COMMISSION
AGENDA MEMORANDUM **Item No.** 8k

ACTION ITEM **Date of Meeting** November 17, 2026

DATE: October 27, 2026

TO: Stephen P. Metruck, Executive Director

FROM: Alycia McKinney, Deputy Chief of Police

SUBJECT: **Sea-Tac Municipal Court ILA 2027-2034 Renewal**

Amount of this request:	$710,955.37
Total estimated project cost:	$710,955.37

ACTION REQUESTED

Request Commission authorization for the Executive Director to execute a six-year (2027-2032, plus potential automatic two-year extension through 2034) interlocal agreement with the City of SeaTac for municipal court and prosecutorial services beginning in 2027, the rates established in Exhibit A will apply from January 1, 2027, through December 31, 2027. Beginning January 1, 2028, rates will be adjusted annually based on the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the Seattle-Tacoma-Bellevue area, measured from June of the prior year to June of the current year. Annual adjustments will be subject to a minimum increase of 2% and a maximum increase of 6%. The City will notify the Port of the adjusted rates by September of each year to support annual budget planning and provide greater cost predictability throughout the six-year agreement.

EXECUTIVE SUMMARY

This Interlocal Agreement (ILA) will continue the prosecution and adjudication of misdemeanor offenses, civil infractions, and parking matters arising from Port of Seattle Police Department activity within the City of SeaTac, including Seattle-Tacoma International Airport (SEA).

Following extensive negotiations and the City's fifth amended proposal, the parties have agreed to proposed 2027 per-case rates for municipal court and prosecutorial services. A criminal case would cost $195.15 for municipal court services and $912.34 for prosecution, totaling $1,107.49 per case. Infraction cases would cost $208.40 per case, including $44.35 for court services and $164.05 for prosecution, while parking citations would cost $36.96 per case for court services.

Based on the 2024–2025 average of 589 criminal cases annually, estimated 2027 criminal court and prosecution expenses are $652,311.61, excluding public defense, and other separately

contracted services. Based on the 2025 annual total of 189 infractions, estimated 2027 infraction court and prosecution expenses are $39,387.60 and for 521 parking citations estimated expenses are $19,256.16. The total estimated expense are $710,955.37. Total annual expenditures will vary based on actual case volumes.

The proposed six-year ILA establishes these rates for January 1 through December 31, 2027. Beginning January 1, 2028, rates will be adjusted annually based on the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the Seattle-Tacoma-Bellevue area, measured from June of the prior year to June of the current year. Annual adjustments will be subject to a minimum increase of 2% and a maximum increase of 6%. The City will notify the Port of adjusted rates by September of each year to support annual budget planning and provide greater cost predictability.

Public defense services are provided by Stewart MacNichols Harmell, Inc., PS under a separate contract and are not included in the proposed SeaTac court and prosecutor rates or ILA authorization. The Port's Legal Department administers legal services contracting under the applicable Delegation of Authority under Section 9, Legal Services, Claims and Other Representation.

JUSTIFICATION

The Interlocal Agreement supports the Century Agenda goals:

1. Goal 2, objective 3: Continuously improve the operational efficiency and customer experience at SEA.
2. Goal 6, Objective 16: Advance the Port's dedication to employee safety.
3. Goal 6, Objective 18: Partner and engage with external stakeholders to build healthy, safe, and equitable communities.

Since 2021, the Port has used SeaTac Municipal Court to adjudicate misdemeanor cases and infractions originating within SeaTac, including SEA. The department handled 586 criminal cases in 2024 and 592 in 2025, an average of 589 cases annually (approximately 49 per month). Many incidents at SEA involve property or disorder offenses, including theft and trespassing. Additionally, SeaTac Municipal Court adjudicates infractions and parking citations for the Port.

Prior to our SeaTac ILA, when referring in-custody cases to KCPAO we are required to book the defendant into the King County Jail. Due to changes in the King County Jail policy during 2020 and 2021, we were severely limited when we could book an in-custody arrest. Therefore, many offenders at SEA were arrested, escorted off property, released, and returned soon thereafter to the airport. Offenders often returned after leaving and have committed more serious crimes.

An interlocal agreement with Sea-Tac Municipal Court enables the Police Department to refer misdemeanor cases for prosecutorial and court services and will enable the department to book in-custody arrests into South Correctional Entity (SCORE).

Sea-Tac contracts with the South Correctional Entity (SCORE) for jail services. The Port Commission recently approved the 2027 contract pricing with SCORE, ensuring the continued availability of jail services for individuals arrested by Port of Seattle Police. Unlike King County Jail, SCORE accepts and holds most misdemeanor defendants until their first court appearance, reducing the need to release offenders who may immediately return to Port properties. This partnership supports the Department's efforts to address repeat offenders, improve public safety, and maintain a safe and secure environment at SEA.

Safety and security of all those at the airport is a high priority. This recommendation aligns with and compliments strategies being implemented by SEA Cares and is thus supported by the Steering Committee and Aviation Director Lance Lyttle.

DETAILS

Under the renewed ILA, misdemeanor referrals will continue to be reviewed by the SeaTac Prosecutor and, when appropriate, filed in SeaTac Municipal Court. The court will provide adjudication and related services. Public defense remains a separate contract. The proposed six-year ILA establishes agreed-upon 2027 per-case rates, with annual adjustments beginning January 1, 2028, based on the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the Seattle-Tacoma-Bellevue area. Annual rate increases will be subject to a minimum of 2% and a maximum of 6%. The City will notify the Port of adjusted rates by September of each year to support annual budget planning and cost predictability.

The proposed financial structure reflects substantial progress through five amended City proposals. Final execution remains subject to required Port approvals and completion of the agreement.

Scope of Work

Scope of work is included in the ILA and includes the following:

(1) Filing, processing, adjudication of misdemeanor offenses
(2) Adjudication of traffic offenses
(3) Processing and tracking fines, payments, bail and other forfeitures
(4) Issuance of summons and notifications and subpoenaing of witnesses and parties
(5) Maintenance of court cases
(6) Probation services including overseeing community service work
(7) Domestic Violence Advocate as required
(8) Provide monthly case load report

ALTERNATIVES AND IMPLICATIONS CONSIDERED

The alternative is to refer cases to the King County Prosecuting Attorney's Office. This alternative is not recommended and does not further the Century Agenda and Aviation Division Goals regarding customer experience and public safety.

Alternative 1 – Continue utilizing King County Prosecuting Attorney's Office

Cost Implications: There is no budgetary cost to this alternative.

Pros:

(1) No cost

Cons:

(1) Low rate of prosecution
(2) Limited ability to book in-custody and repeat offenders
(3) Less officer productivity as they continue to respond to repeat offenders
(4) Higher rate of criminal activity at SEA properties
(5) Decreased Customer Experience
(6) Decreased safety at SEA

This is not the recommended alternative.

Alternative 2 – Enter into an ILA with Sea-Tac for prosecutorial and court services

Cost Implications: Approximately $652,311.61 in 2027 for criminal court and prosecutor services based on the recent two-year average case volume; $39,387.60 for infractions; $19,256.16 for parking citations; and additional expenses for public defense, and other services are excluded. Actual costs will depend on caseload.

Pros:

(1) Higher rate of prosecution
(2) Ability to book in-custody misdemeanor offenders into SCORE
(3) Reduction of repeat offenses from the same offenders
(4) Increase in officer productivity
(5) Improved customer experience at SEA
(6) Improved public safety at SEA

Cons:

(1) Cost of services

This is the recommended alternative.

FINANCIAL IMPLICATIONS

The proposed 2027 fees are assessed by case type. Criminal municipal court services cost $195.15 per case and criminal prosecution costs $912.34 per case, for a combined $1,107.49. At the two-year average of 589 criminal cases, the projected 2027 criminal case expense is $652,311.61. Based on the 2025 annual total of 189 infractions, estimated 2027 infraction court and

prosecution expenses are $39,387.60 and for 521 parking citations estimated expenses are $19,256.16. This projection excludes public defense, and any other separately incurred costs. Beginning January 1, 2028, per-case rates will be adjusted annually based on the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the Seattle-Tacoma-Bellevue area, measured from June of the prior year to June of the current year. Annual rate increases will be subject to a minimum of 2% and a maximum of 6%. The City will notify the Port of adjusted rates by September of each year to support budget planning. Actual expenditures will vary based on case volume and applicable annual rate adjustments throughout the six-year agreement.

Service	Case type	Hours	Hourly rate	2027 per case
Municipal Court	Criminal	2.64	$73.92	$195.15
Municipal Court	Infraction	0.6	$73.92	$44.35
Municipal Court	Parking	0.5	$73.92	$36.96
Service	**Case type**	**Hours**	**Hourly rate**	**2027 per case**
Prosecutor	Criminal	5.5	$165.88	$912.34
Prosecutor	Infraction	1.75	$93.74	$164.05

Cost Estimate/Authorization Summary	Capital	Expense	Total
AUTHORIZATION			
Current request for authorization	0	$710,955.37	$710,955.37
Total authorizations, including this request	0	$710,955.37	$710,955.37
Remaining amount to be authorized	$0	$710,955.37	$710,955.37

Annual Budget Status and Source of Funds

Court and prosecution costs are operating expenses and have been approved and incorporated into the Port of Seattle Police Department's 2027 operating budget. Funding has been allocated to support the anticipated costs of municipal court and prosecutorial services under the proposed Interlocal Agreement. Future annual costs will be incorporated into the Department's operating budget, accounting for annual rate adjustments based on the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the Seattle-Tacoma-Bellevue area, subject to a minimum annual increase of 2% and a maximum of 6% beginning in 2028. These adjustments will support predictable budget planning throughout the six-year agreement.

ATTACHMENTS TO THIS REQUEST

(1) 2027 Interlocal Agreement Between the Port of Seattle and the City of SeaTac for Municipal Court and Prosecutorial Services
(2) Port and SeaTac Muni Court ILA EXHIBIT A

PREVIOUS COMMISSION ACTIONS OR BRIEFINGS

September 28, 2021 – The Commission approved a new interlocal agreement with the City of SeaTac for Municipal Court and Prosecutorial Services