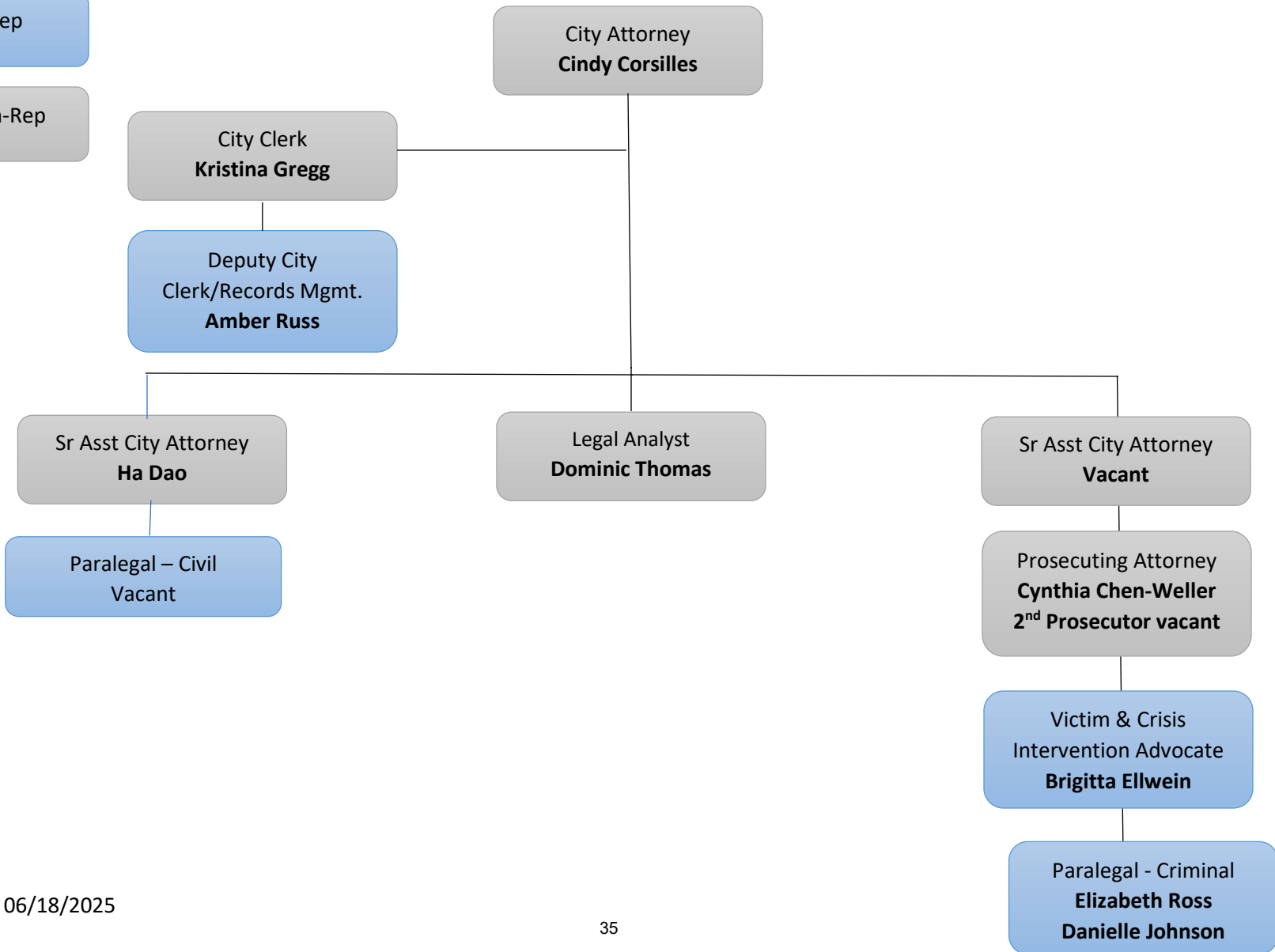
Attachment: Legal Department Organization Chart 2025

CITY OF SEATAC
LEGAL DEPARTMENT
2025 Organizational Chart

Legend

Rep

Non-Rep



CITY OF SEATAC

**CLASS TITLE: LEAD PROSECUTING
ATTORNEY**

Salary Range: 65

Essential Personnel: Yes No

FLSA: Exempt

Union: Not Represented

BASIC FUNCTION:

Under the direction of the City Attorney, the Lead Prosecuting Attorney represents the City in jury and bench trials, appeals, and other court and administrative hearings regarding misdemeanor and gross misdemeanor cases and civil matters, including but not limited to code compliance issues. Supervises and manages the Criminal Division.

REPRESENTATIVE DUTIES:

1. Serve as Lead Prosecuting Attorney in criminal misdemeanor cases filed by the City; represent the City in jury and bench trials, arraignments, pre-trials, motions, sentencing, probation violations, and other misdemeanor and gross misdemeanor hearings and cases and probable cause; investigate and charge criminal cases; prepare documents including complaints, memorandums, and jury instructions; make plea offers and negotiate in various cases. E
2. Manage and organize case information and analyze pertinent case facts and evidence; research legal precedent and develop arguments as appropriate; perform a variety of case preparation duties such as brief writing, negotiating, and interviewing witnesses; litigate cases from filing through conviction and appeal. E
3. Supervise and delegate/assign work to Prosecuting Attorney and support staff in the criminal division in accordance with the City's policies, procedures, labor contracts, applicable laws, and its vision, mission, and values. Responsibilities include, but are not limited to, participating in the hiring decisions, discipline, and formally evaluating performance. E
4. Communicate with witnesses, police, other attorneys, and defendants as needed; communicate and coordinate with court administrative personnel, City departments, Public Defenders, and other personnel in matters related to criminal cases. E
5. Perform legal research and prepare opinions related to various legal issues; prepare and draft ordinances and resolutions, contracts and other legal documents and instruments. E
6. Communicate and coordinate with City departments including police, code compliance, and court staff, regarding procedure, the legality of documents and instruments, and the prosecution of criminal cases. E
7. Assist the Prosecuting Attorney and support staff with professional development. Serve as mentor, coach, trainer, and daily educator. E

8. Perform related duties as assigned.

E denotes an essential function of the job

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- City and State laws related to the prosecution of court cases.
- Municipal government organizational structure, operations, policies, objectives and jurisdiction.
- Legal research methodology.
- City organizations, operations, policies, and objectives.
- Supervisory principles and practices.
- Principles, practices, and procedures of civil and criminal law including court procedures and rules and case decisions.

SKILL IN:

- Case preparation and litigation techniques.
- Negotiation and trial techniques.
- Oral and written communication.
- Interpersonal skills exercising tact, diplomacy, patience, and courtesy.
- Methods, principles and practices of effective conflict resolution.
- Interpreting and explaining codes, rules, and regulations.

ABILITY TO:

- Prepare and deliver oral presentations and arguments.
- Supervise, train, assign, and review the work of direct reports.
- Research, draft, and author briefs, opinions, and ordinances.
- Analyze, evaluate, organize and prepare case information.
- Organize and analyze case facts and legal precedents.
- Establish guidelines, and best practices for prosecuting criminal cases.
- Maintain confidentiality and operate with discretion as appropriate.
- Provide assistance on civil matters.

REQUIRED EDUCATION AND EXPERIENCE:

- Graduation from an accredited law school.
- A minimum of seven (7) years criminal legal experience.
- At least three (3) years prosecution experience required.
- A combination of education, training and experience that provides the candidate with the knowledge skills and abilities to perform the job will be considered.

LICENSES AND OTHER REQUIREMENTS:

- Admission to the Washington State Bar Association

- Valid Washington State driver's license. A three year driving record abstract must be submitted prior to hire.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; subject to court appearances. May operate a motor vehicle to commute between work locations.

PHYSICAL ABILITIES:

Seeing to: screen police reports; perform legal research; and, prepare legal briefs; hearing and speaking to exchange information and make presentations; sitting and occasionally standing for extended periods of time; driving a vehicle to conduct work.

HAZARDS:

Contact with dissatisfied or abusive individuals; driving a vehicle during adverse weather conditions.

Developed: 12/14 V.Audett
02/26 C. Corsilles

My signature denotes my understanding of this position description as being an accurate and correct statement of the basic function and representative duties assigned to this position.

Employee Signature

Date

Employee Name (*PRINTED*)

CITY OF SEATAC

CLASS TITLE: Assistant City Attorney

Salary Range: 68

Essential Personnel: Yes No

FLSA: Exempt

Union: Non-Represented

BASIC FUNCTION:

Under the direction of the City Attorney, provide comprehensive legal counsel to the City Council, City Manager, City departments, and City committees and commissions concerning all facets of municipal law with experience and knowledge in at least one of the following areas: real estate, construction or aviation law; represent the City in legal actions and proceedings at various court levels and tribunals in criminal and civil litigation, administrative hearings, negotiations and other proceedings;

REPRESENTATIVE DUTIES:

1. Provide extensive counsel and comprehensive legal services to the City Council, City Manager and City departments, committees and commissions; participate in decisions related to general City policies and operations; provide legal advice in both oral and written form to guide City decisions and activities; provide advice, counsel and representation to protect the City's interests and minimize risk. *E*
2. Perform legal research and provide written and oral opinions regarding all facets of municipal law, including, but not limited to, contracting, finance, zoning and land use, permitting, public works, public records, risk management, human resources, real estate, interlocal agreements, code and law compliance; research and draft memos of legal opinion as requested; draft ordinances, resolutions and agenda bills for action by the City Council. *E*
3. Draft and review letters, contracts, policies, interlocal agreements, deeds, leases, permits, franchises and other legal documents involving City operations; assure documents reflect the City's intent and interests, limit the City's liability, and comply with applicable laws, policies and programs. *E*
4. Under the City Attorney's direction, review the City's operations for the purpose of drafting policies and procedures to enhance efficiency and effectiveness. *E*
5. Attend council sessions in the absence of the City Attorney; participate in meetings and conferences with other cities, boards, commissions, committees, administrative officers and personnel to give legal advice as required. *E*
6. Research and draft memos of legal opinion as requested; draft ordinances, resolutions and agenda bills for action by the City Council. *E*

7. Consult and provide advice to City's staff regarding legal questions arising in the context of their day-to-day activities as well as those relating to specific projects.
8. Represent the City in legal actions and proceedings at various court levels and tribunals in civil and criminal litigation and in administrative hearings; prepare and attend in court proceedings; assist City Attorney in negotiating settlement of claims or law suits. *E*
9. Work with Code Compliance Department, Police Department, other agencies, and the public to resolve all violations through informal negotiations, civil penalties, and formal and informal abatement processes. Consult with other agencies and field experts in resolving violations of serious environmental impact. *E*
10. Respond to public inquiries regarding municipal legal requirements, public records, and consumer complaints. *E*
11. Advise risk management in evaluating claims filed against the City; make appropriate recommendations regarding defense, settlement and legal strategies. *E*
12. Support the performance of, assigned personnel; evaluate expertise levels of staff and coordinate training opportunities as needed. *E*
13. Maintain current knowledge of issues, legislation, and regulations related to municipal law; advise appropriate City Staff of law changes that impact City operations and decisions. *E*
14. Assist with monitoring cases handled by outside counsel. This includes, but is not limited to, reviewing and editing written materials and court filings; preparing exhibits and other documents; responding to discovery demands; providing guidance and direction regarding the manner in which litigation should proceed. *E*
15. Serve as designated essential personnel during any emergency management response scenario. *E*

Perform related duties as assigned. *E*

E denotes an essential function of the job

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Federal, State and local laws and regulations affecting municipalities.
- City and State laws related to the prosecution of court cases.
- Legal research, methodology, preparation and review of legal documents and instruments involving significant impact on City operations.
- Rules of evidence.
- Municipal government structure, operation and jurisdiction.
- Principles, practices and procedures of civil and criminal law.
- Interpersonal skills using tact, patience and courtesy.

- Complex legal record-keeping techniques and requirements.
- Principles and practices of supervision and training.
- Risk management principles, including indemnification and insurance.

SKILL IN:

- Case preparation and litigation techniques.
- Organization and analysis of case facts and legal precedents.
- Research methods and report writing techniques.
- Public speaking techniques.

ABILITY TO:

- Provide legal counsel and expertise to City Manager, City Council, departments and commissions.
- Prepare, review and render legal opinions concerning municipal law, contracts, codes, ordinances, resolutions, local agreements, deeds, leases, permits and other legal documents and instruments.
- Represent the City in a variety of hearings, conferences, litigation, negotiations and other legal proceedings.
- Perform comprehensive legal research on matters involving significant impact on City operations.
- Provide legal advice, interpretation and expertise concerning land use, condemnation and environmental issues.
- Establish and maintain collaborative and effective working relationships with elected officials, City staff, committees and commissions and the general public.
- Train, supervise and evaluate personnel.
- Analyze, evaluate and organize case facts, evidence and precedents.
- Prepare and deliver effective oral presentations and arguments.
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- Communicate complex legal issues orally and in writing to a variety of audiences in a clear, comprehensive, effective and professional manner.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.

REQUIRED EDUCATION AND EXPERIENCE:

- Accredited law school Juris Doctorate (JD) Degree required.
- Admission to practice law in the State of Washington.
- A minimum of five (5) years civil legal experience.

LICENSES AND OTHER REQUIREMENTS:

- Valid Washington State Driver's License required by date of appointment.
- A satisfactory three-year driving abstract record, submitted prior to hire.
- Member of the Washington State Bar Association.

WORKING CONDITIONS:

ENVIRONMENT: Office environment, subject to court appearances and driving a vehicle to conduct work.

PHYSICAL ABILITIES: Sitting for extended periods of time; seeing to read case materials and legal statutes

HAZARDS: Contact with dissatisfied or abusive individuals.

Developed: 11/20 M. Mirante-Bartolo/ C. Corsilles
06/23 H. Dao
02/26 C. Corsilles

My signature denotes my understanding of this position description as being an accurate and correct statement of the basic function and representative duties assigned to this position.

Employee Signature

Date

Employee Name (*PRINTED*)

Request for Classification Changes: Attorney Positions

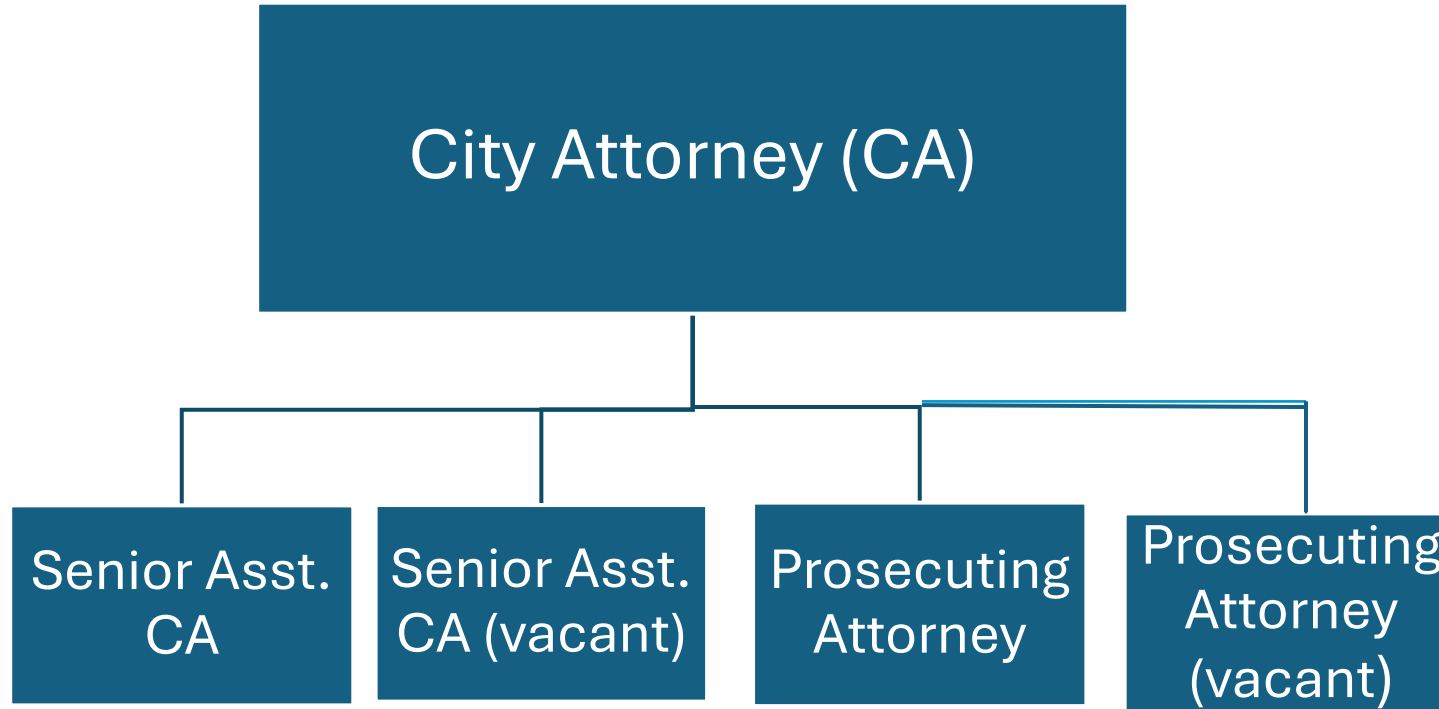


PURPOSE OF PRESENTATION:

- Request ratification of a classification change for two currently vacant positions.

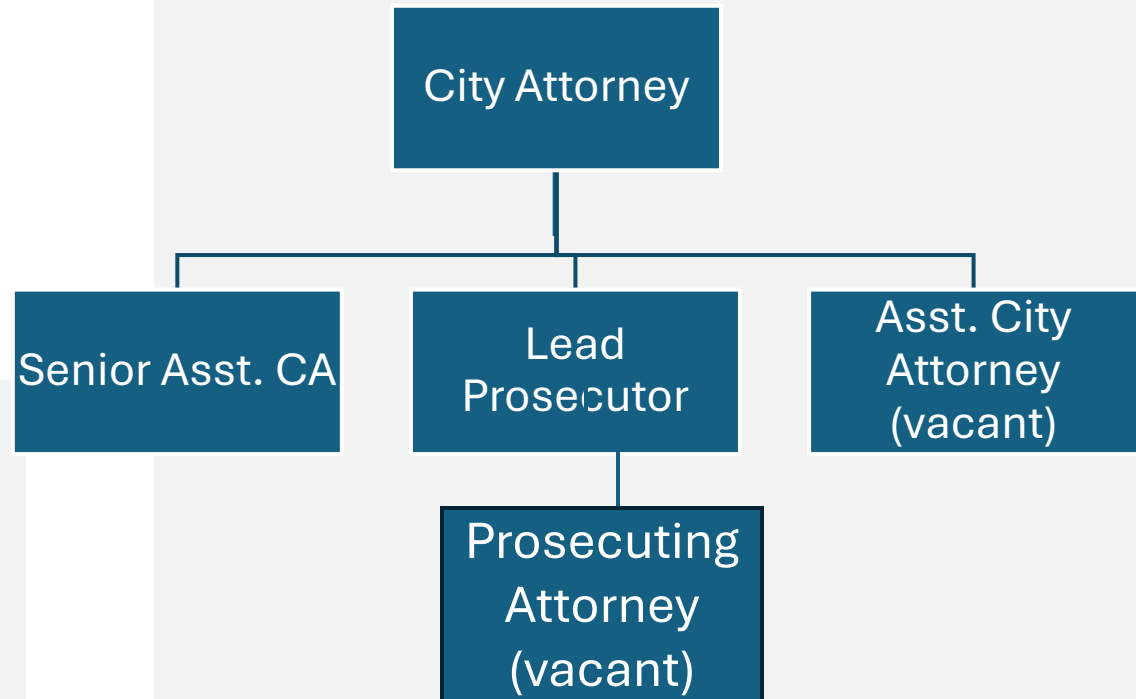


Current Attorney Organizational Chart



Proposed Organizational Action

- Reclassify the vacant Senior Assistant City Attorney → **Assistant City Attorney**
- Reclassify the vacant Prosecuting Attorney → **Lead Prosecuting Attorney**



Legal Department's Operational Needs

Generally:

- Criminal Law and Civil Law require distinct skill sets
- Need for clearer division of responsibilities between Criminal Division and Civil Division

Criminal Division

Growing prosecution demand requires a supervisor who can focus on criminal matters and supervise the operational needs of the attorneys and staff in that division

Civil Division

The City requires an attorney with specific areas of knowledge and experience related to SeaTac's growing organizational needs, e.g., real estate, construction, and/or aviation law.

Reclassifications

Reclassification 1:

- Senior Asst. City Attorney
→ Assistant City Attorney
- At least 5 years civil experience with experience in real estate, construction and/or aviation law
- No criminal supervision

Reclassification 2:

- Prosecuting Attorney → Lead Prosecutor
- At least 5 years criminal law experience
- Supervise criminal prosecution division



Anticipated Budget impact

Reclassification 1: Assistant City Attorney

Assistant City Attorney
salary \$101,218
(April 1 start date)

Senior Assistant City Atty:
\$267,177 Salary & Benefits
(2026 budget)

Budget difference:
(savings): \$165,959

Reclassification 2: Lead Prosecutor

Lead Prosecuting Attorney
\$146,295 (April 1 start date)

Prosecuting Attorney:
\$220,018 salary & benefits
(2026 budget)

Budget difference:
(savings) \$73,723

Anticipated Operational Impacts

- Better alignment of duties
- Stronger prosecution leadership
- Cost-efficient staffing
- Improve retention of quality employees

Questions?



MEMORANDUM

TO: Administration & Finance Committee
FROM: Gwen Pilo, Finance Director
DATE: February 5, 2026
RE: CRF-2025-22 (Strengthening SeaTac's Grant Oversight)

Staff are seeking your direction on the following Council Request Form (CRF):

Council Request: This request seeks to strengthen the City of SeaTac's oversight of its grant and program funding in light of recent findings by the King County Auditor regarding the Department of Community and Human Services. The August 26, 2025 audit identified serious weakness in financial stewardship, including altered invoices, undocumented stipends, prepaid card misuse, unapproved subcontracting and payments made before or after contract terms. Several organizations cited in the County audit are also recipients of SeaTac funding, raising some concerns about potential risks to the City's own programs.

Staff Review | Identified Considerations:

Option #1. Identify this as an area of risk or concern for the State Auditor's to review as part of the City's annual Accountability Audit.

Option #2. Direct staff to provide a presentation to the Administration and Finance Committee or at a future Council Study Session, covering the current practices in place for internal controls, eligibility, monitoring, and reporting of grant awards.

Option #3. Direct staff to review the DCHS audit and identify areas the City can improve regarding internal controls, eligibility standards, monitoring plans, and reporting requirements. Develop a plan to create and implement these policies and procedures as part of the Human Services Strategic Plan (HSSP) implementation.

Option #4. Direct staff to perform a full audit of grant and program management processes comparing them against the weaknesses highlighted in the DCHS audit, including a risk review of any organizations flagged in the DCHS audit that receive City funding, and provide Council with a report on internal controls, eligibility standards, monitoring plans, and reporting requirements.

Estimated budget impacts/costs:

Option #1. No additional budget ask. This would be included as part of the audit cost already budgeted.

Option #2. No additional budget ask.

Option #3. No additional budget ask.

Option #4. No additional budget ask.

Timing based on current workload:

Option #1. This option would have no impact on staff as it would be incorporated into the City's annual Accountability Audit.

Option #2. Presenting current practices to the Administration and Finance Committee or at a future Council Study Session should have a minimal impact on staff as it would require a presentation to be created and presented.

Option #3. Reviewing the DCHS audit to ensure the City has policies and procedures in place in comparison to the DCHS audit results would have a slight impact on staff. However, the review of internal controls, eligibility standards, monitoring plans, and reporting requirements should be included as part of the HSSP implementation.

Option #4. This option will delay or create a significant workload impact for other priority projects already in process or scheduled for 2026. The Human Services grant budget was approximately \$890,000 in 2025 funding 56 programs.

- Finance Director projects include:
 - EERP implementation (estimated go-live 1/1/2027),
 - B&O Tax refinement (estimated completion 1/1/2027), and
 - 2027-2028 Biennium Budget process (estimated completion 11/24/2026)
- Human Services Manager projects include:
 - Human Services Strategic Plan (HSSP) adoption and implementation (2026)
 - Human Services Funding Collaborative RFP for 2027/2028 (estimated completion December 2026)
 - WA MASS Administration and backfill coverage (through April 2026)
 - Performance Monitoring & Provider Evaluations (Q2–Q3 2026)
 - Minor Home Repair Program Contractor RFP/onboarding (Q2 2026)
 - Rental Assistance (future funding/RFP exploration), planning and potential procurement (Q2–Q3 2026)

Options:

If directed, staff can:

- 1 Notify the State Auditors the City would like this program reviewed as part of the annual Accountability Audit of 2025 (estimated for early fall 2026).
- 2 Present current practices to the Administration and Finance Committee or at a Council Study Session.
- 3 Review the DCHS audit to identify areas for improvement and incorporate this in the HSSP implementation plan.

- 4 Design, direct, and audit to identify weaknesses as identified in the DCHS audit, design and direct a risk review of organizations flagged in the DCHS audit that receive City funding, and report findings to the Council or committee at a future meeting.

The Committee could take a range of actions including:

1. Take no action.
2. Refer to a future Council Study Session for further review and discussion.
3. Provide direction to staff with Options 1, 2, 3, or 4.



COUNCIL REQUEST FORM (CRF)

Tracking Number:	22	Proclamation:	No
Title:	Strengthening SeaTac's Grant Oversight		
Date of Request:	2025-09-08		
Requestor:	Joe Vinson	Desired Council Meeting:	
Policy or Operations:	Policy		

Citywide Goals

Build Effective and Accountable Government

Council Priorities:

Housing and Human Services

Proclamation Name:

Request Description:

This request seeks to strengthen the City of SeaTac's oversight of its grant and program funding in light of recent findings by the King County Auditor regarding the Department of Community and Human Services. The August 26, 2025 audit identified serious weakness in financial stewardship, including altered invoices, undocumented stipends, prepaid card misuse, unapproved subcontracting and payments made before or after contract terms. Several organizations cited in the County audit are also recipients of SeaTac funding, raising some concerns about potential risks to the City's own programs.

Issue Being Addressed:

The purpose of this request is to have staff review current grant and program management processes, compare them against the weaknesses highlighted in the DCHS audit and provide recommendations to ensure SeaTac has strong internal controls, clear eligibility standards, consistent monitoring and transparent reporting. This includes a risk review of any organizations flagged in the DCHS audit that also receive City funding.

Supporting Documentation:

[Strengthening SeaTac Grans and Program Oversi_Joe Vinson.pdf](#)

Staff Routing and Response Sections

VERSION 1 - 3/28/25

Step 1 – Receipt and Acknowledgement

EXECUTIVE ASSISTANT

Save with the CRF tracking number in filename before completing

9/8/25	Enter the CRF on the status report.
auto	Assign a tracking number.
auto	Save the CRF in Teams.
9/8	Date receipt sent to the councilmember with the tracking number.
9/8	Date sent/shared to the City Manager.

Step 2 – Review and Staff Assignment



COUNCIL REQUEST FORM (CRF)

CITY MANAGER

	Enter Department Head assigned for preliminary response.
	Preliminary response due date.
	Date sent/shared with department head and Executive Assistant.

EXECUTIVE ASSISTANT

The Executive Assistant will send the due date via Outlook to the Department Head and City Manager's calendars.
Update the status report.

Step 3 – Preliminary Response

DEPARTMENT HEAD

	Enter estimated time (in hours) to take the request to fruition.
	What are the estimated budget impacts/costs?
	Enter the estimated completion date based on current workload.
	What work would be delayed by adding this work (expandable field).
	Staff Recommendation

When complete, send/share to the City Manager and Executive Assistant by the due date.

Step 4 - Determination of Action Needed

CITY MANAGER

City Manager Select One:

From Section 11 of the City Council Administrative Procedures on the City Council Webpage

<https://www.seatacwa.gov/government/city-council>

	Major	Any effort which is reasonably estimated to entail more than three hours of staff time.
	Significant	Any effort which is reasonably estimated to entail one hour or more, but less than three hours, of staff time.
	Minor	Any effort which is reasonably estimated to entail only an immediate response or less than one hour of staff time.
	No Action Required Automatic Referral	The item is on the automatic referral list (exhibit B) - the request will be scheduled for a Council Committee or Council Study Session Meeting.
	No Action Required Already in	Work is already in progress - the request is already being implemented or is included in a department's current



COUNCIL REQUEST FORM (CRF)

	progress/workplan	year work plan.
	Other	Explanation:

	Enter date forwarded/shared with Executive Assistant
--	--

Step 5 – Routing based on City Manager’s Determination Above
EXECUTIVE ASSISTANT

Date	Determination	Action
	Major	Sent/shared the CRF with the entire City Council. Add the ask for referral to City Manager’s Key Issues for the next RCM.
	Minor/Significant	Get the due date from City Manager for final response in section 7. Forward/share the CRF with the entire City Council and department head assigned. Update CRF Status Report.
	No Action Required Automatic Referral	Sent/shared the CRF with the entire City Council and department head assigned to add to their council committee agenda. Update CRF Status Report.
	No Action Required Work already in progress or included in workplan	Sent/shared the CRF with the entire City Council and department head assigned. Updated the CRF Status Report.

Step 6 – Steps following a council referral to council committee
EXECUTIVE ASSISTANT

	Enter date of council meeting.
	Enter council committee.
	Update the CRF status report
	Notify the responding department head/council committee coordinator.

The Council Committee coordinator now tracks the progress on the CRF status report to fruition. This section is ONLY for minor/significant, work already in progress, or in the department’s workplan designations:

Step 7 – Final response.
DEPARTMENT HEAD



COUNCIL REQUEST FORM (CRF)

	Enter actual time spent.
	Type the response (expandable field)
	Enter date sent/shared with City Manager and Executive Assistant.

Step 8 – Review and Approval of Final Response

CITY MANAGER

	Review and approve for distribution to Council. If edits are needed, contact the department head to discuss.
	Enter date sent/shared with the Executive Assistant.

Step 9 – Share the Final Response

EXECUTIVE ASSISTANT

	Enter date CRF sent/shared to the City Council
	Enter date the CRF status report was updated to mark as complete.

Administration & Finance Committee Council Request Form 2025-22

February 5, 2026

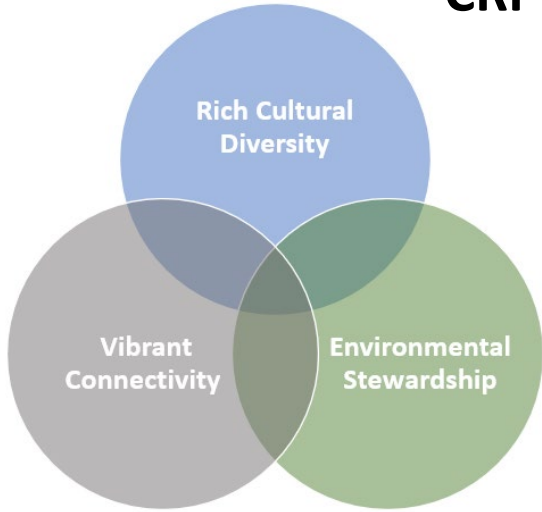


Topic:
Strengthening SeaTac's Grant
Oversight

Action:
Request for Direction

Proposed duration:
20 minutes

CRF Topic:



Promote Our Neighborhoods

Develop urban villages around light rail stations that promote programs and activities to create a sense of place, while maintaining single-family neighborhoods.



Build Effective & Accountable Government

Increase community trust through better community engagement, collaboration, and transparency.



Create & Preserve Housing

Ensure access for all to adequate, safe, and affordable housing, and basic human services.



Expand Green & Public Spaces

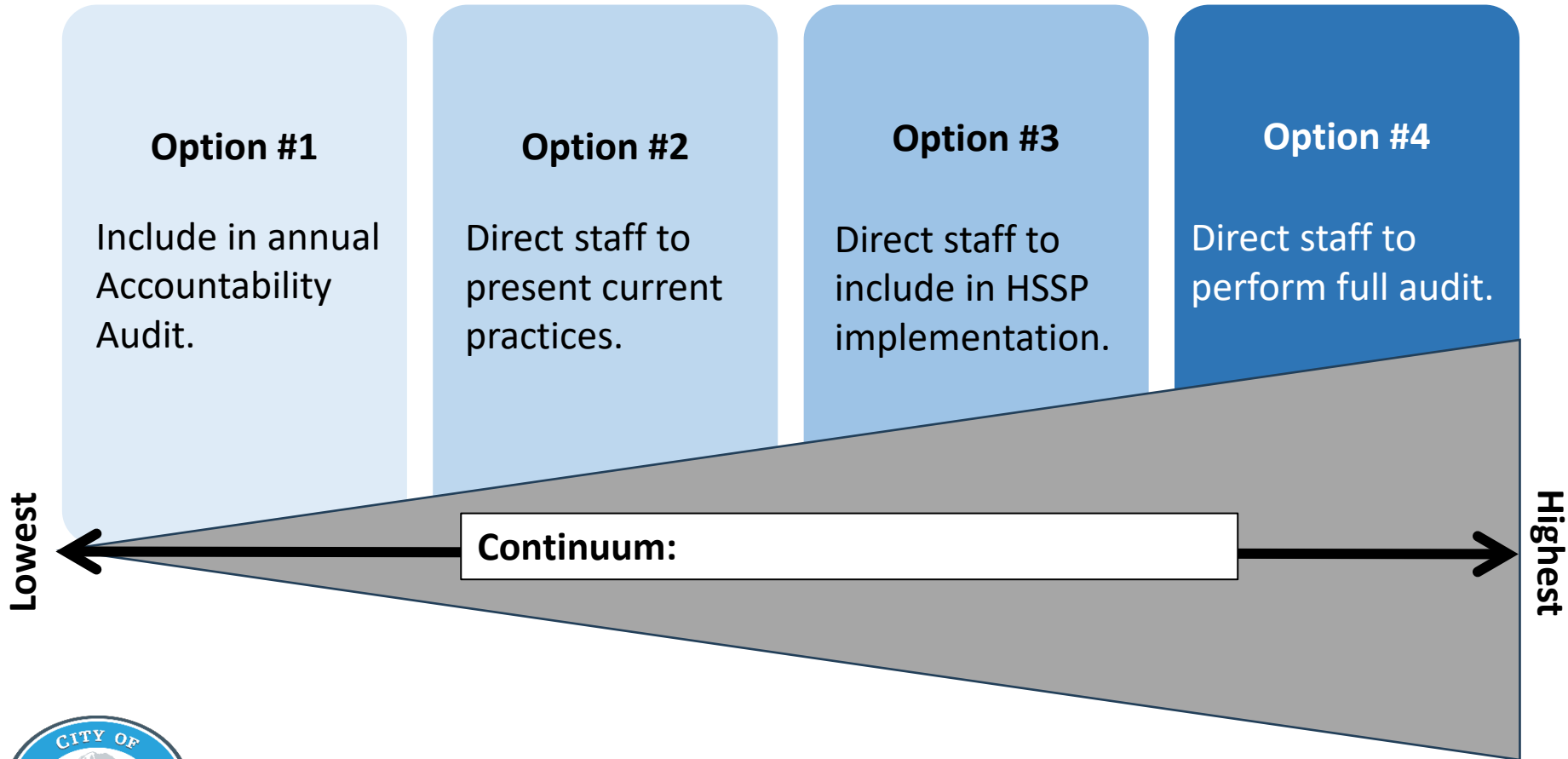
Enhance the community by maintaining and improving parks and community spaces.



Increase Connectivity & Safety

Create a more cohesive city by investing in infrastructure and leveraging partnerships to promote pedestrian mobility, public safety, and access to public transit.

Options | Discussion





MEMORANDUM

To: Administration and Finance Committee
Through: Jonathan Young, City Manager
From: Gwen Pilo, Finance Director
Date: February 5, 2026
Re: December 31, 2025, Investment Report

Attached is the December 2025 Portfolio Analysis Report.

At the end of December, the City had \$118,466,348 in cash and short-term investments and \$74,256,961 in long-term investments at market value. Total cash on hand and investments equal \$192,723,308.

Interest received during the month was \$45,800 from bonds and \$317,612 from the LGIP. Interest paid year to date is \$6,451,518.

The 90-day T-bill is at 3.57%, down .16% from the previous month. The 2-year Treasury note is same as the previous month at 3.47%. The LGIP is down 0.13%, at 3.88% for December.

SeaTac Yield is at 3.51%, same as November.

Two bonds matured and two bonds were called. All money was reinvested at lower rates.

Total Funds City of SeaTac

Compliance Report

12/31/2025

Maturity Constraints	Policy Requirement	% of Total Accumulated	Portfolio Allocation	Within Limits
Under 30 days	10%	61%	118,466,348	YES
Under 1 year	25%	70%	134,272,785	YES
Under 5 years	100%	100%	192,723,308	YES
Maximum Weighted Average Maturity	3.00		2.80	
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%		5.35%	\$ 10,304,818	
U.S. Agencies Primary	100%		30.05%	\$ 57,907,509	YES
FHLB		30%	16.52%	\$ 31,847,327	YES
FNMA		30%	0.00%	\$ -	
FHLMC		30%	2.08%	\$ 3,999,839	
FFCB		30%	11.45%	\$ 22,060,344	
U.S. Agencies Secondary	20%		4.17%	\$ 8,039,157	YES
FICO		10%	0.00%	\$ -	YES
FARMER MAC		10%	4.17%	\$ 8,039,157	
Municipal Debt Obligations	20%	5%	0.00%	\$ -	
Certificates of Deposits	15%	5%		\$ -	
Bank Time Deposits & Savings Accounts	50%		10.21%	\$ 19,676,639	YES
Local Government Investment Pool	100%		50.22%	\$ 96,795,185	YES
Total			100%	\$ 192,723,308	

Portfolio by Fund Allocation	Par Amount	Total Adjusted Cost	Market Value	YTD Unrealized Gain/Loss	Yield to Maturity
City of SeaTac - Core Investment Funds	\$ 76,450,000	\$ 75,878,067	\$ 76,251,484	\$ 373,418	3.51%
City of SeaTac Liquidity Funds	\$ 116,471,824	\$ 116,471,824	\$ 116,471,824		
TOTAL PORTFOLIO	\$ 192,921,824	\$ 192,349,890	\$ 192,723,308	\$ 373,418	

Cit of SeaTac
Investment Portfolio Analysis
As of 12/31/2025

Month	SeaTac Portfolio			Monthly Interest Earned (Accrual Basis)		
	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	144,250
September	81,858,000	75,998,000	80,450,000	155,375	317,904	227,750
October	81,858,000	78,643,000	75,450,000	201,628	157,413	311,837
November	79,858,000	78,643,000	76,450,000	214,325	187,625	196,125
December	82,798,000	76,643,000	76,450,000	80,500	186,550	45,800
Average	82,744,667	79,975,917	76,466,667	139,567	202,536	197,014

Month	LGIP			Monthly Interest Earned (Accrual Basis)			Year to Date Interest Earned		
	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	4,352,002
September	65,412,023	89,656,318	95,821,557	288,261	383,586	344,376	3,474,036	5,171,400	4,924,128
October	73,713,067	87,028,373	96,160,592	304,045	372,055	339,035	3,979,709	5,700,868	5,574,999
November	74,042,336	87,366,363	96,477,574	329,268	337,991	316,982	4,523,302	6,226,483	6,088,106
December	74,383,760	87,707,830	96,795,185	341,424	341,467	317,612	4,945,226	6,754,500	6,451,518
Average	64,323,702	83,193,001	95,753,375	272,535	360,339	340,613	2,484,223	3,616,161	3,540,804

Month	2 Yr T-Note			90 Day T Bill		
	2 Yr T-Note	2 Yr T-Note	2 Yr T-Note	90 Day TBill	90 Day TBill	90 Day TBill
	2023	2024	2025	2023	2024	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%	3.60%	5.32%	4.52%	3.86%
October	5.07%	4.16%	3.60%	5.33%	4.47%	3.73%
November	4.73%	4.13%	3.47%	5.25%	4.39%	3.73%
December	4.23%	4.25%	3.47%	5.25%	4.23%	3.57%
Average	4.60%	4.38%	3.75%	5.10%	4.93%	4.04%

Month	SeaTac Current Yield			LGIP Interest Rate			2025 Budget		
	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%	513,088	491,723	104%
September	2.54%	3.11%	3.61%	5.39%	5.23%	4.29%	572,126	491,723	116%
October	2.55%	3.21%	3.58%	5.40%	4.93%	4.17%	650,872	491,723	132%
November	2.57%	3.19%	3.51%	5.43%	4.73%	4.01%	513,107	491,723	104%
December	2.74%	3.31%	3.51%	5.43%	4.60%	3.88%	363,412	491,723	74%
Average	2.33%	3.05%	3.54%	5.11%	5.23%	4.30%	6,451,518	5,900,675	109.34%

City of SeaTac
Investment Portfolio Transaction Report
As of 12/31/2025

Maturities

Cusip	Description	Par Value	Coupon	Semi-Annual		Settlement Date	Maturity Date	Call Date	FUND
				Interest Payments					
3133ERPX3	FFCB	\$ 2,000,000	4.17%	\$ 42,500		8/22/2024	11/19/2025	-	301 - Municipal CIP 001 - General Fund/306 - Facilities
3134GXCS1	FHLB	\$ 3,000,000	0.63%	\$ 9,375		5/19/2023	11/25/2025	-	Construction CIP
3134HAA94	FHLMC	\$ 2,000,000	4.38%	\$ 43,750		11/20/2024	11/20/2029	11/20/2025	301 - Municipal CIP
3142WCH3	FAMCA	\$ 2,000,000	5.23%	\$ 52,300		11/28/2023	11/28/2028	11/28/2025	001 - General Fund

Purchases

Cusip	Description	Par Value	Coupon	Annual		Settlement Date	Maturity Date	Call Date	FUND
				Interest Payments					
3133ETP50	FFCB	\$ 2,000,000	3.738%	\$ 37,280		11/20/2025	11/3/2028	11/3/2026	301 - Municipal CIP
3133ETK89	FFCB	\$ 2,000,000	3.729%	\$ 37,290		11/20/2025	10/28/2030	10/28/2027	301 - Municipal CIP
3130B8PG1	FHLB	\$ 4,000,000	3.830%	\$ 76,600		11/20/2025	11/12/2030	11/12/2028	001 - General Fund
3130B8PF3	FHLB	\$ 2,000,000	3.750%	\$ 37,600		11/28/2025	11/27/2030	11/28/2028	001 - General Fund

Definitions:

- Coupon** Interest Rate
- FHLMC** Federal Home Loan Mortgage Corporation
- FAMCA** Federal Agricultural Mortgage Corporation (Farmer Mac)
- FHLB** Federal Home Loan Bank
- FFCB** Federal Farm Credit Bank



**CITY OF SEATAC
INVESTMENT POLICY COMPLIANCE REPORT**

Date of Report: 02/05/2026

Period Covered: **December 31, 2025**

Policy Section	Policy Requirement	Compliance	Current Portfolio	Frequency
5.1 Delegation of Authority	Establish written procedures for operations of the investment program	Compliant	Investment procedures are documented	Updated as needed
6.2 Safekeeping	All Securities will be held in Safekeeping	Compliant	US Bank Safekeeping	Monthly
6.3 Internal Controls	Documented in Investment Procedures Manual	Compliant	Section 3. Internal Controls in Procedures Manual	Updated as needed
7.1 Broker/Dealers	<ul style="list-style-type: none"> Review of Financial Industry Regulatory Authority report on firm and broker Certification of having read the Policy and receipt of the City's Trading Authorization 	Compliant	Detailed Authorized Broker/Dealer list is on file.	Annual
7.2 Bank Institutions	Only PDPC participating banks	Compliant	U.S. Bank	At Inception
7.3 Competitive Transactions	3 bids for security purchase or sale	Compliant	Broker security offerings are on file in G:\Finance_Systems\Finance\MonthlyReports_6yrAfterFY\Investments	As needed
8.0 Authorized Investments	Authorized by WA State Statute RCW 39.58, 39.59, 43.250, 43.84.080	Compliant	See Compliance Report	Monthly
9.0 Investment Parameters Authorized Investments Credit Ratings	Requires AA- or better from Standard & Poor's and Aa3 by Moody's	Compliant	Detailed in Platinum Report on file in G:\Finance_Systems\Finance\MonthlyReports_6yrAfterFY\Investments	Semi-Annual
9.1 Diversification	Maximums			Monthly
US Treasury Obligations	100%	Compliant	5.35%	
US Agency Primary	100%, 30% per issuer	Compliant	30.05%	
US Agency Secondary Issuance	20%, 10% per issuer	Compliant	4.17%	
Local Government Investment Pool	100%	Compliant	50.22%	
Bank Deposits	50%	Compliant	10.21%	
Certificates of Deposits	15%, 5% per issuer	Compliant	0%	
Municipal Bonds	20%, 5% per issuer	Compliant	0%	
9.2 Investment Maturity	Maximum Weighted Maturity 3 Years	Compliant	2.8 Years	Monthly



	Minimum % of Portfolio: Under 30 Days 10% Under 1 Year 25% Under 5 Years 100%			
9.2 Investment Maturity Maximum Maturity	Maximum Maturity of Individual Issue 5 Years	Compliant	4.9 yrs. 11/27/2030	Monthly
10.0 Reporting Requirements	Annual, Quarterly & Monthly	Compliant	Monthly reports provided to Administration and Finance Committee	Monthly
10.2 Performance Standards	LGIP for earnings rate US Treasury index for total return	Compliant	<u>LGIP</u> 4.30% <u>Investment Core</u> 3.75% <u>Total Portfolio</u> 3.54%	Monthly
10.3 Compliance Report	Quarterly comparison to Investment Policy	Compliant	This Report should be provided quarterly to the Administration and Finance Committee	Quarterly
11.0 Investment Policy Adoption	Annual Review	Compliant	February 2025. Policy Updated.	Annual
11.0 Investment Policy Adoption	Policy shall be adopted by City Council	Compliant	Last adopted 04/22/2025	Changes Adopted As Needed