



SOUND CITIES ASSOCIATION

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SCA Board of Directors

AGENDA

April 20, 2022

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:

<https://us02web.zoom.us/j/87342976083?pwd=dGNyRkpUS3hRcnlacDFrbEZrQnpRQT09>

From computer, tablet, or smartphone:

Dial In 897 9008 8840 Webinar ID: 873 4297 6083 Password: 079222

- 1) **Call to Order** – President Angela Birney 2 minutes
- 2) **Public Comment** 10 minutes
- 3) **Consent Agenda** 3 minutes
 - a. Minutes of the March 16, 2022 SCA Board of Directors Meeting [Attachment 1](#)
 - b. February 2022 Financial Reports [Attachments 2-3](#)

Recommended Action: Approval of the consent agenda consisting of the minutes of the March 16, 2022 SCA Board of Directors Meeting, and the February 2022 Financial Reports
- 4) **President’s Report** – President Angela Birney 5 minutes
- 5) **Potential Executive Session to Discuss Personnel Matter** 10 minutes
- 6) **Executive Director’s Report** – Deanna Dawson, Executive Director 5 minutes
- 7) **Treasurer’s Report** – Treasurer Jeff Wagner 20 minutes
 - a. March 29, 2022 Finance Committee [Meeting Materials](#)
 - b. Sponsorship Update [Attachment 4](#)
 - c. Credit Card Payments

Recommended Action: To adopt a Board Policy allowing Regional Associate Member (RAM) and Partner dues to be paid by credit card, with the cost of any associated fees to be borne by the RAM/Partner.
 - d. Update on Discussions Regarding SCA Administrative Support Needs
 - e. Discussion and Possible Future Action on SCA Board Policies Regarding City Member Dues
 - f. Update on Discussions Regarding SCA Investment Policies, Advisors
 - g. Other Updates
- 8) **PIC Chair’s Report** – PIC Chair Bill Boyce 20 minutes
 - April 13, 2022 [Meeting Materials](#)
 - a. May 2022 Public Issues Committee Meeting Cancellation

- b. PSRC Executive Board Appointment
Recommended Action: Appointment of members to the PSRC Executive Board, as recommended by PIC, as follows:
 Councilmember James McNeal, Bothell, from alternate to member seat; Mayor Mary Lou Pauly, Issaquah, from second alternate to alternate seat; and Mayor Rob McFarland, North Bend to second alternate seat.
- c. Local Actions on Climate Change
- d. Affordable Housing Countywide Planning Policies
- e. Solid Waste and Sewer Rates
- f. Regional Transportation Plan
- g. Levies and Ballot Measures in King County

9) Equity and Inclusion Cabinet Update – Cabinet Chair Prince 5 minutes
 a. Update on Appointment of Deputy Mayor Kali Clark, Sammamish and Councilmember Hugo Garcia, Burien to the SCA Equity and Inclusion Cabinet

10) Regional Homelessness Authority Update – Ed Prince and Angela Birney 5 minutes

11) City Manager’s Report – Carl Cole 5 minutes
[Attachment 5](#)

12) Leadership Advisory Council Update – Ed Prince 5 minutes

13) Discussion Items/Updates 20 minutes

- a. 2022 SCA Board Meetings
 - i.) 2022 Board Meeting Schedule
Potential Action: Cancellation of the May 2022 SCA Board of Directors Meeting
 - ii.) Board Meeting Location for June, Future Meetings
Potential Action: Setting location/format for future SCA Board of Director Meetings
- b. 2022 SCA Board Retreat
 - i.) Review 2022 Commitments [Attachment 6](#)
 - ii.) 2022 Board Agreement [Attachment 7](#)
 - iii.) Equity and Inclusion
 - iv.) Other
- c. Upcoming and Potential SCA Events
 - i.) Tour of Cedar Hills Landfill (April 29, 2022)
 - ii.) SCA Legislative Event (May 6, 2022)
 - iii.) Webinar and Tour with King County Elections (TBD)
- d. 2022 Priorities
- e. 2022 SCA Accomplishments

14) For the good of the order 5 minutes

15) Adjourn

Upcoming Events/Meetings

- a. SCA Legislative Event with Sponsor Gordon Thomas Honeywell – Friday, May 6, 2022 – 3:30 PM – 5:00 PM – Virtual
- b. SCA Public Issues Committee Meeting – Wednesday, May 11, 2022 – 7:00 PM to 9:00 PM
- c. SCA Board of Directors Meeting – Wednesday, May 11, 2022 – 10:00 AM to Noon (possible cancelation)

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

2021 Policy Priorities

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



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SCA Board of Directors
DRAFT Meeting Minutes

March 16, 2022
10 AM - Noon

1) Call to order

SCA President Angela Birney called the meeting to order at 10:01 AM. President Birney noted that the meeting was being held virtually due to the COVID-19 public health emergency, and noted that any discussion in the chat logs would be maintained for public records purposes and included with the meeting minutes ([Attachment A](#)). Present via Zoom were members Jan Molinaro, Jeff Wagner, Ed Prince, Traci Buxton, Wendy Weiker, Jim Ferrell, Mary Lou Pauly, Carl Cole, Bill Boyce and De'Sean Quinn. Member James McNeal joined the meeting at 10:25 AM before item 7. Member De'Sean Quinn exited the meeting at 10:43 AM during item 7 and reentered meeting at 11:14 AM during item 10. Member Jim Ferrell left the meeting at 11:03 AM during item 10. Member Carl Cole left the meeting at 11:35 AM during item 11, after the motion. Absent from the meeting was member Amy Ockerlander.

2) Public Comment

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

3) Consent Agenda

President Birney asked for any questions or concerns regarding the minutes of the January 28, 2022 SCA Board Retreat; the minutes of the February 16, 2022 SCA Board of Directors Meeting; the financial reports of November 2021; the financial reports of December 2021; and the financial reports of January 2022.

Prince moved, seconded by Wagner to approve the consent agenda consisting of the minutes of the January 28, 2022 SCA Board Retreat ; the minutes of the February 16, 2022 SCA Board of Directors Meeting with the correction to the heading to read “February 16, 2022” in place of “January 19, 2022”; and the financial reports of November 2021; the financial reports of December 2021; and the financial reports of January 2022. The motion passed unanimously.

4) President's Report

President Birney reported on meeting with Seattle Mayor Bruce Harrell which and expressed appreciation for discussions on regional cooperation; recent tour of International Arrivals with the Port of Seattle; and concluding legislative session.

5) Executive Director’s Report

Executive Director Deanna Dawson summarized the March 16, 2022 SCA Board of Directors Executive Director’s Report. ([Attachment B](#) .)

6) Treasurer’s Report

As Treasurer Wagner had not been present for the February 22, 2022 meeting of the finance committee, Dawson summarized the [Meeting Materials](#).

Dawson reviewed for the group board policies regarding signers to SCA bank accounts.

Molinaro moved, seconded by Quinn to authorize the following 2022 individuals as signers for HomeStreet Bank accounts held by SCA, in addition to the SCA Executive Director:

Angela Birney, SCA President Jan

Molinaro, 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.

Dawson reviewed SCA Board Policies regarding reserves levels and summarized amounts for 2022 reserves as recommended for approval by the finance committee at the February 2022 meeting. In response to questions raised by Molinaro, Dawson noted that SCA is not expecting any sponsors to drop in 2022 due to financial situations; and, as most of SCA’s expenses are static, SCA does not expect inflation to affect SCA’s ability to be on budget for expenses for 2022.

Wagner moved, seconded by Pauly to approve 2022 reserve levels as recommended by the Finance Committee. The motion passed unanimously.

Dawson gave update on sponsorships, including invoices sent since the last meeting of the board; expected payments and outstanding invoices; and new sponsors added since the last meeting of the board. SCA is on track to be on budget for sponsorship income for 2022.

Dawson gave update on 2022 city member dues, noting that dues have been received from all cities and there are no outstanding 2022 SCA city member dues invoices.

Dawson summarized for the group previous conversations regarding need for additional administrative help on staff for SCA and summarized potential revenue scenarios to enable SCA to continue to include the additional staffing in future budget years. Dawson asked group for any concerns or feedback. Staff will bring detailed information to future meetings of the board.

Dawson summarized for the group discussion with finance committee regarding vacation policies and carry-over of hours from one year to the next. The finance committee as well as SCA staff recommend keeping policies as they currently read. Dawson reminded group that staff continues to welcome any concerns or feedback.

Dawson summarized for group prior conversations regarding discussion on organizational fiscal need, including need for additional administrative assistance. Committee members were asked to share applicable salary information. Committee will continue to report to the full board.

Dawson updated group on discussions by finance committee regarding SCA Investment Policies. SCA may consider a financial advisor in the future. Committee and staff will continue to gather information and this topic will be discussed at the next meeting of the finance committee.

There were no other updates.

7) PIC Chair's Report

PIC Chair Bill Boyce reported on the March 9, 2022 Public Issues Committee (PIC) Meeting ([Meeting Materials](#)). Dawson noted the following on individual items:

a. Candice Bock and Carl Schroeder from the Association of Washington Cities provided a status update on the 2022 Legislative Session. AWC's report on 2022 city legislative priorities and outcomes are available on their [website](#). Legislative session has since ended.

b. American Rescue Act (ARPA) Final Rule was released on January 6, maintaining most of the same funding eligibility requirements that were included in the Interim Rule, with a few minor changes. PIC members discussed implementation methods in their respective cities.

c. Dawson encouraged board members to read the materials on Levies and Ballot Measures in the PIC meeting materials packet. There are potential upcoming ballot measures, including climate sustainability bond measure. Group discussed concerns with financing and implementation of the bond.

d. Board of Health took action to repeal bicycle helmet regulations. Further information is included in the PIC meeting materials. There was no further discussion on this item.

8) Equity and Inclusion Cabinet

Equity and Inclusion Cabinet Chair Ed Prince reported on the February 23, 2022 Equity and Inclusion Cabinet meeting. A call for nominations has been put out for two new members to the cabinet. March meeting of the cabinet is cancelled. There will be a meeting to discuss applications received.

9) Regional Homelessness Authority Update

President Birney and Ed Prince briefly updated group on the Regional Homelessness Authority (KCRHA), noting a meeting with KCRHA leadership was being held the following day. Birney expressed concern regarding current levels of communication from KCRHA. Prince reiterated concerns and noted valuable information was not shared regarding recent HUB item. Birney and Prince will continue to report back to the board.

10) City Administrator's Report

As City Manager/Administrator Representative Carl Cole was not present for the March 2022 City Manager/City Administrator meeting, Dawson reported on the meeting. Meeting was a joint meeting with

Snohomish County City Administrators/City Managers. Meeting included a panel discussion on the Federal Infrastructure Package and a legislative session update from Candice Bock, Association of Washington Cities (ACW). Dawson noted several current vacancies for city manager positions and finance positions in SCA cities.

11) Leadership Advisory Council

As Leadership Advisory Council Chair Ed Prince was not present for the last March 2, 2022 meeting of the Leadership Advisory Council, President Birney reported that group met to celebrate former Snoqualmie Mayor Matt Larson on his retirement and becoming a Member Emeritus of SCA. Former SCA president Dana Ralph was also honored with an award for her service on the board.

12) Discussion Items

a. Upcoming SCA Meetings

a. Transitioning to In Person Meetings

Dawson asked for feedback from members on format of upcoming meetings and when to transition from virtual to in-person. Pauly noted in-person would be preferable for SCA board meetings. Unless future action by the governor preceding the April 2022 meeting would affect requirements, the SCA Board of Directors will hold the April 2022 meeting virtually. Group tentatively plans to hold the June 2022 meeting in person. Dawson reminded members that SCA staff always welcomes concerns and feedback.

b. Dates for Upcoming Meetings

Members considered cancelation of the May 2022 board meeting in order to prepare to meet in person for the June board meeting. This item will be brought back for discussion at the next meeting of the board.

b. Update to Personnel Policies – Juneteenth

Wagner moved, seconded by Prince to make Juneteenth a paid SCA holiday, and discussed and previously agreed to by the SCA Board. The motion passed unanimously.

c. Sexual Assault Awareness Month

President Birney reported that a letter was sent out to SCA membership asking cities to engage in recognition of Sexual Assault Awareness Month. Dawson encourages board members to consider action in their cities and to communicate the efforts to King County Sexual Assault Resource Center (KCSARC).

d. 2022 SCA Board Retreat

a. Review 2022 commitments

President Birney asked for any updates on personal commitments. Member Quinn noted Greater Seattle Partners event was productive and SCA was well-represented. Member Weiker reported communicating with potential new members.

- b. Review 2022 Updated Draft 2022 Board Agreement

Prince moved, seconded by Wagner to approve the 2022 SCA Board Agreement, as discussed at the 2022 SCA Board Retreat and with changes as recommended by the SCA Executive Committee

President Birney thanked members for involvement in forming the agreement. Dawson noted that staff will send out to board members for signature.

- c. Equity and Inclusion

This item was discussed earlier in the agenda. Dawson also noted the SCA Executive Committee discussed how equity inclusion can be included in the vision and mission of SCA. The executive committee recommended the Equity and Inclusion Cabinet for work on this topic; cabinet has agreed. More information will be shared as the work proceeds.

- d. There were no other items for discussion.

- e. March 30, 2022 SCA Networking Event

Dawson reiterated encouragement to all board members to attend all SCA events as possible.

13) For the Good of the Order

There were no items for the good of the order.

14) Meeting was adjourned by President Birney at 11:48 AM.

March 16, 2022 SCA Board Meeting
Attachment A: Zoom Chat Log

- 09:57:39 From Jan Molinaro to Hosts and panelists:
Just you know I am in an area with unstable Internet so may lose connection and will reconnect ASAP
- 10:16:25 From Mary Lou Pauly to Hosts and panelists:
Stepping away for a quick call
- 10:41:11 From Jan Molinaro to Everyone:
Value of homes drove up taxes as the rate in Enumclaw went from \$11 to \$10
- 11:03:30 From Jim Ferrell to Hosts and panelists:
Hi Everyone, I have a meeting with our Sister City of Rivne, in Ukraine right now and need to sign off. Thanks. Jim
- 11:28:25 From Mary Lou Pauly to Hosts and panelists:
And make it fun
- 11:29:14 From Carl Cole to Everyone:
I need to jump off in a few minutes for ICMA keynote...are we good on quorum? I think one action item remaining...
- 11:33:56 From Carl Cole to Everyone:
WiFi failing quickly...as long as I can get an SCA nametag, I'll greet people at the door:)



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SCA Board of Directors Executive Director's Report March 16, 2022

TO: SCA Board of Directors

FROM: SCA Executive Director Deanna Dawson

RE: Monthly report for period February 16, 2022 – March 16, 2022

DATE: March 15, 2022

This has been another busy and productive month at SCA!

With Covid cases down, we are making preparations to resume in person SCA Board meetings. At the Board meeting this month, we will confirm plans with the Board. At this point, we are proposing holding a virtual meeting in April. We believe that it may be appropriate to cancel the May Board meeting. We would then plan to meet in person starting in June.

SCA staff have started coming into the office (although we are still working primarily from home). We are working with King County on when in person meetings will resume there, and are planning to take our new staff in to see where meetings will be held in advance of those meetings. We will keep the Board members and our regional committee appointees in the loop on those plans.

Speaking of regional committee appointments, we are finalizing the 2022 SCA Appointment Booklet, and hope to have that ready to hand out at our March 30, 2022 event.

March 30, 2022 Event

We are excited for our first in person Networking Event in over two years. The event will be held on March 30, 2022 at the Renton Pavilion Event Center. Our sponsor is Foster Garvey, and our special guest will be King County Executive Dow Constantine. We hope that all our SCA Board members will attend and act as ambassadors to greet our guests, especially our guests who are attending their first SCA event.

Upcoming Training with Jurassic Parliament

We also hope Board members will attend and encourage others to attend our upcoming training with Ann Macfarlane of Jurassic Parliament, which will be held on April 4, 2022 from 11:45-1. The theme of the training is on making council meetings respectful, inclusive – and short! Leah and I have been working with Ann on the points to hit for the training. Ann is again doing this workshop free of charge for SCA in exchange for an in kind membership at SCA.

City Visits

Since we last met, I have visited several cities to meet with elected officials including Deputy Mayor James Jeyaraj and Mayor Nancy Backus in Auburn, Deputy Mayor Jim Mayhew in Snoqualmie, and Mayor Jan Molinaro in Enumclaw. I gave a virtual presentation to the Kent City Council on March 15. I have a visit scheduled with Newcastle City Manager and Mayor (previously rescheduled due to illness). I met with Mayor Pavone of Renton (virtually), Mayor Birney (virtually), and Mayor Leanne Guier of Pacific (in Tukwila). President Birney, Vice President Molinaro, Past President Prince, and PIC Chair Boyce met for lunch following our meeting with Mayor Harrell in Seattle.

I would be happy to come visit your cities, and/or give a presentation to your city council. Please let me know if you'd like to arrange something.

External Presentations and Visits

President Birney, PIC Chair Boyce, Past President Prince, and Vice President Molinaro and I met with Mayor Bruce Harrell of Seattle. Topics included transit, economic recovery, homelessness, public safety, and how our cities can partner together and build trust. We invited Mayor Harrell to be a guest at an upcoming SCA Networking Event. I also held a meeting with Mayor Harrell's Director of Office of Intergovernmental Relations, Gael Tarleton, in advance of that meeting.

Mayor Harrell has extended an invitation for Mayors to host a "Mayors' Concert for Ukraine" with him and the Seattle Symphony on April 4, 2022. I will share the invitation with SCA Mayors.

I worked with staff at the Port of Seattle to arrange a private tour of the new International Arrivals Terminal at SeaTac Airport, as well as a meeting between SCA Board leadership and Port leadership. This tour and meeting was held on Friday, March 4, 2022. President Birney, Vice President Molinaro, and Past President Prince were able to attend and meet with Port Commission Vice Chair Sam Cho. Unfortunately Commission Chair Calkins was called away at the last minute to address the crisis in Ukraine, and I was unable to attend due to illness. We are also scheduling a waterfront tour for our members, and a meeting with SCA leadership and the two newly elected Port Commissioners.

I was honored to be asked to speak at a welcome reception for the new CEO of Greater Seattle Partners (GSP), Brian Surratt. The event was held at the Amazon Spheres and several SCA elected officials were in attendance, including SCA Board members De'Sean Quinn and Mary Lou Pauly.

I will be joining many SCA elected officials including Board Members President Birney, Past President Prince, and Wendy Weiker at the Seattle Metro Chamber's Regional Leadership Conference (RLC) next week. I have organized a dinner at the conference for our members, which will be cohosted by our Partners at Lumen, Amazon, Boeing, Microsoft, PSE, Republic Services, and Symetra.

Recurring Meetings and Briefings

We held several meetings for our members this month including:

- North End Mayors
- South End Mayors
- Strong Mayors
- Deputy Mayors

- City Managers
- PIC Chair and Vice Chair

We also held a special lunch meeting for our women city managers.

We held two briefings for members with King County Public Health.

SCA Committee Meetings:

We held our **SCA Finance Committee**, where topics included:

- Recommendation on 2022 reserve levels
- Update on sponsorships
 - We have now invoiced \$99,000 for 2022 (our budget was for \$97,000)
 - We have received payment of \$50,000 so far
 - We have a new sponsor, Desimone Consulting
- Update on city dues payments
- Discussion on SCA fiscal/staffing needs
 - We discussed need for administrative staff, and possible ways to cover cost
- Discussion on SCA leave balance policies
 - We discussed current policies and determined that they were consistent with city policies and not in need of further review at this time
- Review of SCA financial reports
 - SeaTac offered to assist with review

These items will be discussed during the Treasurer’s Report at the Meeting.

We held our **Leadership Advisory Council** meeting in Snoqualmie this month, and we honored Member Emeritus Matt Larson for his service.

We held an **Events Committee** meeting, where we made plans for our upcoming Networking Event, and also discussed potential future events.

We held our **Executive Committee** meeting where the primary topic was the **2022 SCA Board Agreement**. We discussed revisions to this agreement, which is now on for action at the Board meeting.

Other topics included:

- SCA Board Retreat
- Events Committee, Regional Homelessness Authority, Equity and Inclusion Cabinet recaps
- Legislative Update
- Transitioning to in person meetings

We held the [Public Issues Committee](#), where topics included:

- 2022 Legislative Session
- ARPA
- Upcoming Levies and Ballot Measures
 - Discussion centered on the potential Climate Bond
- Helmet Regulations

These items will be discussed at the Board meeting. I encourage everyone in particular to read item 8 in the [PIC materials](#) on potential upcoming levies.

We held our **Equity and Inclusion Cabinet** meeting. We mainly discussed equity initiatives happening in SCA cities, and how we can share best practices. We also discussed two vacancies on the Cabinet, and sent out a call for applications. We have received six excellent applications. We recommend that the Cabinet appoint the members to fill these vacancies, and would welcome feedback from the Board. The candidates are:

1. Hugo García, Burien
2. Semra Riddle, Lake Forest Park
3. Paul Charbonneau, Newcastle
4. Linda Newing, Newcastle
5. Kali Clark, Sammamish
6. James Randolph, Woodinville

Other Topics of Interest

Much time this month has been devoted to working with our policy team. As Board members will recall, we hired two new policy staff members in summer of 2021. They are doing an excellent job. I am attempting to carve out more time to work with staff. This will continue to be a priority.

Topics I have assisted staff on this month include homelessness, the Veterans, Seniors, and Human Services Levy, and Hazardous Waste. A recurring theme is the need to additional transparency and communication.

Conclusion

Please let me know if you have any questions, or if I can provide any additional detail on any of these items. I would welcome your feedback on whether these written reports are helpful to the Board.

SOUND CITIES ASSOCIATION

Balance Sheet

As of February 28, 2022

	Total
1110 HomeStreet Bank	661,070.29
1120 HomeStreet Bank - Money Market	757,385.93
1130 PayPal Bank	0.00
Total Bank Accounts	\$ 1,418,456.22
Total Accounts Receivable	\$ 117,318.38
1499 Undeposited Funds	0.00
1550 Prepaid Expenses	0.00
Total Other Current Assets	\$ 0.00
Total Current Assets	\$ 1,535,774.60
Fixed Assets	
1410 Furniture and Fixtures	31,060.23
1415 Computers	4,891.71
1420 Accumulated Depreciation	-33,301.51
Total 1400 Fixed Assets	\$ 2,650.43
Other Long-term Assets	0.00
Total Other Assets	\$ 0.00
TOTAL ASSETS	\$ 1,538,425.03
Total Accounts Payable	\$ 0.00
Credit Cards	
2200 HomeStreet Credit Card	8,584.21
Total Credit Cards	\$ 8,584.21
2300 Accrued Payroll	14,203.86
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	761.32
Total 2415 FIT, SS, Medicare - 941	\$ 6,694.48
2420 L&I	332.35
2425 WA Paid Family & Medical Leave	299.82
2435 PERS Payable	4,241.24
2440 DCAP / FSA Payable	208.26
2445 DRS DCP Payable	1,387.50
2450 Medical/Dental/Vision/Life Ins	-0.02
2460 Accrued Vacation Pay	72,523.76
2499 Payroll Corrections	0.00
Car Allowance Payable	0.00
Total 2400 Payroll Liabilities	\$ 86,783.20
Deferred Revenue	0.00
Total Other Current Liabilities	\$ 100,987.06
Total Current Liabilities	\$ 109,571.27
Total Liabilities	\$ 109,571.27
3110 Equipment Purchase Reserve	15,000.00
3120 Operations Reserves	428,767.00
3130 Contractual Obligations Reserve	106,194.00
3140 Legal Reserves Fund	25,000.00
Total 3100 Board Designated Reserves	\$ 574,961.00
3200 Board Designated Contra	-574,961.00
3300 Fund Balance (Prior Years)	720,785.32
3999 Opening Bal Equity	0.00
Net Income	708,068.44
Total Equity	\$ 1,428,853.76
TOTAL LIABILITIES AND EQUITY	\$ 1,538,425.03

Accrual Basis LW

SOUND CITIES ASSOCIATION
Profit and Loss by Month
 January - February, 2022

	Jan 2022	Feb 2022	Total
1010 Member Dues	749,539.23		749,539.23
1020 Membership/Sponsorships	86,000.00	9,500.00	95,500.00
1030 Registration Revenue	0.00	0.00	0.00
1040 Interest Income	70.58	99.46	170.04
1150 CC Points Redeemed for Credit		275.00	275.00
Total Income	\$ 835,609.81	\$ 9,874.46	\$ 845,484.27
Gross Profit	\$ 835,609.81	\$ 9,874.46	\$ 845,484.27
Total 5100 Salaries	\$ 47,791.20	\$ 47,791.21	\$ 95,582.41
5210 Taxes-FUTA	83.34	0.00	83.34
5220 Taxes-SUTA	385.46	342.01	727.47
5230 Taxes - FICA, Medicare - 941	3,687.14	3,662.41	7,349.55
5240 Taxes - L & I	30.61	30.55	61.16
5250 Taxes-FMLA	122.16	122.16	244.32
Total 5200 Payroll Taxes	\$ 4,308.71	\$ 4,157.13	\$ 8,465.84
5310 Pension Plan Contributions	4,898.60	4,898.60	9,797.20
5320 Medical/Dental/Vision/Life Ins	5,284.80	5,284.80	10,569.60
5330 Professional Development	0.00	0.00	0.00
Total 5340 Travel Reimburse	\$ 500.00	\$ 500.00	\$ 1,000.00
Total 5300 Staff Benefits	\$ 10,683.40	\$ 10,683.40	\$ 21,366.80
Total 5000 Staff	\$ 62,783.31	\$ 62,631.74	\$ 125,415.05
6100 Rent	2,639.84	2,639.84	5,279.68
6200 Office Insurance	0.00	0.00	0.00
6310 Copier/Printer Lease & Maint	231.06	231.06	462.12
6320 Outside Printing & Publication	0.00	0.00	0.00
Total 6300 Printing and Publication	\$ 231.06	\$ 231.06	\$ 462.12
6420 Website Design/Hosting	30.00	30.00	60.00
6430 IT Equipment		1,779.45	1,779.45
6440 Software/Subscriptions	1,092.52	405.01	1,497.53
Total 6400 IT	\$ 1,122.52	\$ 2,214.46	\$ 3,336.98
6500 Cell Phone Service	256.50	256.10	512.60
6600 CC, Banking & Other Fees	5.00	5.00	10.00
Total 6700 Accounting Fees	0.00	0.00	0.00
6800 Legal Fees	0.00	0.00	0.00
6900 Office Supplies / Misc.	33.58	26.21	59.79
Total 6000 Office / Overhead	\$ 4,288.50	\$ 5,372.67	\$ 9,661.17
7100 Event food/bev/rentals	0.00	0.00	0.00
Total 7000 Event Expenses	\$ 0.00	\$ 0.00	\$ 0.00
8100 Insurance (D&O)	0.00	0.00	0.00
8200 Awards / Recognition	0.00	0.00	0.00
8300 Retreats/Mtgs/Conf/Dues/Events	521.11	1,500.00	2,021.11
8400 Consultants/Special Projects	0.00	0.00	0.00
Total 8000 Board / Org Development	\$ 521.11	\$ 1,500.00	\$ 2,021.11
9000 Contingency Fund	0.00	0.00	0.00
Depreciation	159.25	159.25	318.50
Total Expenses	\$ 67,752.17	\$ 69,663.66	\$ 137,415.83
Net Operating Income	\$ 767,857.64	\$ 59,789.20	\$ 708,068.44
Net Income	\$ 767,857.64	\$ 59,789.20	\$ 708,068.44

	2022 Budget	Difference
1010 Member Dues	749,539.22	0.00
1020 Membership/Sponsorships	97,000.00	-1,500.00
1030 Registration Revenue	10,000.00	-10,000.00
1040 Interest Income	1,000.00	-829.96
1150 CC Points Redeemed for Credit	0.00	275.00
Total	\$ 787,093.00	-12,054.96

	2022 Budget	Difference	% Budget Remaining	
Total 5100 Salaries	573,494.00	477,911.59	83%	Total 5100 Salaries
5210 Taxes-FUTA	210.00	126.66	60%	5210 Taxes-FUTA
5220 Taxes-SUTA	1,695.00	967.53	57%	5220 Taxes-SUTA
5230 Taxes - FICA, Medicare - 941	37,766.00	30,416.45	81%	5230 Taxes - FICA, Medicare - 941
5240 Taxes - L & I	1,745.00	1,683.84	96%	5240 Taxes - L & I
5250 Taxes-FMLA	2,058.00	1,813.68	88%	5250 Taxes-FMLA
Total 5200 Payroll Taxes	43,474.00	35,008.16	81%	Total 5200 Payroll Taxes
5310 Pension Plan Contributions	58,783.00	48,985.80	83%	5310 Pension Plan Contributions
5320 Medical/Dental/Vision/Life Ins	63,504.00	52,934.40	83%	5320 Medical/Dental/Vision/Life Ins
5330 Professional Development	5,000.00	5,000.00	100%	5330 Professional Development
Total 5340 Travel Reimburse	10,000.00	9,000.00	90%	Total 5340 Travel Reimburse
Total 5300 Staff Benefits	137,287.00	115,920.20	84%	Total 5300 Staff Benefits
Total 5000 Staff	754,255.00	628,839.95	83%	Total 5000 Staff
6100 Rent	31,678.00	26,398.32	83%	6100 Rent
6200 Office Insurance	604.00	604.00	100%	6200 Office Insurance
6310 Copier/Printer Lease & Maint	2,960.00	2,497.88	84%	6310 Copier/Printer Lease & Maint
6320 Outsourced Printing/Publications	600.00	600.00	100%	6320 Outsourced Printing/Publications
Total 6300 Printing and Publication	3,560.00	3,097.88	87%	Total 6300 Printing and Publication
6420 Website Design/Hosting	1,400.00	1,340.00	96%	6420 Website Design/Hosting
6430 Equipment	2,000.00	220.55	11%	6430 Equipment
6440 Software/Subscriptions	4,982.00	3,484.47	70%	6440 Software/Subscriptions
Total 6400 IT	8,382.00	5,045.02	60%	Total 6400 IT
6500 Cell Phone Service	3,060.00	2,547.40	83%	6500 Cell Phone Service
6600 CC, Banking & Other Fees	150.00	140.00	93%	6600 CC, Banking & Other Fees
Total 6700 Accounting Fees	2,570.00	2,570.00	100%	Total 6700 Accounting Fees
6800 Legal	5,000.00	5,000.00	100%	6800 Legal
6900 Office Supplies / Misc.	2,500.00	2,440.21	98%	6900 Office Supplies / Misc.
Total 6000 Office / Overhead	57,504.00	47,842.83	83%	Total 6000 Office / Overhead
7100 Event food/bev/rentals	5,000.00	5,000.00	100%	7100 Event food/bev/rentals
Total 7000 Event Expenses	10,000.00	10,000.00	100%	Total 7000 Event Expenses
8100 D&O Insurance	1,774.00	1,774.00	100%	8100 D&O Insurance
8200 Awards / Recognition	1,000.00	1,000.00	100%	8200 Awards / Recognition
8300 Retreats/Mtgs/Conf/Dues/Events	13,000.00	10,978.89	84%	8300 Retreats/Mtgs/Conf/Dues/Events
8400 Consultants/Special Projects	5,000.00	5,000.00	100%	8400 Consultants/Special Projects
Total 8000 Board / Org Development	20,774.00	18,752.89	90%	Total 8000 Board / Org Development
9000 Contingency Fund	15,000.00	15,000.00	100%	9000 Contingency Fund
Total Expenses	857,533.00	720,117.17	84%	Total Expenses

Accrual Basis LW

Sponsorship Payment Tracking
2022

Sponsorship Level	Sponsor/Entity	Invoiced Month	Amount Invoiced	Paid Month	Amount Paid
Partner	Amazon	February 2022	\$ 6,000.00		
Regional Associate Member	AT&T	February 2022	\$ 500.00		
Regional Associate Member	AWC	January 2022	\$ 500.00	January 2022	\$ 500.00
Partner	Boeing	January 2022	\$ 6,000.00		
Event Sponsor	Boeing	January 2022	\$ 2,500.00		
Partner	Cedar Grove	January 2022	\$ 6,000.00	February 2022	\$ 6,000.00
Partner	Comcast	January 2022	\$ 6,000.00		
Event Sponsor	Comcast	January 2022	\$ 2,500.00		
Regional Associate Member	Creative Solutions			In-Kind	
Regional Associate Member	Desimone Consulting Group	March 2022	\$ 500.00		
Regional Associate Member	EMC Research	January 2022	\$ 500.00	February 2022	\$ 500.00
Partner	Facebook	January 2022	\$ 3,000.00		
Partner	Facebook	January 2022	\$ 3,000.00	January 2022	\$ 3,000.00
Regional Associate Member	Foster Garvey	February 2022	\$ 500.00	March 2022	\$ 500.00
Event Sponsor	Foster Garvey	February 2022	\$ 2,500.00	March 2022	\$ 2,500.00
Regional Associate Member	Green River College	January 2022	\$ 500.00		
Event Sponsor	Inslee Best	January 2022	\$ 2,500.00	February 2022	\$ 2,500.00
Regional Associate Member	Inslee Best	January 2022	\$ 500.00	February 2022	\$ 500.00
Regional Associate Member	The Johnston Group	January 2022	\$ 500.00	February 2022	\$ 500.00
Regional Associate Member	Jurassic Parliament			In-Kind	
Regional Associate Member	KC Dept of Assessments	January 2022	\$ 500.00	January 2022	\$ 500.00
Regional Associate Member	King Conservation District	January 2022	\$ 500.00		
Regional Associate Member	King County Library Systems	January 2022	\$ 500.00	February 2022	\$ 500.00
Regional Associate Member	Langton Spieth, LLC	January 2022	\$ 500.00	January 2022	\$ 500.00
Partner	Lumen	August 2021	\$ 6,000.00	August 2021	\$ 6,000.00
Partner	Marketing Solutions			In-Kind	
Regional Associate Member	Michael Baker International	January 2022	\$ 500.00	March 2022	\$ 500.00
Partner	Microsoft	January 2022	\$ 6,000.00	February 2022	\$ 6,000.00
Regional Associate Member	Outcomes by Levy	January 2022	\$ 500.00	January 2022	\$ 500.00
Partner	Port of Seattle	January 2022	\$ 6,000.00	January 2022	\$ 6,000.00
Regional Associate Member	PRR	March 2022	\$ 500.00		
Partner	Puget Sound Energy	January 2022	\$ 6,000.00	February 2022	\$ 6,000.00
Partner	Recology	January 2022	\$ 6,000.00		
Partner	Republic Services	January 2022	\$ 6,000.00	April 2022	\$ 6,000.00
Regional Associate Member	Seattle Building and Constr.	January 2022	\$ 500.00	January 2022	\$ 500.00
Partner	Sound Transit	January 2022	\$ 6,000.00		
Regional Associate Member	Symetra	March 2022	\$ 3,000.00		
Regional Associate Member	ValleyCom	January 2022	\$ 500.00	February 2022	\$ 500.00
Partner	Waste Management	January 2022	\$ 6,000.00	February 2022	\$ 6,000.00
TOTALS			\$ 99,500.00		\$56,000.00

Sponsorship Payment Tracking
2021

Sponsorship Level	Sponsor/Entity	Invoiced Month	Amount Invoiced	Paid Month	Amount Paid
Grant	Challenge Seattle	June 2021	\$ 6,000.00	Septmeber 2021	\$ 6,000.00
Regional Associate Member	Gordon Thomas Honeywell	January 2021	\$ 500.00	February 2021	\$ 500.00
Event Sponsor	Gordon Thomas Honeywell	May 2021	\$ 2,500.00	June 2021	\$ 2,500.00
Partner	King County Realtors	August 2021	\$ 6,000.00	August 2021	\$ 6,000.00
Partner	Seattle Metro Chamber	September 2021	\$ 6,000.00	October 2021	\$ 6,000.00
TOTALS			\$ 21,000.00		\$21,000.00

status as of 4/11/2022

**CITY MANAGERS AND ADMINISTRATORS
APRIL
MEETING AGENDA**

WEDNESDAY, APRIL 6, 2022
9:30 TO 11:30 AM

LUNCH AFTERWARD

**IN-PERSON AT
TUKWILA JUSTICE CENTER**

15005 Tukwila International Blvd, Tukwila, WA 98188

Note: Public Parking Lot is adjacent to Justice Center to the North, on South 150th

- 9:30 AM A. WELCOME AND INTRODUCTIONS**
DAVID CLINE, CITY ADMINISTRATOR, CITY OF TUKWILA
- 9:35 AM B. LEGISLATIVE UPDATE – ASSOCIATION OF WASHINGTON CITIES**
CARL SCHROEDER AND SHARON SWANSON
- 10:00 AM C. ROUNDTABLE DISCUSSION – COVID, REMOTE MEETINGS**
- 10:15 AM D. WCMA UPDATE**
KRISTI ROWLAND, DEPUTY CAO, CITY OF RENTON, WCMA INCOMING PRESIDENT
- 10:20 AM E. SCA UPDATE**
DEANNA DAWSON, EXECUTIVE DIRECTOR, SOUND CITIES ASSOCIATION (SCA)
CARL COLE, SEATAC CITY MANAGER, SCA BOARD LIASION
- 10:30 AM F. TOUR OF TUKWILA JUSTICE CENTER (OPTIONAL)**
IN ORDER TO PARTICIPATE PLEASE RSVP AND SEND YOUR FULL LEGAL NAME
(FIRST, MIDDLE, LAST) AND DATE OF BIRTH TO
CHERYL.THOMPSON@TUKWILAWA.GOV BY APRIL 4
- 11:30 AM G. ADJOURN**

LUNCH AFTERWARD AT THE JUSTICE CENTER

PLEASE SUBMIT YOUR ORDER INCLUDING PAYMENT BY APRIL 4 VIA THE LINK BELOW
[HTTPS://EATS.UBER.COM/GROUP-ORDERS/5B039833-774F-44B5-A131-9E2543E977B0/JOIN](https://eats.uber.com/group-orders/5B039833-774F-44B5-A131-9E2543E977B0/JOIN)



SCA Board and Staff Commitments – Values to Focus on for 2022

- Angela Birney:
 - 2022 focused value: Growth
 - Commitment: Grow engagement with newly elected officials and other SCA members
- Bill Boyce:
 - 2022 focused value: Service
 - Commitment: Be present as a leader, help newer members understand the role and responsibilities of SCA
- Traci Buxton:
 - 2022 focused value: Contribution
 - Commitment: Amplify voices that are not being heard
- Carl Cole:
 - 2022 focused value: Growth
 - Commitment: Learn more about SCA, find out how I can be a resource to the elected officials
- Deanna Dawson:
 - 2022 focused value: Contribution
 - Commitment: Devote at least 4 hours per week to big picture - how the work of SCA matters, how to move the organization forward
- Jim Ferrell:
 - 2022 focused value: Gratitude
 - Commitment: Express gratitude for being on board by being fully present and participatory in meetings
- Kazia Mermel:
 - 2022 focused value: Purpose
 - Commitment: Take time to reflect on how my purpose is aligned with my work
- Jan Molinaro:
 - 2022 focused value: Health
 - Commitment: Set attainable commitment on physical health, get out and do it
- Amy Ockerlander:
 - 2022 focused value: Growth
 - Commitment: Connect with newer elected officials in Snoqualmie Valley, offer mentorship
- Brian Parry:
 - 2022 focused value: Compassion

- Commitment: Recognize the challenges and perspectives of others, provide support to members
- Mary Lou Pauly:
 - 2022 focused value: Service
 - Commitment: Help plan an SCA event with an equity focus, help plan an SCA event with a focus on civility
- De'Sean Quinn:
 - 2022 focused value: Contribution
 - Bring my full self and perspective to the table, share my lived experience, be candid and call out when we need to refocus on outcomes
- Jeff Wagner:
 - 2022 focused value: Hope
 - Commitment: Maintain positive and optimistic outlook, raise over \$100 K revenue
- Wendy Weiker:
 - 2022 focused value: Health
 - Commitment: Address the long term health of SCA by committing to reach out to 15 members and discuss why regionalism and SCA are important
- Hali Willis:
 - 2022 focused value: Fun
 - Commitment: Laugh or make someone laugh in at least one meeting per week
- Leah Willoughby:
 - 2022 focused value: Humor
 - Commitment: Plan three fun staff get togethers for 2022
- James McNeal
 - Focus value: Regional Equity
 - Commitment: Meeting leaders in their cities to better understand their issues and how we are connected. Refocus MELO Find solutions and have discussion on what it means to listen and learn focus on working together.
- Ed Prince
 - Focus value:
 - Commitment:

2022 SCA Board Agreement

1. I have reviewed SCA's Mission, Vision, Values, and Guiding Principles and agree to strive to act consistently with those organizational principles when serving on the SCA Board. _____
2. I agree to demonstrate civility as an SCA Board Member, and to treat my colleagues on the Board, SCA staff, and others with respect and courtesy while acting in my capacity as an SCA Board Member. _____
3. I understand that I am expected to attend all SCA Board meetings as a Board member, and to be prepared for meetings. I will timely RSVP for board meetings and if I am unable to attend a meeting, I agree to let SCA staff know in a timely fashion. _____
4. I understand that as an SCA Board member, part of my role is being an ambassador to other SCA cities and to the region. To that end, I will attempt to attend SCA events and to engage in other ways with my fellow elected officials.
5. I understand that as an SCA Board Member, I am representing not just my own city, but SCA and its member cities. As an SCA Board Member, I shall endeavor to avoid taking positions that are harmful to any SCA member cities. _____
6. I understand that if I am absent for three consecutive SCA Board meetings, if I fail to abide by any of the above guidelines, or for any other reason deemed detrimental to SCA, I may be removed from the Board by a two-thirds (2/3) vote of the Board of Directors. _____

I have read the above and agree to abide by these guidelines as an SCA Board Member.

Dated this _____ of _____, 2022

_____ (Sign here, and initial above)

Name:

City:

Title:

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