



SOUND CITIES ASSOCIATION

38 Cities. A Million People. One Voice.

# SCA Board of Directors

## AGENDA

July 15, 2020

10 AM - Noon

Public Notice: Due to the COVID-19 emergency and pursuant to the Governor’s Safe Start-Stay Healthy Proclamation, the Board of Directors meeting will be conducted remotely.

**Members of the public may view or listen to the meeting using the following methods:**

**From computer, tablet, or smartphone:**

<https://us02web.zoom.us/j/89785714933?pwd=am9mM2JYMHB3WFg5ZjdpWDFGQTdLZz09>

Dial In: 253-215-8782 OR 669-900-6833 **Meeting ID:** 897 8571 4933 **Password:** 463972

- 1) **Call to Order** – President Dana Ralph 2 minutes
- 2) **Public Comment** 10 minutes
- 3) **Consent Agenda** 3 minutes
  - a. Minutes of the June 17, 2020 SCA Board of Directors Meeting [Attachment 1](#)
  - b. May 2020 Financial Reports [Attachments 2-3](#)

***Recommended Action:** Approval of the consent agenda, consisting of the minutes of the June 17, 2020 SCA Board of Directors meeting, and the May 2020 Financial Reports*

- 4) **President’s Report** – President Dana Ralph 5 minutes
- 5) **Executive Director’s Report** – Deanna Dawson, Executive Director 10 minutes
- 6) **Board of Directors 2020 Meeting Schedule** [Attachment 4](#)

***Potential Action:** Amendment of Board Resolution 2020-1 to cancel August Board of Directors Meeting*

- 7) **Treasurer’s Report** – Treasurer Jeff Wagner, SCA ED Dawson 10 minutes
  - a. June 30, 2020 Finance Committee [Meeting Materials](#)
  - b. Update on Sponsorships [Attachment 5](#)
  - c. 2021 Budget
  - d. Other Updates

- 8) **PIC Chair’s Report** – Deputy Mayor Christie Malchow, PIC Chair 30 minutes
  - a. July 8, 2020 [Meeting Materials](#)
    - i.) PIC Meeting Schedule
    - ii.) Board of Health Declaration of Racism as a Public Health Emergency
    - iii.) Budget Outlook
    - iv.) King County Regional Homelessness Authority
    - v.) Levies and Ballot Measures in King County
    - vi.) Potential Upcoming SCA Issues

vii.) Informational Items

- (1) SCA Letter Concerning Rate and Fee Increases
- (2) Legislative Priorities – Potential Special Session 2020

- 9) Leadership Advisory Council Report – Nancy Backus** 5 minutes
- 10) Events Committee Report – Christie Malchow and Jeff Wagner** 10 minutes
- 11) City Administrator’s Report – Laura Philpot** 5 minutes  
[Attachment 6](#)
- 12) Discussion Items** 20 minutes
- a. SCA staffing update
  - b. COVID-19
  - c. City Budgetary Issues
  - d. Racial Equity and Justice Series
  - e. Board Trainings
  - f. Update on Meetings with Prosecuting Attorney
  - g. OPMA and Future Meetings
  - h. 2020 SCA Retreat
    - i) Intentional Leadership in 2020
    - ii) Policy Priorities
      - Transportation
      - Budget Challenges/Infrastructure Needs
      - Homelessness
      - Diversity/Equity/Inclusion
    - iii) 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
      - Extend grace to others – cut them some slack
      - Remain open-minded
      - Respect differing views
    - iv) Member Commitments
  - i. 2020 Accomplishments
- 13) For the good of the order** 5 minutes
- 14) Adjourn**

### **Upcoming Events/Meetings**

- a. *Jurassic Parliament Training – Wednesday, July 22, 2020 – 2:00 – 3:00 PM– Virtual/Telephonic*
- b. ~~*SCA Public Issues Committee – Wednesday, August 12, 2020 – 7:00 to 9:00 PM canceled*~~
- c. *SCA Racial Equity and Justice Series, Session 2 – Friday, August 14, 2020 – 2:30 PM – 4:00 PM – Virtual/Telephonic*
- d. *SCA Board Meeting – Wednesday, August 19, 2020 – 10:00 AM – 12:00 PM – Virtual/Telephonic (unless canceled)*
- e. *SCA Public Issues Committee Meeting – Wednesday, September 9, 2020 – 7:00 PM – 9:00 PM – Virtual/Telephonic*
- f. *SCA Board Meeting – Wednesday, September 16 – 10:00 AM – 12:00 PM – Virtual/Telephonic*

## **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.



SOUND CITIES ASSOCIATION

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**SCA Board of Directors  
DRAFT Meeting Minutes**

June 17, 2020

10 AM - Noon

**Meeting held online/telephonically ONLY due to COVID-19 Emergency**  
**Meeting held virtually via Zoom with a public link and phone in option.**

**1) Call to order**

As President Ralph was not present, Vice President Ed Prince called the meeting to order at 10:01 AM. Present were members Amy Ockerlander, Nancy Backus, Leanne Guier, Mary Lou Pauly, Jan Molinaro, Angela Birney, James McNeal, Christie Malchow, Jeff Wagner and Laura Philpot and SCA staff Deanna Dawson and Leah Willoughby. Absent were President Dana Ralph and member Wendy Weiker. Pauly left the meeting at 11:35 during Item 10.c. Guests present included Dorian Waller, King County staff and John Walsh, King County staff. This meeting was held virtually due to the COVID-19 public health emergency.

**2) Public Comment**

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

**3) Consent Agenda**

**Wagner moved, seconded by Malchow to approve the consent agenda consisting of the minutes of the May 20, 2020 SCA Board of Directors Meeting ([Link Attachment 1](#)) and the April 2020 financial reports, consisting of the April 2020 Balance Sheet and the April 2020 Profit & Loss Report ([Link Attachment 2](#)). The motion passed unanimously.**

**4) President's Report**

Vice President Prince reported on planning for the SCA Racial Equity and Justice Series.

**5) Executive Director's Report**

Executive Director Deanna Dawson reminded members to continue operating within guiding principles, especially keeping in mind open-mindedness, assuming good intent, and respect during current events. Full guiding principles are included on the [agenda](#). Dawson noted that Policy Director Brian Parry will be covering some meetings while Dawson is on vacation the week of June 22, 2020.

**6) Treasurer's Report – Treasurer Jeff Wagner, SCA ED Dawson**

- a. Treasurer Wagner reported on the May 26, 2020 Finance Committee Meeting and noted that financial reports are included in meeting materials ([Link Attachment 3](#)) and were approved in the consent agenda. SCA will stay on planned audit schedule, and triannual audit will be completed next year.
- b. Dawson and Wagner gave an update on Sponsorships. Dawson noted that two partner invoice payments are expected. SCA is currently working with sponsors on ways to stay connected with members during the COVID-19 public health crisis, including potential virtual events in lieu of in-person events.

- c. Dawson briefed the group that staff has begun initial work on the 2021 SCA budget. City Member dues have been frozen at 2020 levels, in consideration of financial difficulties for cities resulting from the current public health crisis. Staff is finding ways to adjust the 2021 budget expenses to compensate. Staffing costs will not be finalized until insurance and retirement program rates are available later in the year.
- d. Dawson noted that Dwight Dively, King County, will be joining the July meeting of the finance committee to give update on the King County budget. There were no further updates for the treasurer's report.

## 7) Staff Committee Appointments

Dawson summarized the committee role, the open position on, and the application materials for the Interjurisdictional Team (IJT) to the King County Growth Management Planning Committee (GMPC). Birney spoke in favor of the applicant from the city of Redmond.

**Birney Moved, seconded by Philpot to appoint Beverly Mesa-Zendt, Redmond, as member to the Interjurisdictional Team to the King County Growth Management Planning Committee. The motion passed with ten (10) members voting yes, and one (1) member voting no (Jan Molinaro).**

Dawson summarized the committee role, the open position on, and the application materials for the Veterans, Seniors and Human Services Levy Advisory Board, noting specific requirements of the vulnerable populations subcommittee and geographical considerations.

**Malchow moved, seconded by Wagner to appoint Maryjane Van Cleave, Renton, as member to the Veterans, Seniors and Human Services Levy Advisory Board to serve on the vulnerable populations subcommittee. The motion passed unanimously.**

Dawson noted that there were no applicants for the alternate position on the Puget Sound Regional Council (PSRC) Regional Staff Committee.

## 8) PIC Chair's Report

- a. June 10, 2020 [Meeting Materials](#)

Dawson began report on the June 10, 2020 Meeting.

- i) King County Rates and Fees

Since last meeting of the board, the King County Council approved a 4.5% increase to the sewer rate for 2021 by a vote of six to three; is continuing to develop additional fee recommendations. The King County Solid Waste Division is currently recommending a rate increase of 6% in 2021 and 8% in 2022. At the June meeting, the PIC voted to recommend to the SCA Board of Directors the adoption of the following policy position:

*The Sound Cities Association (SCA) urges King County and other entities to forego any increases in rates and fees in light of the COVID-19 public health emergency and the resulting economic impacts.*

Motion to recommend passed at PIC with twenty (20) yes votes, two (2) no votes, and three (3) abstentions.

The board discussed understanding that some rate increases may be unavoidable, but that entities should explore and exhaust all other possible solutions due to the current economic crisis. Pauly

noted that Issaquah's vote of no at PIC being based on a split vote of Issaquah city council; reasons related to authority of the city to have input on the county budget item and asserting that the county be exploring all options in the same way that cities must explore options involving cuts. Dawson noted that in the case of the potential solid waste rate increase, SCA members serve on the Solid Waste Advisory Committee, and may be called upon to vote on the matter, and that direction from PIC and board would be helpful.

McNeal noted that as representative of Bothell at the PIC, his vote of "no" at PIC matched the vote of his council. As SCA board member, and representative of all SCA cities, McNeal plans to vote in favor of the policy position. McNeal has shared this with his city council.

Backus noted an email received from county staff that mentioned weekly closures of stations on specific days of the week, resulting in increases that impact ratepayers. City has already had to communicate to residents services that will no longer be able to be offered, as a result cuts due to the public health crisis.

Guier commented on the cumulative effects of other increases with the new rate increase, and the consequences to the public. Cities are in a position of making hard decisions.

Dawson noted that Kirkland Mayor Sweet has been very active in this conversation, and Kirkland has sent a letter to the county weighing in.

Dawson discussed options with the board on possible actions to take.

After discussion, the board agreed to amend language of the policy position to reflect the issues raised at PIC and by board members.

**Backus moved, seconded by McNeal to adopt the following policy position in response to King County: *The Sound Cities Association (SCA) urges King County and other entities to forego any increases in rates and fees until and unless all other options are explored and exhausted, in light of the COVID-19 public health emergency and the resulting economic impacts. The motion passed unanimously.***

The board agreed that next step should be to share the language of the adopted policy by means of a letter to County Executive Office, the County Council, and copy Solid Waste Division of King County. Dawson will work on a draft of a letter, to be signed by President Ralph. ([Link Attachment 4](#))

ii) COVID-19 Legislative Priorities

Malchow reported on COVID-19 Legislative Priorities, noting that there was not much further discussion at PIC.

**Malchow moved, seconded by Backus to adopt the legislative priorities as recommended by the Public Issues Committee related to COVID-19 response and relief in advance of a potential special session of the Washington State Legislature in 2020. The motion passed unanimously. ([Link Attachment 5](#))**

iii) King County Emergency Management Coordination

Malchow reported on discussion at PIC relative to Zone Coordinators. County has delayed action until the end of the year. There continues to be concern, especially with smaller cities where they

may not have an emergency manager themselves. Dawson added that board had substantial conversation on this topic at the May meeting of the board. Staff will continue to follow and update.

iv) Potential Upcoming Issues

Dawson reported that PIC was briefed on potential upcoming events and trainings, and took feedback from PIC members regarding what types of events and trainings they hope to see.

v) City Roundtable Discussion

Malchow reported that this item allowed each city one minute to report what is going on their city. Topic was left open-ended. Discussion was effective in updating group and giving each city a chance to speak.

vi) Informational Items

(1) King County Regional Homelessness Authority

Dawson reported that the second meeting of the governing committee is Thursday, June 18<sup>th</sup>. At last meeting, there was no action on appointing a chair. Process of appointing a CEO continues; currently in process of evaluating for a firm. Regarding appointment to the implementation board, Dawson briefed group on possible nominees. Group agreed that they continue to approve SCA staff proceeding on behalf and in consultation with the SCA Board of Directors. Expectation is that the nominating committee will recommend to the governing committee a slate and the governing committee will meet on July 9<sup>th</sup>, 2020 to approve the members.

(2) There was no discussion on other informational items.

**9) Leadership Advisory Council Report**

Nancy Backus reported on the last meeting of the SCA Leadership Advisory Council. Discussion mostly focused on racial equity issues, noting that it was an enlightening conversation. Plan to have continued conversation and cooperation.

**10) City Administrator's Report**

Laura Philpot, City Manager Representative, reported that the City Managers have continued holding weekly calls. Focus of the calls has primarily been on COVID-19-related budget issues, return-to-work plans, and issues regarding current racial equity discussions and protests. Dawson noted discussion regarding a tentative meeting with city managers and strong mayors of member cities.

**11) Discussion Items**

a. SCA staffing update

Dawson reported that a new staff member, Jackie Wheeler, for SCA will be starting in July and asked group to welcome Jackie staff. Also noted possible changes to job description and classification, as well as salary of Administrative Services Manager. SCA staff is meeting daily via zoom to stay connected.

b. Federal COVID-19 Relief

Dawson reported that the June 15<sup>th</sup> webinar—How Cities Can Help Neighborhood Businesses Survive and Thrive in Phase 1.5 and Phase 2—went well and was well-attended. Feedback from attendees was positive. Slides have been shared by email and both slides and presentation will be shared on the SCA website. SCA staff is hoping to plan additional webinars for members. for the near future.

Staff is holding weekly updates with City Managers and regular updates with mayors. Looking to set up Council Presidents meeting.

King County has applied for Phase 2 in the state reopening plan. As of this meeting, has not been ruled by the Washington Board of Health, and staff will continue to report back. County grants to cities is still in-progress. Cities should make sure they have designated a primary contact for distribution. There is a potential new County package related to COVID that will be voted on next week. Notable inclusion in this package discussion is potential extension of hotel leases.

Pauly requested that collected information by SCA staff regarding spending of CARES Act dollars be distributed to members. SCA staff make request for updates from member cities, and compile a list for distribution

c. City Budgetary Issues

Dawson asked if members had anything they wanted to share. Discussion reiterated work on how to use relief dollars.

d. [Racism as a Public Health Crisis](#)

Dawson further reported on discussions around SCA Racial Equity and Justice series that Prince had mentioned in the President's Report. Discussions regarding a panel discussion focused on police reform; looking into a law enforcement professional as an addition to the panel.

Resolution on Racism as a Public Health Crisis will be published today and will be sent out to members for feedback. Board of Health will be meeting Thursday, June 18 to vote on this resolution.

Dawson reported that Children and Youth Advisory Board is drafting a letter; SCA members are not comfortable voting without time to check with their cities; Dawson encouraged any feedback.

e. Board Trainings

Dawson asked members if implicit bias/racial equity training might be something the board would like to commit to. Members were in agreement and Dawson will pursue. SCA staff is also working on future trainings with Partners. SCA is open to other training suggestions from members.

f. Future Events

In-person event that had been scheduled in June is being rescheduled as a future virtual event. Also working on a workshop with King County Metro, as well as partner events. Partner event that had been tentatively scheduled for Friday, June 19<sup>th</sup> will be rescheduled for a later date. Dawson asked for direction on future events, including a possible virtual legislative event and possible virtual event for 2020 newly elected officials.

g. Annual Meeting

Dawson reported that staff is looking into possibility of virtual annual meeting as a result of the public health crisis. Board reviewed bylaws and agreed that they do allow for a virtual meeting in case of emergency.

h. OPMA and future meetings

Dawson reported that the Governor's extension of the proclamation regarding OPMA during the COVID-19 public health crisis expires as of today, June 17<sup>th</sup>. Dawson asked members how their



respective cities are handling public meetings, and asked for direction on how SCA should handle future public meetings.

After discussion, members agreed to adoption of a proclamation declaring that SCA the location of SCA meetings be designated as virtual due to the COVID-19 emergency

**Birney moved, seconded by Ockerlander to adopt the Resolution as presented at the June 17, 2020 SCA Board of Directors Meeting. The motion passed unanimously. ([Link Attachment 6](#))**

- i. Update on meeting with King County Prosecuting Attorney Office  
Dawson briefly updated on recent meeting regarding safety and charging standards with the King County Prosecuting Attorney Office, noting it was a productive meeting. Planning to hold a follow-up meeting in one month.
- j. 2020 SCA Retreat  
Dawson asked members to review and continue to consider:
  - Intentional Leadership in 2020
  - Policy Priorities
  - Guiding Principals
  - Member Commitments
- k. 2020 SCA Accomplishments

Members were also asked to connect with their designated mentor/mentee.

## **12) For the Good of the Order**

Molinaro shared that Enumclaw will be rolling out a new program involving raising funds for his community and will forward the information via email. There were no further items for the good of the order.

## **13) Adjournment**

Meeting was adjourned by Vice President Prince at 12:04 PM.

### ***Upcoming Events/Meetings***

- a. *How Cities Can Help Neighborhood Businesses Survive and Thrive in Phase 1.5 and Phase 2 — June 15, 2020 10:30 AM — Webinar*
- b. *SCA Public Issues Committee Meeting — July 8, 2020 7:00 PM – 9:00 PM — Virtual/Telephonic*
- c. *SCA Board Meeting — July 15, 2020 10:00 AM - 12:00 PM — Virtual/Telephonic*

**SOUND CITIES ASSOCIATION**  
**Balance Sheet**  
**As of May 31, 2020**

1110 HomeStreet Bank	48,615.19
1120 HomeStreet Bank - Money Market	1,121,702.40
1130 PayPal Bank	0.00
<b>Total Bank Accounts</b>	<b>\$ 1,170,317.59</b>
1200 Accounts Receivable	21,000.00
<b>Total Accounts Receivable</b>	<b>\$ 21,000.00</b>
1499 Undeposited Funds	0.00
1550 Prepaid Expenses	0.00
<b>Total Other Current Assets</b>	<b>\$ 0.00</b>
<b>Total Current Assets</b>	<b>\$ 1,191,317.59</b>
1410 Furniture and Fixtures	31,060.23
1420 Accumulated Depreciation	-27,810.26
1430 Computers	4,891.71
<b>Total 1400 Fixed Assets</b>	<b>\$ 8,141.68</b>
1481 Leasehold Improvements	13,755.66
1482 Leasehold Improvement Accum Dep	-13,755.66
<b>Total Fixed Assets</b>	<b>\$ 8,141.68</b>
Other Long-term Assets	0.00
<b>Total Other Assets</b>	<b>\$ 0.00</b>
<b>TOTAL ASSETS</b>	<b>\$ 1,199,459.27</b>
<b>Total Accounts Payable</b>	<b>\$ 0.00</b>
2200 HomeStreet Credit Card	611.30
<b>Total Credit Cards</b>	<b>\$ 611.30</b>
<b>2300 Accrued Payroll</b>	<b>11,830.64</b>
2110 Federal Withholding	0.00
2111 Direct Deposit Liabilities	0.00
Total 2140 Medicare	\$ 0.00
2405 FUTA	334.49
2410 SUI	82.70
2122 Company	0.00
2124 Employee	0.00
Total 2415 FIT, SS, Medicare - 941	\$ 4,677.14
2420 L&I	-118.22
2425 WA Paid Family & Medical Leave	228.61
2430 PERS 2 Company Contribution	0.00
2435 PERS Payable	5,792.59
2440 DCAP / FSA Payable	416.58
2445 DRS DCP Payable	0.00
2450 Medical/Dental/Vision/Life Ins	0.00
2460 Accrued Vacation Pay	56,255.88
Car Allowance Payable	0.00
<b>Total 2400 Payroll Liabilities</b>	<b>\$ 67,669.77</b>
Accrued Liabilities	0.00
Deferred Revenue	0.00
<b>Total Other Current Liabilities</b>	<b>\$ 79,500.41</b>
<b>Total Current Liabilities</b>	<b>\$ 80,111.71</b>
<b>Total Liabilities</b>	<b>\$ 80,111.71</b>
3110 Equipment Purchase Reserve	15,000.00
3120 Operations Reserves	411,114.00
3130 Contractual Obligations Reserve	92,308.00
3140 Legal Reserves Fund	25,000.00
<b>Total 3100 Board Designated Reserves</b>	<b>\$ 543,422.00</b>
<b>3200 Board Designated Contra</b>	<b>-543,422.00</b>
<b>3300 Fund Balance (Prior Years)</b>	<b>619,731.56</b>
<b>3999 Opening Bal Equity</b>	<b>0.00</b>
<b>Net Income</b>	<b>499,616.00</b>
<b>Total Equity</b>	<b>\$ 1,119,347.56</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 1,199,459.27</b>

**SOUND CITIES ASSOCIATION**

**Profit and Loss by Month**

January - May, 2020

	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Total	2020 Budget	
<b>1010 Member Dues</b>	709,093.52					709,093.52	709,093.00	
<b>1020 Regional Associate Membership Dues and Event Sponsorship</b>	38,000.00	10,000.00	27,500.00	4,000.00		79,500.00	75,000.00	
<b>1030 Registration/Dinners Revenue</b>	1,235.00	3,533.10	-743.10			4,025.00	29,100.00	
<b>1040 Interest Income</b>	775.53	781.69	568.51	432.29	408.17	2,966.19	9,100.00	
<b>Total Income</b>	<b>\$ 749,104.05</b>	<b>\$ 14,314.79</b>	<b>\$ 27,325.41</b>	<b>\$ 4,432.29</b>	<b>\$ 408.17</b>	<b>\$ 795,584.71</b>	<b>822,293.00</b>	
<b>Gross Profit</b>	<b>\$ 749,104.05</b>	<b>\$ 14,314.79</b>	<b>\$ 27,325.41</b>	<b>\$ 4,432.29</b>	<b>\$ 408.17</b>	<b>\$ 795,584.71</b>		
								<b>% Budget Remaining</b>
<b>Total 5100 Salaries</b>	<b>\$ 41,614.71</b>	<b>\$ 40,618.38</b>	<b>\$ 44,146.98</b>	<b>\$ 35,919.46</b>	<b>\$ 35,340.17</b>	<b>\$ 197,639.70</b>	<b>497,550.00</b>	60%
5210 Taxes-FUTA	210.00	0.00	0.00	0.00	0.00	210.00	210.00	0%
5220 Taxes-SUTA	50.83	53.50	57.79	32.73	26.69	221.54	342.00	35%
5230 Taxes - FICA, Medicare - 941	3,184.31	3,115.31	3,406.74	1,385.25	2,709.95	13,801.56	34,501.00	60%
5240 Taxes - L & I	105.31	86.21	70.22	70.75	69.68	402.17	1,650.00	76%
5250 Taxes-FMLA	33.82	123.23	113.73	137.87	90.69	499.34	1,150.00	57%
<b>Total 5200 Payroll Taxes</b>	<b>\$ 3,584.27</b>	<b>\$ 3,378.25</b>	<b>\$ 3,648.48</b>	<b>\$ 1,626.60</b>	<b>\$ 2,897.01</b>	<b>\$ 15,134.61</b>	<b>37,853.00</b>	60%
5310 Pension Plan Contributions	5,319.73	5,220.45	4,851.64	4,581.20	4,609.12	24,582.14	62,379.00	61%
5320 Medical/Dental/Vision/Life Ins	4,706.70	4,706.70	4,706.70	3,894.86	3,894.86	21,909.82	56,527.00	61%
5330 Professional Development			35.00			35.00	5,000.00	99%
5345 Car Allowance	500.00	500.00	500.00	500.00	500.00	2,500.00		
Total 5340 Travel Reimburse	\$ 938.62	\$ 807.24	\$ 567.79	\$ 500.00	\$ 500.00	\$ 3,313.65	10,000.00	67%
<b>Total 5300 Staff Benefits</b>	<b>\$ 10,965.05</b>	<b>\$ 10,734.39</b>	<b>\$ 10,161.13</b>	<b>\$ 8,976.06</b>	<b>\$ 9,003.98</b>	<b>\$ 49,840.61</b>	<b>133,906.00</b>	63%
<b>Total 5000 Staff</b>	<b>\$ 56,164.03</b>	<b>\$ 54,731.02</b>	<b>\$ 57,956.59</b>	<b>\$ 46,522.12</b>	<b>\$ 47,241.16</b>	<b>\$ 262,614.92</b>	<b>669,309.00</b>	61%
<b>6100 Rent</b>	2,402.56	2,402.56	2,402.56	2,402.96	2,402.16	12,012.80	28,831.00	58%
<b>6220 Office Insurance</b>	0.00	0.00	0.00	0.00	0.00	0.00	604.00	100%
6310 Copier/Printer Lease & Maint	477.60	370.30	370.30	370.30	370.30	1,958.80	4,546.00	57%
6320 Outside Printing & Publication		215.82				215.82	1,454.00	85%
<b>Total 6300 Printing and Publication</b>	<b>\$ 477.60</b>	<b>\$ 586.12</b>	<b>\$ 370.30</b>	<b>\$ 370.30</b>	<b>\$ 370.30</b>	<b>\$ 2,174.62</b>	<b>6,000.00</b>	64%
6410 Internet	100.00	100.00	100.00	100.00	100.00	500.00	1,200.00	58%
6420 Website Design/Hosting	20.00	20.00	20.00	40.00		100.00	1,200.00	92%
6430 IT Equipment			1,318.58	17.62	18.92	1,355.12	5,000.00	73%
6440 Software			64.16	1,474.14	118.23	1,656.53	1,500.00	-10%
<b>Total 6400 IT</b>	<b>\$ 120.00</b>	<b>\$ 120.00</b>	<b>\$ 1,502.74</b>	<b>\$ 1,631.76</b>	<b>\$ 237.15</b>	<b>\$ 3,611.65</b>	<b>8,900.00</b>	59%
<b>6500 Phones</b>	210.74	212.34	1,017.53	207.00	206.59	1,854.20	2,600.00	29%
<b>6600 CC, Banking &amp; Other Fees</b>	11.28	37.99			195.74	245.01	150.00	-63%
6705 QuickBooks Subscription Fees		44.00	183.15	95.70	95.70	418.55		
6710 Accountants	174.00		165.00	60.00		399.00		
<b>Total 6700 Accounting Fees</b>	<b>\$ 174.00</b>	<b>\$ 44.00</b>	<b>\$ 348.15</b>	<b>\$ 155.70</b>	<b>\$ 95.70</b>	<b>\$ 817.55</b>	<b>15,000.00</b>	95%
<b>6900 Office Supplies / Misc.</b>	234.97	357.52	201.10	98.69	315.69	1,207.97	5,000.00	76%
<b>6800 Legal Fees</b>	0.00	0.00	0.00	0.00	0.00	1,032.75	2,550.00	60%
<b>Total 6000 Office / Overhead</b>	<b>\$ 3,631.15</b>	<b>\$ 3,760.53</b>	<b>\$ 5,842.38</b>	<b>\$ 4,866.41</b>	<b>\$ 3,823.33</b>	<b>\$ 21,923.80</b>	<b>69,635.00</b>	69%
7100 Food/Beverage/Rentals		6,057.55				6,057.55	25,400.00	76%
7200 Event Pmts Processing Fee	112.52	125.87	37.13	5.00	5.00	285.52	110.00	-160%
<b>Total 7000 Event Expenses</b>	<b>\$ 112.52</b>	<b>\$ 6,183.42</b>	<b>\$ 37.13</b>	<b>\$ 5.00</b>	<b>\$ 5.00</b>	<b>\$ 6,343.07</b>	<b>25,510.00</b>	75%
8100 D&O Insurance	0.00	0.00	0.00	0.00	0.00	0.00	1,774.00	100%
8200 Awards and Recognition	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	100%
8300 Retreats/Mtgs/Conf/Dues/Events	686.69	2,079.60	519.38	525.00		3,810.67	15,000.00	75%
8400 Consultants	0.00	0.00	0.00	0.00	0.00	0.00	20,000.00	100%
<b>Total 8000 Board / Org Development</b>	<b>\$ 686.69</b>	<b>\$ 2,079.60</b>	<b>\$ 519.38</b>	<b>\$ 525.00</b>	<b>\$ 0.00</b>	<b>\$ 3,810.67</b>	<b>37,774.00</b>	90%
<b>9000 Contingency Fund</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>20,000.00</b>	100%
<b>Bad Debt Write Off</b>		500.00				500.00		
<b>Depreciation</b>	159.25	159.25	159.25	159.25	159.25	796.25		
<b>Total Expenses</b>	<b>\$ 60,753.64</b>	<b>\$ 67,413.82</b>	<b>\$ 64,514.73</b>	<b>\$ 52,077.78</b>	<b>\$ 51,228.74</b>	<b>\$ 295,988.71</b>	<b>822,228.00</b>	64%
<b>Net Operating Income</b>	<b>\$ 688,350.41</b>	<b>-\$ 53,099.03</b>	<b>-\$ 37,189.32</b>	<b>-\$ 47,645.49</b>	<b>-\$ 50,820.57</b>	<b>\$ 499,596.00</b>		
<b>Net Income</b>	<b>\$ 688,350.41</b>	<b>-\$ 53,099.03</b>	<b>-\$ 37,189.32</b>	<b>-\$ 47,645.49</b>	<b>-\$ 50,820.57</b>	<b>\$ 499,596.00</b>		

**Sound Cities Association  
Board Resolution 2020-1-A  
Board of Directors Schedule of Regular Meetings**

**WHEREAS**, pursuant to Section 4.1 of the Bylaws of Sound Cities Association, the Board of Directors shall have general control and supervision over the corporation and shall be empowered to determine all questions of policy that may arise in all intervals between annual membership meetings; and

**WHEREAS**, Section 4.6 of the Bylaws of Sound Cities Association provide that, by resolution, the Board of Directors may specify the date, time and place for the holding of regular meetings; and

**WHEREAS**, the Sound Cities Association Board of Directors adopted Resolution 2020-12 on June 17, 2020 temporarily designating the location for Board of Directors meetings to be a virtual location due to the ongoing COVID-19 public health emergency;

**NOW THEREFORE:**

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SOUND CITIES ASSOCIATION AS FOLLOWS:

**SECTION 1. REGULAR MEETINGS.**

Regular meetings of the Board of Directors are hereby scheduled for the 3rd Wednesday of each month beginning at 10:00 AM.

The schedule for 2020 Board of Directors regular meetings is as follows:

- January 15, 2020
- February 19, 2020
- March 18, 2020
- April 15, 2020
- May 20, 2020
- June 17, 2020
- July 15, 2020
- ~~August 19, 2020~~
- September 16, 2020
- October 21, 2020
- November 18, 2020
- December 16, 2020

Additional meetings, or meeting cancellations, shall be noticed on the Sound Cities Association website, [www.soundcities.org](http://www.soundcities.org).

**Sound Cities Association  
Board Resolution 2019-1  
Board of Directors Schedule of Regular Meetings**

**SECTION 2. LOCATION.**

The January, 2020 SCA Board of Directors meeting shall be held at the Tukwila Community Center, 12424 42nd Ave S, Tukwila, WA 98168, Meeting Room B.

The February, March, April, May and June, 2020 SCA Board of Directors meeting shall be held at the Tukwila Community Center, 12424 42nd Ave S, Tukwila, WA 98168, Executive Conference Room.

~~The July, August, September, October, November, and December, 2020 SCA Board of Directors meetings shall be held at Renton City Hall, 1055 S Grady Way, Renton, WA 98057, Conferencing Center.~~

Due to the ongoing COVID-19 public health emergency, the location of Board of Directors meetings is temporarily designated to be a virtual location. Once in person meetings can again be safely held under the Governor’s order(s) and/or proclamation(s), a location of each Board meeting will be posted on the Sound Cities Association website, [www.soundcities.org](http://www.soundcities.org), and will be set not less than 24 hours in advance of the meeting.

**SECTION 3. BOARD RETREAT**

The 2020 SCA Board of Directors Retreat will be held on January 31, 2020 from 9:30 AM to 6:00 PM, at UA Local 32, 595 Monster Rd. SW, Renton, WA 98057.

**SECTION 4. EFFECTIVE DATE.**

This Resolution shall be in full force and effect from and after its adoption and approval.

PASSED BY THE BOARD OF DIRECTORS OF THE SOUND CITIES ASSOCIATION ON JANUARY 15, 2020 AND AMENDED ON JULY 15, 2020.

\_\_\_\_\_

Dana Ralph, SCA President

\_\_\_\_\_

Date

Attest:

\_\_\_\_\_

Deanna Dawson, SCA Executive Director

\_\_\_\_\_

Date

Sponsorship Payment Tracking  
2020

Sponsorship Level	Sponsor/Entity	Invoiced Month	Amount Invoiced	Paid Month	Amount Paid
Partner	Almond & Associates			<i>In-Kind</i>	
Regional Associate Member	Association of WA Cities	February 2020	\$500.00	February 2020	\$ 500.00
Regional Associate Member	AT&T	April 2020	\$500.00	May 2020	\$500.00
Partner	Boeing	January 2020	\$6,000.00	March 2020	\$ 6,000.00
Event Sponsor	Boeing	January 2020	\$2,500.00	March 2020	\$ 2,500.00
Event Sponsor (Reception \$500)	Boeing	January 2020	\$500.00	March 2020	\$ 500.00
Partner	Cedar Grove	February 2020	\$6,000.00	March 2020	\$ 6,000.00
Partner	CenturyLink	January 2020	\$6,000.00	January 2020	\$ 6,000.00
Event Sponsor (Reception \$500)	CenturyLink	February 2020	\$500.00	February 2020	\$ 500.00
Partner	Comcast	March 2020	\$6,000.00	April 2020	\$ 6,000.00
Event Sponsor	Comcast	March 2020	\$2,500.00	April 2020	\$ 2,500.00
Regional Associate Member	Gordon Thomas Honeywell	January 2020	\$500.00	January 2020	\$ 500.00
Event Sponsor	Gordon Thomas Honeywell	January 2020	\$2,500.00	January 2020	\$ 2,500.00
Regional Associate Member	Foster Garvey	February 2020	\$500.00	May 2020	\$500.00
Event Sponsor	Foster Garvey	January 2020	\$2,500.00	February 2020	\$ 2,500.00
Regional Associate Member	The Johnston Group	April 2020	\$ 500.00		
Regional Associate Member	Jurasic Parliament			<i>In-Kind</i>	
Regional Associate Member	King County Dept of Assesments	April 2020	\$ 500.00		
Regional Associate Member	King Conservation District	April 2020	\$500.00	May 2020	\$500.00
Regional Associate Member	King County Library Systems	April 2020	\$ 500.00	May 2020	\$ 500.00
Partner	Marketing Solutions			<i>In-Kind</i>	
Partner	Microsoft	March 2020	\$6,000.00	April 2020	\$ 6,000.00
Regional Associate Member	NorCom	April 2020	\$ 500.00		
Regional Associate Member	Outcomes by Levy	April 2020	\$ 500.00	May 2020	\$ 500.00
Partner	Port of Seattle	March 2020	\$6,000.00	July 2020	\$ 6,000.00
Regional Associate Member	PRR	April 2020	\$ 500.00		
Partner	Puget Sound Energy	January 2020	\$6,000.00	February 2020	\$ 6,000.00
Event Sponsor (Reception \$500)	Puget Sound Energy	January 2020	\$500.00	February 2020	\$ 500.00
Partner	Recology	February 2020	\$6,000.00	February 2020	\$ 6,000.00
Event Sponsor (Reception \$500)	Recology	February 2020	\$500.00	January 2020	\$ 500.00
Partner	Republic Services	February 2020	\$6,000.00	June 2020	\$ 6,000.00
Event Sponsor (Reception \$500)	Republic Services	February 2020	\$500.00	June 2020	\$ 500.00
Regional Associate Member	Saunderson Marketing			<i>In-Kind</i>	
Regional Associate Member	Seattle Building and Constr.	February 2020	\$500.00	February 2020	\$ 500.00
Regional Associate Member	ValleyCom	February 2020	\$500.00	February 2020	\$ 500.00
Event Sponsor (Reception \$500)	Waste Management	March 2020	\$500.00		
Partner	Waste Management	March 2020	\$6,000.00		
<b>Total</b>			<b>\$79,500.00</b>		<b>\$ 71,000.00</b>

Sponsorship Level	Sponsor/Entity			Paid Month	Amount Paid in 2019
Regional Associate Member	AFT Washington			Novmeber 2019	\$ 500.00
Grant	Challenge Seattle			September 2019	\$ 6,000.00
Regional Associate Member	ClearPath			September 2019	\$ 500.00
Regional Associate Member	EMC Research			October 2019	\$ 500.00
Regional Associate Member	Green River College			Novmeber 2019	\$ 500.00
Regional Associate Member	Inslee Best Doezie & Ryder			March 2019	\$ 500.00
Event Sponsor	Inslee Best Doezie & Ryder			March 2019	\$ 2,500.00
Regional Associate Member	Langston Spieth, LLC			November 2019	\$ 500.00
Regional Associate Member	Master Builders Assoc.			June 2019	\$ 2,000.00
Regional Associate Member	Strategies 360			Sep 2019	\$ 500.00
Partner	Sound Transit				
Event Sponsor	Sound Transit			October 2019	\$ 2,500.00
<b>Total</b>					<b>\$ 16,500.00</b>

status as of 7/5/2020

**CITY MANAGERS AND ADMINISTRATORS**  
**JULY**  
MEETING AGENDA

WEDNESDAY, JULY 1, 2020  
9:30 TO 11:00 AM

**VIRTUAL MEETING**

**Join meeting from your computer, tablet or smartphone:**

<https://us02web.zoom.us/j/88940606456?pwd=ZmxMWGJsTnpQRnlSTzBJQ05tMFErdz09>

Dial in: 1 866 899 4679 or (571) 317-3117 **Meeting ID: 889 4060 6456 Passcode: 284363**

- 9:30 AM A. WELCOME & INTRODUCTIONS**  
DEREK MATHESON, CHIEF ADMINISTRATIVE OFFICER, CITY OF KENT
- 9:35 AM B. CARES GRANT AUDITS**  
KELLY COLLINS, DIRECTOR OF LOCAL AUDIT, OFFICE OF WA STATE AUDITOR  
TONY HANSON, DEPUTY DIRECTOR, WA STATE DEPT OF COMMERCE
- 10:05 AM C. WCMA UPDATE**  
JENNIFER PHILLIPS, CITY MANAGER, CITY OF BOTHELL
- 10:10 AM D. SCA UPDATE**  
DEANNA DAWSON, EXECUTIVE DIRECTOR, SOUND CITIES ASSOCIATION (SCA)  
LAURA PHILPOT, MAPLE VALLEY CITY MANAGER, SCA BOARD LIASION
- 10:15 AM E. OPEN DISCUSSION**
- 10:30 AM E. LEGISLATIVE SPECIAL SESSION UPDATE**  
CANDICE BOCK, DIRECTOR OF GOVERNMENT RELATIONS, ASSOCIATION OF WASHINGTON CITIES
- 11:00 AM G. ADJOURN**