



SOUND CITIES ASSOCIATION

38 Cities. A Million People. One Voice.

# SCA Board of Directors

## AGENDA

May 18, 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/89792729635?pwd=OGN3bkxWeVZRVXVTMGhJTWRNOWpHQQT09>

From computer, tablet, or smartphone:

Dial In 897 9008 8840 Webinar ID: 897 9272 9635 Password: 335052

- 1) **Call to Order** – Vice President Jan Molinaro 2 minutes
- 2) **Public Comment** 5 minutes
- 3) **Consent Agenda** 3 minutes
  - a. Minutes of the April 20, 2022 SCA Board of Directors Meeting [Attachment 1](#)
  - b. March 2022 Financial Reports [Attachments 2-3](#)

**Recommended Action:** Approval of the consent agenda consisting of the minutes of the April 20, 2022 SCA Board of Directors Meeting, and the March 2022 Financial Reports
- 4) **President’s Report** – Vice President Jan Molinaro 5 minutes
- 5) **Executive Session to Discuss Personnel Matters** 10 minutes
- 6) **Potential Action – Staff Transitions** 5 minutes
- 7) **Executive Director’s Report** – Deanna Dawson, Executive Director 10 minutes
- 8) **Treasurer’s Report** – Treasurer Jeff Wagner 35minutes
  - a. April 26, 2022 Finance Committee [Meeting Materials](#)
  - b. Sponsorship Update [Attachment 4](#)
  - c. Update on Discussions Regarding SCA Investment Policies
  - d. Update on Discussion on Fiscal Impacts of Executive Director Resignation, Recruitment for New ED
    - **Recommended Action:** To authorize President Birney, with the advice of the Executive Committee, to retain firm to recruit a new Executive Director for SCA.
    - **Recommended Action:** To ratify Executive Director Dawson’s promotion of Leah Willoughby as Chief Operating Officer of SCA, and to authorize Executive Director Dawson to set the new salary for the position effective June 1, 2022.
    - **Recommended Action:** To authorize adjusting credit card limit for Leah Willoughby to \$15,000.

- **Recommended Action:** To direct Treasurer Jeff Wagner to review bank statements, deposits and/or checks received, staff timesheets, payroll reports, credit card statements, and reconciliation reports as an internal control until a permanent Executive Director is hired.
  - **Recommended Action:** To name Brian Parry the interim Executive Director of SCA effective June 13, 2022, and to:
    - Authorize Parry as a signer on SCA bank accounts and contracts, and to perform all other duties of the Executive Director, until the permanent Executive Director is hired;
    - Authorize a 5% increase in pay for Parry while serving in the role.
- e. SCA Board Policies Regarding City Member Dues
- i.) Discussion and Possible Action on Population Cap in City Member Dues Assessment  
**Recommended Action:** Amendment of the SCA Board Policies regarding population caps – Adjust cap to population to 90,000 for 2023 dues, and 100,000 for 2024
- ii.) Discussion and Possible Action on CPI-W Cap in City Member Dues Assessment  
**Recommended Action:** Amendment of the SCA Board Policies regarding annual adjustment to assessment rate, and to edit the current 3% cap on the adjustment to the rate
- f. Update on Discussions Regarding SCA Administrative Support  
**Recommended Action:** To authorize staff to proceed with hiring a part-time administrative assistant for 2022, with the intention that the position become permanent if adjustment to dues are approved by the membership at the SCA Annual Meeting
- g. Other Updates

9) **PIC Chair’s Report** – PIC Chair Bill Boyce 2 minutes  
**Recommended Action:** To confirm the location and manner of meeting for the June 2022 PIC meeting.

10) **Equity and Inclusion Cabinet Update** – Cabinet Chair Prince 5 minutes  
**Recommended Action:** To formally establish the Equity and Inclusion Cabinet in the SCA Board Policies.

11) **Regional Homelessness Authority Update** – Ed Prince 3 minutes

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

13) **Leadership Advisory Council Update** – Ed Prince 5 minutes  
**Recommended Action:** To formally establish the Leadership Advisory Council in the SCA Board Policies.

14) **Discussion Items/Updates** 15 minutes

- a. Veterans, Seniors, and Human Services Levy  
**Recommended Action:** To reappoint SCA representatives to the Veterans, Seniors, and Human Services Advisory Board as follows:
- Maryjane Van Cleave, Recreation and Neighborhoods Director at the City of Renton, Vulnerable Populations Subcommittee;
  - Lori Guilfoyle, Human Services Coordinator at the City of Kent, Seniors Subcommittee;
  - Pete Lewis, former SCA President and former Mayor of Auburn, Veterans Subcommittee.
- b. 2022 Policy Priorities  
**Recommended Action:** To adopt 2022 SCA Board Policy Priorities.
- c. 2022 SCA Accomplishments

d. 2022 SCA Board Retreat

i.) Review 2022 Commitments

[Attachment 6](#)

ii.) Equity and Inclusion

iii.) Other

e. Upcoming and Potential SCA Events

**15) For the good of the order**

10 minutes

**16) Adjourn**

**Upcoming Events/Meetings**

- a. SCA Cedar Hills Regional Landfill Tour – Monday, May 23, 2022 – 9:45 AM to 1:00 PM – Cedar Hills Regional Landfill
- b. SCA Public Issues Committee Meeting – Wednesday, June 8, 2022 – 7:00 PM to 9:00 PM – Location TBD
- c. SCA Board of Directors Meeting – Wednesday, June 15, 2022 – 10:00 AM to Noon – Tukwila Community Center

# 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



SOUND CITIES ASSOCIATION

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**SCA Board of Directors**  
***DRAFT Meeting Minutes***

April 20, 2022  
10 AM - Noon

**1) Call to order**

SCA President Angela Birney called the meeting to order at 10:05 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, Traci Buxton, Carl Cole, Jim Ferrell, Amy Ockerlander, Mary Lou Pauly, and Wendy Weiker. Absent from the meeting were members Jeff Wagner, James McNeal, and Bill Boyce. Member Mary Lou Pauly joined the meeting at 10:05 AM after item 2, exited the meeting at 10:32 AM during item 7, after the motion, and returned at 10:57 AM during item 8.d. Member De'Sean Quinn joined the meeting at 10:15 AM during item 5, before the motions. Member Amy Ockerlander exited the meeting at 10:59 AM during 8.d. Member Ed Prince Exited the meeting at 11:27 AM during Item 13.b.i and returned at 11:38 AM during item 13.b.iii. Member Jim Ferrell left the meeting at 11:47 AM during item 13.c. Member De'Sean Quinn exited the meeting at 11:50 AM during item 13.e. Guest present was Amy Tsai, Redmond staff.

**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 March 16, 2022 SCA Board of Directors Meeting; and the March 2022 financial reports.

***Prince moved, seconded by Molinaro to approve the consent agenda consisting of the minutes of the March 16, 2022 SCA Board of Directors Meeting ; and the financial reports of February 2022. The motion passed unanimously.***

**4) President's Report**

President Birney reported on discussion with the Executive Committee regarding possible personnel policy changes in the future. In the interest of time, President Birney moved to the next item in the agenda.

**5) Potential Executive Session to Discuss Personnel Matter**

Guest exited the meeting and ten-minute executive session began at 10:07AM. Executive session was extended by five minutes. Executive session was ended at 10:22 AM. Guest returned following conclusion of the executive session.

Following the executive session, the board took the following actions:

***Ockerlander moved, seconded by Prince that, in the event of the resignation, termination, or extended absence of the Executive Director, that the Policy Director be named the Acting Executive Director, and that the Director of Administration and Finance be named the Acting Chief Operating Officer (COO). The motion passed unanimously.***

***Quinn moved, seconded by Ockerlander that, in the event of an Executive Director vacancy, the SCA President, after consultation with and direction from the Executive Committee of the SCA Board, be given authority to draft and issue a Request for Proposals (RFP) for the retention of a recruiter/recruitment firm to fill the Executive Director position. The motion passed unanimously.***

#### **6) Executive Director's Report**

Executive Director Deanna Dawson reported on retirement of Nina Rivkin of Redmond, and hiring of Amy Tsai. Dawson thanked Rivkin for her work and congratulated Tsai. Board members also welcomed Tsai and thanked Rivkin, and Quinn spoke about working with Rivkin in his role at the County. Dawson reported on recent meetings and SCA events.

#### **7) Treasurer's Report**

As SCA Treasurer Jeff Wagner summarized the March 29, 2022 Finance Committee [Meeting Materials](#).

Dawson reviewed for the group previous conversations regarding and staff recommendation for 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.

***Ockerlander moved, seconded by Molinaro to adopt a Board Policy allowing Regional Associate Member (RAM) and Partner dues to be paid by credit card or electronic transfer, with the cost of any associated fees to be borne by the RAM/Partner. 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 summarized for the group previous conversations regarding hiring of administrative help on staff for SCA. Staff is continuing to gather relevant information and will continue to update the board. This item will be brought back for discussion and possible action at the next meeting of the board.

Dawson summarized for the group discussion regarding future action on SCA Board Policies on city member dues, including population cap and CPI-W cap. This item will be brought back for conversation with possible action at the next meeting of the finance committee, and any discussion or action will be brought to the next

meeting of the board. Dawson reminded members to continue sharing any questions or concerns. In response to question from President Birney, Dawson clarified that a change to the assessment rate process of member dues would be a change to board policies; and actual recommended dues, calculated by the assessment rate, would need to be approved by the membership at the annual meeting.

Dawson updated group on discussions by finance committee regarding SCA Investment Policies. Finance committee and staff will continue to update the board.

There were no other updates.

## 8) PIC Chair's Report

As PIC Chair Bill Boyce was not present for the meeting, Executive Director Deanna Dawson reported on the April 13, 2022 Public Issues Committee (PIC) Meeting ( [Meeting Materials](#) ).

- a. Dawson noted that the PIC voted to cancel the May 2022 PIC meeting.
- b. Dawson reviewed for the group PIC action and discussion on the appointment to fill a vacancy on the PSRC Executive Board. After discussion, the board took the following action:

***Buxton moved, seconded by Quinn to appoint 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. The motion passed unanimously.***

- c. Dawson reported that SCA staff briefed PIC members on regional actions on climate change and summarized resources for cities to address climate change on a voluntary basis, as well as how the county may proceed with HB 1099 on a voluntary basis. PIC members discussed climate action within their respective cities and what types of resources they need. Dawson encouraged members to review minutes from the PIC meeting when they become available and to continue providing feedback.
- d. Dawson reported some conversation at PIC regarding Affordable Housing Countywide Planning Policies, specifically what should be included in the CPPs. Dawson encouraged members to familiarize themselves with the issue and give feedback to SCA members serving on the Affordable Housing committee.
- e. Dawson briefly summarized discussion regarding Solid Waste and Sewer rate increases and directed members to information the April PIC meeting materials.
- f. Dawson encouraged members to review information in the April PIC meeting materials regarding the PSRC Regional Transportation Plan and encouraged feedback to be shared with SCA staff.
- g. Dawson reported on levies and ballot measures in King County discussed by PIC, and asked board members to continue to share any feedback, as well as any possible future levies and measures.

**9) Equity and Inclusion Cabinet**

Equity and Inclusion Cabinet Chair Ed Prince gave update on the 2022 Equity and Inclusion Cabinet, noting appointment of Deputy Mayor Kali Clark, Sammamish and Councilmember Hugo Garcia, Burien to the SCA Equity and Inclusion Cabinet.

**10) Regional Homelessness Authority Update**

President Birney and Ed Prince briefly updated group on the Regional Homelessness Authority (KCRHA), noting concerns on communication with and management of the Governing Committee from KCRHA staff. SCA members on the KCRHA Governing Committee continue to meet with KCRHA to discuss these concerns, and will continue to update the members of the SCA board.

**11) City Administrator’s Report**

City Manager/Administrator Representative Carl Cole reported on the April 2022 CM/CA Meeting. Discussion topics included meeting formats and OPMA updates. Association of Washington (AWC) staff provided a legislative update. Group took a tour of the new Tukwila Justice center.

**12) Leadership Advisory Council**

Leadership Advisory Council Chair Ed Prince briefed members on the agenda from the most recent meeting of the Leadership Advisory Council. The Leadership Advisory Council will continue to meet monthly.

**13) Discussion Items**

a. 2022 SCA Board Meetings

i.) 2022 Board Meeting Schedule

No changes were made to the 2022 Board Meeting Schedule.

ii.) Board Meeting Location for June, Future Meetings

***Molinaro moved, seconded by Buxton to set the location of June 2022 SCA Board of Directors as the Tukwila Community Center.***

b. 2022 SCA Board Retreat

i.) Review 2022 Commitments

Members checked in regarding progress with 2022 commitments. This item will continue to be brought back for discussion at future meetings.

ii.) 2022 Board Agreement

Members were asked to complete signing of the 2022 SCA Board Agreement if they had not already done so.

iii.) Equity and Inclusion

This item was discussed early in the agenda.

iv.) Other

There were no other updates on this item.

- c. Dawson summarized upcoming and potential SCA events and encouraged members to attend, including:
  - SCA Legislative Event with Sponsor Gordon Thomas Honeywell on Friday, May 6, 2022
  - Possible webinar and/or tour with King County Elections, details TBD
  - Possible future networking events
- d. Members were asked to share any 2022 SCA Accomplishments. Member Pauly noted attendance and participation in first in-person SCA networking event in over two years.
- e. 2022 Board Priorities  
This item was not discussed.

**14) For the Good of the Order**

There were no items for the good of the order.

**15) Meeting was adjourned by President Birney at 11:51 AM**

**April 20, 2022 SCA Board Meeting  
Attachment A: Zoom Chat Log**

- 10:05:10 From Amy Tsai to Everyone:  
Hello roger that
- 10:32:59 From Mary Lou Pauly to Everyone:  
Stepping away for 5 minutes.
- 10:41:20 From Angela Birney to Hosts and panelists:  
To adopt a Board Policy allowing Regional Associate Member (RAM) and  
Partner dues to be paid by credit card Electronic transfer, with the cost of any associated fees to  
be borne by the  
RAM/Partner.
- 10:59:33 From Amy Ockerlander to Hosts and panelists:  
I have to run. Good to see everyone!
- 11:03:09 From Sound Cities Association to Hosts and panelists:  
Questions for PIC Members
- Would you support the AHC providing early guidance to jurisdictions during the development of comprehensive plans? At what stage of the comprehensive plan development process would this guidance be most useful?
  - Would you support empowering the AHC/GMPC to issue plan certifications?
  - Would you support monitoring and reporting that compares jurisdictional progress toward specific housing goals?
  - Would you support empowering the AHC/GMPC with authority to require reasonable measures or corrective actions be taken if a jurisdiction is not meeting affordable housing goals?
- 11:22:02 From Mary Lou Pauly to Everyone:  
<https://www.issaquahwa.gov/3281/Homeless-Outreach-Program>
- 11:27:46 From Ed Prince to Hosts and panelists:  
brb
- 11:43:35 From Sound Cities Association to Hosts and panelists:  
<https://www.homesteadclt.org/>
- 11:47:27 From Jim Ferrell to Hosts and panelists:  
Bye Everyone, I need to take off. Great meeting and have a great day! Jim
- 11:50:29 From De'Sean Quinn to Hosts and panelists:  
I have to drop thank you
- 11:58:36 From Mary Lou Pauly to Everyone:  
Got to sign off. Have a great day!!!

**SOUND CITIES ASSOCIATION**  
**Balance Sheet**  
As of March 31, 2022

	<b>Total</b>
1110 HomeStreet Bank	674,247.22
1120 HomeStreet Bank - Money Market	757,450.25
1130 PayPal Bank	2,314.33
<b>Total Bank Accounts</b>	<b>\$ 1,434,011.80</b>
<b>Total Accounts Receivable</b>	<b>\$ 49,610.00</b>
1499 Undeposited Funds	0.00
1550 Prepaid Expenses	0.00
<b>Total Other Current Assets</b>	<b>\$ 0.00</b>
<b>Total Current Assets</b>	<b>\$ 1,483,621.80</b>
1410 Furniture and Fixtures	31,060.23
1415 Computers	4,891.71
1420 Accumulated Depreciation	-33,460.76
<b>Total 1400 Fixed Assets</b>	<b>\$ 2,491.18</b>
Other Long-term Assets	0.00
<b>Total Other Assets</b>	<b>\$ 0.00</b>
<b>TOTAL ASSETS</b>	<b>\$ 1,486,112.98</b>
<b>Total Accounts Payable</b>	<b>\$ 0.00</b>
2200 HomeStreet Credit Card	9,703.18
<b>Total Credit Cards</b>	<b>\$ 9,703.18</b>
<b>2300 Accrued Payroll</b>	<b>14,239.41</b>
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	1,114.51
Total 2415 FIT, SS, Medicare - 941	\$ 6,694.43
2420 L&I	648.50
2425 WA Paid Family & Medical Leave	421.98
2435 PERS Payable	8,123.94
2440 DCAP / FSA Payable	208.26
2445 DRS DCP Payable	2,775.00
2450 Medical/Dental/Vision/Life Ins	-0.03
2460 Accrued Vacation Pay	72,523.76
2499 Payroll Corrections	0.00
Car Allowance Payable	0.00
<b>Total 2400 Payroll Liabilities</b>	<b>\$ 92,844.84</b>
Deferred Revenue	0.00
<b>Total Other Current Liabilities</b>	<b>\$ 107,084.25</b>
<b>Total Current Liabilities</b>	<b>\$ 116,787.43</b>
<b>Total Liabilities</b>	<b>\$ 116,787.43</b>
<b>3100 Board Designated Reserves</b>	
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
<b>Total 3100 Board Designated Reserves</b>	<b>\$ 574,961.00</b>
<b>3200 Board Designated Contra</b>	<b>-574,961.00</b>
<b>3300 Fund Balance (Prior Years)</b>	<b>720,782.37</b>
<b>3999 Opening Bal Equity</b>	<b>0.00</b>
Net Income	648,543.18
<b>Total Equity</b>	<b>\$ 1,369,325.55</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 1,486,112.98</b>

Accrual Basis LW

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

	Jan 2022	Feb 2022	Mar 2022	Total
<b>1010 Member Dues</b>	749,539.23			749,539.23
<b>1020 Membership/Sponsorships</b>	86,000.00	9,500.00	4,000.00	99,500.00
<b>1030 Registration/Dinners Revenue</b>			5,560.00	5,560.00
<b>1040 Interest Income</b>	70.58	99.46	118.71	288.75
<b>1150 CC Points Redeemed for Credit</b>		275.00		275.00
<b>Total Income</b>	<b>\$ 835,609.81</b>	<b>\$ 9,874.46</b>	<b>\$ 9,678.71</b>	<b>\$ 855,162.98</b>
<b>Gross Profit</b>	<b>\$ 835,609.81</b>	<b>\$ 9,874.46</b>	<b>\$ 9,678.71</b>	<b>\$ 855,162.98</b>
<b>Total 5100 Salaries</b>	<b>\$ 47,791.20</b>	<b>\$ 47,791.21</b>	<b>\$ 47,791.16</b>	<b>\$ 143,373.57</b>
5210 Taxes-FUTA	83.34	0.00	0.00	83.34
5220 Taxes-SUTA	385.46	342.01	353.19	1,080.66
5230 Taxes - FICA, Medicare - 941	3,687.14	3,662.41	3,662.39	11,011.94
5240 Taxes - L & I	30.61	137.65	137.65	305.91
5250 Taxes-FMLA	122.16	122.16	122.16	366.48
<b>Total 5200 Payroll Taxes</b>	<b>\$ 4,308.71</b>	<b>\$ 4,264.23</b>	<b>\$ 4,275.39</b>	<b>\$ 12,848.33</b>
5310 Pension Plan Contributions	4,898.60	4,898.60	4,898.60	14,695.80
5320 Medical/Dental/Vision/Life Ins	5,284.80	5,284.80	5,284.80	15,854.40
5330 Professional Development	0.00	0.00	0.00	0.00
Total 5340 Travel Reimburse	<b>500.00</b>	<b>500.00</b>	<b>500.00</b>	<b>1,500.00</b>
<b>Total 5300 Staff Benefits</b>	<b>\$ 10,683.40</b>	<b>\$ 10,683.40</b>	<b>\$ 10,683.40</b>	<b>\$ 32,050.20</b>
<b>Total 5000 Staff</b>	<b>\$ 62,783.31</b>	<b>\$ 62,738.84</b>	<b>\$ 62,749.95</b>	<b>\$ 188,272.10</b>
<b>6100 Rent</b>	<b>2,639.84</b>	<b>2,639.84</b>	<b>2,639.84</b>	<b>7,919.52</b>
<b>6200 Office Insurance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
6310 Copier/Printer Lease & Maint	231.06	231.06	231.06	693.18
6320 Outside Printing & Publication			266.66	266.66
<b>Total 6300 Printing and Publication</b>	<b>\$ 231.06</b>	<b>\$ 231.06</b>	<b>\$ 497.72</b>	<b>\$ 959.84</b>
6420 Website Design/Hosting	30.00	30.00	30.00	90.00
6430 IT Equipment		1,779.45		1,779.45
6440 Software/Subscriptions	1,092.52	405.01	216.42	1,713.95
<b>Total 6400 IT</b>	<b>\$ 1,122.52</b>	<b>\$ 2,214.46</b>	<b>\$ 246.42</b>	<b>\$ 3,583.40</b>
<b>6500 Cell Phone Service</b>	<b>256.50</b>	<b>256.10</b>	<b>256.10</b>	<b>768.70</b>
<b>6600 CC, Banking &amp; Other Fees</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>15.00</b>
<b>Total 6700 Accounting Fees</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>6800 Legal Fees</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>6900 Office Supplies / Misc.</b>	<b>33.58</b>	<b>26.21</b>	<b>282.04</b>	<b>341.83</b>
<b>Total 6000 Office / Overhead</b>	<b>\$ 4,288.50</b>	<b>\$ 5,372.67</b>	<b>\$ 3,927.12</b>	<b>\$ 13,588.29</b>
7100 Event food/bev/rentals				
7200 Event Pmts Processing Fee			308.22	308.22
<b>Total 7000 Event Expenses</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 308.22</b>	<b>\$ 308.22</b>
8100 Insurance (D&O)				0.00
8200 Awards / Recognition			0.00	0.00
8300 Retreats/Mtgs/Conf/Dues/Events	521.11	1,500.00	1,952.33	3,973.44
8400 Consultants/Special Projects				0.00
<b>Total 8000 Board / Org Development</b>	<b>\$ 521.11</b>	<b>\$ 1,500.00</b>	<b>\$ 1,952.33</b>	<b>\$ 3,973.44</b>
<b>9000 Contingency Fund</b>		0.00		0.00
Depreciation	159.25	159.25	159.25	477.75
<b>Total Expenses</b>	<b>\$ 67,752.17</b>	<b>\$ 69,770.76</b>	<b>\$ 69,096.87</b>	<b>\$ 206,619.80</b>
<b>Net Operating Income</b>	<b>\$ 767,857.64</b>	<b>-\$ 59,896.30</b>	<b>-\$ 59,418.16</b>	<b>\$ 648,543.18</b>
<b>Net Income</b>	<b>\$ 767,857.64</b>	<b>-\$ 59,896.30</b>	<b>-\$ 59,418.16</b>	<b>\$ 648,543.18</b>

Accrual Basis LW

	2022 Budget	Difference
	749,539.22	0.00
	97,000.00	2,500.00
	10,000.00	-4,440.00
	1,000.00	-711.25
	0.00	275.00
<b>Total</b>	<b>\$ 787,093.00</b>	<b>-2,376.25</b>

	2022 Budget	Difference	% Budget Remaining	
<b>Total 5100 Salaries</b>	<b>573,494.00</b>	<b>430,120.43</b>	<b>75%</b>	<b>Total 5100 Salaries</b>
5210 Taxes-FUTA	210.00	126.66	60%	5210 Taxes-FUTA
5220 Taxes-SUTA	1,695.00	614.34	36%	5220 Taxes-SUTA
5230 Taxes - FICA, Medicare - 941	37,766.00	26,754.06	71%	5230 Taxes - FICA, Medicare - 941
5240 Taxes - L & I	1,745.00	1,439.09	82%	5240 Taxes - L & I
5250 Taxes-FMLA	2,058.00	1,691.52	82%	5250 Taxes-FMLA
<b>Total 5200 Payroll Taxes</b>	<b>43,474.00</b>	<b>30,625.67</b>	<b>70%</b>	<b>Total 5200 Payroll Taxes</b>
5310 Pension Plan Contributions	58,783.00	44,087.20	75%	5310 Pension Plan Contributions
5320 Medical/Dental/Vision/Life Ins	63,504.00	47,649.60	75%	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	8,500.00	85%	Total 5340 Travel Reimburse
<b>Total 5300 Staff Benefits</b>	<b>137,287.00</b>	<b>105,236.80</b>	<b>77%</b>	<b>Total 5300 Staff Benefits</b>
<b>Total 5000 Staff</b>	<b>754,255.00</b>	<b>565,982.90</b>	<b>75%</b>	<b>Total 5000 Staff</b>
<b>6100 Rent</b>	<b>31,678.00</b>	<b>23,758.48</b>	<b>75%</b>	<b>6100 Rent</b>
<b>6200 Office Insurance</b>	<b>604.00</b>	<b>604.00</b>	<b>100%</b>	<b>6200 Office Insurance</b>
6310 Copier/Printer Lease & Maint	2,960.00	2,266.82	77%	6310 Copier/Printer Lease & Maint
6320 Outsourced Printing/Publications	600.00	333.34	56%	6320 Outsourced Printing/Publications
<b>Total 6300 Printing and Publication</b>	<b>3,560.00</b>	<b>2,600.16</b>	<b>73%</b>	<b>Total 6300 Printing and Publication</b>
6420 Website Design/Hosting	1,400.00	1,310.00	94%	6420 Website Design/Hosting
6430 Equipment	2,000.00	220.55	11%	6430 Equipment
6440 Software/Subscriptions	4,982.00	3,268.05	66%	6440 Software/Subscriptions
<b>Total 6400 IT</b>	<b>8,382.00</b>	<b>4,798.60</b>	<b>57%</b>	<b>Total 6400 IT</b>
<b>6500 Cell Phone Service</b>	<b>3,060.00</b>	<b>2,291.30</b>	<b>75%</b>	<b>6500 Cell Phone Service</b>
<b>6600 CC, Banking &amp; Other Fees</b>	<b>150.00</b>	<b>135.00</b>	<b>90%</b>	<b>6600 CC, Banking &amp; Other Fees</b>
<b>Total 6700 Accounting Fees</b>	<b>2,570.00</b>	<b>2,570.00</b>	<b>100%</b>	<b>Total 6700 Accounting Fees</b>
<b>6800 Legal</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>100%</b>	<b>6800 Legal</b>
<b>6900 Office Supplies / Misc.</b>	<b>2,500.00</b>	<b>2,158.17</b>	<b>86%</b>	<b>6900 Office Supplies / Misc.</b>
<b>Total 6000 Office / Overhead</b>	<b>56,900.00</b>	<b>43,311.71</b>	<b>76%</b>	<b>Total 6000 Office / Overhead</b>
7100 Event food/bev/rentals	5,000.00	5,000.00	100%	7100 Event food/bev/rentals
<b>Total 7000 Event Expenses</b>	<b>10,000.00</b>	<b>9,691.78</b>	<b>97%</b>	<b>Total 7000 Event Expenses</b>
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	9,026.56	69%	8300 Retreats/Mtgs/Conf/Dues/Events
8400 Consultants/Special Projects	5,000.00	5,000.00	100%	8400 Consultants/Special Projects
<b>Total 8000 Board / Org Development</b>	<b>20,774.00</b>	<b>16,800.56</b>	<b>81%</b>	<b>Total 8000 Board / Org Development</b>
9000 Contingency Fund	15,000.00	15,000.00	100%	Contingency Fund
<b>Total Expenses</b>	<b>857,533.00</b>	<b>650,913.20</b>	<b>76%</b>	<b>Total Expenses</b>

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	May 2022	\$ 6,000.00
Event Sponsor	Boeing	January 2022	\$ 2,500.00	May 2022	\$ 2,500.00
Partner	Cedar Grove	January 2022	\$ 6,000.00	February 2022	\$ 6,000.00
Partner	Comcast	January 2022	\$ 6,000.00	May 2022	\$ 6,000.00
Event Sponsor	Comcast	January 2022	\$ 2,500.00	May 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	Gordon Thomas Honeywell	April 2022	\$ 500.00		
Event Sponsor	Gordon Thomas Honeywell	April 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 Elections	May 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	SAP Concur	May 2022	\$ 500.00		
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	May 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
<b>TOTALS</b>			<b>\$ 103,500.00</b>		<b>\$76,000.00</b>

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
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
<b>TOTALS</b>			<b>\$ 18,000.00</b>		<b>\$18,000.00</b>

# CITY MANAGERS AND ADMINISTRATORS

Meeting Agenda  
Wednesday, May 4, 2022  
9:30 to 11:30 AM

**Mercer Island Community and Event Center**  
8236 SE 24th St, Mercer Island  
Parking available on-site

- 9:30 AM A. Welcome & Introductions**
- Jessi Bon, City Manager, City of Mercer Island
- 9:45 AM B. Impacts of HUD AMI Increase and Policy Considerations for Local Jurisdictions**
- A representative from A Regional Coalition for Housing (ARCH) will lead the discussion.
- 10:05 AM C. City of Tukwila Affordable Housing Program Update**
- Nora Gierloff, Planning Director, City of Tukwila
- 10:25 AM D. City of Mercer Island Recreation Reset Strategy**
- Emily Moon, Consultant
- 10:45 AM F. Rapid Fire – Recruiting Strategies**
- It's a tough job market out there! And finding qualified applicants to fill seats is harder than it has ever been! This exercise will encourage everyone to briefly share things they are doing to address the challenging job market. And if there is particular interest in a topic, we'll include a more in-depth discussion on a future agenda.
- Jessi Bon, City Manager, Mercer Island
- 11:00 AM G. Farewell Deanna!**
- Deanna Dawson is leaving SCA and taking the helm as the CEO of AWC. Please join us for a farewell celebration as we wish her well on her new adventure!
- 11:30 AM G. Adjourn**



## 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: