



SOUND CITIES ASSOCIATION

38 Cities. A Million People. One Voice.

SCA Board of Directors AGENDA

October 19, 2022

Tukwila Community Center, Executive Conference Room

12424 42nd Ave S, Tukwila, WA 98168

10 AM - Noon

- | | |
|---|---------------------------------|
| 1) Call to Order – President Angela Birney | 2 minutes |
| 2) Public Comment | 5 minutes |
| 3) Consent Agenda | 3 minutes |
| a. Minutes of the September 21, 2022 SCA Board of Directors Meeting | Attachment 1 |
| b. Minutes of the October 7, 2022 SCA Board of Directors Meeting | Attachment 2 |
| c. July 2022 and August 2022 Financial Reports | Attachments 3-6 |

***Recommended Action:** Approval of the consent agenda consisting of the minutes of the September 21, 2022 SCA Board of Directors Meeting; the minutes of the October 7, 2022 SCA Board of Directors Meeting; the July 2022 Financial Reports; and the August 2022 Financial Reports.*

- | | |
|---|------------------------------|
| 4) President’s Report – President Angela Birney | 5 minutes |
| 5) Executive Director’s Report – Brian Parry, Interim Executive Director | 5 minutes |
| 6) Treasurer’s Report – Treasurer Jeff Wagner | 10 minutes |
| a. September 27, 2022 Finance Committee Meeting Materials | |
| b. Sponsorship Update | Attachment 7 |
| c. 2023 Budget Update | |
| 7) PIC Chair’s Report – PIC Chair Bill Boyce | 10 minutes |
| October 12, 2022 Public Issues Committee Meeting Materials | |
| a. Behavioral Health Crisis Care Centers Levy Proposal | |
| b. Climate Change and Comprehensive Planning | |
| c. 2023 SCA Legislative Priorities | Attachment 8 |
| d. Regional Homelessness Five-Year Plan | |
| e. Hazardous Waste Management Coordination | |
| f. Levies and Ballot Measures in King County | |

- | | |
|---|-----------|
| 8) Regional Homelessness Authority Update – President Birney | 5 minutes |
| 9) City Manager’s Report – Carl Cole | 5 minutes |

[Attachment 9](#)

- 10) Leadership Advisory Council Update** – President Birney 5 minutes
- 11) Equity and Inclusion Cabinet Update** – Cabinet Chair Prince 5 minutes
- 12) Legislative Committee Update** – President Birney 5 minutes
- 13) Discussion Items/Updates** 30 minutes
- a. 2023 Board Leadership
 - i.) Board Nominating Committee
 - b. 2023 Board Elections
 - c. Executive Director Hiring Update
 - d. Executive Director Transition expenses
 - e. Call for Nominations Update
 - f. Upcoming Events
 - i.) SCA Public Issues Committee Meeting – Wednesday, November 9, 2022 – 7:00 to 9:00 PM
 - ii.) SCA Board of Directors Meeting – Wednesday, November 16, 2022 – 10:00 AM to Noon – Tukwila Community Center
 - iii.) SCA Annual Meeting with Hilary Franz, Washington State Commissioner of Public Lands – Wednesday, November 30, 2022 – 5:30 to 8:00 PM – Renton Pavilion Events Center
 - g. 2022 SCA Accomplishments
 - h. 2022 SCA Board Retreat
 - i.) Review 2022 Commitments [Attachment 10](#)
 - ii.) Equity and Inclusion
 - iii.) Other
- 14) For the good of the order** 10 minutes
- 15) 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



SOUND CITIES ASSOCIATION

38 Cities. A Million People. One Voice.

**SCA Board of Directors
DRAFT Meeting Minutes**

September 21, 2022

10 AM - Noon

Tukwila Community Center, Executive Conference Room

1) Call to Order

SCA President Angela Birney called the meeting to order at 10:15 AM. Present were members Jan Molinaro, Traci Buxton, James McNeal, and Carl Cole, and staff Brian Parry and Leah Willoughby. Present virtually via Zoom were members Amy Ockerlander, Mary Lou Pauly, and Wendy Weiker. Absent were members De'Sean Quinn, Bill Boyce, and Jim Ferrell. Jeff Wagner joined the meeting at 10:18 AM during item 5. Ed Prince joined the meeting at 11:50 AM during item 14.

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 July 20, 2022 SCA Board of Directors Meeting; and the June 2022 financial reports, consisting of the June 2022 Balance Sheet and June 2022 Profit & Loss Report.

McNeal moved, seconded by Pauly, to approve the consent agenda consisting of the minutes of the July 20, 2022 SCA Board of Directors Meeting; and the financial reports of June 2022. The motion passed unanimously.

4) President's Report

In the interest of time, President Birney moved to the next item on the agenda.

5) Executive Director's Report

Interim Executive Director Brian Parry reported on recent, upcoming, and potential meetings and events, and encouraged members to attend. Parry thanked SCA staff for their work during the Executive Director transition.

6) Treasurer's Report

- a. SCA Treasurer Jeff Wagner summarized the July 26, 2022 Finance Committee [Meeting Materials](#).

- b. Wagner 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. SCA is on track to be on budget for sponsorship income for 2022.
- c. Wagner reported that the Finance Committee reviewed the 2023-2024 SCA Office Lease with the City of Tukwila, and recommended approval to the full board. After discussion, the board took the following action:

Wagner moved, seconded by McNeal to approve the draft 2023-2024 office lease contract between SCA and the City of Tukwila, as provided in the meeting materials, as recommended by the SCA Finance Committee. The motion passed unanimously.
- d. Wagner reported that staff continues to work on the 2023 and will bring a draft budget to the Finance Committee before bringing to the full board.
- e. There were no other updates.

7) PIC Chair's Report

As PIC Chair Boyce was not present, President Birney and Interim Executive Director Brian Parry reported on the September 14, 2022 Public Issues Committee (PIC) Meeting ([Meeting Materials](#)).

- a. Birney reported that call for nominations has been opened, and nominations information has been distributed to SCA elected officials and city staff. Responding to question from Ockerlander, Parry noted staff is working on plans for an information session for applicants on the nomination process.
- b. Birney reported PIC members are shared their cities' planned activities related to Domestic Violence Awareness Month, in October. Parry noted that SCA Domestic Violence Initiative Regional Task Force (DVI) caucus members plan to draft a letter to the King County Executive and King County Council requesting additional funding for the Protection Order Advocacy Program.
- c. Parry briefly summarized item regarding Commercial Aviation Capacity, as also discussed at an earlier meeting of the Board. Birney reported that PIC members had meaningful discussion.

8) Regional Homelessness Authority Update

President Birney reported on the Regional Homelessness Authority (KCRHA), noting a meeting the prior week, at which budget update and update of the five-year plan were shared. Parry reported that SCA staff is working on plans for a lunch and learn event with KCRHA in late fall.

9) City Administrator's Report

City Manager/ Administrator Representative Carl Cole reported on the September City Managers Meeting. Topics included presentation from Christina Mason, King County Drug Diversion Court; legislative update, and budget roundtable discussion.

10) Leadership Advisory Council

President Birney reported that the Leadership Advisory Council continues to meet monthly. There were no actions to report.

11) Equity and Inclusion Cabinet

This item was moved to the end of the agenda.

12) Legislative Committee Update

President Birney asked members to consider the nomination of members to the Legislative Committee.

Wagner moved, seconded by Buxton to appoint to the 2022-2023 Legislative Committee the following SCA Board Members: Angela Birney, James McNeal, Ed Prince, Mary Lou Pauly, Jan Molinaro, and De'Sean Quinn. The motion passed unanimously.

SCA Policy Director Brian Parry reported SCA is in the initial stages of developing a legislative agenda for the coming year. Cities are encouraged to send their respective to legislative agendas, as well as potential legislative priorities to SCA staff, for the purpose of ensuring alignment of SCA priorities with those of its member cities.

13) Executive Session to Discuss Personnel Matter

Wagner moved, seconded by Molinaro to hold to hold an executive session to review the qualifications of applicants for public employment, as authorized by RCW 42.30.110(1)(g). The executive session is expected to last 10 minutes.

The Board convened into executive session at 10:58 AM for ten minutes to discuss a personnel matter. Staff Willoughby left the room for the Executive Session. At 11:08, executive session was extended by 20 minutes. No action was taken in the Executive Session.

The Board reconvened the public meeting at 11:28.

14) Discussion Items/Updates

- a. SCA Interim Executive Director Brian Parry gave brief update on the Executive Director recruitment, noting upcoming final interviews and possible of follow up meeting with recruiting firm. There will be need to call a special meeting of the Board to approve the decision on the hiring following interviews and possible meeting.
- b. SCA Chief Operating Officer Leah Willoughby gave brief update on Administrative Assistant hiring. This was also discussed earlier in the agenda.
- c. Call for nominations update
This item was discussed earlier in the agenda. Parry asked members to encourage applications.

d. Board Elections

SCA Interim Executive Director Brian Parry reported that there will be vacancies on the 2023 SCA Board of Directors. The board elections are tentatively planned as pre-PIC session before December PIC meeting. Parry reminded group on the process and format of the board elections, and asked for any questions or feedback.

e. 2023 Board Leadership

SCA Interim Executive Director Brian asked group members to be considering leadership positions for the 2023 board. Individuals interested should bring to Executive Committee.

f. New FSA Plan Agreement

SCA Chief Operating Officer Leah Willoughby summarized new FSA plan, noting no substantive changes from the previously implemented plan. New plan is necessary due to benefit carrier changing vendors. After discussion, the board took the following action:

Molinaro moved, seconded by Wagner to approve the FSA Plan with effective date of January 1, 2023, as provided by new vendor, Rehn & Associates. The motion passed unanimously.

g. Upcoming Events

This item was discussed earlier in the agenda. Policy Director Parry encouraged members to attend events.

h. 2022 SCA Accomplishments

President Birney asked members to continue to consider accomplishments of SCA in 2022. This item will be brought back for discussion at the next meeting of the board.

i. 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.) Equity and Inclusion

This item was discussed earlier in the agenda.

iii.) Other

There were no other updates.

Following discussion items, Chair Ed Prince gave an update on the Equity and Inclusion Cabinet. This was moved from earlier in the agenda. Prince reported that a new member was appointed to the cabinet; group continues to meet regularly; and group members were invited to upcoming final interviews for the SCA Executive Director recruitment.

15) For the Good of the Order

There were no items for the good of the order.

16) Meeting was adjourned by President Birney at 11:58 AM.



SOUND CITIES ASSOCIATION

38 Cities. A Million People. One Voice.

**SCA Board of Directors
DRAFT Meeting Minutes**

October 7, 2022
9 AM

1) Call to order

SCA President Angela Birney called the meeting to order at 9:08 AM. Present via Zoom were members Jeff Wagner, Jan Molinaro, Ed Prince, Traci Buxton, Carl Cole, Jim Ferrell, De'Sean Quinn, Bill Boyce, Mary Lou Pauly, and Wendy Weiker, and Staff Brian Parry and Leah Willoughby. Absent from the meeting were members James McNeal and Amy Ockerlander. Member Jim Ferrell exited the meeting at 9:20 AM during item 2.

2) Executive Session to Discuss Personnel Matter

Quinn moved, seconded by Prince to hold an executive session to review the qualifications of applicants for public employment, as authorized by RCW 42.30.110(1)(g). The executive session is expected to last 15 minutes. Should more time be needed, a public announcement will be made that the session is being extended. The motion passed unanimously.

Fifteen-minute executive session began at 9:09 AM. Executive session was ended at 9:24 AM.

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

Molinaro moved, seconded by Prince to approve and authorize the SCA President to execute the 2022-2023 Executive Director Employment Agreement with David Hoffman effective November 1, 2022 through December 31, 2023. The motion passed 9-0. Members Birney, Molinaro, Prince, Buxton, Cole, Quinn, Boyce, Pauly, and Weiker voted yes.

3) Meeting was adjourned by President Birney at 9:30 AM.

October 7, 2022 SCA Board Meeting
Attachment A: Zoom Chat Log

09:20:21 From Jim Ferrell to Hosts and panelists:

Hi Everyone,

Thanks for all the hard work and collaboration that was needed for this process and decision.

Great job!

Unfortunately I need to leave now. Have a good day. Jim

SOUND CITIES ASSOCIATION

Balance Sheet

As of July 31, 2022

1110 HomeStreet Bank	301,409.33
1120 HomeStreet Bank - Money Market	457,642.15
1130 PayPal Bank	1,136.64
Total 1140 Time Value Investments	300,000.00
Total Bank Accounts	\$ 1,060,188.12
Total Accounts Receivable	\$ 10,000.00
1499 Undeposited Funds	0.00
1550 Prepaid Expenses	0.00
Total Other Current Assets	\$ 0.00
Total Current Assets	\$ 1,070,188.12
1410 Furniture and Fixtures	31,060.23
1415 Computers	4,891.71
1420 Accumulated Depreciation	-34,097.76
Total 1400 Fixed Assets	\$ 1,854.18
Total Fixed Assets	\$ 1,854.18
Other Long-term Assets	0.00
Total Other Assets	\$ 0.00
TOTAL ASSETS	\$ 1,072,042.30
Total Accounts Payable	\$ 261.06
2200 HomeStreet Credit Card	3,340.74
Total Credit Cards	\$ 3,340.74
2300 Accrued Payroll	9,388.80
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	873.82
Total 2415 FIT, SS, Medicare - 941	\$ 4,699.86
2420 L&I	303.86
2425 WA Paid Family & Medical Leave	601.73
2430 PERS 2 Company Contribution	0.00
2435 PERS Payable	9,885.48
2440 DCAP / FSA Payable	-208.40
2445 DRS DCP Payable	525.00
2450 Medical/Dental/Vision/Life Ins	-799.53
2460 Accrued Vacation Pay	72,523.76
2470 w/held VLTD Buy Up	0.00
2499 Payroll Corrections	0.00
Car Allowance Payable	0.00
Total 2400 Payroll Liabilities	\$ 88,740.07
Deferred Revenue	0.00
Total Other Current Liabilities	\$ 98,128.87
Total Current Liabilities	\$ 101,730.67
Total Liabilities	\$ 101,730.67
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)	721,782.37
3999 Opening Bal Equity	0.00
Net Income	248,529.26
Total Equity	\$ 970,311.63
TOTAL LIABILITIES AND EQUITY	\$ 1,072,042.30

Accrual Basis LW

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

	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Total
1010 Member Dues	749,539.23							749,539.23
1020 Membership/Sponsorships	86,000.00	9,500.00	4,000.00	3,000.00	1,000.00			103,500.00
1030 Registration/Dinners Revenue			5,560.00			0.00	1,220.00	6,780.00
1040 Interest Income	70.58	99.46	118.71	114.53	112.55	98.25	66.79	680.87
1150 CC Points Redeemed for Credit		275.00			225.00		125.00	625.00
Total Income	\$ 835,609.81	\$ 9,874.46	\$ 9,678.71	\$ 3,114.53	\$ 1,337.55	\$ 98.25	\$ 1,411.79	\$ 861,125.10
Gross Profit	\$ 835,609.81	\$ 9,874.46	\$ 9,678.71	\$ 3,114.53	\$ 1,337.55	\$ 98.25	\$ 1,411.79	\$ 861,125.10
Total 5100 Salaries	\$ 47,791.20	\$ 47,791.21	\$ 47,791.16	\$ 47,791.16	\$ 47,792.87	\$ 179,050.31	\$ 32,106.68	\$ 450,114.59
5210 Taxes-FUTA	83.34	0.00	0.00	0.00	0.00	0.00	0.00	83.34
5220 Taxes-SUTA	385.46	342.01	353.19	262.47	215.66	166.08	152.88	1,877.75
5230 Taxes - FICA, Medicare - 941	3,687.14	3,662.41	3,662.39	3,662.38	3,684.74	7,988.96	2,456.17	28,804.19
5240 Taxes - L & I	30.61	137.65	137.65	173.38	101.95	81.56	81.59	744.39
5250 Taxes-FMLA	122.16	122.16	122.16	122.16	122.90	214.27	81.22	907.03
Total 5200 Payroll Taxes	\$ 4,308.71	\$ 4,264.23	\$ 4,275.39	\$ 4,220.39	\$ 4,125.25	\$ 8,450.87	\$ 2,771.86	\$ 32,416.70
5310 Pension Plan Contributions	4,898.60	4,898.60	4,898.60	4,898.60	4,928.50	3,927.68	3,290.94	31,741.52
5320 Medical/Dental/Vision/Life Ins	5,284.80	5,284.80	5,284.80	5,284.80	5,284.80	4,485.33	3,685.86	34,595.19
5330 Professional Development				819.95	29.95	29.95	519.95	1,399.80
Total 5340 Travel Reimburse	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 350.59	-\$ 137.04	\$ 2,713.55
Total 5300 Staff Benefits	\$ 10,683.40	\$ 10,683.40	\$ 10,683.40	\$ 11,503.35	\$ 10,743.25	\$ 8,793.55	\$ 7,359.71	\$ 70,450.06
Total 5000 Staff	\$ 62,783.31	\$ 62,738.84	\$ 62,749.95	\$ 63,514.90	\$ 62,661.37	\$ 196,294.73	\$ 42,238.25	\$ 552,981.35
6100 Rent	2,639.84	2,639.84	2,639.84	2,639.84	2,639.84	2,639.84	2,639.84	18,478.88
6310 Copier/Printer Lease & Maint	231.06	231.06	231.06	231.06	231.06	248.72	231.06	1,635.08
6320 Outside Printing & Publication			266.66	22.24				288.90
Total 6300 Printing and Publication	\$ 231.06	\$ 231.06	\$ 497.72	\$ 253.30	\$ 231.06	\$ 248.72	\$ 231.06	\$ 1,923.98
6420 Website Design/Hosting	30.00	30.00	30.00	77.33	30.00	30.00	30.00	257.33
6430 IT Equipment		1,779.45						1,779.45
6440 Software/Subscriptions	1,092.52	405.01	216.42	228.98	228.98	1,743.44	232.29	4,147.64
Total 6400 IT	\$ 1,122.52	\$ 2,214.46	\$ 246.42	\$ 306.31	\$ 258.98	\$ 1,773.44	\$ 262.29	\$ 6,184.42
6500 Cell Phone Service	256.50	256.10	256.10	256.05	255.90	255.90	250.28	1,786.83
6600 CC, Banking & Other Fees	5.00	5.00	5.00	5.00	104.00	40.00	137.00	301.00
Total 6700 Accounting Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6800 Legal Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6900 Office Supplies / Misc.	33.58	26.21	282.04	354.55	43.68	395.23	321.10	1,456.39
Total 6000 Office / Overhead	\$ 4,288.50	\$ 5,372.67	\$ 3,927.12	\$ 3,815.05	\$ 3,533.46	\$ 5,353.13	\$ 3,841.57	\$ 30,131.50
7100 Food/Beverage/Rentals				4,395.67			10.00	4,405.67
7200 Event Pmts Processing Fee			308.22	24.28		0.00	83.36	415.86
Total 7000 Event Expenses	\$ 0.00	\$ 0.00	\$ 308.22	\$ 4,419.95	\$ 0.00	\$ 0.00	\$ 93.36	\$ 4,821.53
8100 Insurance (D&O)							1,774.00	1,774.00
8200 Awards / Recognition			0.00				411.90	411.90
8300 Retreats/Mtgs/Conf/Dues/Events	521.11	1,500.00	1,952.33	-434.51	150.23	3,136.68	126.66	6,952.50
8400 Consultants/Special Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 8000 Board / Org Development	\$ 521.11	\$ 1,500.00	\$ 1,952.33	-\$ 434.51	\$ 269.23	\$ 3,151.71	\$ 2,312.56	\$ 9,272.43
9000 Contingency Fund		0.00			363.26	76.00	13,573.96	14,013.22
Depreciation	159.25	159.25	159.25	159.25	159.25	159.25	159.25	1,114.75
Total Expenses	\$ 67,752.17	\$ 69,770.76	\$ 69,096.87	\$ 71,474.64	\$ 66,986.57	\$ 205,034.82	\$ 62,218.95	\$ 612,334.78
Net Operating Income	\$ 767,857.64	-\$ 59,896.30	-\$ 59,418.16	-\$ 68,360.11	-\$ 65,649.02	-\$ 204,936.57	-\$ 60,807.16	\$ 248,790.32
Net Income	\$ 767,857.64	-\$ 59,896.30	-\$ 59,418.16	-\$ 68,360.11	-\$ 65,649.02	-\$ 204,936.57	-\$ 60,807.16	\$ 248,790.32

	2022 Budget	Difference
	749,539.22	0.00
	97,000.00	6,500.00
	10,000.00	-3,220.00
	1,000.00	-319.13
	0.00	625.00
\$	787,093.00	3,585.87

	2022 Budget	Difference	% Budget Remaining	
Total 5100 Salaries	573,494.00	123,379.41	22%	Total 5100 Salaries
5210 Taxes-FUTA	210.00	126.66	60%	5210 Taxes-FUTA
5220 Taxes-SUTA	1,695.00	-182.75	-11%	5220 Taxes-SUTA
5230 Taxes - FICA, Medicare - 941	37,766.00	8,961.81	24%	5230 Taxes - FICA, Medicare - 941
5240 Taxes - L & I	1,745.00	1,000.61	57%	5240 Taxes - L & I
5250 Taxes-FMLA	2,058.00	1,150.97	56%	5250 Taxes-FMLA
Total 5200 Payroll Taxes	43,474.00	11,057.30	25%	Total 5200 Payroll Taxes
5310 Pension Plan Contributions	58,783.00	27,041.48	46%	5310 Pension Plan Contributions
5320 Medical/Dental/Vision/Life Ins	63,504.00	28,908.81	46%	5320 Medical/Dental/Vision/Life Ins
5330 Professional Development	5,000.00	3,600.20	72%	5330 Professional Development
Total 5340 Travel Reimburse	10,000.00	7,286.45	73%	Total 5340 Travel Reimburse
Total 5300 Staff Benefits	137,287.00	66,836.94	49%	Total 5300 Staff Benefits
Total 5000 Staff	754,255.00	201,273.65	27%	Total 5000 Staff
6100 Rent	31,678.00	13,199.12	42%	6100 Rent
6310 Copier/Printer Lease & Maint	2,960.00	1,324.92	45%	6310 Copier/Printer Lease & Maint
6320 Outsourced Printing/Publications	600.00	311.10	52%	6320 Outsourced Printing/Publications
Total 6300 Printing and Publication	3,560.00	1,636.02	46%	Total 6300 Printing and Publication
6420 Website Design/Hosting	1,400.00	1,142.67	82%	6420 Website Design/Hosting
6430 Equipment	2,000.00	220.55	11%	6430 Equipment
6440 Software/Subscriptions	4,982.00	834.36	17%	6440 Software/Subscriptions
Total 6400 IT	8,382.00	2,197.58	26%	Total 6400 IT
6500 Cell Phone Service	3,060.00	1,273.17	42%	6500 Cell Phone Service
6600 CC, Banking & Other Fees	150.00	-151.00	-101%	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	1,043.61	42%	6900 Office Supplies / Misc.
Total 6000 Office / Overhead	56,900.00	26,768.50	47%	Total 6000 Office / Overhead
7100 Event food/bev/rentals	10,000.00	5,594.33	56%	7100 Event food/bev/rentals
	0.00	-415.86		
Total 7000 Event Expenses	10,000.00	5,178.47	52%	Total 7000 Event Expenses
8100 D&O Insurance	1,774.00	0.00	0%	8100 D&O Insurance
8200 Awards / Recognition	1,000.00	588.10	59%	8200 Awards / Recognition
8300 Retreats/Mtgs/Conf/Dues/Events	13,000.00	6,047.50	47%	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	11,501.57	55%	Total 8000 Board / Org Development
Contingency Fund	15,000.00	986.78	7%	Contingency Fund
Total Expenses	857,533.00	245,198.22	29%	Total Expenses

Accrual Basis LW

SOUND CITIES ASSOCIATION

Balance Sheet

As of August 31, 2022

1110 HomeStreet Bank	250,021.35
1120 HomeStreet Bank - Money Market	457,681.02
1130 PayPal Bank	1,116.64
1140 Time Value Investments	300,000.00
Total Bank Accounts	\$ 1,008,819.01
Total Accounts Receivable	\$ 10,000.00
1499 Undeposited Funds	0.00
1550 Prepaid Expenses	0.00
Total Other Current Assets	\$ 0.00
Total Current Assets	\$ 1,018,819.01
1410 Furniture and Fixtures	31,060.23
1415 Computers	4,891.71
1420 Accumulated Depreciation	-34,257.01
Total 1400 Fixed Assets	\$ 1,694.93
Total Fixed Assets	\$ 1,694.93
Other Long-term Assets	0.00
Total Other Assets	\$ 0.00
TOTAL ASSETS	\$ 1,020,513.94
Total Accounts Payable	\$ 291.06
2200 HomeStreet Credit Card	2,522.75
Total Credit Cards	\$ 2,522.75
2300 Accrued Payroll	9,180.49
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	240.91
Total 2415 FIT, SS, Medicare - 941	\$ 4,699.81
2420 L&I	442.54
2425 WA Paid Family & Medical Leave	203.15
2435 PERS Payable	7,309.16
2440 DCAP / FSA Payable	-0.07
2445 DRS DCP Payable	262.50
2450 Medical/Dental/Vision/Life Ins	-799.53
2460 Accrued Vacation Pay	72,523.76
2470 w/held VLTD Buy Up	0.00
2499 Payroll Corrections	0.00
Car Allowance Payable	0.00
Total 2400 Payroll Liabilities	\$ 85,216.72
Accrued Liabilities	0.00
Deferred Revenue	0.00
Total Other Current Liabilities	\$ 94,397.21
Total Current Liabilities	\$ 97,211.02
Total Liabilities	\$ 97,211.02
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)	721,782.37
3999 Opening Bal Equity	0.00
Net Income	201,520.55
Total Equity	\$ 923,302.92
TOTAL LIABILITIES AND EQUITY	\$ 1,020,513.94

Accrual Basis LW

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

	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Total
1010 Member Dues	749,539.23								749,539.23
1020 Membership/Sponsorships	86,000.00	9,500.00	4,000.00	3,000.00	1,000.00				103,500.00
1030 Registration/Dinners Revenue			5,560.00			0.00	1,220.00	-20.00	6,760.00
1040 Interest Income	70.58	99.46	118.71	114.53	112.55	98.25	66.79	62.13	743.00
1150 CC Points Redeemed for Credit		275.00			225.00		125.00		625.00
Total Income	\$ 835,609.81	\$ 9,874.46	\$ 9,678.71	\$ 3,114.53	\$ 1,337.55	\$ 98.25	\$ 1,411.79	\$ 42.13	\$ 861,167.23
Gross Profit	\$ 835,609.81	\$ 9,874.46	\$ 9,678.71	\$ 3,114.53	\$ 1,337.55	\$ 98.25	\$ 1,411.79	\$ 42.13	\$ 861,167.23
2022 Budget	749,539.22								749,539.22
Difference									0.00

	2022 Budget	Difference	% Budget Remaining						
Total 5100 Salaries	573,494.00	91,272.75	16%						
5210 Taxes-FUTA	210.00	126.66	60%						
5220 Taxes-SUTA	1,695.00	-301.94	-18%						
5230 Taxes - FICA, Medicare - 941	37,766.00	6,505.67	17%						
5240 Taxes - L & I	1,745.00	919.05	53%						
5250 Taxes-FMLA	2,058.00	1,069.75	52%						
Total 5200 Payroll Taxes	43,474.00	8,319.19	19%						
5310 Pension Plan Contributions	58,783.00	23,750.54	40%						
5320 Medical/Dental/Vision/Life Ins	63,504.00	25,222.95	40%						
5330 Professional Development	5,000.00	3,570.25	71%						
Total 5340 Travel Reimburse	10,000.00	6,908.35	69%						
Total 5300 Staff Benefits	137,287.00	59,452.09	43%						
Total 5000 Staff	754,255.00	159,044.03	21%						
6100 Rent	31,678.00	10,559.28	33%						
6310 Copier/Printer Lease & Maint	2,960.00	1,093.86	37%						
6320 Outsourced Printing & Publication	600.00	311.10	52%						
Total 6300 Printing and Publication	3,560.00	1,404.96	39%						
6420 Website Design/Hosting	1,400.00	1,082.67	77%						
6430 IT Equipment	2,000.00	220.55	11%						
6440 Software/Subscriptions	4,982.00	620.82	12%						
Total 6400 IT	8,382.00	1,924.04	23%						
6500 Cell Phone Service	3,060.00	1,022.06	33%						
6600 CC, Banking & Other Fees	150.00	-161.00	-107%						
Total 6700 Accounting Fees	2,570.00	2,570.00	100%						
6800 Legal Fees	5,000.00	5,000.00	100%						
6900 Office Supplies / Misc.	2,500.00	1,001.13	40%						
Total 6000 Office / Overhead	56,900.00	23,320.47	41%						
7100 Food/Beverage/Rentals	10,000.00	4,594.33	46%						
7200 Event Pmts Processing Fee	0.00	-415.86							
Total 7000 Event Expenses	10,000.00	4,178.47	42%						
8100 Insurance (D&O)	1,774.00	0.00	0%						
8200 Awards / Recognition	1,000.00	588.10	59%						
8300 Retreats/Mtgs/Conf/Dues/Events	13,000.00	5,572.50	43%						
8400 Consultants/Special Projects	5,000.00	5,000.00	100%						
Total 8000 Board / Org Development	20,774.00	11,026.57	53%						
9000 Contingency Fund	15,000.00	986.78	7%						
Total Expenses	857,533.00	197,886.32	23%						
Net Operating Income	\$ 767,857.64	\$ 59,896.30	\$ 59,418.16	\$ 68,360.11	\$ 65,649.02	\$ 204,936.57	\$ 61,068.22	\$ 47,008.71	\$ 201,520.55
Net Income	\$ 767,857.64	\$ 59,896.30	\$ 59,418.16	\$ 68,360.11	\$ 65,649.02	\$ 204,936.57	\$ 61,068.22	\$ 47,008.71	\$ 201,520.55

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	July 2022	\$ 6,000.00
Regional Associate Member	AT&T	February 2022	\$ 500.00	July 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	July 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	June 2022	\$ 500.00
Event Sponsor	Gordon Thomas Honeywell	April 2022	\$ 2,500.00	June 2022	\$ 2,500.00
Regional Associate Member	Green River College	January 2022	\$ 500.00	July 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	June 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	May 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	Seattle King County Realtors	September 2021	\$ 6,000.00		
Partner	Seattle Metro Chamber	September 2022	\$ 6,000.00		
Partner	Sound Transit	January 2022	\$ 6,000.00	July 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
TOTALS			\$ 115,500.00		\$93,500.00

Item 08 Attachment A, October 12, 2022, PIC

SCA 2023 LEGISLATIVE AGENDA – DRAFT

Legislative Principles

SCA adopts the following guiding principles against which all legislative proposals will be measured:

- Advance racial equity and social justice
- Improve the social safety net
- Honor commitments to shared revenues
- No unfunded mandates to cities
- Preserve local decision-making authority

Legislative Priorities

- *Address the Fiscal Needs of Cities to Provide Local Services*

Cities play an essential role in providing basic core services to residents. SCA urges the Legislature to:

- Ensure that state-shared revenue distributions remain whole
- Support local infrastructure and fully fund the Public Works Assistance Account
- Support potential improvements to the tax structure, including replacing the 1% cap on annual property tax increases with a limit that allows cities to respond to local needs
- Provide greater flexibility with existing revenue sources

- *Invest in Transportation Infrastructure & Mobility:*

The economic recovery and vitality of our state demands that we invest in our existing transportation infrastructure and prioritize new investments that improve the mobility of people and goods. The passage of Move Ahead Washington was an important step in this direction. SCA urges the Legislature to:

- Continue investing in new resources and options for local governments to address multimodal transportation and mobility needs
- Honor funding commitments made in Move Ahead Washington and ensure that designated and ready-to-go active transportation and transit project throughout King County are scheduled for construction as soon as possible

- *Promote Economic Recovery*

Current economic conditions including supply-chain disruptions, hiring challenges, and high inflation have had a significant impact on Washington's businesses and workforce. SCA urges the Legislature to:

- Provide tools and resources to promote local economic recovery, particularly support for small businesses
- Be cognizant of tax implications and do no harm to individuals and businesses already hurt by the economic downturn
- Support workforce development

- *Address Housing Instability*

The state and cities must partner to preserve and increase the supply, diversity, and affordability of housing as well as address root causes of homelessness. SCA urges the Legislature to:

- Provide local option tools and incentives that recognize the diverse needs of our communities and maintain local decision-making authority
- Continue to provide funding to assist local jurisdictions in bringing more affordable and workforce housing units online

- *Address Behavioral Health Needs*

Behavioral health treatment is at a crisis level across the state. Cities are committed to working with the state to develop solutions. SCA urges the legislature to:

- Provide continued funding to increase the capacity of the behavioral health system, including in-patient, outpatient, and intermediate care
- Support and fund behavioral health workforce development programs to address the shortage of behavioral health care providers
- Continue to fund programs that support local jurisdictions in establishing alternative response programs like co-responder programs, diversion programs, and others that provide alternatives beyond law enforcement for responding to calls related to behavioral health
- Remove barriers to community-based behavioral health services, including substance use disorder treatment and dual diagnosis treatment facilities

- *Public Safety*

- Support additional investments to help cities with the costs created by the changes resulting from the *Blake* decision on how possession of controlled substances is handled by the criminal justice system
- Support clarification regarding the crime of possession of a controlled substance so individuals, law enforcement, and treatment providers can respond appropriately
- Clarify the circumstances under which vehicular pursuits are permissible

CITY MANAGERS AND ADMINISTRATORS

Meeting Agenda
Wednesday, October 5, 2022
9:30 to 11:00 AM

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

From Computer, Tablet, or Smartphone:

<https://us02web.zoom.us/j/81538881020?pwd=SVc0S2wxQjN4c0lBR3ZFcU9MNEt4UT09>

Dial in: (253) 215-8782 **Meeting ID:** 815 3888 1020 **Passcode:** 866144

- 9:30 am** **A.** **Welcome & Introductions**
Jessi Bon, City Manager, City of Mercer Island
- 9:40 am** **B.** **Legislative Update**
Candice Bock, Association of Washington Cities
- Let's talk about the upcoming legislative session!
- 10:00 am** **C.** **[TOPIC – Class/Comp Studies]**
- 10:20 am** **D.** **[TOPIC – ICMA Veteran Programs]**
- 10:35 am** **E.** **SCA Update**
Carl Cole, City Manager, City of SeaTac
Brian Parry, Interim Executive Director, SCA
- Executive Director Recruitment
 - SCA Legislative Priorities
 - Call for Nominations for Regional Boards & Committees
- 10:45 am** **F.** **WCMA/ICMA Update**
Kristi Rowland, WCMA President/Deputy City Administrator, City of Renton
Jessi Bon, IMCA West Coast Vice-President/City Manager, City of Mercer Island
- 10:55 am** **G.** **Future Agenda Items**
Jessi Bon, City Manager, City of Mercer Island
- 11:00 am** **H.** **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: