

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

Please note: All Travel Accounting Forms were incorrect, showing the conference month as November in the heading by the Executive Assistant in the heading. They will be corrected when submitted to finance.

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

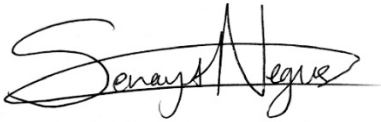
Travel Pre-Approval and Approval of Expenses (if applicable)
Joe Vinson Documentation: Travel Authorization \$4008.40 Travel Accounting Form 1258.80

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
Chair



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

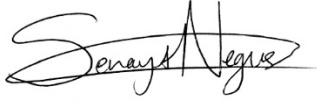
Staff requests the Committee to ratify of the following:

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
2026 Organizational Chart

Legend

Rep

Non-Rep

