



## SCA Public Issues Committee

July 12, 2023 – 7:00 PM

### Hybrid Meeting

The July 12, 2023, Public Issues Committee (PIC) meeting will be held both in-person at Renton City Hall and virtually.

Members of the public may view or listen to the meeting in-person at Renton City Hall (1055 S. Grady Way, 7<sup>th</sup> Floor Conferencing Center #726) or by using the following link from a computer, tablet, or smartphone:

IF YOU HAVE TROUBLE WITH THE LINK BELOW, PLEASE COPY/PASTE THE FULL LINK INTO YOUR BROWSER

<https://us02web.zoom.us/j/88190764088?pwd=L3o5R09meUw2ZHB4M1lnVUZncmtZQT09>

Or dial in by phone: 1-253-215-8782 / 881 9076 4088 / Passcode: 828360

### AGENDA

- |  |            |
|--|------------|
| 1. <b>Welcome and Roll Call</b> – Bill Boyce, Kent, Chair  | 5 minutes  |
| 2. <b>Public Comment</b> – Bill Boyce, Kent, Chair   | 5 minutes  |
| 3. <a href="#">Approval of Minutes – June 14, 2023 Meeting</a><br>Page 6   | 5 minutes  |
| 4. <b>Chair’s Report</b> – Bill Boyce, Kent, Chair   | 5 minutes  |
| 5. <b>Executive Director’s Report</b> – David Hoffman, SCA Executive Director  | 5 minutes  |
| 6. <a href="#">Regional Board and Committee Appointments</a><br><u>ACTION</u><br>Page 12<br>Brian Parry, SCA Policy Director   | 5 minutes  |
| 7. <a href="#">Salary Setting Processes for Cities</a><br><u>UPDATE</u><br>Page 15<br>Hali Willis, SCA Policy Analyst          | 20 minutes |
| 8. <a href="#">Affordable Housing Committee Charter Review</a><br><u>UPDATE</u><br>Page 18<br>Brian Parry, SCA Policy Director | 15 minutes |
| 9. <a href="#">Regional Emergency Management Coordination</a><br><u>DISCUSSION</u>   | 15 minutes |

10. [City Outlook and Summer Events](#) 30 minutes  
ROUNDTABLE DISCUSSION  
Page 35  
Brian Parry, SCA Policy Director
11. [Potential Future Levies and Ballot Measures](#) 5 minutes  
UPDATE  
Page 36  
Brian Parry, SCA Policy Director
12. [Potential Upcoming Issues](#) 5 minutes  
UPDATE  
Page 38  
Brian Parry, SCA Policy Director
13. **Upcoming Events**
  - a. SCA Board of Directors Meeting – Wednesday, July 19, 2023 – 10:00 AM to Noon – Tukwila Community Center
  - b. SCA Summer Social – Wednesday, July 26, 2023 – 5:30 - 7:30 PM – Amazon Everest Building
14. SCA Public Issues Committee Meeting – Wednesday, August 9, 2023 – Virtual
14. **For the Good of the Order**
15. **Adjourn**

# Sound Cities Association

## **Mission**

To provide leadership through advocacy, education, mutual support and networking to cities in King County as they act locally and partner regionally to create livable vital communities.

## **Vision**

Capitalizing on the diversity of our cities to lead policy change to make the Puget Sound region the best in the world.

## **Values**

SCA aspires to create an environment that fosters mutual support, respect, trust, fairness and integrity for the greater good of the association and its membership.

SCA operates in a consistent, inclusive, and transparent manner that respects the diversity of our members and encourages open discussion and risk-taking.

## Commonly Used Acronyms

ADS Advisory Council	Advisory Council on Aging and Disability Services
AHC	Affordable Housing Committee
AFIS Advisory Committee	Automated Fingerprint Identification System Advisory Committee
AWC	Association of Washington Cities
BOH	Board of Health
CSO	Combined Sewer Overflows
CYAB	Children and Youth Advisory Board
DCHS	King County Department of Community and Human Services
DVI Task Force	Domestic Violence Initiative Regional Task Force
EDDB	Central Puget Sound Economic Development District Board
EMAC	Emergency Management Advisory Committee
EMS Advisory Task Force	Emergency Medical Services Levy Advisory Task Force
ETP	Eastside Transportation Partnership
GMPB	PSRC Growth Management Policy Board
GMPC	King County Growth Management Planning Council
GSP	Greater Seattle Partners
IJT	Interjurisdictional Team – staff support to the GMPC
JRC	Joint Recommendations Committee for Community Development Block Grants
K4C	King County-Cities Climate Collaboration
KCD	King Conservation District
KCDAC	King Conservation District Advisory Committee
KCFCD	King County Flood Control District
KCFCDAC	King County Flood Control District Advisory Committee
KCPEC	King County Project Evaluation Committee
KCRHA	King County Regional Homelessness Authority
LEOFF1 Disability Board	Law Enforcement Officers and Fire Fighters Plan 1 Disability Board
LHWMP	Local Hazardous Waste Management Program
LHWMP MCC	Local Hazardous Waste Management Program Management Coordination Committee
MIDD	Mental Illness and Drug Dependency Oversight Committee
MKCC	Metropolitan King County Council
MRSC	Municipal Research Services Center
MSWMAC	Metropolitan Solid Waste Management Advisory Committee
MWPAAC	Metropolitan Water Pollution Abatement Advisory Committee
PIC	Public Issues Committee
PSAP	Public Safety Answering Points
PSCAA	Puget Sound Clean Air Agency
PSCAAAC	Puget Sound Clean Air Agency Advisory Council
PSERN	Puget Sound Emergency Radio Network
PSRC	Puget Sound Regional Council
RLSJC	Regional Law Safety and Justice Committee
RPC	Regional Policy Committee
RPEC	PSRC Regional Project Evaluation Committee
RTC	Regional Transit Committee

RWQC	Regional Water Quality Committee
SCA	Sound Cities Association
SCAACG	South Central Action Area Caucus Group
SCATBd	South County Area Transportation Board
SeaShore	Seashore Transportation Forum
SKHHP	South King Housing and Homelessness Partners
SWAC	Solid Waste Advisory Committee
TPB	PSRC Transportation Policy Board
WTD	King County Wastewater Treatment Division



## SCA Public Issues Committee

### DRAFT MINUTES

June 14, 2023 – 7:00 PM

TELEPHONIC

#### 1. Welcome and Roll Call

PIC Chair Bill Boyce, Kent, called the meeting to order at 7:00 PM. 20 cities were represented ( [Attachment A](#) ). Guests present included: Jenny Huston, King County staff; Tania Santiago Pastrana King County staff; Amy Tsai, Redmond staff; Lacey Jane Wolf, Bellevue staff; Sharman Herrin, King County staff.

SCA Policy Director Brian Parry provided an overview of how the meeting would be facilitated using Zoom Webinar. He noted that any discussion in the chat for those joining online would be maintained for public records purposes and included in the PIC minutes ( [Attachment B](#) ).

#### 2. Public Comment

Chair Boyce asked if there was anyone in attendance who would like to provide public comment. Seeing none, Chair Boyce closed the public comment portion of the meeting.

#### 3. Approval of the May 10, 2023 PIC Meeting Minutes

Chair Bill Boyce asked if there were any amendments to the minutes of May 10, 2023 PIC meeting.

**Councilmember Ross Loudonback, North Bend, moved, seconded by Mayor Nancy Backus, Auburn to approve the May 10, 2023 PIC minutes. There was no discussion. The motion passed unanimously.**

#### 4. Chair's Report

PIC Chair Boyce welcomed members to the meeting. He said that the July 12 PIC meeting is being planned to be a hybrid meeting with the in-person option being at Renton City Hall. He encouraged members to provide any feedback or suggestions about ensuring everyone is able to fully participate in the hybrid format.

#### 5. Executive Director's Report

SCA Executive Director David Hoffman noted that the next networking event will be the SCA Summer Social on July 26. He said the location was being finalized and more details would be sent to members in the coming days. Hoffman said that he would be at the Association of Washington Cities Annual Conference the following week and looked forward to seeing many SCA members there.

#### 6. August PIC Meeting Cancellation

SCA Policy Director Brian Parry reported that PIC typically cancels its August meeting consistent with many SCA cities and regional committees. PIC members discussed the possible cancellation of the August meeting at their meeting in May.

**Mayor Nancy Backus, Auburn, moved, seconded by Councilmember Kelli Curtis, Kirkland to cancel the August 9, 2023 SCA PIC Meeting. There was no discussion. The motion passed unanimously.**

## **7. Long Range Transit Planning Resources**

SCA Policy Analyst Hali Willis reported that King County Metro has shared various resources to support cities' comprehensive planning efforts, including a checklist to review during the comprehensive planning process. Metro also shared resources for transit-related grants, and offered to partner with cities on city projects that support transit. Resources can be found in the June 14 PIC packet. There was no discussion.

## **8. Metro Fall Service Changes**

SCA Policy Analyst Hali Willis reported that Metro will be reducing scheduled service by about 5% in September 2023, in order to match scheduled service with the service Metro can reliably provide given the current staff shortage.

Councilmember Vanessa Kritzer, Redmond, shared that six routes in Redmond will be reduced, and Redmond staff is evaluating the alternative routes proposed by Metro staff. Kritzer requested that Metro engage with cities if more reductions must be made in the future. Kritzer asked how cities will be engaged once Metro is able to restore service, and encouraged other PIC members to engage with Metro to shape how service is added back to their communities.

Hali Willis, SCA, shared that Metro's Service Guidelines require Metro to engage with city partners and other stakeholders when adding service to an area.

Councilmember Kelli Curtis, Kirkland, agreed with Councilmember Kritzer, and asked for more information once Metro is in a position to add back service that was reduced.

Councilmember Ross Laudenback, North Bend, shared that Metro service in the Snoqualmie Valley is not sufficient to meet that area's need for transit. Laudenback hoped that Metro will study transit needs and make additional investments in the area.

Hali Willis, SCA, shared that the RTC representatives from the Snoqualmie Valley have shared similar concerns, and have raised those concerns to Metro staff, and in RTC meetings.

PIC Vice Chair Chris Roberts, Shoreline, shared that this reduction of service is not a permanent cancellation. Roberts asked how equity will be used to determine how service is added back to the system.

Hali Willis, SCA, shared that Metro has not yet shared a plan to add service back following this temporary reduction, and encouraged cities to engage with Metro once they are in a position to add service again.

## **9. King County Wastewater Rates**

SCA Policy Analyst Kazia Mermel shared an update on the 2023 wastewater rates. The rate proposal includes a 5.75% rate increase, raising the monthly sewer rate to \$55.11, and a 2.4% capacity charge increase, raising the monthly capacity charge for new utility connections to \$74.73. This rate increase is driven by growth in the WTD capital program due to asset management needs, regulatory demands, and system capacity needs.

As of the last briefing on this topic at the April Public Issues Committee (PIC) meeting, the Wastewater Treatment Division (WTD) had shared their rate proposal with the County Executive for review. Since then, the Executive transmitted the rate proposal, unchanged, to the County Council for review and adoption. On May 2, the County Council referred the legislation to the Council's Budget and Fiscal Management (BFM) Committee. BFM reviewed the rate proposal (2023-0172) and WTD supplemental request (2023-0173) on May 10 and 24 and voted to recommend Council adoption of the two ordinances. Council approved the rate proposal (8-1) and the WTD supplemental request (9-0) on June 6.

## **10. King County Regional Homelessness Authority Five Year Plan**

SCA Policy Analyst Hali Willis shared that the Governing Committee adopted the agency's first Five-Year Plan unanimously, with only minor changes since this item was last discussed at PIC. The KCRHA's next planning steps will be to develop subregional implementation plans, which will describe in more detail how the Five-Year Plan will be implemented in each subregion.

Councilmember Amy Lam, Sammamish, shared that KCRHA has been receiving significant media attention about whether the agency is fulfilling its purpose, and whether they should hire outreach staff, or contract that work out to providers. Lam asked how KCRHA has responded to this criticism

Hali Willis, SCA, shared that KCRHA is in a CEO transition, and there was recent criticism in the Seattle Times regarding the agency's execution of contracts.

Mayor Nancy Backus, Auburn, shared that the Governing Committee members share many of the concerns that were shared in the media, but that more time is needed, and that the agency is still worth supporting. Backus shared that she is waiting to see what subregional plans will include, and shared support for the KCRHA taking a subregional approach to planning.

Councilmember Vanessa Kritzer, Redmond, agreed that KCRHA needs more time, and shared support for treating homelessness as a regional issue. Kritzer shared optimism for the future of the KCRHA, and support for members serving in governance roles. Kritzer also highlighted the importance of thoughtful planning.



David Hoffman, SCA, shared support for a regional agency to address a regional issue like homelessness. Hoffman added that KCRHA incorporated significant feedback from PIC into the Five-Year Plan.

### **11. Potential Future Levies and Ballot Measures**

SCA Policy Director Brian Parry reported on upcoming levies and ballot measures in King County.

### **12. Potential Upcoming Issues**

SCA Policy Director Brian Parry reported on potential upcoming issues to be discussed at PIC or other SCA convenings in 2023 and encouraged members to provide feedback on additional topics and priorities.

Councilmember Harry Steinmetz, Des Moines, said that he would like to see a coordinated effort to advocate for additional funding from the Legislature to support the infrastructure that is necessary to support future growth and the additional required zoned capacity recently adopted into state law.

### **13. Upcoming Events**

- a. Lunch and Learn – King County Overdose Trends and Response – Friday, June 16, 2023 – 12:00PM to 1:00 PM – Virtual
- b. ~~SCA Board of Directors Meeting – Wednesday, June 21, 2023 – 10:00 AM to Noon – Tukwila Community Center canceled~~
- c. SCA Public Issues Committee Meeting – Wednesday, July 12, 2023 – HYBRID – Renton City Hall
- d. SCA Board of Directors Meeting – Wednesday, July 19, 2023 – Tukwila Community Center
- e. SCA Summer Social – Wednesday, July 26, 2023 – Details TBD

### **14. For the Good of the Order**

Councilmember Tola Marts, Issaquah, suggested that the PIC in prior years took more policy positions on issues and that doing so could provide for more engagement at PIC meetings. Vice Chair Chris Roberts, Shoreline, proposed future discussion on the types of actions that the body would like to take. SCA Executive Director David Hoffman emphasized that staff are interested in getting direction from PIC and the SCA Board on their priorities and issues they would like to see SCA taking positions on.

### **15. Adjourn**

The meeting was adjourned at 8:01 PM.

**Public Issues Committee Meeting  
April 12, 2023**

City	Representative	Alternate
<b>Algona</b>	Troy Linnell	Brenna Franco
<b>Auburn</b>	Nancy Backus	James Jeyaraj
Beaux Arts Village	Aletha Howes	
<b>Bellevue</b>	Janice Zahn	Jeremy Barksdale
<b>Black Diamond</b>	Tamie Deady	
Bothell	James McNeal	Rami Al-Kabra
<b>Burien</b>	Sofia Aragon	Cydney Moore
Carnation	Dustin Green	Jim Ribail
<b>Clyde Hill</b>	Marianne Klaas	Kim Muromoto
<b>Covington</b>	Joseph Cimaomo	Kristina Soltys
Des Moines	Harry Steinmetz	Gene Achziger
<b>Duvall</b>	Amy McHenry	Rick Shaffer
<b>Enumclaw</b>	Chance LaFleur	Corrie Koopman Frazier
<b>Federal Way</b>	Susan Honda	Lydia Assefa-Dawson
Hunts Point	Joseph Sabey	
<b>Issaquah</b>	Tola Marts	Zach Hall
<b>Kenmore</b>	David Baker	Corina Pfeil
<b>Kent</b>	Bill Boyce	
<b>Kirkland</b>	Kelli Curtis	Amy Falcone
<b>Lake Forest Park</b>	Tom French	Lorri Bodi
<b>Maple Valley</b>	Sean Kelly	Dana Parnello
Medina	Mac Johnston	Jessica Rossman
<b>Mercer Island</b>	David Rosenbaum	Ted Weinberg
<b>Milton</b>	Steve Peretti	Shanna Styron Sherrell
Newcastle	Linda Newing	Paul Charbonneau
<b>Normandy Park</b>	Sue-Ann Hohimer	Eric Zimmerman
<b>North Bend</b>	Ross Loudenback	Heather Koellen
<b>Pacific</b>	Leanne Guier	Kerry Garberding
<b>Redmond</b>	Vanessa Kritzer	Angela Birney
Renton	Armondo Pavone	Valerie O'Halloran
<b>Sammamish</b>	Amy Lam	Pam Stuart
SeaTac	Jake Simpson	Iris Guzmán
<b>Shoreline</b>	Chris Roberts	John Ramsdell
Skykomish	Henry Sladek	
<b>Snoqualmie</b>	Cara Christensen	James Mayhew
<b>Tukwila</b>	Kate Kruller	Kathy Hougardy
Woodinville	Mike Millman	Rachel Best-Campbell
<b>Yarrow Point</b>	Katy Harris	

Cities present at the meeting are **bolded**. Voting representatives present are highlighted.

**SCA PIC June 14, 2023**

**Attachment B: Chat Log**

19:16:10 From Henry Sladek, Skykomish to Hosts and panelists:  
Hi, I was just now able to log on...Henry from Skykomish

19:44:55 From Lydia Assefa-Dawson, City of Federal Way to Hosts and panelists:  
And their budget

**Revised Item 6:**

Regional Board and Committee Appointments

**ACTION**

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**SCA Staff Contact**

Brian Parry, SCA Policy Director, [brian@soundcities.org](mailto:brian@soundcities.org) or 206-499-4159

**Action**

One June 23, SCA staff sent a call for nominations for elected officials to fill vacant SCA positions on the Emergency Management Advisory Committee; Joint Recommendations Committee; King County Flood Control District Advisory Committee; Local Hazardous Waste Management Coordination Committee; Puget Sound Clean Air Agency; and Solid Waste Advisory Committee.

The PIC Nominating Committee will meet in advance of the July 12, 2023 PIC meeting to make recommendations to fill the vacant positions. The recommendation of the PIC Nominating Committee will be sent to PIC members prior to the July PIC meeting. If recommended by PIC, the nominations will be forwarded to the SCA Board for approval at their July 19, 2023 meeting.

**Update: PIC Nominating Committee Recommendations**

The PIC Nominating Committee met on July 7 and voted to recommend the committee appointments provided below.

*Recommended Action:*

*The PIC recommends the SCA Board of Directors approve the following:*

- *Appointment of Eric Zimmerman, Normandy Park, to fill a vacant alternate position on the Emergency Management Advisory Committee;*
- *Reappointment of Satwinder Kaur, Kent, to fill a vacant member position on the Puget Sound Clean Air Agency Advisory Council. This includes a finding of circumstances warranting waving the six-year term limit for member appointments;*
- *Appointment of Amy Lam, Sammamish and Laura Mork, Shoreline to fill vacant member positions on the Solid Waste Advisory Committee.*

**Committee Background**

Information on all of the regional boards and committees to which SCA has appointing authority, including members and committee descriptions, can be found on the SCA Website [here](#).

*Emergency Management Advisory Committee*

The Emergency Management Advisory Committee (EMAC) and its subcommittees advise, assist, review, and comment on emergency management and homeland security issues, as well as

regional planning and policies. They measure and prioritize core capabilities and recommend homeland security allocations and work products to sustain and enhance preparedness and operational levels. EMAC is an advisory body to the King County Executive, the King County Council, and the Office of Emergency Management to facilitate coordination of regional emergency planning in King County. The King County Department of Emergency Management serves as the coordinating entity for cities, county governmental departments, and the private sector, and coordinates with other appropriate agencies during incidents and events of regional significance.

SCA appoints three voting members and three alternates to EMAC. SCA has already appointed members from the cities of Clyde Hill, Auburn, Redmond, North Bend, and Newcastle for 2022. Because no more than one member per city will be appointed to the committee, no additional applications will be accepted from those cities. In addition, cities with population over 100,000 have their own EMAC seats, so no applications from Bellevue, Kent, Renton, or Federal Way will be accepted either.

#### *Joint Recommendations Committee*

The Joint Recommendations Committee (JRC) was created through Interlocal Cooperation Agreements (ICAs) that formed the King County Community Development Block Grant (CDBG) Consortium and the King County HOME Investment Partnerships (HOME) Consortium. The JRC makes recommendations to the King County Executive on policy matters concerning the CDBG and HOME programs, including the Consolidated Housing Plan and related plans and policies. The JRC also reviews and makes recommendations on the projects and programs to be funded with the CDBG and HOME program funds and monitors funds to ensure that all geographic areas and participating jurisdictions benefit fairly over a specific time period.

A second ICA forms the Regional Affordable Housing Program (RAHP) and grants authority for the RAHP to the JRC. The RAHP administers document recording funding, which the legislature authorized to be utilized for low-income housing. The city of Seattle joins the JRC for RAHP items.

#### *King County Flood Control District Advisory Committee*

The King County Flood Control District is a countywide special purpose district that provides funding and policy oversight for flood risk reduction capital projects and programs in King County. It is governed by a Board of Supervisors, which is comprised of the members of the County Council. The District also has an Advisory Committee composed of elected officials from throughout King County. The King County Flood Control District Advisory Committee (KCFCDAC) is charged with making recommendations to the District's Board of Supervisors related to the annual budget, including capital improvement program projects and funding levels, subject to approval or approval and modification by the District Board of Supervisors.

SCA appoints four members and four alternates to two-year seats on the committee. SCA has already appointed members from the cities of Skykomish, Duvall, Black Diamond, Pacific, Des Moines, Kenmore, and Burien for 2022. Because no more than one member per city will be

appointed to the committee, no additional applications will be accepted from those cities. In addition, several SCA cities have their own seats, so no applications from Bellevue, Tukwila, Auburn, Kent, Renton, Snoqualmie, North Bend, or Carnation will be accepted either.

#### *Local Hazardous Waste Management Program Management Coordination Committee*

The Local Hazardous Waste Management Program (LHWMP) in King County is a multi-jurisdictional program whose mission is to protect and enhance public health and environmental quality throughout King County by reducing the threat posed by the production, use, storage, and disposal of hazardous materials. The LHWMP is implemented through a multi-jurisdictional Management Coordination Committee (MCC). The MCC sets the Program's strategic direction, guides implementation of policies, and oversees the Program's operations, including development of annual budgets and work plans. The MCC was enabled by the Seattle City Council (SMC 10.76) and the King County Board of Health (BOH Code 2.08) and is recognized as the Program governing entity by the Washington State Department of Ecology.

#### *Puget Sound Clean Air Agency (PSCAA) Advisory Council*

The Puget Sound Clean Air Agency Advisory Council is comprised of individuals representing large and small business, area sources, suburban cities, education, transportation, health and science, tribal interests, fire officials, the environmental community, ports, and the public-at-large. The role of the Advisory Council is to provide counsel and input on Puget Sound Clean Air Agency programs and regulations. This is a three-year appointment.

#### *Solid Waste Advisory Committee*

The Solid Waste Advisory Committee (SWAC) is a citizens' advisory body that provides input on solid waste management issues and decisions affecting county residents and the services they receive. SWAC is established under state law. The committee is balanced geographically and includes those who receive solid waste services, public interest groups, labor, recycling businesses, solid waste collection companies, and local elected officials. SWAC reviews and advises on policy issues, including the Comprehensive Solid Waste Management Plan and the annual budget. This is a three-year appointment.

There is a second advisory committee related to solid waste. Cities who are party to a Solid Waste Interlocal Agreement with King County have a seat on the Metropolitan Solid Waste Management Advisory Committee (MSWMAC). MSWMAC advises the County Executive, the King County Council, and the Regional Policy Committee in all matters related to solid waste management.

#### **Next Steps**

Recommendations from PIC will be considered by the SCA Board at its meeting on July 19. For more information, contact SCA Policy Director Brian Parry at [brian@soundcities.org](mailto:brian@soundcities.org) or 206-499-4159.

## Item 7:

### Salary Setting Processes for Cities

#### **DISCUSSION**

#### **SCA Staff Contact**

Hali Willis, SCA Policy Analyst, [hali@soundcities.org](mailto:hali@soundcities.org) , 206-495-5238

#### **Discussion**

State law allows for the salaries of city elected officials to be set by the City Council or a salary commission established by the city. Some SCA cities have established salary commissions.

PIC members are encouraged to consider and share information on the following questions:

- Does your city have a salary commission? If not, are you considering establishing one?
- What have been the benefits and challenges of having a salary commission?
- In your experience, what are best practices regarding setting salaries for elected officials?

#### **Background**

Salaries for elected officials can be set by the City Council via ordinance<sup>1</sup> or a salary commission if the city has established one. Additionally, cities can create code provisions to automatically apply annual salary increases instead of having salary increases go through a salary commission or the City Council.

State law<sup>2</sup> allows for cities to establish salary commissions which can set the salaries for elected officials without further Council or Mayoral action. [RCW 35.21.015](#) outlines the membership of salary commissions:

“The members of such commissions shall be appointed in accordance with the provisions of a city charter, or as specified in this subsection:

- (a) Shall be appointed by the mayor with approval of the city council;
- (b) May not be appointed to more than two terms;
- (c) May only be removed during their terms of office for cause of incapacity, incompetence, neglect of duty, or malfeasance in office or for a disqualifying change of residence; and
- (d) May not include any officer, official, or employee of the city or town or any of their immediate family members. "Immediate family member" as used in this subsection

<sup>1</sup> For code cities, see [RCW 35A.12.070](#) and [RCW 35A.13.040](#) . For towns, see [RCW 35.27.130](#)

<sup>2</sup> See [RCW 35.21.015](#) and [RCW 36.17.024](#)

means the parents, spouse, siblings, children, or dependent relatives of the officer, official, or employee, whether or not living in the household of the officer, official, or employee.”

The salary commission’s decision is subject to referendum<sup>3</sup>. If no referendum is filed within 30 days, and salaries are being increased, the increase can go into effect immediately. If salaries are decreased, the change cannot go into effect before the next term (see the table below for more information).

If there is a referendum, the salary change cannot go into effect until approved by a vote of the people.

The timing of salary changes for Mayors and Councilmembers varies depending on whether the salary is increased or decreased, and whether that change is enacted by the Council or by a salary commission. Any action to change salaries for the subsequent term must be taken before the election. See the table below for more information.

<b>Can go into effect for the <u>current term</u></b>	<b>Can go into effect for the <u>next term</u> but not the current term</b>
Council salary increases set by a salary commission*	Council salary increases set by the council
Mayor salary increases*	Council or Mayor salary decreases
	Salary increases or decreases for officials newly appointed to an unexpired term

*\*after the 30 day referendum period (for salary commissions)*

**Examples of cities that have established salary commissions**

- [Bothell](#) - Convened every two years, and consists of three members
- [Carnation](#) - Convened every year, and consists of five members
- [Federal Way](#) - Convened every two years, and consists of five members
- [Issaquah](#) - Convened when directed by the city council, most recently in 2023, and consists of five members.
- [Kenmore](#) – Convened every five years, and consists of three members.
- [Kent](#) (select “Independent Salary Commission”) - Convened every year, and consists of three members.
- [Kirkland](#) - Convened every year, and consists of three members.
- [Lake Forest Park](#) - Not currently active due to a shortage of volunteers. As established, the commission is scheduled to meet every four years and have three members.
- [Maple Valley](#) - Convened every three years, and consists of three members.
- [Mercer Island](#) - Not currently active (last convened in 2004) and consisted of five members.

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<sup>3</sup> Code cities must formally adopt powers of referendum. Towns do not have the authority to establish initiative and referendum powers (Source: [MRSC](#).)



- [North Bend](#) - Convened once every three years or as directed by the council and consists of three members.

### **Other Resources**

[MRSC – Salaries for Elected Officials](#)

[AWC – 2022 Salary and Benefit Survey](#) . This survey is a comprehensive review of salaries and benefits provided to Washington staff and elected officials, providing comparable data across Washington cities and counties of all sizes.

### **Next Steps**

PIC members are encouraged to discuss and share best practices and reflections regarding salary commissions or other ways of setting council and mayoral salaries.

PIC members are encouraged to consider and share information on the following questions:

- Does your city have a salary commission? If not, are you considering establishing one?
- What have been the benefits and challenges of having a salary commission?
- In your experience, what are best practices regarding setting salaries for elected officials?

Questions and comments can be directed to Hali Willis, SCA Policy Analyst, [hali@soundcities.org](mailto:hali@soundcities.org) , 206-495-5238.



July 12, 2023  
SCA PIC Meeting

**Item 8:**  
Affordable Housing Committee Charter Review  
***DISCUSSION***

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**SCA Staff Contact**

Brian Parry, Policy Director, [brian@soundcities.org](mailto:brian@soundcities.org) , (206) 499-4159

**SCA Members of the King County Affordable Housing Committee**

Councilmember Amy Falcone, Kirkland; Mayor Nigel Herbig, Kenmore; Mayor Lynne Robinson, Bellevue; Councilmember Ryan McIrvine, Renton; Councilmember Larry Brown, Auburn (alternate); Councilmember Joseph Cimaomo, Jr., Covington (alternate); Deputy Mayor Dana Parnello, Maple Valley (alternate); Council President Lindsey Walsh, Issaquah (alternate)

**Other King County Affordable Housing Committee Members**

Councilmember Claudia Balducci, King County (chair); Don Billen, Sound Transit; Susan Boyd, Bellwether Housing; Alex Brennan, Futurewise; Jane Broom, Microsoft Philanthropies; Kelly Coughlin, SnoValley Chamber of Commerce; Russell Joe, Master Builders Association of King and Snohomish Counties; Ryan Makinster, Washington Multi-Family Housing Association; Michael Ramos, Church Council of Greater Seattle; Robin Walls, King County Housing Authority; Council Chair Dave Upthegrove, King County; Sunaree Marshall, representing the King County Executive; Maiko Winkler-Chin, representing the Seattle Mayor; Councilmember Teresa Mosqueda, Seattle; Councilmember Dan Strauss, Seattle (alternate)

**Discussion**

The affordable housing crisis in King County has been identified by the SCA board and PIC as a priority issue facing the region and impacting local residents, and SCA and member cities are engaged in numerous ongoing actions at the local and regional level to address the challenge.

In December 2018, the SCA Board of Directors approved PIC's recommended policy statement in support of forming a regional advisory body to recommend and coordinate affordable housing actions. The King County Affordable Housing Committee (AHC) began meeting in 2019 as an advisory committee to the King County Growth Management Planning Council, and has been working in accordance with actions identified in the [2018 Regional Affordable Housing Task Force Five-Year Action Plan](#) .

As the AHC nears the end of its first five years of existence, the Committee is reviewing its [Charter](#) and will be considering changes to its structure and make-up to ensure it is an effective body moving forward. Since its formation, the AHC has worked to recommend updates to affordable housing policies in the Countywide Planning Policies; launched a dashboard to track and report progress toward policy implementation and affordable

housing goals; and served as a convening body to discuss emerging affordable housing topics, including approaches to recent state and federal legislation.

At PIC, Members will be asked for input to support this ongoing work by SCA representatives serving on the Affordable Housing Committee and have the opportunity to share efforts underway in their communities to address the affordable housing crisis.

## **Background**

The King County Affordable Housing Committee (KCAHC) serves as a regional advisory body formed to recommend actions and assess progress toward implementing the [Regional Affordable Housing Task Force Five-Year Action Plan](#). The AHC is an advisory committee to the King County Growth Management Planning Council, which is the convening and coordination body that recommends updates to the King County Countywide Planning Policies and monitors other growth related issues.

The Five-Year Action Plan strives to support actions to “eliminate cost burden for households earning 80% Area Median Income and below, with a priority for serving households at or below 50% Area Median Income.”

The Five-Year Action Plan outlined a menu of policy options prioritized by numerous stakeholders, including Affordable Housing Task Force members, city and county staff, housing providers, and members of the community impacted by the affordable housing crisis. The adopted strategies and actions are included here as [Attachment A](#) fall under seven overarching goals:

1. Create and support an ongoing structure for regional collaboration;
2. Increase construction and preservation of affordable homes for households earning less than 50% of Area Median Income;
3. Prioritize affordability accessible within a half mile walkshed of existing and planned frequent transit service, with a particular priority for high-capacity transit stations;
4. Preserve access to affordable homes for renters by supporting tenant protections to increase housing stability and reduce the risk of homelessness;
5. Protect existing communities of color and low-income communities from displacement in gentrifying communities;
6. Promote greater housing growth and diversity to achieve a variety of housing types at a range of affordability and improve jobs/housing connections throughout King County; and,
7. Better engage local communities and other partners in addressing the urgent need for and benefits of affordable housing.

During development of the Five-Year Action Plan, SCA members emphasized the need for technical assistance, shared information, and recommended strategies that will support cities in their efforts to tackle the region’s affordable housing crisis. PIC members are encouraged to review the approved goals, strategies, and actions and provide additional recommendations on

the areas of greatest need or where coordination through the KCACH would be most beneficial to your city.

In addition to recommending potential strategies, the Five-Year Action Plan called for establishing a framework for ongoing collaboration among cities and with King County to support implementation of those strategies and monitoring results. This was proposed to come in the form of a standing committee of the King County Growth Management Planning Council (GMPC).

The Task Force considered a range of options to support implementation and the preferred option was to utilize an existing body (the GMPC) rather than stand-up an entirely new organization to both conserve resources and enable the region to move forward more quickly. The GMPC is the body in King County that develops and updates the King County Countywide Planning Policies in the areas of housing, transportation, development patterns, the environment, the economy, and public facilities and services. Members of the GMPC include SCA, Seattle, Bellevue, and King County. This added a significant new body of work for the GMPC was supported by additional staffing resources funded by King County.

Per to the current AHC Charter, the Committee has the following responsibilities:

- Adopt an annual work plan;
- Release an annual report to measure progress to implement the Five-Year Action Plan and the countywide need (executed through the dashboard);
- Review and make recommendations to other governing bodies or organizations regarding actions to implement the Action Plan, including but not limited to revising land use policies, alignment of comprehensive plans with the Action Plan, and amendments to the Countywide Planning Policies (CPPs);
- Coordinate support for increased federal funding for affordable housing;
- Coordinate with subregional collaborations (e.g. A Regional Coalition for Housing and South King Housing and Homelessness Partners);
- Meet at least through the end of 2024, at which time the Committee will consider recommendations to the GMPC to continue the work of the AHC, including development of a new Five-Year Action Plan; and
- Periodically review and evaluates the effectiveness of the AHC in furthering the Five Year Action Plan. Based on this evaluation, recommend alternative governance structures and/or charter revisions needed to better accomplish the Action Plan and Committee goals

Notable accomplishments of the Committee include an extensive re-write of the affordable housing sections of the Countywide Planning Policies, including new standards for accountability to be monitored by the AHC; launching a [Regional Affordable Housing Dashboard](#) to track and report progress toward policy implementation and affordable housing production goals; and served as a convening body to discuss emerging affordable housing topics, including development of [state](#) and [federal](#) legislative agendas. Additional detail can be found in a recent [staff assessment of progress](#) provided to the AHC in June.

## **Committee Powers**

Prior to formation of the AHC, several different models of authority were considered for the Committee. These included creating a single purpose government for housing policy (i.e. a “Sound Transit for housing” with regional taxing authority); a voluntary local agreement with specific requirements to be addressed by jurisdictions (i.e. a similar structure to the King County Cities Climate Collaboration, or K4C); and, a regional committee empowered to set specific policies that must be adopted by all jurisdictions with financial or other incentives to encourage compliance (i.e. similar to the Puget Sound Regional Council and its Comprehensive Plan certification authority tied to eligibility for federal transportation funding administered by the agency).

PIC recommended a policy position in support of the Five-Year Action Plan and the structure of placing the newly formed AHC as an advisory body to the GMPC. This position was approved by the SCA Board of Directors in December 2018. The policy position states that “SCA supports the Regional Affordable Housing Task Force Five-Year Action Plan and recommends approval by the King County Council; Given the differing housing challenges across the region SCA supports the approach taken by the Task Force to recommend a menu of options for cities to address their areas of greatest need; and, SCA is committed to partnering regionally through the proposed new committee of the Growth Management Planning Council to promote affordable housing preservation and production.”

At the most recent AHC meeting, there was discussion about the potential to expand the authority of the Committee to include some form of the powers previously considered. AHC members will be asked to consider whether to reaffirm the structure of the Committee as an advisory body that recommends action and assesses progress toward implementation of the Five-Year Action Plan and functions as a point of coordination and accountability for affordable housing efforts across King County.

## **Membership**

The AHC is structured to include a wide range of subject matter experts and policymakers to advance solutions to the region’s affordable housing crisis. As part of reviewing its Charter, the Committee will be considering who is missing from the current membership, such as representation from disproportionately impacted communities and organizations with direct authority over land use policy implementation.

PIC members are encouraged to review the current [committee membership](#) and provide any recommendations on additional parties who should be considered for inclusion on the AHC.

Of note, the City of Bellevue has requested an individual seat on the AHC. Currently, Bellevue Mayor Lynne Robinson serves on the AHC as a representative of SCA. The intention would be to add a seat for Bellevue while maintaining SCA’s current appointment authority of four members and four alternates.

## **Next Steps**

For more information, please contact SCA Policy Director Brian Parry, [brian@soundcities.org](mailto:brian@soundcities.org) or 206-499-4159.



## OVERARCHING GOAL:

Strive to eliminate cost burden for households earning 80 percent Area Median Income and below, with a priority for serving households at or below 50 percent Area Median Income.



Create and support an ongoing structure for regional collaboration

<b>STRATEGY A:</b> Create an Affordable Housing Committee of the Growth Management Planning Council (GMPC)	County	Cities	Housing Committee	State
i. Maintain a website and prepare an annual report to collect data and report on progress toward implementing the Action Plan			✓	
ii. Review and make recommendations to other governing bodies regarding funding/pursuing new and innovative financing strategies, land use policies and State legislative agenda items			✓	
iii. Make recommendations to the GMPC for Countywide Planning Policies updates and to the PSRC's Growth Management Policy Board			✓	
iv. Coordinate support for increased federal funding			✓	
v. Provide technical support to cities and the County and support new and existing sub-regional collaborations			✓	
vi. Review and evaluate the Committee and recommend alternative governance structures if needed to implement the Action Plan			✓	
<b>STRATEGY B:</b> Support the creation and operation of sub-regional collaborations to increase and preserve affordable housing				
i. Support the creation of sub-regional collaborations in all parts of King County	✓	✓	✓	
ii. Fund operations of sub-regional collaborations	✓	✓		
iii. Encourage the growth and success of existing sub-regional collaborations	✓	✓	✓	



## Increase construction and preservation of affordable homes for households earning less than 50% area median income



<b>STRATEGY A: The Affordable Housing Committee will work with cities and the County to identify and prioritize new resources to build or preserve 44,000 units in the next five years and track progress toward the goal</b>	County	Cities	Housing Committee	State
i. Identify revenue sources sufficient to support the local share of funding 44,000 units over five years	✓	✓	✓	
ii. Collectively advocate to maintain and increase Federal resources directed toward affordable housing in King County	✓	✓	✓	
iii. Collectively advocate for increased State resources to support affordable housing in King County	✓	✓	✓	✓
iv. Explore unused authority to raise revenue to support the goal of building or preserving 44,000 units over five years	✓	✓	✓	
v. Work with business and philanthropy to increase and effectively leverage private investments in affordable housing	✓	✓	✓	
vi. Pursue strategies to reduce the cost of developing affordable units	✓	✓		
vii. Monitor County and city progress toward raising funds necessary to produce 44,000 units in the next five years			✓	
<b>STRATEGY B: Make available at no cost, at deep discount, or for long term lease, under-utilized property from State, County, cities, and non-profit/faith communities</b>				
i. Expand coordination to identify, acquire and develop property for affordable housing	✓	✓		✓
ii. Track and report progress on REDI fund and Home & Hope			✓	
iii. Identify one or more parcels in their boundaries to prioritize for affordable housing (for-profit or non-profit, new or preserved)	✓	✓		
iv. Develop policies for the sale of County-owned property at reduced or no cost when used for affordable housing, which may be used as a model ordinance by cities	✓			
<b>STRATEGY C: Develop a short-term acquisition loan fund to enable rapid response to preserve affordable housing developments when they are put on the market for sale</b>				
i. Identify entity to inventory all large (50+ unit) privately owned affordable multifamily properties at risk of redevelopment or rapid rent escalation	✓	✓	✓	
ii. Measure and monitor progress in preserving privately owned affordable housing through nonprofit or public housing authority acquisition, or other means			✓	





## Prioritize affordability accessible within a half mile walkshed of existing and planned frequent transit service, with a particular priority for high-capacity transit stations

# 3

<b>STRATEGY A: Implement comprehensive inclusionary/incentive housing policies in all existing and planned frequent transit service to achieve the deepest affordability possible through land use incentives to be identified by local jurisdictions</b>	County	Cities	Housing Committee	State
i. Provide technical assistance in designing inclusionary/incentive housing programs	✓		✓	
ii. Provide website of example ordinances	✓		✓	
iii. Propose and apply for state planning dollars	✓	✓		✓
iv. Evaluate and update zoning in transit areas in advance of transit infrastructure investments	✓	✓		
v. Evaluate the impact of development fees in transit areas and implement reductions if positive impact found	✓	✓		
vi. Regularly measure implementation against goal	✓		✓	
vii. Coordinate with local housing authorities to use project-based rental subsidies with incentive/inclusionary housing units to achieve deeper affordability	✓	✓		
<b>STRATEGY B: Maximize resources available for Transit Oriented Development (TOD) in the near term</b>				
i. Consider bonding against future Lodging Tax revenues for TOD and use a portion of the funds to incentivize cities to support more affordable housing	✓			
ii. Evaluate potential for the current Transfer of Development Rights program, which preserves rural and resource lands, to incentivize affordability outcomes if a receiving site is within a transit walkshed, among other places	✓			
<b>STRATEGY C: Create and implement regional land acquisition and development strategy</b>				
i. Identify priority “pipeline” of property for acquisition and development	✓	✓		
ii. Adopt and implement property value discount legislation/guidance as needed, including updated valuation guidance	✓			
iii. Fund land acquisition, aligned with Goal 2, Strategy B	✓	✓		✓
iii. Adopt increased zoning to maximize affordable housing on acquired parcels	✓	✓		
iv. Identify entity to purchase and hold land prior to construction	✓	✓	✓	
v. Fund capital construction and preservation	✓	✓		✓



## Preserve access to affordable homes for renters by supporting tenant protections to increase housing stability and reduce risk of homelessness

# 4

<b>STRATEGY A: Propose and support legislation and statewide policies related to tenant protection to ease implementation and provide consistency for landlords</b>	County	Cities	Housing Committee	State
i. Support the development and adoption of statewide legislation and policy related to tenant protections	✓	✓	✓	✓
ii. Review proposed statewide policies and legislation	✓		✓	
iii. Develop tools landlords can use to help low-income renters, such as a fund landlords can access to make repairs so costs are not passed on to low-income renters	✓		✓	
<b>STRATEGY B: Strive to more widely adopt model, expanded tenant protection ordinances countywide and provide implementation support</b>				
i. Provide model ordinances	✓	✓	✓	
ii. Pursue a signed ILA for enforcement support	✓	✓	✓	
iii. Identify resources to conduct work	✓		✓	
iv. Increase education for tenants and property owners regarding their respective rights and responsibilities	✓		✓	
v. Adopt ordinances as appropriate	✓	✓		
<b>STRATEGY C: Expand supports for low-income renters and people with disabilities</b>				
i. Utilize funds from the Veterans, Seniors and Human Services Levy for shallow rent subsidies to help keep people in their homes	✓			
ii. Increase funding for emergency rental assistance	✓	✓		
iii. Increase deep rental subsidies (in addition to shallow)	✓	✓		
iv. Fund services to address barriers to housing	✓	✓		
v. Expand civil legal aid support	✓	✓		
vi. Expand education of tenant and property owner rights and responsibilities	✓	✓		
vii. Increase funding for services that help people with disabilities stay in their homes and/or age in place	✓	✓		

**Strategy D: Adopt programs and policies to improve the quality of housing in conjunction with necessary tenant protections**

i. Adopt and implement proactive rental inspection policies	✓	✓		
ii. Implement robust, proactive code enforcement programs, in partnership with marginalized communities to avoid inequitable impacts	✓	✓		
iii. Invest in community health workers to promote healthy housing education and housing maintenance for highest risk of adverse health outcomes	✓	✓		
iv. Partner with Aging & Disability organizations to integrate accessibility services	✓	✓		



**Protect existing communities of color and low-income communities from displacement in gentrifying communities.**

5

**STRATEGY A: Authentically engage communities of color and low-income communities in affordable housing development and policy decisions**

	County	Cities	Housing Committee	State
i. Provide capacity grants to small organizations representing communities of color or low-income communities to support their engagement in affordable housing development	✓			
ii. Contract for a toolkit/checklist on community engagement in planning discussions	✓			
iii. Utilize the toolkit and intentionally include and solicit engagement from members of communities of color or low-income households in policy decision-making and committees	✓	✓		

**STRATEGY B: Increase investments in communities of color and low-income communities by developing programs and policies that serve individuals and families at risk of displacement**

i. Use Seattle's Equitable Development Initiative as a model for how government can invest in under-represented communities to promote community-driven development	✓	✓		
ii. Build upon the work of the Communities of Opportunity initiative	✓	✓		
iii. Include cities, investors, and community-based organizations in development of certification process and matching dollars for socially responsible, equitable Opportunity Zone investments that prevent displacement	✓	✓	✓	
iv. Expand requirements to affirmatively market housing programs and enhance work to align affordable housing strategies with federal requirements to Affirmatively Further Fair Housing	✓	✓		
v. Encourage homeownership opportunities as a way to prevent displacement within communities of color while also promoting the growth of intergenerational wealth	✓	✓		
vi. Where appropriate, acquire and preserve manufactured housing communities to prevent displacement	✓	✓		



## Promote greater housing growth and diversity to achieve a variety of housing types at a range of affordability and improve jobs/housing connections throughout King County

# 6

<b>STRATEGY A: Update zoning and land use regulations (including in single-family low-rise zones) to increase and diversify housing choices</b>	County	Cities	Housing Committee	State
i. Provide model ordinances	✓		✓	
ii. Incentivize cities adopting and implementing strategies that will result in the highest impact towards addressing the affordable housing gap, specifically at the lowest income levels	✓			
iii. Review and update zoning and land use code to increase density	✓	✓		
iv. Explore opportunities to pilot innovative housing in industrial zones, with a focus on TOD and industrial buffer zones	✓	✓		
v. Update building codes to promote more housing growth and innovative, low-cost development	✓	✓		
vi. As part of any updated zoning, to evaluate feasibility of incorporating affordable housing provisions	✓	✓		
vii. Promote units that accommodate large households and/or multiple bedrooms	✓	✓		
<b>STRATEGY B: Decrease costs to build and operate housing affordable to low-income households</b>				
i. Maximize and expand use of Multi-Family Tax Exemption	✓	✓		
ii. Reduce sewer fees for affordable housing	✓			
iii. Reduce utility, impact and other fees for affordable housing and Accessory Dwelling Units (ADUs)		✓		
iv. Streamline permitting process for affordable housing development and ADUs	✓	✓		
v. Support condominium liability reform	✓	✓	✓	
vi. Exempt affordable housing from sales tax				✓
vii. Explore incentives similar to the Multi-Family Tax Exemption for the development of ADUs for low-income households	✓		✓	

(Continued on next page).

**STRATEGY C: Incentivize growth and affordability goals by expanding tools for investments in local infrastructure**

i. Advocate for a strong, equitable financing tool that captures value from development to fund infrastructure and affordable housing investments (aka: value-capture or tax-increment financing tools)	✓	✓		✓
ii. Advocate for state public works trust fund investments	✓	✓		✓
<b>STRATEGY D: Expand and preserve homeownership opportunities for low-income households</b>				
i. Increase educational efforts to ensure maximum use of property tax relief programs to help sustain homeownership for low-income individuals	✓	✓		
ii. Support alternative homeownership models that lower barriers to ownership and provide long-term affordability	✓	✓		
iii. Expand targeted foreclosure prevention	✓	✓		
iv. Where appropriate, preserve existing manufactured housing communities through use-specific zoning or transfer of development rights	✓	✓		
v. Encourage programs to help homeowners (esp. low-income) access financing, technical support or other tools needed to participate in and benefit from infill development opportunities	✓	✓		



**Better engage local communities and other partners in addressing the urgent need for and benefits of affordable housing**

**STRATEGY A: Support engagement of local communities and residents in planning efforts to achieve more affordable housing**

	County	Cities	Housing Committee	State
i. Develop toolkits and strategies to better engage neighborhoods and residents in affordable housing development	✓		✓	
ii. Use existing data and tools to greatest extent possible, i.e. PSRC Vision 2050 work	✓		✓	
iii. Use community engagement techniques that promote more equitable community engagement in zoning and siting decisions	✓	✓		

**STRATEGY B: Expand engagement of non-governmental partners (philanthropy, employers, investors, private developers and faith communities) to support efforts to build and site more affordable housing**

i. Create stakeholder partnerships with business, philanthropy, non-profits, faith-based organizations, the health care sector, and others to encourage investments in affordable housing	✓	✓	✓	
ii. Encourage business, organized labor, and philanthropy to support public dialogue on affordable housing	✓	✓	✓	

**Item 9:**  
Regional Emergency Management Coordination

***DISCUSSION***

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**SCA Staff Contact**

Kazia Mermel, SCA Policy Analyst, [kazia@soundcities.org](mailto:kazia@soundcities.org), 206-495-3020

**SCA EMAC Members**

Councilmember Alan Gothelf, North Bend (Caucus Chair); Councilmember Karen Howe, Sammamish (Caucus Vice Chair); Mayor Linda Newing, Newcastle; Councilmember David Carson, Redmond; Councilmember Didem Pierson, Maple Valley (alternate); Councilmember Leih Mulvihill, Black Diamond (alternate)

**Discussion**

The King County Emergency Management Advisory Committee (EMAC) and its subcommittees advise the King County Executive, the King County Executive, the King County Council, and the Office of Emergency Management on a variety of issues in the areas of emergency management, homeland security, and regional planning and policies.

EMAC has several subcommittees, which are open to any interested city elected officials and staff. EMAC subcommittees are currently addressing several issues that may be of interest to SCA elected officials and emergency management staff, including the development of emergency management educational materials for elected officials, engagement on updates to the County’s Comprehensive Emergency Management Plan (CEMP), and a variety of regional coordination issues. Elected officials seeking to be involved in any of these discussions are encouraged to join the Executive Communication and Public Policy subcommittee; emergency management staff seeking to be involved are encouraged to join the Regional Coordination subcommittee. There are also several subcommittees addressing specific subject areas within emergency management, including Mass Care and Community Outreach.

At the July 12 meeting of the Public Issues Committee (PIC), SCA staff are seeking input on the following discussion questions:

- What emergency management training topics would you find useful in your role as an elected official?
- In recent emergency scenarios, how has your jurisdiction coordinated with other jurisdictions, agencies, etc. in the region? Did you encounter any notable gaps in regional emergency management coordination?
- Has your jurisdiction sought state or federal disaster assistance? If so, how was that process?

## Background

The mission of the King County Office of Emergency Management (KCOEM) is to provide regional leadership to strengthen community resilience and access to emergency services. KCOEM provides for the effective direction, control, and coordination of County government services functional units; provides liaison with other governments and the private, non-governmental sector; and serve as the coordinating entity for cities, County departments, and other appropriate agencies during incidents and events of regional significance.

KCOEM specializes in emergency preparedness and emergency operations in the prevention, protection, mitigation, response, and recovery mission areas. This includes hazard and threat identification, risk assessment, capability building, planning, training, exercises, and operational execution and coordination of capabilities. KCOEM has four key priorities:

- **Regional emergency services:** To provide region-wide planning and emergency response coordination for jurisdictional and private sector partners.
- **Standards-based programs:** To achieve a state of continuous improvement through the adoption of standards-based programs.
- **Resilient and inclusive systems:** To develop resilient and inclusive systems for King County departments and the whole community.
- **Quality workforce:** To develop a strong workforce made up of internal and external partners, ready to coordinate emergency preparedness and operations.

The Emergency Management Advisory Committee (EMAC) and its subcommittees advise the King County Executive, the King County Executive, the King County Council, and the Office of Emergency Management on a variety of issues in the areas of emergency management, homeland security, and regional planning and policies.

Members, as set forth in code, provide regional and multi-discipline perspectives, representing cities, fire service, law enforcement, hospitals, the Port of Seattle, government, special purpose districts, tribes, utilities, non-profit agencies, and the private sector. By bringing together representatives from multiple sectors, EMAC provides a forum for coordination of regional emergency planning in King County.

SCA appoints three members and three alternates to EMAC, representing cities with population under 100,000. Cities with populations over 100,000, including Seattle, Bellevue, Kent, Renton, and Federal Way, have their own seats on EMAC.

## EMAC Subcommittees

The King County Emergency Management Advisory Committee (EMAC) recently restructured its subcommittees, revamping some of its existing subcommittees and adding several new ones. Although these subcommittees fall under the umbrella of EMAC, they are open to any interested city elected officials and staff and may be of interest to the SCA membership.

### *Executive Communication and Public Policy (NEW)*

The goal of this new subcommittee is to foster relationships and open communication with directors and elected officials by developing educational briefing materials on emergency management concepts, best practices, and opportunities for aid. In addition, the subcommittee plans to build a process for sharing legislative updates with elected officials and agency and nonprofit directors throughout the County. To begin with, the committee plans to identify the appropriate audiences for educational briefings, consider what educational content would be most useful, and determine who should be responsible for developing materials.

Elected officials, directors (e.g., of agencies, nonprofits, etc.), public policy professionals, and others with experience in executive level communication and education are encouraged to participate in this subcommittee.

#### Issues:

- Create standardized talking points on emergency management topics
- Develop educational materials on emergency management concepts, authorities, and policies for elected officials and jurisdiction executives
- Identify emergency management capabilities that all jurisdictions should practice or know who to connect with to obtain those capabilities
- Provide content for educational briefings on navigating state and federal assistance programs, as well as their limitations
- Develop awareness of current emergency management legislative topics
- Consider differences in tribal communities and their processes

Meeting time TBD. Contact Lexi Swanson to join a meeting ([alswanson@kingcounty.gov](mailto:alswanson@kingcounty.gov)).

### *Regional Coordination (NEW)*

The overarching goal of this new subcommittee is to increase coordination within emergency management efforts across the county and greater region to avoid duplication of efforts and share best practices and training opportunities. To advance this vision in the near term, the subcommittee plans to develop shared regional response capability, assess current gaps in coordination and communication standards, and identify best practices to align jurisdictional efforts.

This subcommittee is primarily comprised of emergency management professionals in the public, private, and non-profit sectors, including professionals at the local, state, and federal level.

#### Issues:

- Develop shared regional response capability
- Assess current gaps in coordination and communication standards
- Identify best practices to align jurisdictional efforts



- Advise on updates to the King County Comprehensive Emergency Management Plan (CEMP), including rewrites of the Emergency Support Functions (ESF)

Meets last Tuesday of each month, 2:00pm, hybrid. Contact Lexi Swanson to join a meeting ([alswanson@kingcounty.gov](mailto:alswanson@kingcounty.gov)).

### *Community Outreach*

The Community Outreach workgroup is a longstanding subcommittee of EMAC devoted to increasing public preparedness through outreach efforts and material development. The goal of this subcommittee is to provide equitable, accessible, and inclusive preparedness education to all community members through relationship-based outreach strategies and meeting communities where they are.

The Community Outreach subcommittee provides a space for collaboration, resource sharing, and discussion of best practices for emergency management professionals, community educators, public outreach specialists, and representatives from local jurisdictions, county agencies, special purpose districts, and volunteer organizations.

Meets second Thursday of every other month, 10:00am, virtual. Contact Susanna Trimarco to join a meeting ([strimarco@kingcounty.gov](mailto:strimarco@kingcounty.gov)).

### Issues:

- Provide disaster skills trainings
- Attend community events
- Host forums to share resources and best practices for community educators

### *Mass Care*

The Mass Care subcommittee is focused on coordinating regional efforts to prepare for emergency events where large numbers of people need food, clothing, shelter, and other essentials. The subcommittee is focused on building regional relationships, reviewing incidents and discussing lessons learned, coordinating regional workshops and conferences, building stronger relationships with vulnerable population support groups, and advancing grants.

The Mass Care subcommittee is intended for emergency management professionals from all sectors.

Meets second Thursday of each month, 1:00pm, virtually. Contact Nathan Emory to join a meeting ([nemory@kingcounty.gov](mailto:nemory@kingcounty.gov)).

### Issues:

- Draft grants to increase regional capacity
- Plan for extreme weather sheltering in King County

### *Qualification Review Board (QRB) Credentialing*

This subcommittee, which will likely be formally launched later in 2023 or early 2024, will review Qualification Review Board task books once they are drafted by the KCOEM Emergency Operations Center Credentialing Group and make recommendations to EMAC and KCOEM on their adoption.

Meetings TBD. Contact Nicole Johnson to join a meeting ([nicojohnson@kingcounty.gov](mailto:nicojohnson@kingcounty.gov)).

Issues:

- Review draft Qualification Review Board task books
- Advise EMAC and KCOEM on adoption of task books

### **King County Comprehensive Emergency Management Plan Update**

The [King County Comprehensive Emergency Management Plan \(CEMP\)](#) is for use by elected and appointed County officials, and King County government department directors, managers, and staff in mitigating, preparing for, responding to, and recovering from disasters. It describes the emergency obligations of King County Government, as well as its and its partners' capabilities and capacity to undertake emergency assignments and/or acquire those resources necessary to support its emergency mission.

The CEMP is created through coordinated planning efforts between King County Emergency Management, County departments, emergency management representatives from various political jurisdictions, and selected private and nonprofit sector interests. It meets the requirements of WAC 118-30 and the Federal Emergency Management Agency's (FEMA) planning guidance for the National Response Framework and the National Incident Management System (NIMS) compliance.

The CEMP is reviewed by Washington State Emergency Management Division at least every four years and updated accordingly. The plan was last updated in 2020, and the County is in the process of updating now for 2024. As the last stages of that drafting are completed, likely in August 2023, cities will have an opportunity to review and provide commentary on the plan.

As part of the CEMP update, KCOEM is also working with stakeholders to update the [Emergency Support Function \(ESF\) Annexes](#) to ensure that each ESF includes accurate information. ESFs provide the structure for coordinating interagency support for a response to an incident. ESFs are coordinating structures that group resources and capabilities into functional areas that are most frequently needed in an emergency response. Likely updates to the ESF annexes include ensuring that the appropriate agencies are included, the capabilities listed are accurate, and any new and relevant information possessed by one agency is shared for others to use. As the ESFs are defined by the Federal Emergency Management Agency (FEMA), the ESFs themselves will remain the same.

### **Next Steps**

Questions and comments can be directed to SCA Policy Analyst Kazia Mermel at [kazia@soundcities.org](mailto:kazia@soundcities.org) or 206-495-3020.

**Item 10:**  
City Outlook and Summer Events  
***DISCUSSION***

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**SCA Staff Contact**

Brian Parry, SCA Interim Executive Director, [brian@soundcities.org](mailto:brian@soundcities.org) , 206-499-4159

**Discussion**

Open discussion for PIC members to share information about upcoming summer events as well as highlights and insights from the recent Association of Washington Cities (AWC) Annual Conference and other recent events.

Summer is in full swing and many communities are planning summer events and activities. In addition, many cities are anticipating changes to their elected leadership with retirements and competitive races anticipated. This item is an opportunity to share about the events that your community is excited about for 2023, what challenges are coming forward, and share insights from recent events.

Details on upcoming events can be sent to [sca@soundcities.org](mailto:sca@soundcities.org) and will be distributed for members' information.

**Next Steps**

Questions can be sent to SCA Policy Director Brian Parry at (206) 499-4159 or [brian@soundcities.org](mailto:brian@soundcities.org) .



July 12, 2023  
SCA PIC Meeting

**Item 11:**  
Levies and Ballot Measures in King County  
**UPDATE**

**SCA Staff Contact**

Brian Parry, Policy Director, [brian@soundcities.org](mailto:brian@soundcities.org), (206) 499-4159

<b>Future Ballot Measures – SCA Cities</b>			
<b>Year</b>	<b>Month</b>	<b>Jurisdiction</b>	<b>Measure</b>
2023	August	Tukwila	Annexation into the Puget Sound Regional Fire Authority
2023	November	Kirkland	Parks levy

<b>Future Ballot Measures – Other Jurisdictions and Special Purpose Districts</b>			
<b>Year</b>	<b>Month</b>	<b>Jurisdiction</b>	<b>Measure</b>
2023	August	King County	Veterans, Seniors, and Human Services Levy renewal
2023	August	Fire Protection District 40 (Fairwood)	Re-authorization of levy for fire protection and emergency medical services at a rate of \$1 per \$1,000 of assessed value (currently 68-cents per \$1,000)
2023	August	Fire Protection District 43 (Maple Valley)	Re-authorization of levy for fire protection and emergency medical services at a rate of \$1.50 per \$1,000 of assessed value (currently \$1.15 per \$1,000)
2023	August	Renton Regional Fire Authority	Re-authorization of levy for fire protection and emergency medical services at a rate of \$1 per \$1,000 of assessed value (currently 61-cents per \$1,000)
2023	August	South King Fire and Rescue (Federal Way, Des Moines)	Re-authorization of levy for fire protection and emergency medical services at a rate of \$1.50 per \$1,000 of assessed value (currently \$1.25 per \$1,000)
2023	August	Vashon Island Fire and Rescue	Re-authorization of levy for fire protection and emergency medical services at a rate of \$1.50 per \$1,000 of assessed value (currently \$1.24 per \$1,000)
2023	November	Seattle	Housing levy renewal

<b>Potential Future Ballot Measures – SCA Cities</b>			
<b>Year</b>	<b>Month</b>	<b>Jurisdiction</b>	<b>Measure</b>
2024		Enumclaw	Community center levy

<b>Potential Future Ballot Measures – Other Jurisdictions and Special Purpose Districts</b>			
<b>Year</b>	<b>Month</b>	<b>Jurisdiction</b>	<b>Measure</b>
2024		King County	Automated Fingerprint Identification System levy renewal
2024		Seattle	Transportation Levy renewal (“Move Seattle”)

2025		King County	Parks levy renewal
2025		King County	EMS levy renewal
2027		King County	Best Starts for Kids levy renewal
TBD		King County	Housing levy
TBD		King County	Transit levy

**Next Steps**

Members are encouraged to please send information about any levies or ballot measures under consideration that will impact SCA cities to SCA Policy Director Brian Parry at [brian@soundcities.org](mailto:brian@soundcities.org) or (206) 499-4159

**Item 12:**  
Potential Upcoming SCA Issues  
**UPDATE**

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**SCA Staff Contact**

Brian Parry, Policy Director, [brian@soundcities.org](mailto:brian@soundcities.org), (206) 499-4159

**Update**

Highlighting upcoming issues brought forward by SCA members that may be taken up by the PIC through workshops, briefings and discussion items, and as action items. Members are encouraged to share suggestions for future topics.

**Potential Issues**

Potential upcoming and ongoing topics SCA are monitoring in 2023 for future PIC engagement include:

- Homelessness and governance of the region’s response system
- Affordable housing, state mandates, and local implementation
- Transportation and mobility, including Metro transit service and long-term funding
- Diversity, equity, and inclusion
- Clean Water Plan and capital investments
- Veterans, Seniors, and Human Services Levy renewal
- Solid waste rate restructure and the future of recycling and disposal
- Addressing public safety concerns and changes to state law
- Regional emergency management coordination
- Apprenticeships and workforce development
- Environmental sustainability and addressing climate change
- Economic development and expanding opportunity for prosperity
- Behavioral health Crisis Care Centers Levy development and implementation
- Opioid and fentanyl crisis response
- Electrification infrastructure siting
- Strengthening civic discourse
- Education and training for newly elected officials
- Local infrastructure needs and tools for funding local needs

If you or your city has additional items to be added to the list of potential upcoming SCA issues, or items to suggest for future trainings or workshops, please contact SCA Policy Director Brian Parry, [brian@soundcities.org](mailto:brian@soundcities.org) or 206-499-4159.