



SOUND CITIES ASSOCIATION

38 Cities. A Million People. One Voice.

SCA Board of Directors

AGENDA

April 17, 2024

Tukwila Community Center, Executive Conference Room

12424 42nd Ave S, Tukwila, WA 98168

10 AM - Noon

- 1) **Call to Order** – President Mary Lou Pauly 2 minutes
- 2) **Public Comment** 5 minutes
- 3) **Consent Agenda** 3 minutes
 - a. Minutes of the March 20, 2024 SCA Board of Directors Meeting [Attachment 1](#)
 - b. Financial Reports of February 2024 [Attachments 2-3](#)

Recommended Action: Approval of the consent agenda consisting of the minutes of the March 20, 2024 SCA Board of Directors Meeting; and the financial reports of February 2024

- 4) **President’s Report** – President Mary Lou Pauly 5 minutes
- 5) **Executive Director’s Report** – David Hoffman, Executive Director 5 minutes
- 6) **Treasurer’s Report** – Treasurer Armondo Pavone 10 minutes
 - a. March 26, 2024 Finance Committee [Meeting Materials](#)
 - b. Member City Dues Update [Attachment 4](#)
 - c. Sponsorship Update [Attachment 5](#)

Potential Action: Authorization of 2023 Bad Debt write off as recommended by the Finance Committee

- d. Update on 2023 Form 990
- e. Other Updates
- 7) **City Manager’s Report** – Regan Bolli 5 minutes [Attachment 6](#)
- 8) **Leadership Advisory Council Update** – David Hoffman, Executive Director 5 minutes
- 9) **PIC Chair’s Report** – PIC Chair Chris Roberts 20 minutes
 - April 10, 2024 Public Issues Committee [Meeting Materials](#)
 - a. Public Defender Caseload Standards
 - b. Regional Homelessness Authority Update

- c. Emergency Medical Services Levy Renewal
- d. Metro Free Youth Transit Passes
- e. Levies and Ballot Measures

10) Discussion Items/Updates 35 minutes

- a. Letter to Legislators
- b. Ongoing Asylee discussion
- c. Event Speakers

11) Executive Session to Discuss Personnel Matter – Employee Performance Review 15 minutes

12) For the good of the order 5 minutes

13) Adjourn

Upcoming Events

- SCA Public Issues Committee Meeting – Wednesday, May 8, 2024
- SCA Board of Directors Meeting – Wednesday, May 18, 2024

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. SCA acknowledges the systemic racism and inequalities in our society and continues its commitment to the work needed to address them.

Guiding Principles

- Assume that others are acting with good intent
- No surprises!
- Have each other's backs
- Think about who is not at the table
- Be candid, but kind
- Once a decision is made, work together to make it work
- Show up to meetings prepared
- Be fully present and engaged during meetings
- Extend grace to others – cut them some slack
- Remain open-minded
- Respect differing views



SCA Board of Directors

DRAFT Minutes

March 20, 2024

10:00 AM

Tukwila Community Center – Executive Conference Room

1) Call to Order

SCA President Mary Lou Pauly called the meeting to order at 10:01 AM. Present were members Jan Molinaro, Armondo Pavone, Wendy Weiker, Traci Buxton, De'Sean Quinn, Dana Ralph, Troy Linnell, Mason Thompson, and staff David Hoffman, Brian Parry, Andie Parnell, and Leah Willoughby. Member Chris Roberts joined at 10:36 during Item 11. Member Mason Thompson joined at 11:18 during Item 11. Absent were members Katherine Ross and Regan Bolli. Guests included Mayor Kevin Schilling, Burien, and Pat Fitzpatrick, Kent staff.

2) Public Comment

President Pauly asked if there were any members of the public present for public comment. Hearing none, this portion of the agenda was closed.

3) Consent Agenda

President Pauly asked for any questions or concerns regarding the minutes of the February 21, 2024 SCA Board of Directors meeting. Hearing none, the Board took the following action:

Quinn moved, seconded by Molinaro, to approve the minutes of the February 21, 2024 SCA Board of Directors meeting. The motion passed unanimously.

4) President's Report

In the interest of time, President Mary Lou Pauly moved to the next item on the agenda.

5) Executive Director's Report

SCA Executive Director David Hoffman reported that a new Policy Analyst had been selected and onboarding would be later in the week.

6) Financial Report

Treasurer Armondo Pavone reported no updates on invoices received, paid, and sent since the last meeting of the board. Finance Committee will continue to update the board.

7) PIC Chair's Report

- a. As PIC Chair Chris Roberts was not yet present, this item was moved to later in the agenda, after Item 11. Roberts reported that the March 13, 2024 SCA PIC meeting was held virtually.

- i) **Crisis Care Levy Implementation Plan**
Kelly Rider, Interim Director, King County Department of Community and Human Services; Dr. Susan McLaughlin, Director, King County Behavioral Health and Recovery Division, and Dr. Matthew Goldman McLaughlin, King County; and, Dr. Mathew Goldman, King County Crisis Care provided PIC members with presentation on the Crisis Care Levy Implementation Plan. Roberts reported robust conversation.
- ii) **Regional Wastewater Services Plan Update**
Roberts reported that Kamuron Gurol, Director, King County Wastewater Treatment Division provided PIC members with an update on the regional wastewater services plan and answered questions about its scope and the department’s work to update the plan for the first time since 1999.
- iii) **Legislative Session Recap**
Roberts reported that SCA staff gave update on bills and initiatives that relate to SCA’s legislative priorities as approved by the Board in December 2023.
- iv) **Potential Future Levies and Ballot Measures**
SCA Policy Director Brian Parry shared an update on pending city levies and ballot measures. Board members were also encouraged to share upcoming levies and ballot measures in their cities.

8) City Manager's Report

As City Manager Representative Regan Bolli was not present, SCA Policy Analyst reported on the March 6, 2024 City Managers meeting. Topics included a presentation from Tukwila staff on Asylee Seekers, and round table discussion.

9) Leadership Advisory Council Update

President Pauly reported that the Leadership Advisory Council met in March. There were no action items to report.

10) Equity and Inclusion Cabinet Update

Executive Director David Hoffman reported that the Equity and Inclusion Cabinet had not met in over year, as members had not requested a meeting. Members were asked for direction on topics for Cabinet discussion.

11) Discussion Items

- a. **KCSO/Contract Cities Issues**
Mayor Kevin Schilling, Burien reported on the King County Sherrif's Office (KCSO) Contract Cities Issues and took questions from members.
- b. **WBA Public Defender Caseload Amendment**
Kent Chief Administrative Officer Pat Fitzpatrick gave presentation on background and summary of the Washington Board Association (WBA) Public Defender Caseload Amendment, and took questions from members.

12) For the Good of the Order

There were no items for the good of the order.

13) Adjourn

Meeting was adjourned at 12:10 PM.

Sound Cities Association

Balance Sheet

As of February 29, 2024

	Total
1110 HomeStreet Bank	113,824.58
1120 HomeStreet Bank - Money Market	999,557.03
1130 PayPal Bank	927.53
Total Bank Accounts	\$ 1,114,309.14
Total Accounts Receivable	\$ 222,757.74
1140 Investments - Time Value	316,045.55
1145 Accrued Interest Receivable	440.55
1499 Undeposited Funds	0.00
1550 Prepaid Expenses	398.91
Other Current Asset	0.00
Total Other Current Assets	\$ 316,885.01
Total Current Assets	\$ 1,653,951.89
1410 Furniture and Fixtures	31,060.23
1415 Computers	4,891.71
1420 Accumulated Depreciation	-35,951.94
Total 1400 Fixed Assets	\$ 0.00
Total Fixed Assets	\$ 0.00
Other Long-term Assets	0.00
Total Other Assets	\$ 0.00
TOTAL ASSETS	\$ 1,653,951.89
Total Accounts Payable	\$ 3,007.08
2200 HomeStreet Credit Card	0.00
Total Credit Cards	\$ 0.00
2300 Accrued Payroll	14,647.91
2110 Federal Withholding	0.00
2111 Direct Deposit Liabilities	0.00
Total 2140 Medicare	\$ 0.00
2150 SDI	0.00
2405 FUTA	327.79
2410 SUI	771.23
Total 2415 FIT, SS, Medicare - 941	\$ 6,298.62
2420 L&I	336.76
2425 WA Paid Family & Medical Leave	447.40
2426 WA Cares	328.23
2435 PERS Payable	3,277.18
2445 DRS DCP Payable	784.50
2450 Medical/Dental/Vision/Life Ins	0.01
2460 Accrued Vacation Pay	51,731.45
2470 w/held Supplemental Life	64.14
2499 Payroll Corrections	173.01
Total 2400 Payroll Liabilities	\$ 64,570.19
Accrued Liabilities	0.00
Deferred Revenue	0.00
Total Other Current Liabilities	\$ 79,218.10
Total Current Liabilities	\$ 82,225.18
Total Liabilities	\$ 82,225.18
3110 Equipment Purchase Reserve	15,000.00
3120 Operations Reserves	525,598.00
3130 Contractual Obligations Reserve	51,179.00
3140 Legal Reserves Fund	25,000.00
Total 3100 Board Designated Reserves	\$ 616,777.00
3200 Board Designated Contra	-616,777.00
3300 Fund Balance (Prior Years)	723,571.35
3999 Opening Bal Equity	0.00
Net Income	848,155.03
Total Equity	\$ 1,571,726.38
TOTAL LIABILITIES AND EQUITY	\$ 1,653,951.56

2024 Member City Dues Payments

Municipality	2024 Dues	Invoiced	Paid	Received	Method	Outstanding
Algona	\$2,496.49	12/12/2023	\$ 2496.49	2/21/2024	check	\$0.00
Auburn (part)	\$59,313.18	12/12/2023	\$ 59,313.18	2/7/2024	check	\$0.00
Beaux Arts Village	\$237.22	12/12/2023	\$ 237.22	3/11/2024	check	\$0.00
Bellevue	\$75,308.76	12/12/2023	\$ 75,308.76	4/1/2024	check	\$0.00
Black Diamond	\$5,181.24	12/12/2023	\$ 5181.24	1/23/2024	check	\$0.00
Bothell (part)	\$22,050.41	12/12/2023	\$ 22050.41	2/20/2024	check	\$0.00
Burien	\$39,582.28	12/12/2023	\$ 39,582.28	1/23/2024	check	\$0.00
Carnation	\$1,675.62	12/12/2023	\$ 1675.62	12/19/2023	check	\$0.00
Clyde Hill	\$2,345.87	12/12/2023	\$ 2345.87	1/23/2024	check	\$0.00
Covington	\$16,266.69	12/12/2023	\$ 16266.69	1/23/2024	check	\$0.00
Des Moines	\$25,047.69	12/12/2023	\$ 25,047.69	1/23/2024	check	\$0.00
Duvall	\$6,423.84	12/12/2023	\$ 6423.84	1/23/2024	check	\$0.00
Enumclaw (part)	\$9,857.92	12/12/2023	\$ 9857.92	1/23/2024	check	\$0.00
Federal Way	\$75,308.76	12/12/2023	\$ 75,308.76	2/7/2024	check	\$0.00
Hunts Point	\$346.42	12/12/2023	\$ 346.42	2/13/2024	check	\$0.00
Issaquah	\$31,094.99	12/12/2023	\$ 31,094.99	1/23/2024	check	\$0.00
Kenmore	\$18,247.31	12/12/2023	\$ 18247.31	1/10/2024	check	\$0.00
Kent	\$75,308.76	12/12/2023	\$ 75,308.76	3/6/2024	check	\$0.00
Kirkland	\$72,989.25	12/12/2023	\$ 72,989.25	1/10/2024	check	\$0.00
Lake Forest Park	\$10,287.18	12/12/2023	\$ 10287.18	2/27/2024	check	\$0.00
Maple Valley	\$22,027.81	12/12/2023	\$ 22,027.81	1/23/2024	check	\$0.00
Medina	\$2,202.78	12/12/2023	\$ 2202.78	2/20/2024	check	\$0.00
Mercer Island	\$19,429.66	12/12/2023	\$ 19429.66	1/10/2024	check	\$0.00
Milton (part)	\$1,231.30	12/12/2023	\$ 1231.30	12/19/2023	check	\$0.00
Newcastle	\$10,249.52	12/12/2023	\$ 10249.52	7/2/2024	check	\$0.00
Normandy Park	\$5,151.12	12/12/2023	\$ 5151.12	2/7/2024	check	\$0.00
North Bend	\$6,115.07	12/12/2023	\$ 6115.07	1/10/2024	check	\$0.00
Pacific (part)	\$5,444.82	12/12/2023	\$ 5444.82	1/30/2024	check	\$0.00
Redmond	\$58,356.76	12/12/2023	\$ 58,356.76	1/23/2024	check	\$0.00
Renton	\$75,308.76	12/12/2023	\$ 75,308.76	1/17/2024	ACH	\$0.00
Sammamish	\$51,420.82	12/12/2023	\$ 51,420.82	1/30/2024	check	\$0.00
SeaTac	\$23,903.00	12/12/2023	\$ 23903.00	3/6/2024	check	\$0.00
Shoreline	\$46,028.71	12/12/2023	\$ 46,028.71	2/7/2024	check	\$0.00
Skykomish	\$124.26	12/12/2023	\$ 124.26	1/23/2024	check	\$0.00
Snoqualmie	\$10,919.77	12/12/2023	\$ 10919.77	1/23/2024	check	\$0.00
Tukwila	\$17,155.34	12/12/2023	\$ 17155.34	1/23/2024	check	\$0.00
Woodinville	\$10,415.20	12/12/2023	\$ 10415.20	1/23/2024	check	\$0.00
Yarrow Point	\$854.75	12/12/2023	\$ 854.75	2/1/2024	check	\$0.00
Total	\$915,709.35		\$ 915,709.33			\$0.00

2024 Sponsorship Payment

Tracking

Highlighted have been invoiced and payment is not yet received.

Sponsorship Level	Sponsor/Entity	Invoiced Month	Amount Invoiced	Paid Month	Amount Paid
Partner	Amazon	February 2024	\$ 6,000.00		
Regional Associate Member	AWC	February 2024	\$ 500.00	February 2024	\$ 500.00
Event Sponsorship	Boeing	November 2023	\$ 12,500.00	December 2023	\$ 12,500.00
Regional Associate Member	Desimone Consulting Group	March 2024	\$ 500.00		
Regional Associate Member	EMC Research	February 2024	\$ 500.00	March 2024	\$ 500.00
Regional Associate Member	Foster Garvey	March 2024	\$ 500.00		
Regional Associate Member	Green River College	February 2024	\$ 500.00		
Regional Associate Member	Jurassic Parliament			In-Kind	
Regional Associate Member	KC Dept of Assessments	February 2024	\$ 500.00		
Regional Associate Member	King County Library Systems	February 2024	\$ 500.00		
Regional Associate Member	Langton Spieth, LLC	February 2024	\$ 500.00		
Partner	Lumen	March 2024	\$ 6,000.00		
Partner	Marketing Solutions			In-Kind	
Partner	Microsoft	February 2024	\$ 6,000.00	February 2024	\$ 6,000.00
Partner	Port of Seattle	February 2024	\$ 6,000.00	February 2024	\$ 6,000.00
Regional Associate Member	PRR	March 2024	\$ 500.00		
Partner	Puget Sound Energy	February 2024	\$ 6,000.00		
Partner	Republic Services	February 2024	\$ 6,000.00	April 2024	\$ 6,000.00
Regional Associate Member	Seattle Building and Constr.	February 2024	\$ 500.00	February 2024	\$ 500.00
Partner	Sound Transit	February 2024	\$ 6,000.00	February 2024	\$ 6,000.00
Regional Associate Member	ValleyCom	February 2024	\$ 500.00	March 2024	\$ 500.00
Partner	Waste Management	February 2024	\$ 6,000.00	March 2025	\$ 6,000.00
Totals			\$ 66,000.00		\$ 44,500.00

2023 Sponsorship Payment

Tracking

Outstanding

Sponsorship Level	Sponsor/Entity	Invoiced Month	Amount Invoiced	Paid Month	Amount Paid
Partner	Seattle Metro Chamber	September 2023	\$ 6,000.00		
Totals			\$ 6,000.00		\$ -

Paid 2023 Invoices

Sponsorship Level	Sponsor/Entity	Invoiced Month	Amount Invoiced	Paid Month	Amount Paid	2024 invoice Due
Partner	Amazon	February 2023	\$ 6,000.00	September 2023	\$ 6,000.00	
Regional Associate Member	AWC	January 2023	\$ 500.00	February 2023	\$ 500.00	
Partner	Boeing	April 2023	\$ 6,000.00	June 2023	\$ 6,000.00	April 2024
Event Sponsor	Boeing	April 2023	\$ 2,500.00	June 2023	\$ 2,500.00	(event)
Partner	Cedar Grove	February 2023	\$ 6,000.00	June 2023	\$ 6,000.00	February 2024
Partner	Comcast	March 2023	\$ 6,000.00	April 2023	\$ 6,000.00	March 2024
Event Sponsor	Comcast	March 2023	\$ 2,500.00	April 2023	\$ 2,500.00	March 2024
Regional Associate Member	Desimone Consulting Group	March 2023	\$ 500.00	April 2023	\$ 500.00	
Regional Associate Member	EMC Research	January 2023	\$ 500.00	February 2023	\$ 500.00	
Regional Associate Member	Foster Garvey	March 2023	\$ 500.00	March 2023	\$ 500.00	
Event Sponsorship	Foster Garvey	March 2023	\$ 2,500.00	March 2023	\$ 2,500.00	(event)
Regional Associate Member	Google Fiber	September 2023	\$ 500.00	March 2024	\$ 500.00	September 2024
Event Sponsor	Google Fiber	September 2023	\$ 2,500.00	March 2024	\$ 2,500.00	(event)
Regional Associate Member	Gordon Thomas Honeywell	May 2023	\$ 500.00	May 2023	\$ 500.00	May 2024
Event Sponsor	Gordon Thomas Honeywell	May 2023	\$ 2,500.00	May 2023	\$ 2,500.00	May 2024
Regional Associate Member	Green River College	January 2023	\$ 500.00	February 2023	\$ 500.00	
Regional Associate Member	KC Dept of Assessments	January 2023	\$ 500.00	February 2023	\$ 500.00	
Regional Associate Member	King County Elections	June 2023	\$ 500.00	July 2023	\$ 500.00	June 2024
Regional Associate Member	King County Library Systems	January 2023	\$ 500.00	January 2023	\$ 500.00	
Regional Associate Member	Langton Spieth, LLC	January 2023	\$ 500.00	January 2023	\$ 500.00	
Partner	Lumen	December 2022	\$ 6,000.00	January 2023	\$ 6,000.00	
Regional Associate Member	McDonald's	November 2023	\$ 500.00	December 2023	\$ 500.00	November 2024
Event Sponsor	McDonald's	November 2023	\$ 4,500.00	December 2023	\$ 4,500.00	(event)
Partner	Microsoft	January 2023	\$ 6,000.00	April 2023	\$ 6,000.00	
Partner	Port of Seattle	January 2023	\$ 6,000.00	January 2023	\$ 6,000.00	
Regional Associate Member	PRR	March 2023	\$ 500.00	May 2023	\$ 500.00	
Partner	Puget Sound Energy	January 2023	\$ 6,000.00	April 2023	\$ 6,000.00	
Partner	Republic Services	January 2023	\$ 6,000.00	February 2023	\$ 6,000.00	
Regional Associate Member	Seattle Building and Constr.	January 2023	\$ 500.00	January 2023	\$ 500.00	
Partner	Seattle King County Realtors	September 2023	\$ 6,000.00	March 2024	\$ 6,000.00	September 2024
Partner	Sound Transit	January 2023	\$ 6,000.00	November 2023	\$ 6,000.00	
Regional Associate Member	ValleyCom	January 2023	\$ 500.00	January 2023	\$ 500.00	
Partner	Waste Management	January 2023	\$ 6,000.00	February 2023	\$ 6,000.00	
Regional Associate Member	AT&T	February 2023	\$ 500.00			-bad debt
Regional Associate Member	Inslee Best	April 2023	\$ 500.00			-bad debt
Regional Associate Member	Michael Baker International	January 2023	\$ 500.00			-bad debt
Partner	Recology	September 2023	\$ 6,000.00			-bad debt
Regional Associate Member	Symetra	June 2023	\$ 500.00			-bad debt
TOTALS			\$ 96,500.00		\$ 96,500.00	

CITY MANAGERS AND ADMINISTRATORS

Meeting Agenda
Wednesday, April 3, 2024
10:00 to 11:30 AM

Virtual Meeting

From Computer, Tablet, or Smartphone:

<https://us02web.zoom.us/j/81598463318?pwd=UDc2RDVhOGRFT3AwNGRkbDU0dFN0dz09>

Dial in: (253) 215-8782 **Meeting ID:** 815 9846 3318 **Passcode:** 258398

- 10:00 am** **A. Welcome & Introductions**
Jessi Bon, City Manager, City of Mercer Island
- 10:10 am** **B. Proposal to Reduce Public Defender Caseloads**
Pat Fitzpatrick, Chief Administrative Officer, City of Kent
- 10:30 am** **C. Police Recruitment and Retention – Roundtable Discussion**
Jessi Bon, City Manager, City of Mercer Island
- Thinking ahead to the next legislative session
 - Effectiveness of lateral hiring bonuses
- 10:50 am** **E. SCA/WCMA/ICMA Update**
Regan Bolli, City of Covington, SCA Liaison
David Hoffman, Executive Director, SCA
Stephanie Lucash, City of Kenmore, WCMA President
Jessi Bon, City of Mercer Island, ICMA West Coast Region Representative
- 11:05 am** **F. Roundtable Discussion**
- CM/CA Meeting Coordination
 - Need two more Meeting Coordinators
 - Frequency of Meetings – Continue monthly? Every other month?
 - How often would you like to meet in-person? Quarterly?
 - Other topics?
- 11:30 am** **G. Adjourn**