



SOUND CITIES ASSOCIATION

38 Cities. A Million People. One Voice.

SCA Board of Directors

AGENDA

April 19, 2023

Tukwila Community Center, Executive Conference Room

12424 42nd Ave S, Tukwila, WA 98168

10 AM - Noon

- | | |
|---|---------------------------------|
| 1) Call to Order – President Jan Molinaro | 2 minutes |
| 2) Public Comment | 5 minutes |
| 3) Consent Agenda | 3 minutes |
| a. Minutes of the March 15, 2023 SCA Board of Directors Meeting | Attachment 1 |
| b. Financial Reports of February 2023 | Attachments 2-3 |
| c. | |
| <i>Recommended Action: Approval of the consent agenda consisting of the minutes of the March 15, 2023 SCA Board of Directors meeting; and the financial reports of February 2023</i> | |
| 4) President’s Report – President Jan Molinaro | 5 minutes |
| 5) Executive Director’s Report – David Hoffman, Executive Director | 5 minutes |
| 6) Treasurer’s Report – Treasurer Carl Cole | 10 minutes |
| a. March 28, 2023 Finance Committee Meeting Materials | |
| b. Sponsorship Update | Attachment 4 |
| c. Other Updates | |
| 7) PIC Chair’s Report – PIC Chair Bill Boyce | 15 minutes |
| a. April 12, 2023 Public Issues Committee Meeting Materials | |
| 8) City Manager’s Report – Carl Cole | 5 minutes |
| | Attachment 5 |
| 9) Leadership Advisory Council Update – President Molinaro | 5 minutes |
| 10) Equity and Inclusion Cabinet Update – David Hoffman, Executive Director | 5 minutes |
| 11) Regional Homelessness Authority Update – Past President Angela Birney | 5 minutes |
| 12) Discussion Items/Updates | 45 minutes |
| a. SCA Mission, Vision, and Values | |

- b. Future Meeting Format
- c. Executive Director Performance Review
- d. 2023 Legislative Session
- e. Veterans, Seniors, and Human Services Levy Renewal
- f. Upcoming Events
 - i.) SCA Public Issues Committee Meeting – Wednesday, May 10, 2022 – 7:00 PM to 9:00 PM
 - ii.) SCA Board of Directors Meeting – Wednesday, May 17, 2022 – 10:00 AM to Noon
 - iii.) SCA Networking Event – May 31, 2023 – Legislative Event – Details TBD
 - a. Potential Speakers
 - iv.) SCA Summer Social – July 26, 2023 – Details TBD
 - v.) SCA Annual Meeting – December 6, 2023 – Details TBD
 - vi.) Potential Upcoming Events
- g. 2023 Retreat Debrief
 - i.) 2023 Priorities
- h. Board Meeting Attendance
- i. 2023 Accomplishments

13) For the good of the order

10 minutes

14) 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

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
- Be fully present and engaged during meetings
- Extend grace to others – cut them some slack
- Remain open-minded
- Respect differing views

2022 Policy Priorities

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



SCA Board of Directors DRAFT Minutes

March 15, 2023

Tukwila Community Center – Executive Conference Room
10:00 AM – 12:00 PM

1) Call to Order

SCA President Jan Molinaro called the meeting to order at 10:09 AM. Present were members Angela Birney, Carl Cole, Traci Buxton, Amy Falcone, and Wendy Weiker. Present virtually was member Amy Ockerlander. Absent were members James McNeal, Jim Ferrell, De'Sean Quinn, and Bill Boyce. Member Mary Lou Pauly joined the meeting at 10:11 during item 4. Member Armondo Pavone joined the meeting at 10:14 during item 7. Member Amy Ockerlander left the meeting at 11:46 during item 11.

2) Public Comment

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

3) Approval of Minutes

President Molinaro asked for any questions or concerns regarding items in the consent agenda.

Birney moved, seconded by Falcone to approve consent agenda consisting of the minutes of the February 15, 2023 SCA Board of Directors Meeting; the financial reports of November 2022, December 2022, January 2023, and 2022 End of Year; and appointment of alternate to the PSRC Bicycle and Pedestrian Advisory Committee. The motion passed unanimously.

4) President's Report

SCA President Jan Molinaro reported that first Events Committee was held via Zoom. Group discussed new ideas for events in 2023. Molinaro reported that the March 2023 Executive Committee Meeting has been canceled.

5) Executive Director's Report

SCA Executive Director David Hoffman reported on upcoming staff schedules. In the interest of time, Hoffman moved to the next item.

6) Treasurer's Report

Treasurer Carl Cole reported on the [February 28, 2023 Finance Committee meeting](#).

- a. Cole reported all Member City Dues for 2023 have been paid.
- b. Cole summarized sponsorships, including total sponsorship income received to-date; sponsorship payments received since the last meeting of the board; and status of outstanding sponsorship invoices.

- c. Cole reported that SCA staff is continuing to work with audit firm on the 2023 audit, and will continue to report updates to the finance committee and full board.

7) PIC Chair's Report

As PIC Chair Bill Boyce was not present, SCA Executive Director David Hoffman summarized the [March 8, 2023 SCA PIC Meeting](#). SCA Policy Director Brian Parry reported on individual items:

- a. 2023 Legislative Session
Parry reported that Candice Bock and Carl Schroeder from Association of Washington Cities (AWC) provided an update to PIC members on the legislative session. Discussion focused much on House Bill 1110. Hoffman noted that an SCA Lunch and Learn on the topic is planned for April 7, and encouraged board members to attend.
- b. Homelessness Authority Five-Year Plan
This item is discussed later on the agenda under Discussion Items.
- c. Metro Recovery Plan
Parry reported on presentation regarding King County Council adopting Metro's Transit Service Recovery Plan, and service restructures. Parry reported no discussion by PIC members.
- d. Regional Water Quality Governance
Parry reported brief update on recommendations of a wastewater governance study initiated by the City of Seattle and including SCA representatives on its regional stakeholder committee. In the interest of time at the PIC meeting, this topic will be brought for further discussion at the next meeting of the PIC committee.
- e. Potential Future Levies and Ballot Measures
SCA Policy Director Brian Parry noted potential upcoming levies and ballot measures in King County, reported by PIC members, and encouraged board members to share information about measures they are considering in 2023 and beyond.
- f. Potential Upcoming Issues
Parry encouraged board members to bring potential upcoming issues for discussion to board leadership and/or SCA staff.

8) City Manager's Report

SCA City Manager Representative Carl Cole reported that the March City Manager/City Administrator meeting was held in hybrid format, at Renton City Hall. Topics included round table discussions regarding Solid Waste Rate Restructuring, and the Raise the Wage Initiative.

9) Leadership Advisory Council Update

SCA President Jan Molinaro noted that the Leadership Advisory Council met in February for discussion. There were no action items to report.

10) Equity and Inclusion Cabinet Update

SCA Executive Director noted that the Equity and Inclusion Cabinet met in February. There were no action items to report. Group will continue to report back to the board.

11) Discussion Items/Updates

a. SCA Mission, Vision, and Values

SCA Executive Director David Hoffman summarized discussion of the Equity & Inclusion Cabinet that led to recommendation to review SCA Mission, Vision and Values. After discussion, group agreed to continue conversation with the Cabinet and with the Board. This topic will be brought back for discussion at a future meeting.

b. Future Meeting Arrangement

SCA Executive Director asked for feedback and direction on format of future board meetings. Group held discussion. Topic will continue to be discussed with Executive Committee and Board of Directors.

c. 2023 Retreat Debrief

This item was not discussed.

d. Upcoming Events

SCA Executive Director reported on upcoming SCA events, including the SCA Networking Event on March 29, 2023; and the Missing Middle Housing Tour on March 30, 2023. Hoffman also noted potential future events.

e. Regional Homelessness Authority Update

This item was discussed after item 9.a.

SCA Policy Analyst Hali Willis provided a [presentation](#) on the King County Regional Homelessness Authority (KCRHA) Five-Year Plan. The presentation summarized information contained in the plan, including county-wide systems goals; Five-Year Plan survey results; city feedback; and next steps. SCA Executive Director David Hoffman asked group for feedback to bring to the KCRHA, via the SCA representatives on that board. Willis noted a soft deadline of March 16 to provide feedback.

Willis asked group for feedback on goals, general direction, and recommended priorities.

12) Good of the Order

There were no items for the good of the order.

13) Adjourn

The meeting was adjourned by President Molinaro at 11:59 AM.

March 15, 2023 SCA Board of Directors

Attachment A: Chat Log

(No chat to log.)

Sound Cities Association
Balance Sheet
As of February 28, 2023

	Total
1110 HomeStreet Bank	115,801.04
1120 HomeStreet Bank - Money Market	1,043,499.54
1130 PayPal Bank	0.00
Total Bank Accounts	\$ 1,159,300.58
Total Accounts Receivable	\$ 37,000.00
1140 Investments - Time Value	294,521.77
1145 Accrued Interest Receivable	4,553.15
1499 Undeposited Funds	0.00
1550 Prepaid Expenses	0.00
Other Current Asset	0.00
Total Other Current Assets	\$ 299,074.92
Total Current Assets	\$ 1,495,375.50
1410 Furniture and Fixtures	31,060.23
1415 Computers	4,891.71
1420 Accumulated Depreciation	-36,111.19
Total 1400 Fixed Assets	-\$ 159.25
Total Fixed Assets	-\$ 159.25
Other Long-term Assets	0.00
Total Other Assets	\$ 0.00
TOTAL ASSETS	\$ 1,495,216.25
Total Accounts Payable	\$ 2,196.24
2200 HomeStreet Credit Card	1,651.26
Total Credit Cards	\$ 1,651.26
2300 Accrued Payroll	15,704.44
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	440.65
2410 SUI	836.20
Total 2415 FIT, SS, Medicare - 941	\$ 6,758.51
2420 L&I	638.60
2425 WA Paid Family & Medical Leave	578.91
2435 PERS Payable	9,421.54
2440 DCAP / FSA Payable	0.00
2445 DRS DCP Payable	262.50
2450 Medical/Dental/Vision/Life Ins	1,549.25
2460 Accrued Vacation Pay	38,431.76
2470 w/held Supplemental Life	51.28
2499 Payroll Corrections	89.48
Car Allowance Payable	0.00
Total 2400 Payroll Liabilities	\$ 59,058.68
Accrued Liabilities	0.00
Deferred Revenue	0.00
Total Other Current Liabilities	\$ 74,763.12
Total Current Liabilities	\$ 78,610.62
Total Liabilities	\$ 78,610.62
3110 Equipment Purchase Reserve	15,000.00
3120 Operations Reserves	486,064.50
3130 Contractual Obligations Reserve	84,358.00
3140 Legal Reserves Fund	25,000.00
Total 3100 Board Designated Reserves	\$ 610,422.50
3200 Board Designated Contra	-610,422.50
3300 Fund Balance (Prior Years)	671,702.92
3999 Opening Bal Equity	0.00
Net Income	744,902.71
Total Equity	\$ 1,416,605.63
TOTAL LIABILITIES AND EQUITY	\$ 1,495,216.25

Accrual Basis LW

**Sound Cities Association
Profit and Loss by Month
January - February, 2023**

	Jan 2023	Feb 2023	Total	2023 Budget	Difference
1010 Member Dues	837,671.23		837,671.23	837,671.23	0.00
1020 Membership/Sponsorships	46,500.00	12,500.00	59,000.00	105,500	-46,500.00
1030 Registration/Dinners Revenue	0.00	0.00		27,500	-27,500.00
1040 Interest Income	146.06	258.27	404.33	5,860	-5,455.67
1150 CC Points Redeemed for Credit	125.00		125.00	900	-775.00
Total Income	\$ 884,442.29	\$ 12,758.27	\$ 897,200.56	\$977,431.23	-80,230.67
Gross Profit	\$ 884,442.29	\$ 12,758.27	\$ 897,200.56		

	2023 Budget	Difference	% Budget Remaining				
Total 5100 Salaries	\$ 51,188.95	\$ 50,673.11	\$ 101,862.06	630,013.00	528,150.94	84%	Total 5100 Salaries
5210 Taxes-FUTA	160.35	87.41	247.76	252.00	4.24	2%	5210 Taxes-FUTA
5220 Taxes-SUTA	319.88	358.93	678.81	2,730.00	2,051.19	75%	5220 Taxes-SUTA
5230 Taxes - FICA, Medicare - 941	3,954.21	3,934.98	7,889.19	46,488.00	38,598.81	83%	5230 Taxes - FICA, Medicare - 941
5240 Taxes - L & I	175.66	181.49	357.15	3,372.00	3,014.85	89%	5240 Taxes - L & I
5250 Taxes-FMLA	300.83	299.37	600.20	2,092.00	1,491.80	71%	5250 Taxes-FMLA
Total 5200 Payroll Taxes	\$ 4,910.93	\$ 4,862.18	\$ 9,773.11	54,934.00	45,160.89	82%	Total 5200 Payroll Taxes
5310 Pension Plan Contributions	5,122.26	5,174.16	10,296.42	62,622.00	52,325.58	84%	5310 Pension Plan Contributions
5320 Medical/Dental/Vision/Life Ins	7,213.56	6,292.10	13,505.66	72,310.00	58,804.34	81%	5320 Medical/Dental/Vision/Life Ins
5330 Professional Development	0.00	0.00	0.00	5,000.00	5,000.00	100%	5330 Professional Development
5345 Car Allowance	500.00	500.00	1,000.00				
Total 5340 Travel Reimburse	\$ 998.55	\$ 709.71	\$ 1,708.26	10,000.00	8,291.74	83%	Total 5340 Travel Reimburse
Total 5300 Staff Benefits	\$ 13,334.37	\$ 12,175.97	\$ 25,510.34	149,931.00	124,420.66	83%	Total 5300 Staff Benefits
Total 5000 Staff	\$ 69,434.25	\$ 67,711.26	\$ 137,145.51	834,878.00	697,732.49	84%	Total 5000 Staff
6100 Rent	2,649.83	2,649.83	5,299.66	32,644.00	27,344.34	84%	6100 Rent
6200 Office Insurance	0.00	0.00	0.00	604.00	604.00	100%	6200 Office Insurance
6310 Copier/Printer Lease & Maint	473.10	234.72	707.82	3,048.00	2,340.18	77%	6310 Copier/Printer Lease & Maint
6320 Outsourced Printing & Publication	96.69		96.69	600	503.31	84%	6320 Outsourced Printing/Publications
Total 6300 Printing and Publication	\$ 569.79	\$ 234.72	\$ 804.51	3,648.00	2,843.49	78%	Total 6300 Printing and Publication
6420 Website Design/Hosting	30.00	30.00	60.00	1,400.00	1,340.00	96%	6420 Website Design/Hosting
6430 IT Equipment		234.80	234.80	2,000.00	1,765.20	88%	6430 Equipment
6440 Software/Subscriptions	1,227.92	567.84	1,795.76	6,600.00	4,804.24	73%	6440 Software/Subscriptions
Total 6400 IT	\$ 1,257.92	\$ 832.64	\$ 2,090.56	10,000.00	7,909.44	79%	Total 6400 IT
6500 Cell Phone Service	307.68	309.06	616.74	3,830.00	3,213.26	84%	6500 Cell Phone Service
6600 CC, Banking & Other Fees	65.00	5.00	70.00	150	80.00	53%	6600 CC, Banking & Other Fees
6700 Accounting Fees	0.00	1,638.00	1,638.00	12,850.00	11,212.00	87%	Total 6700 Accounting Fees
6800 Legal Fees	0.00	0.00	0.00	5,000.00	5,000.00	100%	6800 Legal
6900 Office Supplies / Misc.	318.22	49.91	368.13	2,500.00	2,131.87	85%	6900 Office Supplies / Misc.
Total 6000 Office / Overhead	\$ 5,168.44	\$ 5,719.16	\$ 10,887.60	71,226.00	60,338.40	85%	Total 6000 Office / Overhead
7100 Food/Beverage/Rentals	0.00	0.00	0.00	27,500.00	27,500.00	100%	7100 Event food/bev/rentals
Total 7000 Event Expenses	\$ 0.00	\$ 0.00	\$ 0.00	27,500.00	27,500.00	100%	Total 7000 Event Expenses
8100 Insurance (D&O)	0.00	0.00	0.00	1,774.00	1,774.00	100%	8100 D&O Insurance
8200 Awards / Recognition	0.00		0.00	1,200.00	1,200.00	100%	8200 Awards / Recognition
8300 Retreats/Mtgs/Conf/Dues/Events	3,104.43	852.06	3,956.49	13,000.00	9,043.51	70%	8300 Retreats/Mtgs/Conf/Dues/Events
8400 Consultants/Special Projects	149.00		149.00	7,550.00	7,401.00	98%	8400 Consultants/Special Projects
Total 8000 Board / Org Development	\$ 3,253.43	\$ 852.06	\$ 4,105.49	23,524.00	19,418.51	83%	Total 8000 Board / Org Development
9000 Contingency Fund	0.00	0.00	0.00	15,000.00	15,000.00	100%	Contingency Fund
Depreciation	159.25	0.00	159.25				
Total Expenses	\$ 78,015.37	\$ 74,282.48	\$ 152,297.85	972,129.00	819,831.15	84%	Total Expenses
Net Operating Income	\$ 806,426.92	-\$ 61,524.21	\$ 744,902.71				
Net Income	\$ 806,426.92	-\$ 61,524.21	\$ 744,902.71				

Accrual Basis LW

Sponsorship Payment Tracking
2023

Highlighted have been invoiced
and payment is not yet
received.

Sponsorship Level	Sponsor/Entity	Invoiced Month	Amount Invoiced	Paid Month	Amount Paid
Partner	Amazon	February 2023	\$ 6,000.00		
Regional Associate Member	AWC	January 2023	\$ 500.00	February 2023	\$ 500.00
Regional Associate Member	AT&T	February 2023	\$ 500.00		
Partner	Boeing	April 2023	\$ 6,000.00		
Event Sponsor	Boeing	April 2023	\$ 2,500.00		
Partner	Cedar Grove	February 2023	\$ 6,000.00		
Partner	Comcast	March 2023	\$ 6,000.00		
Event Sponsor	Comcast	March 2023	\$ 2,500.00		
Regional Associate Member	Desimone Consulting Group	March 2023	\$ 500.00		
Regional Associate Member	EMC Research	January 2023	\$ 500.00	February 2023	\$ 500.00
Regional Associate Member	Foster Garvey	March 2023	\$ 500.00	March 2023	\$ 500.00
Event Sponsor	Foster Garvey	March 2023	\$ 2,500.00	March 2023	\$ 2,500.00
Regional Associate Member	Green River College	January 2023	\$ 500.00	February 2023	\$ 500.00
Regional Associate Member	Inslee Best	April 2023	\$ 500.00		
Regional Associate Member	KC Dept of Assessments	January 2023	\$ 500.00	February 2023	\$ 500.00
Regional Associate Member	King County Library Systems	January 2023	\$ 500.00	January 2023	\$ 500.00
Regional Associate Member	Jurassic Parliament			In-Kind	
Regional Associate Member	Langton Spieth, LLC	January 2023	\$ 500.00	January 2023	\$ 500.00
Partner	Lumen	December 2022	\$ 6,000.00	January 2023	\$ 6,000.00
Partner	Marketing Solutions			In-Kind	
Regional Associate Member	Michael Baker International	January 2023	\$ 500.00		
Partner	Microsoft	January 2023	\$ 6,000.00		
Partner	Port of Seattle	January 2023	\$ 6,000.00	January 2023	\$ 6,000.00
Regional Associate Member	PRR	March 2023	\$ 500.00		
Partner	Puget Sound Energy	January 2023	\$ 6,000.00		
Partner	Republic Services	January 2023	\$ 6,000.00	February 2023	\$ 6,000.00
Regional Associate Member	Seattle Building and Constr.	January 2023	\$ 500.00	January 2023	\$ 500.00
Partner	Sound Transit	January 2023	\$ 6,000.00		
Regional Associate Member	ValleyCom	January 2023	\$ 500.00	January 2023	\$ 500.00
Partner	Waste Management	January 2023	\$ 6,000.00	February 2023	\$ 6,000.00
TOTALS			\$ 80,500.00		\$31,000.00

Sponsorship Payment Tracking
2022

The sponsors in this table have
not yet been invoiced for 2023.

Sponsorship Level	Sponsor/Entity	Invoiced Month	Amount Invoiced	Paid Month	Amount Paid
Regional Associate Member	Creative Solutions			In-Kind	
Regional Associate Member	Gordon Thomas Honeywell	April 2022	\$ 500.00	June 2022	\$ 500.00
Event Sponsor	Gordon Thomas Honeywell	April 2022	\$ 2,500.00	June 2022	\$ 2,500.00
Event Sponsor	Inslee Best	January 2022	\$ 2,500.00	February 2022	\$ 2,500.00
Regional Associate Member	King County Elections	May 2022	\$ 500.00	June 2022	\$ 500.00
Partner	Recology	January 2022	\$ 6,000.00	November 2022	\$ 6,000.00
Partner	Seattle King County Realtors	September 2022	\$ 6,000.00	November 2022	\$ 6,000.00
Partner	Seattle Metro Chamber	September 2022	\$ 6,000.00	December 2022	\$ 6,000.00
Regional Associate Member	Symetra	March 2022	\$ 500.00	May 2022	\$ 500.00
Event Sponsor	Symetra	March 2023	\$ 2,500.00	May 2023	\$ 2,500.00
			\$ 27,000.00		

KING COUNTY CITY MANAGERS AND ADMINISTRATORS

Wednesday, April 5, 2023

10:00 – 11:30 a.m. (note new beginning time)

IN-PERSON:

Tukwila Justice Center

15005 Tukwila International Boulevard (TIB)

(public parking available on S. 150th between Military Rd and TIB)

FROM COMPUTER, TABLET, OR SMARTPHONE:

<https://us02web.zoom.us/j/89391037227?pwd=ZfJ2WVRucTRPUGFjZ1RBM0ZVYVZJdz09>

Dial in: (253) 215-8782 Meeting ID: 893 9103 7227 Passcode: 208828

- 10:00 AM A. Welcome and Introductions**
David Cline, City Administrator, City of Tukwila
- 10:35 AM B. State Legislative Updates**
Candice Bock, Director of Government Relations, Association of Washington Cities
- 10:50 AM C. “So, You Want to be a Councilmember?”**
What are you doing to inform, educate and onboard new councilmembers?
Jessi Bon, City Manager, Mercer Island
- 11:05 AM D How Can City Governments Adapt to Reduce Barriers to Electeds’ Service:**
Discussion on what cities are doing to make council processes more inclusive
for electeds with work, family and other responsibilities
Nathan McCommon, Deputy City Manager, Bellevue
David Cline, City Administrator, Tukwila
- 11:20 AM E. WCMA Strategic Plan Update**
Kristi Rowland, WCMA President, Renton Deputy CAO
- Sound Cities Association Updates**
David Hoffman, SCA Executive Director
- 11:30 pm F. Adjourn**