



SCA Board of Directors AGENDA

April 21, 2021

10 AM - Noon

Public Notice: Due to the declared COVID-19 emergency, the SCA 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/89790088840?pwd=bGVIMlBuTThkYm5pWnF1MlZ4ZmRJQT09>

Dial In 897 9008 8840 Webinar ID: 875 6803 1426 Password: 834060

- | | |
|--|---------------------------------|
| 1) Call to Order – President Ed Prince | 2 minutes |
| 2) Public Comment | 10 minutes |
| 3) Consent Agenda | 3 minutes |
| a. Minutes of the March 17, 2021 SCA Board of Directors Meeting | Attachment 1 |
| b. February 2021 Financial Reports | Attachments 2-4 |
| Recommended Action: <i>Approval of the consent agenda, consisting of the minutes of the March 17, 2021 SCA Board of Directors Meeting and the February 2021 financial reports.</i> | |
| 4) 2020 SCA Audit – Holly Liu and Susan Paulsen, Paulsen Megaard | 10 minutes |
| Recommended Action: <i>Acceptance of the 2020 SCA Audit.</i> | |
| 5) Member Check In | 10 minutes |
| 6) SCA Guiding Principles | 5 minutes |
| Recommended Action: <i>Adoption the amended SCA Guiding Principles as follows:</i> | |
| <ul style="list-style-type: none">• 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• <u>Be fully present and engaged during meetings</u>• Extend grace to others – cut them some slack• Remain open-minded• Respect differing views | |
| 7) President's Report – President Ed Prince | 5 minutes |

- 8) Executive Director's Report** – Deanna Dawson, Executive Director 5 minutes
- 9) Treasurer's Report** – Treasurer Jeff Wagner 5 minutes
- a. March 31, 2021 [Meeting Materials](#)
 - b. HomeStreet Bank Account Signers
- Recommended Action:** *To authorize the following 2021 individuals as signers for HomeStreet Bank accounts held by SCA:*
- Deanna Dawson, SCA Executive Director*
 - Ed Prince, SCA President*
 - Angela Birney, SCA Vice President*
 - Jeff Wagner, SCA Treasurer*
- The above referenced board officers are authorized to sign when board policies require two signatures, or when the SCA Executive Director is unable to sign.*
- c. Sponsorship Update [Attachment 5](#)
 - d. Other Updates
- 10) City Administrator's Report** – Laura Philpot 5 minutes [Attachment 6](#)
- 11) Leadership Advisory Committee Update** – Dana Ralph 5 minutes
- 12) PIC Chair's Report** – Deputy Mayor Christie Malchow, PIC Chair 20 minutes
- a. April 14, 2021 [Meeting Materials](#)
 - i.) Legislative Update
 - ii.) King County Rates and Fees

Recommended Action: *To adopt the following policy statement: The Sound Cities Association (SCA) recommends that King County adopt the Metropolitan Water Pollution Abatement Advisory Committee's (MWPAAC) proposal for a gradual and incremental increase to the 2022 wastewater sewer rate.*

 - iii.) Unincorporated King County Fireworks Ban
 - iv.) Best Starts for Kids Levy
 - v.) King County Countywide Planning Policies
 - vi.) Levies and Ballot Measures
 - vii.) Upcoming Issues
 - viii.) King County Regional Homelessness Authority
- 13) Discussion Items** 25 minutes
- a. 2021 Meeting Schedule (*possible action*)
 - b. Members Emeritus
 - c. Update on Revisions to [SCA Board Policies](#)
 - d. SCA Equity and Inclusion Cabinet
 - e. Zone Coordinators
 - f. K4C
 - g. Redistricting
 - h. Covid
 - i. Debrief of Recent SCA Events
 - j. Feedback on Upcoming Events
 - a. Lunch with the SCA Board Series – April 23 – Amy Ockerlander and Jan Molinaro
 - b. Meet the County Councilmembers Series – April 26 – Girmay Zahilay

c. Other Events

14) 2021 Accomplishments 5 minutes

15) For the good of the order 5 minutes

16) Adjourn

Upcoming Events/Meetings

- *Lunch with the SCA Board Series – Mayors Amy Ockerlander and Jan Molinaro – Friday, April 23, 2021 – Noon to 1:00 PM*
- *Meet the King County Council Series – Councilmember Girmay Zahilay– Monday, April 26, 2021 – Noon to 1:00 PM*
- *SCA Board Meeting – Wednesday, May 19, 2021 – 10:00 AM to noon (tentative)*
- *Meet the King County Council Series – Councilmember Pete von Reichbauer – Monday, May 24, 2021 – Noon to 1:00 PM*
- *SCA Public Issues Committee (PIC) – Wednesday, June 9, 2021 – 7:00 to 9:00 PM (Note – May meeting has been canceled)*

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.

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

2021 Policy Priorities

- Economic Recovery
- Housing/Homelessness
- Infrastructure
- Equity and Inclusion
- Collaboration, Nonpartisan Cooperation



SOUND CITIES ASSOCIATION

38 Cities. A Million People. One Voice.

SCA Board of Directors

DRAFT Meeting Minutes

March 17, 2021

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

SCA President Ed Prince called the meeting to order at 10:03 AM. Present via Zoom were members Angela Birney, Jeff Wagner, Amy Ockerlander, Dana Ralph, Christie Malchow, De'Sean Quinn, Laura Philpot, James McNeal, Jan Molinaro, Wendy Weiker, Jim Ferrell, and SCA staff Deanna Dawson and Leah Willoughby. Absent was member Mary Lou Pauly. Member Quinn exited the meeting at 11:00 AM during item 9. President Prince noted that the meeting was being held virtually due to the COVID-19 public health emergency.

2) Public Comment

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

3) Member Check In

Members and staff briefly checked in with group round robin style. Group agreed to continue including check in item on board meeting agendas.

Molinaro moved, seconded by Wagner to include Member Check In as item on 2021 SCA Board of Directors Meeting agendas. The motion passed unanimously.

4) Consent Agenda

Birney moved, seconded by Malchow to approve the consent agenda consisting of the minutes of the February 17, 2021 SCA Board of Directors meeting ([Attachment 1](#)) and the January 2021 financial reports ([Attachment 2](#)). The motion passed unanimously.

5) President's Report

President Prince reported on meeting with Executive Constantine. Conversation focused on COVID vaccine distribution, Best Starts for Kids Levy, and King County Regional Homelessness Authority. Equity and Inclusion Cabinet held its first meeting; next meeting is planned for mid-April. SCA events since the last meeting of the board include partner forum, meet the county council session, lunch with the board session,

and regional forum. These events are discussed later in the agenda. President Prince thanked members and staff for their work on these and future events.

6) Executive Director's Report

Executive Director Deanna Dawson briefly updated on upcoming staff schedules. Dawson thanked Executive Committee members for work on Sexual Assault Awareness Month letter. The prepared proclamation letter template was sent out to all SCA member city leaders.

Dawson also briefly updated group on: information sent out regarding mayors from the south signing a letter in favor of funding to combat human trafficking; upcoming redistricting process in King County; Seattle Foundation's COVID Relief Fund work and a request for Dawson to serve on; upcoming SCA events, which will be discussed later on the agenda; and *State v. Blake* discussion that will also be discussed later on the agenda.

7) Treasurer's Report

Treasurer Wagner reported on the February SCA Finance Committee Meeting. [Meeting Materials](#)

- a. Executive Director Dawson reviewed for the group recommended 2021 reserve levels.
Wagner moved, seconded by Birney to approve 2021 Reserve Levels as follows, as recommended by the SCA Finance Committee:
 - **Operations Reserve of half of budgeted expenses \$398,547**
 - **Equipment Reserve of \$15,000**
 - **Contract Liability Reserve \$123,900**
 - **Legal Reserve of \$25,000**
 - **Total reserves : \$562,447**
- b. Wagner summarized Sponsorship income, noting amounts invoiced and received to date. Dawson noted payments received since the last meeting of the finance committee, including two payments not yet reflected on the sponsorship tracking sheet provided totaling \$6,500. SCA is on track to be on or above budget for sponsorship income.
- c. Dawson summarized status of member dues invoices, noting that all invoiced dues have been paid, including two payments not yet reflected on the provided tracking sheet.
- d. Dawson updated group on the status of the 2020 year end audit, reporting that SCA has held entrance conference with auditing firm. Staff will continue to update board as the audit progresses.
- e. **Philpot moved, seconded by Weiker to approve writing off invoice in the amount of \$6,000 to bad debt for the year of 2020, as recommended by the Finance Committee. The motion passed unanimously.**

8) PIC Chair's Report

- f. PIC Chair Malchow reported on the March 10, 2021 Public Issues Committee (PIC) Meeting. [Meeting Materials](#) The format of the March 2021 meeting was adjusted from regular meeting format to include two workshops. The workshops covered Best Starts for Kids Levy and Countywide Planning Policies.

i.) Best Starts for Kids Levy

Workshop was facilitated by Sheila Capestany, Director of the Children, Youth and Young Adult Division at the Department of Human and Community Services. Workshop consisted of a presentation and Question & Answer session. Conversation during Q & A session primarily focused on data and metrics. Malchow encouraged members to review the slide deck from the presentation, provided to board members via email after the PIC meeting. The levy renewal ordinance is currently before the Regional Policy Committee, which is anticipated to take action on a recommendation to the County Council at a special meeting on March 26.

Dawson summarized for group some suggested amendments and asked for feedback:

- In addition to the levy rate increasing, since proposal was put together, new financial forecasts have been updated and anticipation of revenue by levy has increased by \$61 million. Question of where the “extra money” will be allocated.
- City of Kirkland has suggested that a penny of the levy should be set aside for affordable housing.
- McNeal summarized proposal regarding setting some funds aside for safe spaces for kids.
- A new proposal suggests that a portion of the money from the levy be overseen by the Children and Youth Advisory Board (CYAB). CYAB will hold a special meeting to decide whether they should pursue involvement. Additional information on this has been emailed to members.

Board members shared feedback on the levy.

ii.) Countywide Planning Policies

Karen Wolf and Rebecca Maskin from King County presented information detailing proposed updates to King County Countywide Planning Policies (CPPs). The proposed updates to the CPPs include new requirements for cities related to planning for and monitoring affordable housing supply; adding new emphasis to planning for health and equity outcomes in housing, land use, transportation, environmental, and economic policies; providing greater emphasis to climate change; and incorporating changes to state law and the regional plan for growth and VISION 2050. Malchow reported minimal conversation from PIC members after presentation. Slide deck for this workshop will be emailed to board members.

Feedback from attendees on both workshops was positive.

9) City Administrator’s Report

City Manager/Administrator Representative Laura Philpot reported on the March 2021 CM/CA meeting. This meeting was combined with Snohomish County managers group for annual joint county meeting. Focus of the meeting was on Association of Washington (AWC) updates and Puget Sound Regional Council (PSRC) updates. King county group continues to meet on weekly calls.

10) Leadership Advisory Committee Update

Ralph reported that the Leadership Advisory Committee is continuing to meet virtually. There were no action items to report.

11) Discussion Items

Group discussed possible addition of bullet point to the SCA Guiding Principles, emphasizing the importance of members to be present and engaged at meetings, as recommended by the Executive Committee.

McNeal moved, seconded by Birney to add a bullet point to the SCA Guiding Principles to note an expectation that members will be actively engaged during meetings, as recommended by the SCA Board's Executive Committee. The motion passed unanimously. The Board directed staff to draft language to include in the Guiding Principles, which will be brought back for action at the next meeting.

a. SCA Equity and Inclusion Cabinet

Dawson reported that the SCA Equity and Inclusion Cabinet held its first meeting. Focus of the meeting was getting to know fellow members. Group also discussed intention of the group; the initial focus will first be on internal recommendations and changes at SCA before turning focus on offering advice and recommendations externally. In response to a question regarding hiring a facilitator to help in guiding the group, Dawson noted that staff will keep this suggestion in mind, with consideration of budget availability.

b. King County Regional Homelessness Authority CEO Search

Dawson reviewed for the group status of King County Homelessness Authority CEO search. Job offer that was extended has been turned down. Governing Committee will make a vote on next action on March 18. Members are asked to share any feedback. SCA staff will continue to update.

c. Coronavirus Local Fiscal Recovery Fund

Members discussed how their cities are allocating money from COVID relief. Members are encouraged to continue to share this information with fellow local leaders. SCA staff will continue to support these conversations with ongoing regular meetings of city elected and staff groups.

d. 2021 Legislative Session

Members discussed bills of interest in the legislative session, including HB 1220.

e. [State v. Blake](#) Decision

Dawson reviewed for the group premise of the *State v. Blake* decision. Dawson and Ralph provided a brief update as provided by AWC and Gordon Thomas Honeywell regarding status of potential bills to address. Dawson provided brief update as provided by AWC staff. After discussion, group asked that staff work with legislative committee on a potential communication to legislators regarding this issue.

Malchow moved, seconded by Philpot, to authorize SCA staff to work with the SCA Legislative Committee to communicate with legislators regarding the State v. Blake decision. The motion passed unanimously.

f. K4C

As member De'Sean was not present, discussion on this item will be brought back to the next meeting of the board.

g. Debrief of Recent SCA Events

Dawson briefly summarized events held since the last meeting of the board: Waste Management/Republic Services/Recology partner forum; webinar with Ann McFarlane of Jurassic Parliament; Lunch with the Board session, Meet the County Council session; and SCA Regional Economic Recovery Plan Update with Greater Seattle Partners. Weiker was acknowledged for her work on the partner forum. Feedback from group was positive.

h. Upcoming Events

The next Lunch with the SCA Board Series will be on March 26th with Jim Ferrell and De'Sean Quinn. The next Meet the County Councilmembers Series will be on March 22nd with Joe McDermott. Members were asked to share any question suggestions for the next Lunch with the Board and Meet the County Council sessions. Members are encouraged to attend and to encourage their elected officials and staff to attend.

SCA staff has confirmed Girmay Zahilay for the April session of Meet the County Council and Pete von Reichbauer for the May session.

SCA is also continuing to work on plans for a Women's Leadership event, as well as additional sponsorship events, an event around homelessness, and an event with King County Metro. Policy staff will be holding a happy hour for young electeds.

i. Continued Discussion on SCA Retreat

This item was not discussed due to time.

12) 2021 Accomplishments

Members were asked to continue to keep in mind accomplishments in the current year and bring back to board meetings, as a way to document and celebrate the work of the SCA.

- Dawson highlighted the formation of the Equity and Inclusion Board and the ongoing Lunch with the Board and Meet the County Council events.
- Pauly highlighted the work of SCA staff to keep members updated on important legislative items.
- Philpot highlighted successfully integrating new board members.

This topic will continue to be included on board meeting agendas.

13) For the Good of the Order

McNeal asked Molinaro for any updates on the TDR program. Molinaro had no updates and will communicate any to the board.

There were no other items for the good of the order.

14) Meeting was adjourned by President Prince at 11:57 AM.

SOUND CITIES ASSOCIATION

Balance Sheet

As of February 28, 2021

1110 HomeStreet Bank	620,604.62
1120 HomeStreet Bank - Money Market	721,395.63
1130 PayPal Bank	0.00
Total Bank Accounts	\$ 1,342,000.25
Total Accounts Receivable	\$ 78,444.64
1499 Undeposited Funds	0.00
Total Other Current Assets	\$ 0.00
Total Current Assets	\$ 1,420,444.89
1410 Furniture and Fixtures	31,060.23
1420 Accumulated Depreciation	-30,317.51
1430 Computers	4,891.71
Total 1400 Fixed Assets	\$ 5,634.43
1481 Leasehold Improvements	13,755.66
1482 Leasehold Improvement Accum Dep	-13,755.66
Total Fixed Assets	\$ 5,634.43
Other Assets	
Other Long-term Assets	0.00
Total Other Assets	\$ 0.00
TOTAL ASSETS	\$ 1,426,079.32
Total Accounts Payable	\$ 60.00
2200 HomeStreet Credit Card	11,375.95
Total Credit Cards	\$ 11,375.95
2300 Accrued Payroll	14,132.14
2400 Payroll Liabilities	0.00
2110 Federal Withholding	0.00
2111 Direct Deposit Liabilities	0.00
Total 2140 Medicare	\$ 0.00
2150 SDI	0.00
2405 FUTA	334.49
2410 SUI	136.96
Total 2415 FIT, SS, Medicare - 941	\$ 5,756.70
2420 L&I	451.65
2425 WA Paid Family & Medical Leave	271.06
2430 PERS 2 Company Contribution	0.00
2435 PERS Payable	12,383.79
2440 DCAP / FSA Payable	1,041.57
2445 DRS DCP Payable	969.50
2450 Medical/Dental/Vision/Life Ins	0.00
2460 Accrued Vacation Pay	60,562.88
2499 Payroll Corrections	0.00
Car Allowance Payable	0.00
Total 2400 Payroll Liabilities	\$ 81,908.60
Accrued Liabilities	0.00
Deferred Revenue	0.00
Total Other Current Liabilities	\$ 96,040.74
Total Current Liabilities	\$ 107,476.69
Total Liabilities	\$ 107,476.69
3110 Equipment Purchase Reserve	15,000.00
3120 Operations Reserves	398,547.00
3130 Contractual Obligations Reserve	123,900.50
3140 Legal Reserves Fund	25,000.00
Total 3100 Board Designated Reserves	\$ 562,447.50
3200 Board Designated Contra	-562,447.50
3300 Fund Balance (Prior Years)	676,227.20
Net Income	642,375.43
Total Equity	\$ 1,318,602.63
TOTAL LIABILITIES AND EQUITY	\$ 1,426,079.32

accrual basis 3/24/2021 LW

Profit and Loss by Month

January - February, 2021

	Jan 2021	Feb 2021	Total
1010 Member Dues	709,093.52		709,093.52
1020 Membership/Sponsorships	55,250.00		55,250.00
1030 Registration Revenue			0.00
1040 Interest Income	79.94	98.87	178.81
Total Income	\$ 764,423.46	\$ 98.87	\$ 764,522.33
Gross Profit	\$ 764,423.46	\$ 98.87	\$ 764,522.33
Total 5100 Salaries	\$ 42,424.79	\$ 42,424.49	\$ 84,849.28
5210 Taxes-FUTA	85.95	0.00	85.95
5220 Taxes-SUTA	55.17	54.22	109.39
5230 Taxes - FICA, Medicare - 941	3,251.87	3,251.84	6,503.71
5240 Taxes - L & I	91.65	91.68	183.33
5250 Taxes-FMLA	108.61	108.60	217.21
Total 5200 Payroll Taxes	\$ 3,593.25	\$ 3,506.34	\$ 7,099.59
5310 Pension Plan Contributions	5,502.52	5,502.36	11,004.88
5320 Medical/Dental/Vision/Life Ins	5,065.01	5,065.01	10,130.02
5330 Professional Development	60.00	177.47	237.47
Total 5340 Travel Reimburse	\$ 500.00	\$ 500.00	\$ 1,000.00
Total 5300 Staff Benefits	\$ 11,127.53	\$ 11,244.84	\$ 22,372.37
Total 5000 Staff	\$ 57,145.57	\$ 57,175.67	\$ 114,321.24
6100 Rent	2,502.56	2,502.56	5,005.12
6200 Office Insurance	0.00	0.00	0.00
6310 Copier/Printer Lease & Maint	370.63	374.09	744.72
6320 Outsourced Printing/Publications	0.00	0.00	0.00
Total 6300 Printing and Publication	\$ 370.63	\$ 374.09	\$ 744.72
6420 Website Design/Hosting	30.00	30.00	60.00
6430 Equipment	0.00	0.00	0.00
6440 Software/Subscriptions	118.91	322.56	441.47
Total 6400 IT	\$ 148.91	\$ 352.56	\$ 501.47
6500 Cell Phone Service	213.80	215.25	429.05
6600 CC, Banking & Other Fees	5.00	-195.00	-190.00
Total 6700 Accounting Fees	\$ 60.00	\$ 0.00	\$ 60.00
6800 Legal	\$ 0.00	\$ 0.00	\$ 0.00
6900 Office Supplies / Misc.	128.38	24.77	153.15
Total 6000 Office / Overhead	\$ 3,429.28	\$ 3,274.23	\$ 6,703.51
7100 Event food/bev/rentals	0.00	0.00	0.00
Total 7000 Event Expenses	\$ 0.00	\$ 0.00	\$ 0.00
8100 D&O Insurance	0.00	0.00	0.00
8200 Awards / Recognition	0.00	0.00	0.00
8300 Retreats/Mtgs/Conf/Dues/Events	234.75	115.40	350.15
8400 Consultants/Special Projects	129.00	0.00	129.00
Total 8000 Board / Org Development	\$ 363.75	\$ 115.40	\$ 479.15
Depreciation	159.25	159.25	318.50
Contingency Fund	0.00	0.00	0.00
Total Expenses	\$ 61,097.85	\$ 60,724.55	\$ 121,822.40
Net Operating Income	\$ 703,325.61	-\$ 60,625.68	\$ 642,699.93
Net Income	\$ 703,325.61	-\$ 60,625.68	\$ 642,699.93

accrual basis 3/24/2021 LW

2021 Budget	Difference		
709,093.00	0.00		1010 Member Dues
67,500.00	-12,250.00		1020 Membership/Sponsorships
5,000.00	-5,000.00		1030 Registration Revenue
5,500.00	-5,321.19		1040 Interest Income
787,093.00	-22,570.67		Total Income
2021 Budget	Difference	% Budget Remaining	
509,834.00	424,984.72	83%	Total 5100 Salaries
210.00	124.05	59%	5210 Taxes-FUTA
550.00	440.61	80%	5220 Taxes-SUTA
36,658.00	30,154.29	82%	5230 Taxes - FICA, Medicare - 941
1,650.00	1,466.67	89%	5240 Taxes - L & I
2,040.00	1,822.79	89%	5250 Taxes-FMLA
41,108.00	34,008.41	83%	Total 5200 Payroll Taxes
59,192.00	48,187.12	81%	5310 Pension Plan Contributions
60,867.00	50,736.98	83%	5320 Medical/Dental/Vision/Life Ins
5,000.00	4,762.53	95%	5330 Professional Development
8,000.00	7,000.00	88%	Total 5340 Travel Reimburse
133,059.00	110,686.63	83%	Total 5300 Staff Benefits
684,001.00	569,679.76	83%	Total 5000 Staff
30,031.00	25,025.88	83%	6100 Rent
604.00	604.00	100%	6200 Office Insurance
4,600.00	3,855.28	84%	6310 Copier/Printer Lease & Maint
600.00	600.00	100%	6320 Outsourced Printing/Publications
5,200.00	4,455.28	86%	Total 6300 Printing and Publication
1,420.00	1,360.00	96%	6420 Website Design/Hosting
2,500.00	2,500.00	100%	6430 Equipment
4,685.00	4,243.53	91%	6440 Software/Subscriptions
8,605.00	8,103.53	94%	Total 6400 IT
2,600.00	2,170.95	83%	6500 Cell Phone Service
150.00	340.00	227%	6600 CC, Banking & Other Fees
12,000.00	11,940.00	100%	Total 6700 Accounting Fees
5,000.00	5,000.00	100%	6800 Legal
2,600.00	2,446.85	94%	6900 Office Supplies / Misc.
66,036.00	59,332.49	90%	Total 6000 Office / Overhead
5,000.00	5,000.00	100%	7100 Event food/bev/rentals
5,000.00	5,000.00	100%	Total 7000 Event Expenses
1,774.00	1,774.00	100%	8100 D&O Insurance
2,000.00	2,000.00	100%	8200 Awards / Recognition
7,500.00	7,149.85	95%	8300 Retreats/Mtgs/Conf/Dues/Events
5,000.00	4,871.00	97%	8400 Consultants/Special Projects
16,274.00	15,794.85	97%	Total 8000 Board / Org Development
	-318.50		
15,000.00	15,000.00	100%	Contingency Fund
787,065.00	665,242.60	85%	Total Expenses

2021 Budget



TOTAL INCOME					\$ 787,093.00
City Member Dues				\$	709,093.00
Membership/Sponsorships				\$	67,500.00
Registration/Dinners Revenue				\$	5,000.00
Interest Income				\$	5,500.00
TOTAL EXPENSES					\$ 787,065.00
Staff				\$	684,001.00
	Salaries			\$	509,834.00
	Payroll Taxes			\$	41,108.00
		FUTA	\$	210.00	
		SUTA	\$	550.00	
		FICA/Medicare	\$	36,658.00	
		L&I	\$	1,650.00	
		WA PFML	\$	2,040.00	
	Benefits			\$	133,059.00
		PERS Contributions	\$	59,192.00	
		Med/Dental/Vision/Life	\$	60,867.00	
		Prof. Development	\$	5,000.00	
		Travel Reimb./Car Allowance	\$	8,000.00	
Office/Overhead				\$	66,790.00
	Rent			\$	30,031.00
	Office Insurance			\$	604.00
	Printing/Reproduction			\$	5,200.00
		Copier/Printer Lease & Maint.	\$	4,600.00	
		Outsourced Printing/Publications	\$	600.00	
	IT Expenses			\$	8,605.00
		Website Design/Hosting	\$	1,420.00	
		IT Equipment	\$	2,500.00	
		Software/Subscriptions	\$	4,685.00	
	Cell Phone Service			\$	2,600.00
	CC, Bank, Other Fees			\$	150.00
	Accounting			\$	12,000.00
	Legal			\$	5,000.00
	General Office Supplies			\$	2,600.00
Networking Event Expenses				\$	5,000.00
	Event Food/Bev/Rentals			\$	5,000.00
Board/Org. Development				\$	16,274.00
	D&O Insurance			\$	1,774.00
	Awards/Recognition			\$	2,000.00
	Retreats/Meetings/Events/Conferences/Dues			\$	7,500.00
	Consultants/Special Projects			\$	5,000.00
Contingency Fund				\$	15,000.00
Total Income					\$ 787,093.00
Total Expenses					\$ 787,065.00
				\$	28.00

Sponsorship Payment Tracking
2021

Sponsorship Level	Sponsor/Entity	Invoiced Month	Amount Invoiced	Paid Month	Amount Paid
Regional Associate Member	AFT Washington	January 2021	\$500.00		
Regional Associate Member	Association of WA Cities	January 2021	\$500.00	February 2021	\$ 500.00
Regional Associate Member	AT&T	March 2021	\$500.00		
Regional Associate Member	Boeing	January 2021	\$ 500.00		
Event Sponsor	Boeing	January 2021	\$ 2,500.00		
Partner	Cedar Grove	January 2021	\$6,000.00	February 2021	\$ 6,000.00
Partner	Comcast	January 2021	\$6,000.00		
Event Sponsor	Comcast	January 2021	\$2,500.00		
Regional Associate Member	EMC Research	January 2021	\$500.00	February 2021	\$ 500.00
Regional Associate Member	Foster Garvey	January 2021	\$500.00	March 2021	\$ 500.00
Regional Associate Member	Gordon Thomas Honeywell	January 2021	\$500.00	February 2021	\$ 500.00
Regional Associate Member	Green River College	January 2021	\$500.00	March 2021	\$ 500.00
Regional Associate Member	The Johnston Group	January 2021	\$250.00	January 2021	\$ 250.00
Regional Associate Member	Jurassic Parliament			In-Kind	
Regional Associate Member	King Conservation District	March 2021	\$500.00		
Regional Associate Member	King County Dept of Assesments	March 2021	\$ 500.00		
Regional Associate Member	King County Library Systems	March 2021	\$ 500.00	March 2021	\$ 500.00
Regional Associate Member	Langston Spieth, LLC	January 2021	\$500.00	February 2021	\$ 500.00
Partner	Lumen	October 2020	\$6,000.00	November 2020	\$ 6,000.00
Regional Associate Member	Michael Baker International	December 2020	\$500.00	December 2020	\$ 500.00
Partner	Marketing Solutions			In-Kind	
Partner	Microsoft	March 2021	\$6,000.00		
Regional Associate Member	NorCom	March 2021	\$ 500.00		
Partner	Port of Seattle	March 2021	\$6,000.00	March 2021	\$ 6,000.00
Regional Associate Member	Outcomes by Levy	March 2021	\$ 500.00	March 2021	\$ 500.00
Regional Associate Member	PRR	November 2020	\$500.00	January 2020	\$ 500.00
Partner	Puget Sound Energy	January 2021	\$6,000.00		
Partner	Recology	January 2021	\$6,000.00	February 2021	\$ 6,000.00
Partner	Republic Services	January 2021	\$6,000.00	February 2021	\$ 6,000.00
Regional Associate Member	Saunderson Marketing			In-Kind	
Regional Associate Member	Seattle Building and Constr.	January 2021	\$500.00	February 2021	\$ 500.00
Partner	Sound Transit	January 2021	\$6,000.00	March 2021	\$ 6,000.00
Regional Associate Member	Symetra	October 2020	\$ 3,000.00	December 2020	\$3,000.00
Regional Associate Member	ValleyCom	January 2021	\$500.00		
Partner	Waste Management	March 2021	\$6,000.00	March 2021	\$ 6,000.00
TOTALS			\$77,250.00		\$50,750.00

Sponsorship Payment Tracking
2020

Sponsorship Level	Sponsor/Entity	Invoiced Month	Amount Invoiced	Paid Month	Amount Paid
Partner	Boeing	N/A			
Regional Associate Member	ClearPath	July 2020	\$500.00	September 2020	\$ 500.00
Event Sponsor	Gordon Thomas Honeywell	January 2020	\$2,500.00	January 2020	\$ 2,500.00
Event Sponsor	Foster Garvey	January 2020	\$2,500.00	February 2020	\$ 2,500.00
Regional Associate Member	Inslee Best Doezie & Ryder	August 2020	\$500.00	September 2020	\$ 500.00
Event Sponsor	Inslee Best Doezie & Ryder	August 2020	\$2,500.00	September 2020	\$ 2,500.00
Total					\$ 8,500.00

status as of 4/13/2021

CITY MANAGERS AND ADMINISTRATORS
APRIL
MEETING AGENDA

WEDNESDAY, APRIL 7, 2021

9:30 TO 11:00 AM

FROM COMPUTER, TABLET, OR SMARTPHONE:

<https://us02web.zoom.us/j/87890484249?pwd=aGtuRzkrVjlsa0Rnam5LYXdsWmJvdz09>

DIAL IN: 253-215-8782 WEBINAR ID: 878 9048 4249 PASSWORD: 24405

- 9:30 AM A. WELCOME & INTRODUCTIONS**
DEREK MATHESON, CHIEF ADMINISTRATIVE OFFICER, CITY OF KENT
- 9:35 AM B. LEGISLATIVE UPDATE**
CANDICE BOCK, DIRECTOR OF GOVERNMENT RELATIONS, ASSOCIATION OF WASHINGTON CITIES
- 10:00 AM C. AMERICAN RESCUE PLAN**
ERIC LOWELL, MRSC
- 10:30 AM D. COVID 19 TALK TIME**
- 10:50 AM E. SCA UPDATE**
DEANNA DAWSON, EXECUTIVE DIRECTOR, SOUND CITIES ASSOCIATION (SCA)
LAURA PHILPOT, MAPLE VALLEY CITY MANAGER, SCA BOARD LIASION
- 11:00 AM F. ADJOURN**