



SCA Board of Directors AGENDA

September 10, 2025 Special Meeting

VIRTUAL

9:00 AM

Members of the public may view and listen to the meeting by using the following link from a computer, tablet, or smartphone:

<https://us02web.zoom.us/j/86538190766?pwd=iXdqg3Xvb7R8tFPwMhDUg71Sxsefd4.1>

Or dial in by phone: 1-253-215-8782 / 865 3819 0766 / Passcode: 702380

1) Call to Order – President Traci Buxton

2) New Position Proposal

30 minutes

[Attachment 1](#)

*Potential Action: Recommendation and direction to staff to pursue
County support for new staff position.*

3) Adjourn

City Support Coordinator: The Sound Cities Technical Assistance

Summary: The Sound Cities Association (SCA) is requesting County support for a new full-time City Support Coordinator. This role would provide dedicated technical assistance and support to SCA's member cities across King County, with particular emphasis on serving the smallest and least-resourced communities.

The Problem: King County cities vary widely in size, resources, staffing level, and organizational capacity. This diversity – ranging from Eastside tech hubs to Snoqualmie Valley farming communities – is a great regional strength, but it also creates challenges in delivering equitable services across our region. Smaller cities lack the staffing to develop specialized expertise. For example, some cities have multiple economic development staff, while others have none. In some cities, parks programming is limited to basic maintenance.

When cities need to engage in change, complex policy design, or the planning and execution of ambitious projects, many cities – particularly the smaller and least-resourced – rely on limited staff who are juggling multiple responsibilities. Even where outside expertise is available – through resources such as King County, the University of Washington, and local philanthropies – the smaller cities often lack the capacity or connections to access and use these resources equitably.

The Proposal: SCA is uniquely positioned to help King County's suburban cities govern with greater capacity. As a formal association of 38 King County [smaller] cities, SCA maintains regular contact with leaders in each city, including mayors, city councilmembers, city managers and administrators, and other local officials and staff. These relationships have built trust, reciprocity, and an enduring connection.

However, just three policy staff support 38 cities across more than 30 committees. The remainder of SCA's staff consists of only 1.5 operations staff and the Executive Director. Although a skilled and dedicated staff, SCA's limited size means there is no capacity dedicated to providing the technical assistance and hands-on support that smaller and less-resourced cities need.

What the position would do:

- **Develop and convene city working groups around shared challenges and bring in local experts to help problem-solve, coordinate, and identify resources.**

Example: SCA is exploring convening a work group of cities focused on placemaking "downtown" development. The City Support Coordinator would arrange forums,

invite experts from the County, the State, The Urban Land Institute, Downtown Seattle Association, and the private sector to provide expertise, distribute agendas and notes and provide follow-up on questions and resources. Cities have already made requests for a similar working groups on topics such as understanding the mechanics, rules, and process for crafting a successful levy.

- **Link smaller cities to existing resources and programs and resources.**

Example: SCA has met with a University of Washington program that provides services for both private and public sector clients. When asked about partnerships with cities, all six examples presented were with Seattle, the County, and Bellevue. The new position would help extend these opportunities to more cities, and ensure that smaller cities are able to make the connections that will allow them access to the technical assistance from this program, and the broader range of UW capstone project teams (e.g., School of Public Health, Evans School of Public Policy, or the Runstad Department of Real Estate).

- **Help unrepresented city staff network with local professional organizations.**

One of the strengths of Sound Cities and King County are the close network of connections between cities – mayors learn from each other in regular check-ins, but so, too, do directors of human services, parks and recreation, arts, transportation, and more – often in conjunction with staff from King County, 4Culture or other county-wide organizations. These networks include most – but not all – Sound Cities, since some cities don’t have dedicated staff. The City Support Coordinator would participate as the surrogate for unrepresented cities and report out with a particular eye to the needs and concerns of unrepresented cities and make connections where applicable.

- **Organize topical tours, lunch-and-learns, and information sessions.**

Example: Tours and similar activities require significant logistics-planning (scheduling, publicizing, tracking attendance, arranging transportation, etc.) that frequently end up as additional responsibilities for operations staff. By creating additional capacity, the new position would help make it possible to expand these opportunities, enabling more SCA electeds to tour county and regional resources: wastewater facilities, the Elections office, a new parks facility, or the newest Crisis Response Center. The benefits – both in hands-on learning, plus the social connections of experiencing these together – can be enormous in building connections and trust among cities and with County and regional agencies.

What the position would not do:

- **Advocate:** Because of funding by the County, the City Support Coordinator would not engage in SCA's public policy and advocacy work. The role would not involve comment on or help in shaping local or regional policy, but rather focus on linking cities to resources that would help them govern.
- **Help apply for County grants.** The position would provide outreach, education, and technical assistance about upcoming grant possibilities (e.g., explaining the requirements and doing specialized outreach where they see a good fit), but would not be involved in the preparation or submitting of grant applications.

Budget:

The budget imagines hiring a single staff at a salary comparable to our Senior Policy Advisor.

Salary	\$ 91,438.00
Payroll Taxes	~\$ 8,626.86
Benefits	~\$ 20,914.58
Total Employee Cost	~\$ 120,979.44
OTPS: Computer, desk, phone and service, etc.	~\$ 5,000.00
Total Cost	~\$ 125,979.44

How is SCA funded?

In 2024, over 85% of SCA's budget come from SCA Member City dues. Each city annually pays a fee, calculated per-capita, capped at a population of 100,000. For 2026, the fees will range from \$132.21 to \$80,126.40. The majority of remaining income comes from our SCA Sponsors, a mix of private and public sector organizations who support SCA and regularly engage with our electeds at networking and educational events.