



SCA Board of Directors AGENDA

September 17, 2025

Renton City Hall, 1055 S Grady Way, Renton, WA
10 AM – Noon

- | | |
|---|---------------------------------|
| 1) Call to Order – President Buxton | 2 Minutes |
| 2) Public Comment | 5 Minutes |
| 3) Consent Agenda | 3 Minutes |
| a. Minutes of the July 16, 2025 SCA Board of Directors Meeting | Attachment 1 |
| b. Financial Reports of June 2025 | Attachments 2-3 |
| c. Financial Reports of July 2025 | Attachments 4-5 |
| d. 2024 End of Year Financial Reports | Attachments 6-7 |
|
<i>Recommended Action: Approval of the Consent Agenda, consisting of the minutes of the July 16, 2025 SCA Board of Directors Meeting; the Financial Reports of June 2025 and July 2025; and the End of Year financial reports for 2024.</i> | |
| 4) 2025 – 2026 SCA Legislative Committee | 5 Minutes |
| <i>Recommended Action: to appoint members to the 2025-2026 SCA Legislative Committee</i> | Attachments 8 |
| 5) Investigation Document Review | 30 Minutes |
| 6) Executive Session pursuant to RCW 42.30.110(1)(i)(iii), to discuss with legal counsel the legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency. | 30 Minutes |
| NO ACTION IS EXPECTED FOLLOWING EXECUTIVE SESSION. | |
| 7) Treasurer’s Report – Regan Bolli, Treasurer | 10 Minutes |
| August 26, 2025 Finance Committee Meeting Materials | |
| 2025 SCA Budget | Attachment 9 |
| <i>Potential Action</i> | |

8) PIC Report – SCA Staff

25 Minutes

September 10, 2025 Public Issues Committee

- a. King County Library System Levy Lid Lift Update from KCLS
- b. Prep for Upcoming Discussion(s) with KCC Regarding KCTD Sales Tax
- c. SCA Draft Letter to the Washington State Legislature on the Indigent Defense Case Standards
- d. Updates and Informational Items
 - i) Early Feedback on 2026 State & County Legislative Agendas
 - ii) SCA Regional Boards and Committees
 - iii) August & September SCA Newsletter
 - iv) Levies and Ballot Measures

[Attachments 10-11](#)

9) Informational Items/Updates

10 Minutes

- a. 2026 Board of Directors
- b. 2026 Board of Directors Elections
- c. 2025 Board Leadership & Board Nominating Committee

[Attachment 12](#)

10) 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

SCA will lead policy change to make the Puget Sound region the best in the world for our diverse communities.

Values

SCA is committed to creating 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 inequities 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

July 16, 2025

Renton City Hall

1) Call to Order

SCA President Buxton called the meeting to order at 10:02 AM. Present were members Armondo Pavone, Troy Linnell, Katherine Ross, Vanessa Kritzer, Thomas McLeod, Nigel Herbig, Dana Ralph; Amy Falcone; and Thomas McLeod, and SCA staff Robert Feldstein, Leah Willoughby, Aj Foltz, and Laura Belmont. Absent were members Mason Thompson; Regan and Bolli; and Chris Roberts.

2) Public Comment

President Buxton 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 Buxton asked for any questions or concerns regarding items on the consent agenda.

Pavone moved, seconded by Linnell, to approve the consent agenda consisting of the minutes of the June 18, 2025 SCA Board of Directors Meeting and the Financial Reports of April 2025 and May 2025. The motion passed unanimously.

4) President's Report

SCA President Traci Buxton reported on progress of investigation. President Buxton will continue to update the Board as updates are available.

President Buxton reported on recent meetings, noting positive regional discussions.

5) Executive Director's Report

SCA Executive Director Robert Feldstein reported on recent and upcoming meetings and events; potential upcoming legislative issues; work on building on value of SCA to members; and status of current staffing recruitment process.

6) 2026 Member City Dues, Assessment Rate

SCA Chief Operating Officer Leah Willoughby provided a brief overview of the process by which member dues are assessed each year, per organizational bylaws, and presented the proposed 2026 Member City Dues. Following discussion, the board took the following action:

McLeod moved, seconded by Pavone, to approve the 2026 assessment rate and proposed member dues to the membership at the SCA Annual Meeting, and direction to staff to circulate the recommended rate and dues to member cities. The motion passed unanimously.

7) Public Safety Roundtable

SCA Executive Director gave background and summarized process for the Public Safety Roundtable, hosted by King County Executive Shannon Braddock. President Buxton led discussion to discuss applicants for the roundtable.

Following extensive discussion, the board took the following action:

Pauly moved, seconded by Pavone, to appoint the following individuals to serve on the public safety roundtable hosted by the King County Executive:

- ***Mayor Dana Ralph, Kent***
- ***Bristol Ellington, City Manager, Shoreline***
- ***Councilmember Neal Black, Kirkland***

The motion passed unanimously.

8) Regional Staff Committees

No action was taken on this item.

9) Treasurer's Report

As Treasurer Bolli was not able to be present for the meeting, SCA staff read a brief report provided by Bolli. SCA staff responded to member questions. Following discussion, the board took the following actions:

Herbig moved, seconded by Pauly, to approve allocation of funds in the 2025 SCA Budget, as recommended by the SCA Finance Committee. The motion passed unanimously.

McLeod moved, seconded by Ralph, to direct SCA to reinvest the full amount of CD maturing in July 2025 into a new three-year CD with Time Value Investments, as recommended by the SCA Finance Committee. The motion passed unanimously.

There were no other updates.

10) PIC Chair's Report

PIC Chair Chris Roberts briefly reported on the June 11, 2025 PIC Meeting. Topics included:

a. Regional Boards and Committees Appointments

Following discussion, the Board took the following action:

Pavone moved, seconded by Pauly, to appoint the following individuals to SCA Regional Boards and Committees, as recommended by the Public Issues Committee:

- ***Alex Andrade, Burien, as alternate to the Domestic Violence Initiative Task Force (DVI)***
- ***Jessica Merizan, Carnation, as member to the Joint Recommendations Committee (JRC)***

The motion passed unanimously.

b. King County Transportation District Sales Tax

SCA Senior Policy Analyst Andie Parnell gave background and reported on PIC discussions regarding the King County Transportation District Sales Tax. Executive Director Robert Feldstein provided context on process for creation and approval process for actions items.

Board reviewed draft letter prepared by SCA staff with PIC input. Following discussion, the board took the following action:

Pavone moved, seconded by Ralph, to approve the draft letter to the King County Transportation District (KCTD), as recommended by the SCA PIC, with noted amendments. ([Attachment 1.a](#)) The motion passed unanimously.

c. New Indigent Caseload Standards

d. Updates and Informational Items

11) Discussion Items/Updates

a. August 2025 Board of Directors Meeting

Pauly moved, seconded by McLeod, to cancel the August 2025 SCA Board of Directors Meeting. The motion passed unanimously.

b. Ad Hoc Committee Recommendations Discussion

This item will be brought back for discussion at a future meeting of the board.

c. Future Sponsorships Discussion

This item will continue to be discussed by the Finance Committee.

12) Executive Session to Discuss Personnel Matter

At 11:28 AM, President Buxton called to order a twenty minute executive session to discuss a personnel matter. The executive session was ended at 11:58 AM. There were no actions to report.

13) The meeting was adjourned at 12:00 PM



2025 Board of Directors

President

Traci Buxton
Mayor
City of Des Moines

Vice President

Armondo Pavone
Mayor
City of Renton

Treasurer

Regan Bolli
City Manager
City of Covington

Secretary

Amy Falcone
Councilmember
City of Kirkland

Immediate Past President

Mary Lou Pauly
Mayor
City of Issaquah

PIC Chair

Chris Roberts
Mayor
City of Shoreline

Dana Ralph
Mayor
City of Kent

Thomas McLeod
Mayor
City of Tukwila

Mason Thompson
Mayor
City of Bothell

Nigel Herbig
Mayor
City of Kenmore

Vanessa Kritzer
Council President
City of Redmond

Troy Linnell
Mayor
City of Algona

Katherine Ross
Mayor
City of Snoqualmie

Executive Director

Robert Feldstein

Sound Cities Association
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Tukwila, WA 98188
(206) 433-7168
SCA@SoundCities.org
www.SoundCities.org

July 18, 2025

ATTN: **King County Transportation District (KCTD)**
Councilmember Claudia Balducci, KCTD Chair

Honorable King County Transportation District:

On behalf of the Sound Cities Association, I am writing regarding the proposed 0.1% sales tax under consideration by the King County Transportation District (KCTD). Given the range of scheduled taxes this year and limited engagement to date, we are concerned about the timing and development of this funding proposal. With state and federal fiscal uncertainty, the proposed KCTD sales tax does not fully account for broader economic risks. While we understand and appreciate the deep and longstanding needs of the County's local roads and transit, we urge that any new tax be delayed, allowing time for alternative revenue options to be thoroughly explored and policy priorities to be developed in partnership with local jurisdictions.

In 2025, the combined level of taxation for our residents and businesses is already high and is only going to increase this year with the new fiscal policies adopted and under consideration by the state and King County. First, Washington State anticipates raising an additional \$9 billion over the next four years from this year's tax increases, with much of that revenue paid by King County residents and businesses. Then, following the passage of the AFIS levy in April, and the potential passage of the Parks Levy and EMS Levy later this year, the combined impact of all three levies cost property taxpayers around \$4 billion over the next six years. Lastly and most recently, the County Executive has proposed, and the Council is considering, a new 0.1% sales tax for criminal justice.

Although each additional tax and levy funds vital countywide services, these increases not only add to the growing cost of living, but also contribute to a shared and growing fatigue that risks the success of future local bonds and levies for essential local services. Cities across the region draw upon the same limited sources of revenue that fund essential services such as public safety, behavioral health, housing, street maintenance, and community programs. Without a coordinated and strategic approach to taxation across the region, we risk undermining our collective ability to sustain the crucial services our residents expect and rely upon.

In addition, our region and our residents value collaboration across jurisdictions, but the proposed KCTD sales tax lacks important regional input. This legislative approach contradicts the inclusive principles of county governance, where jurisdictions that bear the tax burden should participate in decisions regarding revenue allocation. Although increases in recent levy renewals have added pressure on local jurisdictions and property owners, each of these levies was approved through collaborative processes involving the local jurisdictions.

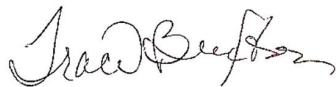
Local jurisdictions recognize the budgetary needs of the King County Roads Division and King County Metro, including Metro's safety and security needs. However, the County has

not yet considered how Washington State's new expanded sales tax policies could help fill these revenue gaps. At the same time, we are preparing to have a regional conversation about the affordability crisis of our utilities and face the uncertainty of losing vital federal support for important functions, both in the County's and in Metro's budget. Given the State and federal uncertainties, it is premature to impose a new sales tax and designate its use without further investigating other revenue sources.

The Sound Cities Association believes that the proposed KCTD sales tax should not be pursued this year, and that any new revenue will be more successful with increased collaboration between King County and local jurisdictions. More time would allow for a thorough analysis of geographic needs, looking at alternative or additional revenue sources, and the development of appropriate solutions for a balanced approach to raising revenues that benefit the entire transportation system for the region.

Thank you for your continued commitment to regional collaboration. We look forward to discussing our concerns and future solutions further.

Sincerely,



Traci Buxton

President, Sound Cities Association
Mayor, City of Des Moines

CC:

Executive Shannon Braddock
Councilmember Rod Dembowski
Councilmember Girmay Zahilay
Councilmember Sarah Perry
Councilmember Jorge L. Barón
Councilmember De'Sean Quinn
Councilmember Pete von Reichbauer
Councilmember Teresa Mosqueda
Councilmember Reagan Dunn

SOUND CITIES ASSOCIATION | Balance Sheet

As of June 30, 2025

	Total
1110 HomeStreet Bank	40,867.51
1120 HomeStreet Bank - Money Market	1,204,210.11
1130 PayPal Bank	0.00
Total Bank Accounts	\$ 1,245,077.62
Total Accounts Receivable	\$ 31,000.00
1140 Investments - Time Value	337,558.17
1145 Accrued Interest Receivable	1,677.78
1499 Undeposited Funds	0.00
1550 Prepaid Expenses	0.00
Other Current Asset	0.00
Total Other Current Assets	\$ 339,235.95
Total Current Assets	\$ 1,615,313.57
Total Fixed Assets	\$ 0.00
Other Long-term Assets	0.00
Total Other Assets	\$ 0.00
TOTAL ASSETS	\$ 1,615,313.57
Total Accounts Payable	\$ 0.00
2200 HomeStreet Credit Card	2,953.20
Total Credit Cards	\$ 2,953.20
2300 Accrued Payroll	16,312.27
2110 Federal Withholding	0.00
2111 Direct Deposit Liabilities	0.00
Total 2140 Medicare	\$ 0.00
2150 SDI	0.00
2405 FUTA	124.49
2410 SUI	162.09
Total 2415 FIT, SS, Medicare - 941	\$ 7,478.33
2420 L&I	636.16
2425 WA Paid Family & Medical Leave	1.56
2426 WA Cares	433.12
2435 PERS Payable	0.00
2439 Temporary Retirement Holdings Payable	21,441.71
2450 Medical/Dental/Vision/Life Ins	0.00
2460 Accrued Vacation Pay	25,386.74
2499 Payroll Corrections	173.01
Total 2400 Payroll Liabilities	\$ 65,955.71
2510 Accrued Liabilities - Contractor Payments	0.00
Total 2500 Accrued Liabilities	\$ 0.00
2600 Deferred Revenue	0.00
Total Other Current Liabilities	\$ 82,267.98
Total Current Liabilities	\$ 85,221.18
Total Liabilities	\$ 85,221.18
3110 Equipment Purchase Reserve	15,000.00
3120 Operations Reserves	541,792.00
3130 Contractual Obligations Reserve	34,062.00
3140 Legal Reserves Fund	25,000.00
Total 3100 Board Designated Reserves	\$ 615,854.00
3200 Board Designated Contra	-615,854.00
3300 Fund Balance (Prior Years)	912,481.18
3999 Opening Bal Equity	0.00
Net Income	617,611.21
Total Equity	\$ 1,530,092.39
TOTAL LIABILITIES AND EQUITY	\$ 1,615,313.57

September 17, 2025 SCA Board of Directors Meeting

Attachment 2: June 2025 Balance Sheet

SOUND CITIES ASSOCIATION | Profit and Loss by Month

January - June, 2025

	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Total	2025 Budget	Difference		
1010 Member Dues	955,060.74						955,060.74	955,061	0	1010 Member Dues	
1020 Membership/Sponsorships		40,500.00	33,000.00	9,000.00			82,500.00	96,500	-14,000	1020 Membership/Sponsorships	
1030 Registration/Dinners Revenue		2,588.00	825.00				3,413.00	18,500	-15,087	1030 Registration/Dinners Revenue	
1040 Interest Income	1,415.43	1,395.72	1,617.17	1,588.44	1,145.61	2,028.62	9,190.99	12,880	-3,689	1040 Interest Income	
1150 CC Points Redeemed for Credit				275.00			275.00	650	-375	1150 CC Points Redeemed for Credit	
Total Income	\$ 956,476.17	\$ 44,483.72	\$ 35,442.17	\$ 10,863.44	\$ 1,145.61	\$ 2,028.62	\$ 1,050,439.73	1,083,591	-32,776	Total Income	
Gross Profit	\$ 956,476.17	\$ 44,483.72	\$ 35,442.17	\$ 10,863.44	\$ 1,145.61	\$ 2,028.62	\$ 1,050,439.73				
								2025 Budget	Difference	% Budget Remaining	
Total 5100 Salaries	\$ 34,518.87	\$ 38,466.57	\$ 51,422.34	\$ 51,557.54	\$ 51,422.86	\$ 51,627.03	\$ 279,015.21	641,941	362,926	57%	Total 5100 Salaries
5210 Taxes-FUTA	35.28	37.54	27.01	0.00	0.00	0.00	99.83	336	236	70%	5210 Taxes-FUTA
5220 Taxes-SUTA	224.63	252.08	347.87	348.79	335.39	336.53	1,845.29	2,824	979	35%	5220 Taxes-SUTA
5230 Taxes - FICA, Medicare - 941	2,640.70	2,961.79	3,972.07	3,982.39	3,972.13	3,987.70	21,516.78	46,551	25,034	54%	5230 Taxes - FICA, Medicare - 941
5240 Taxes - L & I	87.33	113.21	114.50	115.14	113.85	113.86	657.89	2,691	2,033	76%	5240 Taxes - L & I
5250 Taxes-FMLA	227.15	254.77	385.83	342.56	344.19	343.01	1,897.51	2,466	568	23%	5250 Taxes-FMLA
Total 5200 Payroll Taxes	\$ 3,215.09	\$ 3,619.39	\$ 4,847.28	\$ 4,788.88	\$ 4,765.56	\$ 4,781.10	\$ 26,017.30	54,868	28,851	53%	Total 5200 Payroll Taxes
5311 Temp. Retirement Contribution Holdings			4,684.59	4,696.89	4,684.65	4,703.23	18,769.36				
5312 Pension Plan Contributions	1,442.10	3,504.28	0.00				4,946.38				
Total 5310 Pension/Retirement Contributions	\$ 1,442.10	\$ 3,504.28	\$ 4,684.59	\$ 4,696.89	\$ 4,684.65	\$ 4,703.23	\$ 23,715.74	58,481	34,765	59%	5310 Pension Plan Contributions
5320 Medical/Dental/Vision/Life Ins	4,225.52	4,225.52	4,225.52	4,225.52	4,225.52	4,225.52	25,353.12	105,510	80,157	76%	5320 Medical/Dental/Vision/Life Ins
5330 Professional Development				142.16	38.62	450.00	630.78	8,000	7,369	92%	5330 Professional Development
5345 ED Car Allowance		250.00	500.00	500.00	500.00	500.00	2,250.00	6,000	3,750	63%	5345 ED Car Allowance
5346 Staff Travel Expenses	42.42	748.76	216.64	25.48	88.68		1,121.98	7,000	5,878	84%	5346 Staff Travel Expenses
Total 5340 Travel Reimbursement	\$ 42.42	\$ 998.76	\$ 716.64	\$ 525.48	\$ 588.68	\$ 500.00	\$ 3,371.98	13,000	9,628	74%	Total 5340 Travel Reimburse
Total 5300 Staff Benefits	\$ 5,710.04	\$ 8,728.56	\$ 9,626.75	\$ 9,590.05	\$ 9,537.47	\$ 9,878.75	\$ 53,071.62	184,991	131,919	71%	Total 5300 Staff Benefits
Total 5000 Staff	\$ 43,444.00	\$ 50,814.52	\$ 65,896.37	\$ 65,936.47	\$ 65,725.89	\$ 66,286.88	\$ 358,104.13	881,800	523,696	59%	Total 5000 Staff
6100 Rent	2,786.06	2,786.06	2,786.06	2,786.06	2,786.06	2,786.06	16,716.36	34,163	17,447	51%	6100 Rent
6200 Office Insurance							0.00	620	620	100%	6200 Office Insurance
6310 Copier/Printer Lease & Maint	243.40	243.40	259.03	243.40	243.40	261.25	1,493.88	3,450	1,956	57%	6310 Copier/Printer Lease & Maint
6320 Outsourced Printing & Publication	128.76		1,115.75				1,244.51	3,000	1,755	59%	6320 Outsourced Printing/Publications
Total 6300 Printing and Publication	\$ 372.16	\$ 243.40	\$ 1,374.78	\$ 243.40	\$ 243.40	\$ 261.25	\$ 2,738.39	6,450	3,712	58%	Total 6300 Printing and Publication
6420 Website Design/Hosting				50.68	203.88		254.56	3,500	3,245	93%	6420 Website Design/Hosting
6430 IT Equipment								6,000	6,000	100%	6430 Equipment
6440 Software/Subscriptions	1,584.48	1,153.93	385.52	385.52	385.52	2,586.72	6,481.69	8,900	2,418	27%	6440 Software/Subscriptions
Total 6400 IT	\$ 1,584.48	\$ 1,153.93	\$ 385.52	\$ 436.20	\$ 589.40	\$ 2,586.72	\$ 6,736.25	18,400	11,664	63%	Total 6400 IT
6500 Cell Phone Service	324.20	267.73	267.99	267.99	269.76		1,665.66	4,300	2,634	61%	6500 Cell Phone Service
6600 CC, Banking & Other Fees	70.16	22.41	19.95	5.00	5.00	5.00	127.52	500	372	74%	6600 CC, Banking & Other Fees
6700 Accounting Fees								19,000	19,000	100%	Total 6700 Accounting Fees
6800 Legal Fees	203.38					8,502.30	8,705.68	5,000	-3,706	-74%	6800 Legal
6900 Office Supplies / Misc.	88.93	241.95	301.75	62.62	39.07	39.07	773.39	3,000	2,227	74%	6900 Office Supplies / Misc.
Total 6000 Office / Overhead	\$ 5,429.37	\$ 4,715.48	\$ 5,136.05	\$ 3,801.27	\$ 3,930.92	\$ 14,450.16	\$ 37,463.25	91,433	53,970	59%	Total 6000 Office / Overhead
7100 Food/Beverage/Rentals		454.16	4,587.75				5,041.91	40,000	34,958	87%	7100 Food/Beverage/Rentals
7200 Event Pmts Processing Fee	3.88	99.32	33.14				136.34	1,850	1,714	93%	7200 Event Pmts Processing Fee
Total 7000 Event Expenses	\$ 3.88	\$ 553.48	\$ 4,620.89	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,178.25	41,850	36,672	88%	Total 7000 Event Expenses
8100 Liability Insurance						2,294.00	2,294.00	2,500	206	8%	8100 Liability Insurance
8200 Awards / Recognition		145.39	70.97	11.80	360.65		588.81	6,000	5,411	90%	8200 Awards / Recognition
8300 Retreats/Mtgs/Conf/Dues/Events	4.55	873.13	709.59	370.73			1,958.00	15,000	13,042	87%	8300 Retreats/Mtgs/Conf/Dues/Events
8400 Consultants/Special Projects	179.00		0.00	199.00	1,450.00	199.00	2,027.00	20,000	17,973	90%	8400 Consultants/Special Projects
Total 8000 Board / Org Development	\$ 183.55	\$ 1,018.52	\$ 780.56	\$ 581.53	\$ 1,810.65	\$ 2,493.00	\$ 6,867.81	43,500	36,632	84%	Total 8000 Board / Org Development
9000 Contingency Fund	2,500.00	17,500.00	5,000.00				25,000.00	25,000	0	0%	Contingency Fund
Total Expenses	\$ 51,560.80	\$ 74,602.00	\$ 81,433.87	\$ 70,319.27	\$ 71,467.46	\$ 83,230.04	\$ 432,613.44	1,083,583	650,970	60%	Total Expenses
Net Operating Income	\$ 904,915.37	-\$ 30,118.28	-\$ 45,991.70	-\$ 59,455.83	-\$ 70,321.85	-\$ 81,201.42	\$ 617,826.29				
Investment returns	-1,160.04	3.32	616.96	-43.72	-490.30	679.25	-394.53				
Processing Fees Recouped			179.45				179.45				
Total Other Income	-\$ 1,160.04	\$ 3.32	\$ 796.41	-\$ 43.72	-\$ 490.30	\$ 679.25	-\$ 215.08				
Net Other Income	-\$ 1,160.04	\$ 3.32	\$ 796.41	-\$ 43.72	-\$ 490.30	\$ 679.25	-\$ 215.08				
Net Income	\$ 903,755.33	-\$ 30,114.96	\$ 45,195.29	-\$ 59,499.55	-\$ 70,812.15	-\$ 80,522.17	\$ 617,611.21				

SOUND CITIES ASSOCIATION | Balance Sheet

As of July 31, 2025

	Total
1110 HomeStreet Bank	34,237.10
1120 HomeStreet Bank - Money Market	1,154,552.23
1130 PayPal Bank	719.47
Total Bank Accounts	\$ 1,189,508.80
Total Accounts Receivable	\$ 22,500.00
1140 Investments - Time Value	339,884.07
1145 Accrued Interest Receivable	183.65
1499 Undeposited Funds	0.00
1550 Prepaid Expenses	0.00
Total Other Current Assets	\$ 340,067.72
Total Current Assets	\$ 1,552,076.52
Total Fixed Assets	\$ 0.00
Total Other Assets	\$ 0.00
TOTAL ASSETS	\$ 1,552,076.52
Total Accounts Payable	\$ 12,843.30
2200 HomeStreet Credit Card	478.51
Total Credit Cards	\$ 478.51
2300 Accrued Payroll	16,813.49
2110 Federal Withholding	0.00
2111 Direct Deposit Liabilities	0.00
Total 2140 Medicare	\$ 0.00
2150 SDI	0.00
2405 FUTA	124.49
2410 SUI	83.45
Total 2415 FIT, SS, Medicare - 941	\$ 7,604.03
2420 L&I	241.20
2425 WA Paid Family & Medical Leave	3.87
2426 WA Cares	435.14
2435 PERS Payable	0.00
2439 Temporary Retirement Holdings Payable	24,557.78
2450 Medical/Dental/Vision/Life Ins	0.00
2460 Accrued Vacation Pay	25,386.74
2499 Payroll Corrections	173.01
Total 2400 Payroll Liabilities	\$ 73,473.39
2510 Accrued Liabilities - Contractor Payments	0.00
Total 2500 Accrued Liabilities	\$ 0.00
2600 Deferred Revenue	0.00
Total Other Current Liabilities	\$ 90,286.88
Total Current Liabilities	\$ 103,608.69
Total Liabilities	\$ 103,608.69
3110 Equipment Purchase Reserve	15,000.00
3120 Operations Reserves	541,792.00
3130 Contractual Obligations Reserve	34,062.00
3140 Legal Reserves Fund	0.00
Total 3100 Board Designated Reserves	\$ 590,854.00
3200 Board Designated Contra	-615,854.00
3300 Fund Balance (Prior Years)	912,481.18
3999 Opening Bal Equity	0.00
Net Income	560,986.65
Total Equity	\$ 1,448,467.83
TOTAL LIABILITIES AND EQUITY	\$ 1,552,076.52

SOUND CITIES ASSOCIATION | Profit and Loss by Month

January - July, 2025

	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Total	2025 Budget	Difference		
1010 Member Dues	955,060.74							955,060.74	955,061	0	1010 Member Dues	
1020 Membership/Sponsorships		40,500.00	33,000.00	9,000.00				82,500.00	96,500	-14,000	1020 Membership/Sponsorships	
1030 Registration/Dinners Revenue		2,588.00	825.00				750.00	4,163.00	18,500	-14,337	1030 Registration/Dinners Revenue	
1040 Interest Income	1,415.43	1,395.72	1,617.17	1,588.44	1,145.61	2,028.62	1,453.76	10,644.75	12,880	-2,235	1040 Interest Income	
1150 CC Points Redeemed for Credit				275.00				275.00	650	-375	1150 CC Points Redeemed for Credit	
Total Income	\$ 956,476.17	\$ 44,483.72	\$ 35,442.17	\$ 10,863.44	\$ 1,145.61	\$ 2,028.62	\$ 2,203.76	\$ 1,052,643.49	1,083,591	-30,572	Total Income	
Gross Profit	\$ 956,476.17	\$ 44,483.72	\$ 35,442.17	\$ 10,863.44	\$ 1,145.61	\$ 2,028.62	\$ 2,203.76	\$ 1,052,643.49				
									2025 Budget	Difference	% Budget Remaining	
Total 5100 Salaries	\$ 34,518.87	\$ 38,466.57	\$ 51,422.34	\$ 51,557.54	\$ 51,422.86	\$ 51,627.03	\$ 52,436.94	\$ 331,452.15	641,941	310,489	48%	Total 5100 Salaries
5210 Taxes-FUTA	35.28	37.54	27.01	0.00	0.00	0.00	0.00	99.83	336	236	70%	5210 Taxes-FUTA
5220 Taxes-SUTA	224.63	252.08	347.87	348.79	335.39	336.53	167.71	2,013.00	2,824	811	29%	5220 Taxes-SUTA
5230 Taxes - FICA, Medicare - 941	2,640.70	2,961.79	3,972.07	3,982.39	3,972.13	3,987.70	4,049.69	25,566.47	46,551	20,985	45%	5230 Taxes - FICA, Medicare - 941
5240 Taxes - L & I	87.33	113.21	114.50	115.14	113.85	113.86	115.79	773.68	2,691	1,917	71%	5240 Taxes - L & I
5250 Taxes-FMLA	227.15	254.77	385.83	342.56	344.19	343.01	348.34	2,245.85	2,466	220	9%	5250 Taxes-FMLA
Total 5200 Payroll Taxes	\$ 3,215.09	\$ 3,619.39	\$ 4,847.28	\$ 4,788.88	\$ 4,765.56	\$ 4,781.10	\$ 4,681.53	\$ 30,698.83	54,868	24,169	44%	Total 5200 Payroll Taxes
5311 Temp. Retirement Contribution Holdings			4,684.59	4,696.89	4,684.65	4,703.23	4,776.99	23,546.35				
5312 Pension Plan Contributions	1,442.10	3,504.28	0.00					4,946.38				
Total 5310 Pension/Retirement Contributions	\$ 1,442.10	\$ 3,504.28	\$ 4,684.59	\$ 4,696.89	\$ 4,684.65	\$ 4,703.23	\$ 4,776.99	\$ 28,492.73	58,481	29,988	51%	5310 Pension Plan Contributions
5320 Medical/Dental/Vision/Life Ins	4,225.52	4,225.52	4,225.52	4,225.52	4,225.52	4,225.52	4,225.52	29,578.64	105,510	75,931	72%	5320 Medical/Dental/Vision/Life Ins
5330 Professional Development				142.16	38.62	450.00		630.78	8,000	7,369	92%	5330 Professional Development
5345 ED Car Allowance		250.00	500.00	500.00	500.00	500.00	500.00	2,750.00	6,000	3,250	54%	5345 ED Car Allowance
5346 Staff Travel Expenses	42.42	748.76	216.64	25.48	88.68			1,121.98	7,000	5,878	84%	5346 Staff Travel Expenses
Total 5340 Travel Reimbursement	\$ 42.42	\$ 998.76	\$ 716.64	\$ 525.48	\$ 588.68	\$ 500.00	\$ 500.00	\$ 3,871.98	13,000	9,128	70%	Total 5340 Travel Reimburse
Total 5300 Staff Benefits	\$ 5,710.04	\$ 8,728.56	\$ 9,626.75	\$ 9,590.05	\$ 9,537.47	\$ 9,878.75	\$ 9,502.51	\$ 62,574.13	184,991	122,417	66%	Total 5300 Staff Benefits
Total 5000 Staff	\$ 43,444.00	\$ 50,814.52	\$ 65,896.37	\$ 65,936.47	\$ 65,725.89	\$ 66,286.88	\$ 66,620.98	\$ 424,725.11	881,800	523,696	52%	Total 5000 Staff
6100 Rent	2,786.06	2,786.06	2,786.06	2,786.06	2,786.06	2,786.06	2,786.06	19,502.42	34,163	14,661	43%	6100 Rent
6200 Office Insurance								0.00	620	620	100%	6200 Office Insurance
6310 Copier/Printer Lease & Maint	243.40	243.40	259.03	243.40	243.40	261.25	243.40	1,737.28	3,450	1,713	50%	6310 Copier/Printer Lease & Maint
6320 Outside Printing & Publication	128.76		1,115.75					1,244.51	3,000	1,755	59%	6320 Outsourced Printing/Publications
Total 6300 Printing and Publication	\$ 372.16	\$ 243.40	\$ 1,374.78	\$ 243.40	\$ 243.40	\$ 261.25	\$ 243.40	\$ 2,981.79	6,450	3,468	54%	Total 6300 Printing and Publication
6420 Website Design/Hosting				50.68	203.88		14.33	268.89	3,500	3,231	92%	6420 Website Design/Hosting
6430 IT Equipment							119.00	119.00	6,000	5,881	98%	6430 Equipment
6440 Software/Subscriptions	1,584.48	1,153.93	385.52	385.52	385.52	2,586.72	392.14	6,873.83	8,900	2,026	23%	6440 Software/Subscriptions
Total 6400 IT	\$ 1,584.48	\$ 1,153.93	\$ 385.52	\$ 436.20	\$ 589.40	\$ 2,586.72	\$ 525.47	\$ 7,261.72	18,400	11,138	61%	Total 6400 IT
6500 Cell Phone Service	324.20	267.73	267.99	267.99	267.99	269.76	268.00	1,933.66	4,300	2,366	55%	6500 Cell Phone Service
6600 CC, Banking & Other Fees	70.16	22.41	19.95	5.00	5.00	5.00	5.00	132.52	500	367	73%	6600 CC, Banking & Other Fees
6700 Accounting Fees								0.00	19,000	19,000	100%	Total 6700 Accounting Fees
6800 Legal Fees	203.38					8,502.30	12,843.30	21,548.98	30,000	8,451	28%	6800 Legal (amended)
6900 Office Supplies / Misc.	88.93	241.95	301.75	62.62	39.07	39.07	93.45	866.84	3,000	2,133	71%	6900 Office Supplies / Misc.
Total 6000 Office / Overhead	\$ 5,429.37	\$ 4,715.48	\$ 5,136.05	\$ 3,801.27	\$ 3,930.92	\$ 14,450.16	\$ 16,764.68	\$ 54,227.93	116,433	62,205	53%	Total 6000 Office / Overhead
7100 Food/Beverage/Rentals		454.16	4,587.75					5,041.91	40,000	34,958	87%	7100 Food/Beverage/Rentals
7200 Event Pmts Processing Fee	3.88	99.32	33.14				30.53	166.87	1,850	1,683	91%	7200 Event Pmts Processing Fee
Total 7000 Event Expenses	\$ 3.88	\$ 553.48	\$ 4,620.89	\$ 0.00	\$ 0.00	\$ 0.00	\$ 30.53	\$ 5,208.78	41,850	36,641	88%	Total 7000 Event Expenses
8100 Liability Insurance						2,294.00		2,294.00	2,500	206	8%	8100 Liability Insurance
8200 Awards / Recognition		145.39	70.97	11.80	360.65		132.26	721.07	6,000	5,279	88%	8200 Awards / Recognition
8300 Retreats/Mtgs/Conf/Dues/Events	4.55	873.13	709.59	370.73				1,958.00	15,000	13,042	87%	8300 Retreats/Mtgs/Conf/Dues/Events
8400 Consultants/Special Projects	179.00		0.00	199.00	1,450.00	199.00		2,027.00	20,000	17,973	90%	8400 Consultants/Special Projects
Total 8000 Board / Org Development	\$ 183.55	\$ 1,018.52	\$ 780.56	\$ 581.53	\$ 1,810.65	\$ 2,493.00	\$ 132.26	\$ 7,000.07	43,500	36,500	84%	Total 8000 Board / Org Development
9000 Contingency Fund	2,500.00	17,500.00	5,000.00					25,000.00	25,000	0	0%	Contingency Fund
Total Expenses	\$ 51,560.80	\$ 74,602.00	\$ 81,433.87	\$ 70,319.27	\$ 71,467.46	\$ 83,230.04	\$ 83,548.45	\$ 516,161.89	1,108,583	592,421	53%	Total Expenses
Net Operating Income	\$ 904,915.37	-\$ 30,118.28	-\$ 45,991.70	-\$ 59,455.83	-\$ 70,321.85	-\$ 81,201.42	-\$ 81,344.69	\$ 536,481.60				
Investment returns	-1,160.04	3.32	616.96	-43.72	-490.30	679.25	-279.87	-674.40				
Processing Fees Recouped			179.45					179.45				
Release of Board-Designated Legal Reserves							25,000.00	25,000.00				
Total Other Income	-\$ 1,160.04	\$ 3.32	\$ 796.41	-\$ 43.72	-\$ 490.30	\$ 679.25	\$ 24,720.13	\$ 24,505.05				
Net Other Income	-\$ 1,160.04	\$ 3.32	\$ 796.41	-\$ 43.72	-\$ 490.30	\$ 679.25	\$ 24,720.13	\$ 24,505.05				
Net Income	\$ 903,755.33	-\$ 30,114.96	-\$ 45,195.29	-\$ 59,499.55	-\$ 70,812.15	-\$ 80,522.17	-\$ 56,624.56	\$ 560,986.65				

SOUND CITIES ASSOCIATION | Balance Sheet

As of December 31, 2024

	Total
1110 HomeStreet Bank	35,816.82
1120 HomeStreet Bank - Money Market	640,283.57
1130 PayPal Bank	0.00
Total Bank Accounts	\$ 676,100.39
Total Accounts Receivable	\$ 948,775.60
1140 Investments - Time Value	330,646.05
1145 Accrued Interest Receivable	1,719.98
1499 Undeposited Funds	0.00
1550 Prepaid Expenses	1.94
Other Current Asset	0.00
Total Other Current Assets	\$ 332,367.97
Total Current Assets	\$ 1,957,243.96
1410 Furniture and Fixtures	31,060.23
1415 Computers	0.00
1420 Accumulated Depreciation	-31,060.23
Total 1400 Fixed Assets	\$ 0.00
Total Fixed Assets	\$ 0.00
Total Other Assets	\$ 0.00
TOTAL ASSETS	\$ 1,957,243.96
Total Accounts Payable	\$ 18,538.95
2200 HomeStreet Credit Card	1,316.16
Total Credit Cards	\$ 1,316.16
2300 Accrued Payroll	24,695.46
2110 Federal Withholding	0.00
2111 Direct Deposit Liabilities	0.00
Total 2140 Medicare	\$ 0.00
2150 SDI	0.00
2405 FUTA	564.47
2410 SUI	466.59
Total 2415 FIT, SS, Medicare - 941	\$ 10,859.79
2420 L&I	445.04
2425 WA Paid Family & Medical Leave	590.51
2426 WA Cares	1,176.80
2435 PERS Payable	3,301.18
2450 Medical/Dental/Vision/Life Ins	0.00
2460 Accrued Vacation Pay	25,386.74
2499 Payroll Corrections	173.01
Total 2400 Payroll Liabilities	\$ 42,651.47
2510 Accrued Liabilities - Contractor Payments	2,500.00
Total 2500 Accrued Liabilities	\$ 2,500.00
2600 Deferred Revenue	955,060.74
Total Other Current Liabilities	\$ 1,024,907.67
Total Current Liabilities	\$ 1,044,762.78
Total Liabilities	\$ 1,044,762.78
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)	715,983.81
3999 Opening Bal Equity	0.00
Net Income	196,497.37
Total Equity	\$ 912,481.18
TOTAL LIABILITIES AND EQUITY	\$ 1,957,243.96

SOUND CITIES ASSOCIATION | Profit and Loss

January - December 2024

	Total	2024 Budget	Difference		
1010 Member Dues	915,709.33	915,709.00	0.00		
1020 Membership/Sponsorships	92,000.62	96,500.00	-4,499.38		
1030 Registration/Dinners Revenue	17,435.05	24,500.00	-7,064.95		
1040 Interest Income	17,227.15	13,720.00	3,507.15		
1150 CC Points Redeemed for Credit	475.00	900.00	-425.00		
Total Income	\$ 1,042,847.15	\$1,051,329.00	(\$8,482.18)		
Gross Profit	\$ 1,042,847.15				
		2024 Budget	Difference	% Budget Remaining	
Total 5100 Salaries	\$ 554,737.25	659,500.00	104,762.75	16%	Total 5100 Salaries
5210 Taxes-FUTA	307.12	336.00	28.88	9%	5210 Taxes-FUTA
5220 Taxes-SUTA	2,324.18	2,872.00	547.82	19%	5220 Taxes-SUTA
5230 Taxes - FICA, Medicare - 941	41,339.11	47,750.00	6,410.89	13%	5230 Taxes - FICA, Medicare - 941
5240 Taxes - L & I	1,130.40	2,410.00	1,279.60	53%	5240 Taxes - L & I
5250 Taxes-FMLA	2,548.56	2,610.00	61.44	2%	5250 Taxes-FMLA
Total 5200 Payroll Taxes	\$ 47,649.37	55,978.00	8,328.63	15%	Total 5200 Payroll Taxes
5310 Pension Plan Contributions	41,128.48	58,300.00	17,171.52	29%	5310 Pension Plan Contributions
5320 Medical/Dental/Vision/Life Ins	60,967.34	80,760.00	19,792.66	25%	5320 Medical/Dental/Vision/Life Ins
5330 Professional Development	773.54	8,000.00	7,226.46	100%	5330 Professional Development
5345 ED Car Allowance	5,000.00				5345 ED Car Allowance
5346 Staff Travel Expenses	3,542.35				5346 Staff Travel Expenses
Total 5340 Travel Reimbursement	\$ 8,542.35	13,000.00	4,457.65	34%	Total 5340 Travel Reimburse
Total 5300 Staff Benefits	\$ 111,411.71	160,060.00	48,648.29	30%	Total 5300 Staff Benefits
Total 5000 Staff	\$ 713,798.33	875,538.00	161,739.67	18%	Total 5000 Staff
6100 Rent	32,501.88	32,740.00	238.12	1%	6100 Rent
6200 Office Insurance	749.00	604.00	-145.00	-24%	6200 Office Insurance
6310 Copier/Printer Lease & Maint	3,298.98	3,190.00	-108.98	-3%	6310 Copier/Printer Lease & Maint
6320 Outside Printing & Publication	1,091.06	900	-191.06	-21%	6320 Outsourced Printing/Publications
Total 6300 Printing and Publication	\$ 4,390.04	4,090.00	-300.04	-7%	Total 6300 Printing and Publication
6420 Website Design/Hosting	284.26	4,200.00	3,915.74	93%	6420 Website Design/Hosting
6430 IT Equipment	5,491.40	6,000.00	508.60	8%	6430 Equipment
6440 Software/Subscriptions	6,995.89	7,500.00	504.11	7%	6440 Software/Subscriptions
Total 6400 IT	\$ 12,771.55	17,700.00	4,928.45	28%	Total 6400 IT
6500 Cell Phone Service	3,564.66	3,800.00	235.34	6%	6500 Cell Phone Service
6600 CC, Banking & Other Fees	286.55	350	63.45	18%	6600 CC, Banking & Other Fees
6700 Accounting Fees	1,666.00	4,700.00	3,034.00	65%	6700 Accounting Fees
6800 Legal Fees	5,000.00	5,000.00	0.00	0%	6800 Legal
6900 Office Supplies / Misc.	2,034.38	3,000.00	965.62	32%	6900 Office Supplies / Misc.
Total 6000 Office / Overhead	\$ 62,964.06	71,984.00	9,019.94	13%	Total 6000 Office / Overhead
7100 Food/Beverage/Rentals	19,396.25	35,000.00	15,603.75	45%	7100 Food/Beverage/Rentals
7200 Event Pmts Processing Fee	689.68	1,500.00	810.32	54%	7200 Event Pmts Processing Fee
Total 7000 Event Expenses	\$ 20,085.93	36,500.00	16,414.07	45%	Total 7000 Event Expenses
8100 Insurance (D&O)	2,240.00	2,174.00	-66.00	-3%	8100 D&O Insurance
8200 Awards / Recognition	823.04	5,000.00	4,176.96	84%	8200 Awards / Recognition
8300 Retreats/Mtgs/Conf/Dues/Events	5,617.99	15,000.00	9,382.01	63%	8300 Retreats/Mtgs/Conf/Dues/Events
8400 Consultants/Special Projects	20,804.54	20,000.00	-804.54	-4%	8400 Consultants/Special Projects
Total 8000 Board / Org Development	\$ 29,485.57	42,174.00	12,688.43	30%	Total 8000 Board / Org Development
9000 Contingency Fund	24,279.42	25,000.00	720.58	3%	Contingency Fund
Bad Debt Write Off	1,500.00	0.00	-1,500.00		
Reconciliation Discrepancies	-414.01	0.00	414.01		
Total Expenses	\$ 851,699.30	1,051,196.00	199,496.70	19%	Total Expenses
Net Operating Income	\$ 191,147.85				
Other Income					
Investment returns	5,349.52				
Total Other Income	\$ 5,349.52				
Net Other Income	\$ 5,349.52				
Net Income	\$ 196,497.37				

September 17, 2025 SCA Board of Directors Meeting

Attachment 7: 2024 EOY Profit and Loss Report

September 17, 2025 SCA Board of Directors Meeting

Attachment 8: SCA 2026 Legislative Committee

Discussion

At the September Board of Directors meeting, the Board will nominate the 2026 Legislative Committee of the Board. SCA staff will then review and discuss the Legislative Committee Proposed Workplan.

Additionally, SCA staff are proposing that the Legislative Committee develop County Priorities alongside the State Legislative Agenda. This proposal has support from the Public Issues Committee (PIC).

SCA 2026 Legislative Committee Proposed Workplan

SEPTEMBER

Wednesday 9/10 PIC Meeting	PIC Early Feedback on 2026 State Legislative Agenda and County Priorities
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Wednesday 9/17 Board of Directors Meeting	Board of Directors nominates the 2026 Legislative Committee <i>SCA staff will schedule the weekly Leg. Committee meetings throughout the month of October following the Board of Directors meeting. Additional meetings may be scheduled if needed to meet the end of year deadline.</i>
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Week of Sept. 29 - Oct. 3	First Legislative Committee meeting
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OCTOBER

Week of Oct. 6-10	Second Legislative Committee meeting
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Wednesday 10/8 PIC Meeting	PIC early look at draft state legislative agenda and county priorities Feedback collected and considered by Legislative Committee
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Week of Oct. 13-17	Third Legislative Committee meeting
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Week of Oct. 20-24	Fourth Legislative Committee meeting
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Week of Oct. 27-31	Fifth Legislative Committee meeting
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September 17, 2025 SCA Board of Directors Meeting
Attachment 8: SCA 2026 Legislative Committee

NOVEMBER

Wednesday 11/5

November PIC Packet deadline

Draft 2026 Legislative Agenda and 2026 County Priorities should be completed by this date

Wednesday 11/12

PIC Meeting

First Touch

PIC reviews the 2026 State Legislative Agenda and County Priorities drafted by the Legislative Committee and provides initial comments and edits

Wednesday 11/19

**Board of Directors
meeting**

Board discusses drafts as part of the regular agenda

DECEMBER

Wednesday 12/3

December PIC packet deadline

Wednesday 12/10

PIC Meeting

Second Touch

PIC reviews the final drafts of the 2026 State Legislative Agenda and County Priorities

PIC votes to recommend the final drafts for Board approval

Wednesday 12/17

**Board of Directors
Meeting**

Board reviews and approves the final 2026 State Legislative Agenda and County Priorities

August 26, 2025 Finance Committee Meeting

Attachment 9: 2025 SCA Budget – Legal Fees

Below is the memo discussed by the Finance Committee at their August meeting. This is being brought for discussion at the September 17, 2025 Board of Directors Meeting.

Background

In the adopted 2025 SCA Budget, \$5,000 was allocated to the legal fees line. At its July 2025 meeting, the SCA Board of Directors approved the Finance Committee’s recommendation to reallocate \$25,000 from the board-designated Legal Reserves to the legal fees line, increasing the amended budget to \$30,000.

Total legal invoices to date exceed the amended 2025 legal fees budget by \$4,033. This request seeks authorization for that overage to allow payment of current obligations in full. We anticipate final bills from both providers, as work had not yet been concluded at the time of the most recent invoices.

Financial Impact

Approval of this request will increase the 2025 legal fees budget by \$4,033, to be funded from funds that have not been allocated or designated for reserves. This adjustment will not require spending beyond our means. The Legal Reserve will be replenished to its full \$25,000 on January 1, 2026, as previously planned.

Recommended Action

To recommend to the SCA Board of Directors approval of an expenditure from the legal services line in an amount not to exceed \$4,033 over the amended FY 2025 budget.

September 17, 2025 SCA Board of Directors Meeting

Attachment 10: Indigent Caseload Standards

Discussion

The Washington State Supreme Court has announced a [10-year phased reduction in public defender caseloads](#), starting January 1, 2026. By 2036, caseload limits for public defenders will drop to 47 felony credits and 120 misdemeanor credits—about two-thirds lower than previous standards. The phased approach is an improvement to the initial proposal, which had recommended a two-year implementation, but still demands significant new resources for cities to meet these targets by 2036.

At the September PIC meeting, PIC voted in favor of taking up this issue for discussion and possible position.

At today's SCA Board meeting, SCA staff are looking for feedback on the draft letter. The feedback will be compiled for review by PIC at the October meeting. SCA staff will also review the timeline for reviewing and amending the draft letter for the Board's awareness.

Additional Background Information is included in [Appendix 1](#).

SCA Indigent Defense Caseload Standards Survey

SCA staff disseminated a survey and a calculator tool to member cities to gain more information on how the new caseload standards would have adverse fiscal and operational impacts during the implementation process. Data from this survey will be included in SCA's letter to the Legislature, and SCA staff will utilize these data to develop a comprehensive policy analysis on the indigent defense caseload standards issue.

The preliminary results of the survey are described in the draft letter. ***We will continue to update any data points in the draft letter as we receive additional survey responses.*** Members are encouraged to submit responses for their respective cities. The survey will remain open throughout the letter drafting process, and final numbers will be included in the letter approved by PIC and the Board of Directors in October.

Letter Review & Approval Timeline

September PIC Meeting <i>First Touch</i>	PIC voted affirmatively to take the issue up to consider adopting a position. PIC held discussion and suggested amendments to the draft letter.
September Board Meeting	SCA staff brings the letter for discussion by the SCA Board.
Between September & October PIC Meetings	PIC members are encouraged to seek feedback from their city council, their mayor, and/or city staff, and shared with SCA staff. SCA Staff will send regular updates on proposed amendments to PIC members and staff during this time, so conversations remain up to date.

September 17, 2025 SCA Board of Directors Meeting
Attachment 10: Indigent Caseload Standards

Monday 9/29

Amendment collection process closes. Note: If PIC members wish to propose additional amendments after September 29, members may propose the amendment at the October PIC meeting.

October PIC Meeting
Second Touch

The draft letter comes back to PIC for vote. Proposed amendments are reviewed in succession. Additional amendments may be made at this time.

PIC votes to recommend the final letter to the Board for approval.

October Board Meeting

The letter goes to the SCA Board for consideration and approval.

SCA Staff Contact

Aj Foltz, SCA Senior Policy Analyst, aj@soundcities.org , (206) 849-3056

APPENDIX 1: ISSUE BACKGROUND

Background

In March 2024, the Washington State Bar Association (WSBA) adopted revised public defense standards and submitted those as recommendations to the Washington State Supreme Court. Read the 2024 standards as recommended [here](#). Included in the recommendations before the Supreme Court was a change to caseload standards that would reduce by nearly two-thirds the maximum caseload for public defense lawyers. The revised caseload standards were proposed in response to a [national study](#), that did not include any Washington State representation.

The State Supreme Court first adopted the current case load standards for indigent defense in 2012. The current indigent defense standards cap public defenders at:

- 150 felonies per attorney per year
- 300 misdemeanor cases per attorney per year, OR 400 misdemeanor cases per attorney per year in jurisdictions that have not adopted a case weighting system.
- 250 juvenile offender cases per attorney per year.

WSBA's proposed standards would phase in progressively lower caseload limits over the next three years that cap public defenders and effectively cuts by two-thirds the number of cases a defender can accept:

- By July 2025: 110 felony case credits per full-time felony attorney per year, or 280 misdemeanor case credits full-time misdemeanor attorney per year.
- By July 2026: 90 felony case credits per full-time felony attorney per year, or 225 misdemeanor case credits per full-time misdemeanor attorney per year.
- By July 2027: 47 felony case credits per full-time felony attorney per year, or 120 misdemeanor case credits per full-time misdemeanor attorney per year.

WSBA's 2024 proposed standard goes to a different system of weighting cases for the purposes of the cap. Under the proposed standard, each case type is assigned a case credit weight used to calculate an attorney's workload. Importantly for cities, misdemeanors are split into "high" and "low" categories with different credit weights:

- Misdemeanor-High cases are weighted at 1.5 credits each. The category includes drug offenses, sex offenses, domestic violence offenses, and DUIs.
- Misdemeanor-Low cases are weighted at 1.0 credits each. This category includes all other misdemeanors.

Washington State Supreme Court Approved Standards

In June 2025, the Washington State Supreme Court adopted caseload limits approved by WSBA in 2024. However, instead of defining case weighting, the Court's new standards include local authority for adopting policies defining "case credits" to count and weight caseloads based on local court practices. The Supreme Court's complete order can be found [here](#).

September 17, 2025 SCA Board of Directors Meeting
Attachment 10: Indigent Caseload Standards

The new caseload limits take effect on January 1, 2026, and caseload reduction can be phased in at a rate of at least 10% each year. This phase in approach is a significant improvement to the WSBA's initial proposal, which had recommended a two-year implementation as detailed above.

Indigent defense caseload standards comparison:

Caseloads Per Year	Old Case Standards	2026 Case Standards (meet by 2036)	Mandatory Case Reductions Per Year (2026-2036)
Misdemeanor cases	400 cases or 300 weighted cases	120 case credits	28 fewer per year (18 fewer if weighted)
Felony cases	150 cases	47 case credits	11 fewer per year

For more information on the new indigent defense standards, and the implications for cities, see [AWC's website](#) .

Impact on Cities

According to AWC, these proposed standards could triple the number of public defenders needed in some jurisdictions. Further, there are already hiring shortages, and the standards do not address the underlying concerns about recruitment for new public defenders.

In Washington State, the vast majority of public defense costs are paid out of city and county general fund budgets. The Legislature has not provided any new revenue-generating tools for cities, so to cover costs of compliance with these standards, cities will likely have to cut costs for other essential services.

To: Washington State Legislature
CC: AWC, GTH, Supreme Court
From: SCA Board of Directors

Honorable Washington State Legislators:

On behalf of the Sound Cities Association (SCA), which represents thirty-eight cities in King County, I am writing regarding the implementation of the new indigent defense caseload standards as recently adopted by the Washington State Supreme Court. We respect the fundamental and constitutional importance of providing adequate public defense and reducing caseloads per public defender. SCA appreciates the many months of work by the Washington State Bar Association and Washington State Supreme Court to create and approve these standards. However, despite the 10-year implementation period, cities are constrained financially to implement these standards and face challenges with recruiting and retaining public defenders. As such, we urge the Legislature to explore funding options, workforce development pathways, and other resources for cities as they navigate adhering to these standards.

Sound Cities Association recently conducted a membership survey to assess the impact of the new defense caseload standards, centering on two key concerns: the financial strain on city budgets, and challenges to recruitment and retention of public defenders. The results were clear: ***cities anticipate the total rising cost of indigent defense to strain budgets and impact operations, with the vast majority of cities concerned about recruitment and retention of adequate defense attorneys.***

Rising Costs: Projected over 10 years, taking into consideration the increase in court cases, increased number of attorneys necessary due to the changing standards, and the rising salaries to remain competitive, the impact is significant. While surveyed cities projected a range of rates, using even the below-average assumption that both the caseload and salaries would rise 4 percent annually yields a projected total cost increase of 692 percent over the 10-year implementation period.

Defense Recruitment Challenges: Most cities identified that recruitment and retention of public defenders throughout the 10-year implementation period will be a significant challenge. Further, most of those cities indicated *existing* challenges with recruitment and retention in the field. Public defenders are significantly underpaid and there is a noted lack of career advancement opportunities in the field, leading to retention issues for public defense contractors and cities. As a result, ***cities expect an inadequate number of public defenders will be available to meet the demand imposed by the new caseload standards.*** Furthermore, higher demand for public defenders with low supply will increase the cost per defender to attract new hires, which is another driver of the budgetary issues outlined above.

September 17, 2025 SCA Board of Directors Meeting
Attachment 11: SCA Draft Letter

Operational and Fiscal Impacts: To accommodate the rising costs, cities are looking at all measures, including:

- Increasing fees,
- Considering cutting other parts of the city budget,
- Adjusting case filings or priorities due to resource constraints,
- Seeking out sources of grant funding, and/or
- Implementing new taxes, among many additional options.

As a result of inadequate numbers of defense attorneys, cities are worried about the day-to-day operational impacts for courts, personnel, and defendants: complex scheduling, delayed proceedings, and frequent reassignments were cited as potential impacts. We recognize that in face of the existing challenges, the state Office of Public Defense has already launched programs focused on training, recruitment and retention of public defenders. ***To adequately meet these new standards, cities request that the state expand the range of workforce development or incentive-based policies to strengthen the public defense field.***

Inequality in Impact: SCA's survey also revealed concerns about the disparate impacts across cities. In *"Right to Counsel Services in the 50 States,"* the Sixth Amendment Center notes that Washington state is one of eight states that requires local governments to provide a majority of the funding needed to support indigent defense services at the local level. **The paper also outlines that state funding, as opposed to local funding, of indigent defense services is proven to be the most stable and equitable source of funding.** The paper writes that *"...the jurisdictions that are often most in need of indigent defense services are the ones that are least likely to be able to afford it. That is, in many instances, the same indicators of limited revenues – low property values, high unemployment, high poverty rates, limited house-hold incomes, limited higher education, etc. – are often the exact same indicators of high crime. And those same counties have a greater need for broader social services, such as unemployment or housing assistance..."*.

Ultimately, ***cities require state-funded resources, workforce development support, and guidance on how to effectively allocate city resources.*** The math is simple: cities will need more defense lawyers, and salaries will need to increase to recruit those additional attorneys – all in the face of growing populations and caseloads, resulting, in total, greatly increased costs for public defense. But the implications are not simple: to address this unfunded mandate, all cities will look at making budget cuts in other programs, raising fees and taxes, changing arrest and filing priorities, and, in the courtroom, lengthening and delaying the administration of justice. And because the cost of public defense lies almost exclusively with cities in Washington State, the impact will be inequitable: cities that have higher caseloads, more indigent defendants, and fewer resources will need to raise more taxes and/or cut more services than cities with smaller caseloads, fewer indigent defendants, or more resources.

If the Washington State Legislature wants to support this important standard of public defense is administered swiftly, fairly and equitably and wants to ensure that all defendants, regardless of zip code, have an equal right to defense, the State must be a partner in this change, including providing greater – if not full – funding for public defense. SCA cities welcome partnership opportunities and future discussion on this issue. Thank you for your time and consideration.

Sincerely,

SCA Board President

Current Board Members Term Info

Seats up for caucus election:

- South Valley – Troy Linnell – eligible for reelection
- Snoqualmie Valley – Katherine Ross – eligible for reelection
- South – Dana Ralph – eligible for reelection
- South – Traci Buxton – OPEN SEAT
- North – Mason Thompson – eligible for reelection
- North – Nigel Herbig – eligible for reelection (filled a short term)

Seats to be selected by other means:

- PIC Chair – Chris Roberts – Term Limit Reached
- City Manager Representative – Regan Bolli – Term Limit Reached
- Past President – (TBD)

Seats not up for election:

- South – Armondo Pavone
- South – Thomas McLeod
- North – Amy Falcone
- North – Vanessa Kritzer

Makeup of the SCA Board

- ❖ 4 North Caucus Representatives
- ❖ 4 South Caucus Representatives
- ❖ 1 South Valley Caucus Representative
- ❖ 1 Snoqualmie Valley Caucus Representative
- 1 City Manager Representative (non-caucus seat)
- 1 PIC Chair (non-caucus seat)
- 1 Past President (non-caucus seat)

Board of Directors Elections Process

SCA holds caucus meetings each year, as outlined in the [bylaws](#), to elect members to the Board of Directors. Each member city designates an elected official to serve as its delegate in these elections. Generally, the North and Snoqualmie Valley caucuses meet together, and the South and South Valley caucuses meet together to conduct elections. Following elections, these caucus meetings often serve as an opportunity for cities to discuss

priorities for the upcoming year. The chair of the Public Issues Committee and the City Manager/Administrator representative are selected by their respective groups rather than through caucus meetings.

Per the bylaws, all elections must be completed by December 31, and these caucus meetings are generally held in mid-December. Delegates cast votes in person on behalf of their cities, with a majority required for election and runoff procedures used if needed. Each member city may hold only one seat on the Board at a time.

Board Nominating Committee

Per the bylaws, the Board Nominating Committee is appointed by the SCA President by no later than November 15 each year, which effectively requires action at the October Board meeting. The committee consists of four board members, including the Immediate Past President, and is expected to be reasonably balanced. Members of the committee may not be candidates for officer positions. The current President often serves. The Nominating Committee recommends a slate of officers for the coming year, with the Board voting on officer positions at its first meeting of the year.