



SOUND CITIES ASSOCIATION

38 Cities. A Million People. One Voice.

SCA Board of Directors AGENDA

January 15, 2020

Tukwila Community Center, Meeting Room B, 12424 42nd Ave S, Tukwila, WA 98168
10 AM - Noon

- | | |
|---|---------------------------------|
| 1) Call to Order – Mayor Leanne Guier | 2 minutes |
| 2) Welcome and Introductions | 5 minutes |
| 3) Public Comment | 10 minutes |
| 4) Consent Agenda | 3 minutes |
| a. Minutes of the December 18, 2019 Board of Directors Meeting | Attachment 1 |
| <i>Recommended Action: Approval of consent agenda</i> | |
| 5) Conflict of Interest Statement | Attachment 2 |
| 6) Report of the SCA Board Nominating Committee | 5 minutes |
| 7) Election of 2020 SCA Officers | 10 minutes |
| <i>Recommended Action: Election of 2020 SCA President, Vice President, Treasurer, and Secretary</i> | |
| 8) President’s Report | 5 minutes |
| 9) Executive Director’s Report – Deanna Dawson, Executive Director | 10 minutes |
| 10) Finance Report | 15 minutes |
| a. December Financial Reports (Balance Sheet, Profit and Loss Statement) | Attachments 3-4 |
| <i>Recommended Action: Approval of December 2019 Financial Reports</i> | |
| b. 2019 Budget (for background) | Attachment 5 |
| c. Accounts Receivable Report | Attachment 6 |
| d. Review of 2020 Adopted Budget | Attachment 7 |
| e. 2020 Reserves | Attachment 8 |
| <i>Potential Action: Approval of 2020 Reserves</i> | |
| f. Update on Sponsorships | Attachment 9 |
| g. 2020 Finance Committee | |
| <i>Recommended Action: Appointment of 2020 SCA Finance Committee</i> | |
| h. Other Updates | |

- 11) Appointment of 2020 SCA Events Committee** 5 minutes
Recommended Action: Appointment of 2020 SCA Events Committee
- 12) PIC Chair’s Report** – Deputy Mayor Christie Malchow, PIC Chair 5 minutes
 a. December 11, 2019 PIC Meeting [Meeting Materials](#)
- 13) City Administrator’s Report** – Laura Philpot 5 minutes
[Attachment 10](#)
- 14) Regional Homelessness Committee** 10 minutes
Potential Action: Appointment of Members to Regional Homelessness Committee
- 15) Discussion Items** 20 minutes
 a. 2020 Board Retreat
 b. PSRC Executive Board Appointments
 c. Regional Board and Committee Vacancies – Children and Youth Advisory Board (CYAB) and Flood Control District Advisory Board
 d. Regional Board and Committee Orientation
 e. Newly Elected Official Orientation
 f. 2020 Event Speakers
- 16) For the good of the order** 5 minutes
- 17) Adjourn**

Upcoming Events/Meetings

- a. *SCA Regional Board and Committee Appointee Orientation, Wednesday, January 15, 2020, 6:00 – 8:00 PM, SeaTac City Hall*
- b. *SCA Newly Elected Official Orientation, Thursday, January 30, 2020, 2:00 – 4:00 PM, PSRC, followed by reception from 4:00 - 5:30 PM at Ivar’s Acres of Clams*
- c. *SCA Board Retreat – Friday, January 31, 2020 – Local 32, Renton*
- d. *SCA Board Meeting – Wednesday, February 19, 2020 10:00 AM - 12:00 PM – Tukwila Community Center*
- e. *SCA Networking Event – Wednesday, February 19, 2020 5:30 – 8:00 PM –Renton Pavilion Event Center*



SOUND CITIES ASSOCIATION

38 Cities. A Million People. One Voice.

SCA Board of Directors DRAFT Board Minutes

December 18, 2019

Renton City Hall, 1055 S Grady Way, Renton, WA

in the Council Chambers on the 7th floor

10 AM - Noon

- 1) Mayor Leanne Guier, SCA President called the meeting to order at 10:00am. Present were Jeff Wagner, David Baker, Nancy Backus, Dana Ralph, Hank Margeson, and Ed Prince, and staff members Deanna Dawson and Leah Willoughby. Absent were Bob Larson and Jim Ferrell. Davina Duerr, Bruce Bassett, and Catherine Stanford entered during the course of the meeting, as noted in minutes.
- 2) President Guier asked if there was any public comment. Hearing none, this item of the agenda was closed.

Margeson moved, seconded by Prince to approve the minutes of the November 20, 2019 Board of Directors Meeting. The motion passed unanimously.

- 3) **President's Report** –President Guier reported on achievements of 2019. Guier thanked the members of the Board for allowing her to serve as President on the SCA Board of Directors for 2019
- 4) **Executive Director's Report** – Deanna Dawson, Executive Director summarized recent developments with the regional homelessness authority, and asked members to continuing considering who will be appointed for SCA's seats. Regarding 2019, Dawson remarked on accomplishments, highlighting the working together as a group for positive progress; we should build on that progress in 2020. Dawson thanked exiting board members for their service in 2019. Dawson reported on the Women who Dare event sponsored by Comcast, of which SCA was a co-sponsor. The event honored women in the community that had made influential change in their communities. Dawson also reported on possible new sponsors in 2020. Duerr entered the meeting at 10:18am at the conclusion of this item.
- 5) **Treasurer's Report** – Councilmember Hank Margeson, Treasurer reported that Finance committee did not meet for the month of November. Dawson walked group through the November financial documents ([Link: Attachments 2-3](#)).

Margeson moved, seconded by Duerr to approve the November 2019 financial reports. The motion passed unanimously.

Margeson reported that the financial reports for 2017 and 2018 have been completed. Reports were provided to group as handouts ([Minutes Attachments A - D](#)). Dawson walked group through reports:

Dawson noted that in 2017 staffing expense is high because vacation accrual had not been correctly accumulated for reserves in prior years, and a “catch-up” of funds to the reserves was made. There was also vacation payouts for three employees who left SCA. Dawson also noted that, as a result of the audit done by our accounting firm, some minor adjustments in taxes and other entries were made. The item line for “remodel” was carryover on remodel budget from 2016.

Wagner moved, seconded by Duerr to approve the 2017 financial reports. The motion passed unanimously. Addressed concerns around one bank versus several.

In 2018 reports, Dawson highlighted additional vacation accrual and vacation payout, including an employee who had accumulated ~\$9,000 in vacation that was paid out on their exit; also had some temp work in 2018 adding to staffing spend. Dawson noted that the “consultant” spend was temporary employee work during an employee vacancy. Higher event spend balanced with event income. Catherine Stanford entered the meeting at 10:29 during this item.

Dawson and Margeson noted that SCA staff had thoroughly reviewed all content of the 2017 and 2018 financial report.

Margeson moved, seconded by Duerr to approve the 2018 financial reports. The motion passed unanimously.

Margeson provided an update on Sponsorships, highlighting increased number of sponsors, and reminded group about lunch honoring Partners following the current meeting

Dawson asked that any members interested in serving on the 2020 finance committee to communicate interest to her; five new members will be needed. Backus and Guier expressed interest, and Dawson suggested CM/CA chair as a possible member. Bruce Bassett entered the meeting at 10:32 during this item.

Margeson asked the group for any questions or concerns, hearing none. He thanked the board for the opportunity to serve as treasurer in 2019.

6) PIC Chair’s Report – Councilmember Ed Prince, PIC Chair, reported on the December 11, 2019 PIC Meeting. Christie Malchow was elected as 2020 PIC Chair and Bill Boyce was elected as Vice Chair.

2020 Regional Board and Committee Appointments: Dawson reported on the work of the nominating committee, and highlighted existing vacancies, and noted the PIC’s recommended nominations ([Minutes Attachment E](#)).

Prince moved, seconded by Margeson to approve the 2020 Regional Board and Committee Appointments. The motion passed unanimously.

Dawson summarized role and applicant for the staff King County Automated Fingerprint Identification System Advisory Committee. There is one vacancy.

Margeson moved, seconded by Ockerlander to move the slate to appoint Rob Wyman, Newcastle, as member to staff King County Automated Fingerprint Identification System Advisory Committee. The motion passed unanimously.

Dawson summarized role and applicants for the Growth Management Planning Council Interjurisdictional Team. Four members are currently serving. There are six total applicants; one has served for several years. There are no provisions in bylaws for number of years as there are for regional committees and boards. Ralph spoke in favor of Bonsteel. Dawson spoke in favor of all applicants, and asked group to take into consideration regional representation. Prince spoke in favor of Mathias. Bassett spoke in favor of Maxim.

Margeson moved, seconded by Prince to move the slate of appoint Haylee Bonsteel, Kent, as member; Mark Hoffman, Snoqualmie, as member; Evan Maxim, Mercer Island, as member; Angie Mathias as member. The motion passed unanimously.

Dawson summarized role and applicants for the PSRC Bicycle and Pedestrian Advisory Committee. There are two new applicants.

Baker moved, seconded by Duerr to appoint Kevin O'Neill, Woodinville and Kent Vaughan, Kenmore, as additional alternates to the committee. The motion passed unanimously.

Dawson summarized role and applicants for the PSRC Regional Staff Committee. Vacancies include two members and one alternate. Dawson clarified for group current serving members and alternates. Ockerlander spoke in favor of Hart. Dawson asked that group consider regional representation. Backus spoke in favor Avery, and noted bus route work and community outreach. Dawson brought staff Brian Parry into the meeting telephonically at 11:03 during this item. Parry confirmed current serving members and alternates. Dawson asked for any additional info on; Parry had none. Parry exited the call and meeting at 11:05am.

Prince moved, seconded by Duerr to appoint Chip Vincent, Renton, as member; Mark Hoffman, Snoqualmie, as member; Diana Hart, Woodinville, as alternate. The motion passed unanimously.

Dawson summarized role and applicants for the PSRC Transportation Demand Management Advisory Committee. There is one member and up to five alternates.

Baker moved, seconded by Ockerlander to appoint Alison Turner, Tukwila, as member.

Dawson reported that the South Central Action Area Caucus Group (two members) has no applicants.

Dawson walked group through SCA 2020 Legislative Agenda, as discussed at previous meetings.

Prince seconded by Margeson to approve the 2020 SCA Legislative Agenda. The motion passed unanimously.

Dawson Updated group on the proposed King County Regional Homelessness Authority

Dawson summarized for members through documents showing changes and implementations based on the recommendations of SCA. Dawson reiterated to members the need to appoint members to the committee in 2020, and reiterated importance of SCA's representation on the group. Backus and Prince expressed interest in representing SCA.

Dawson summarized for the group the list provided to PIC members of potential 2020 SCA Priorities, and also reported suggested additions from PIC members. Group agreed to discuss potential 2020 SCA Priorities further at the 2020 Board Retreat.

Dawson reported on possible partner forums for 2020.

Guier thanked Prince for his service as PIC chair for 2019.

7) City Administrator's Report – As Bob Larson was not present, Dawson reported that, in lieu of a formal CA/CM meeting for the month of December, the City Managers and City Administrators met for an informal lunch. Potential CA/CM member was discussed.

10) Board Nominating Committee Report – Guier thanked the members of the board nominating committee. Nominating committee recommended to bring forward Ralph as President for 2020. Recommendations for other positions will be provided by the end of 2019. Dawson noted that the nominating committee conducted interviews with possible officers, which was a change from previous years. Nominating Committee found the interviews helpful, and hope to continue this in coming years.

11) Discussion Items –

Dawson reported that a group consisting of members from the South Caucus are putting together a meeting with the Prosecutor's Office regarding King County Filing and Disposition Standards, and asked for any concerns about SCA's involvement. Group expressed support for the process. Dawson added that any cities who want to join are welcome.

Dawson reported that the Board Retreat for 2020 will be on January 31, 2020, and suggested topics for include a focus on member roles and responsibility. There will be seven new board members; stressed level-setting agenda.; asked for any input on new, or on items liked from last retreats.

10) Upcoming Events/Meetings –

Dawson reported on upcoming events, noting that an orientation for new appointees to regional boards and committees is being planned; date and location are TBD.

- a. SCA Partner Appreciation Lunch – Wednesday December 18, 2019 – Maplewood Golf Course, Renton
- b. SCA Board Meeting – Wednesday, January 15, 2020 10:00 AM -12:00 PM – Renton City Hall
- c. SCA Newly Elected Officials Orientation – Thursday, January 30, 2020, 2-4 PM with reception to follow – PSRC Board Room asked for volunteers to speak
- d. SCA Board Retreat – January 31, 2020 – Location TBD

11) For the good of the order

There were no items for the good of the order.

12) Adjourn

President Guier adjourned the meeting at 12:01pm

SOUND CITIES ASSOCIATION
2017 End of Year Balance Sheet
As of December 31, 2017

ASSETS

Current Assets

1110 HomeStreet Bank	0.00	
1120 HomeStreet Bank - Money Market	150,936.43	
Harborstone CU Money Market	252,233.54	
Harborstone CU Savings	5.00	
Sound Credit Union - Savings	25.00	
Sound Credit Union -MoneyMarket	40,081.92	
Umpqua - Checking(Was Sterling)	134,096.41	
Umpqua Bank - Money Market	2,504.00	
Umpqua-Money Mrkt(Was Sterling)	36,843.94	
US Bank - Checking	5.00	
US Bank - Money Market	25,292.53	
Total Bank Accounts	\$ 642,023.77	
1200 Accounts Receivable	6,506.00	
Total Accounts Receivable	\$ 6,506.00	
1499 Undeposited Funds	6,399.00	
Total Other Current Assets	\$ 6,399.00	
Total Current Assets	\$ 654,928.77	
1410 Furniture and Fixtures	30,583.50	
1420 Accumulated Depreciation	-19,817.01	<small>adds depreciation/loss from retired small server</small>
Total 1400 Fixed Assets	\$ 10,766.49	<small>Includes capitalization on furniture from remodel</small>
1481 Leasehold Improvements	13,755.66	
1482 Leasehold Improvement Accum Dep	-13,755.66	
Total Fixed Assets	\$ 10,766.49	
Total Other Assets	\$ 0.00	
TOTAL ASSETS	\$ 665,695.26	

LIABILITIES AND EQUITY

Total Accounts Payable	\$ 1,578.66
Umpqua Credit Cards	-396.72
Credit Card - AM	-83.85
Credit Card - BP	219.29
Credit Card - CF	35.10
Credit Card - CM	1,099.16
Credit Card - DB	0.00
Credit Card - DD	-4.25
Credit Card - EW	9.90
Credit Card - EW-J	167.88
Credit Card - KC	0.00
Total Umpqua Credit Cards	\$ 1,046.51
Total Credit Cards	\$ 1,046.51
2150 SDI	356.52
2405 FUTA	0.00
2410 SUI	0.00
2415 FIT, SS, Medicare - 941	0.00
2122 Company	0.00
2124 Employee	0.00
Total 2415 FIT, SS, Medicare - 941	\$ 0.00
2430 PERS 2 Company Contribution	9,584.05
2435 PERS Payable	3,742.64
2440 DCAP / FSA Payable	0.00
2445 DRS DCP Payable	4,513.51
2450 Medical/Dental/Vision/Life Ins	0.00
2460 Accrued Vacation Pay	39,832.27
2470 w/held VLTD Buy Up	262.46
Car Allowance Payable	0.00
w/held M/D/V/L - Spouse	0.00
w/held Supplemental Life	0.00
Total 2400 Payroll Liabilities	\$ 58,291.45
Total Other Current Liabilities	\$ 58,291.45
Total Current Liabilities	\$ 60,916.62
Total Liabilities	\$ 60,916.62
3110 Equipment Purchase Reserve	15,000.00
3120 Operations Reserves	355,807.50
3130 Contractual Obligations Reserve	47,905.14
3140 Legal Reserves Fund	25,000.00
3700 Emergency Contingency Reserves	50,000.00
3750 Employment Reserves Liability	147,140.65
Total 3100 Board Designated Reserves	\$ 640,853.29
3200 Board Designated Contra	-640,853.29
3300 Fund Balance (Prior Years)	639,697.12
Net Income	-34,918.48
Total Equity	\$ 604,778.64
TOTAL LIABILITIES AND EQUITY	\$ 665,695.26

Accrual Basis - LW - 12/17/2019

**SOUND CITIES ASSOCIATION
2017 End of Year Profit and Loss Report**

January - December 2017

Notes

Income				
1010 Member Dues		635,030.71		
1020 Regional Associate Membership Dues and Event Sponsorship		58,500.00		
1030 Registration/Dinners Revenue		30,150.65		
1040 Interest Income		2,660.87		
Total Income	\$	726,342.23		
5110 Staff Wages		508,154.56		
5120 Temporary Wages		2,496.80		budgeted under 8400 Consultants
Total 5100 Payroll Wages	\$	510,651.36		Includes ~\$33k Vacation Accrual; transferred/reflected in Reserves (caught up previous years not calculated) Includes ~\$5400 in Vacation Payout
5130 Vacation Expense		3,990.18		
5210 Taxes-FUTA		378.03		
5220 Taxes-SUTA		152.36		
5230 Taxes - FICA, Medicare - 941		27,511.05		
5240 Taxes - L & I		1,638.35		
Taxes - Medicare		6,948.16		
Taxes-L&I		-745.63		
Taxes-WA Unemployment		199.67		
Total 5200 Payroll Taxes	\$	36,081.99		
5310 Pension Plan Contributions		55,066.76		
5320 Medical/Dental/Vision/Life Ins		42,641.57		
5330 Professional Development		1,293.14		
5340 Travel Reimburse		4,625.56		
5345 Car Allowance		6,045.94		
Total 5340 Travel Reimburse	\$	10,671.50		
Total 5300 Staff Benefits	\$	109,672.97		
Total 5000 Staff	\$	660,396.50		Includes (3) staff bonuses
6100 Rent		23,358.72		
6200 Office Insurance		604.00		
6310 Copier/Printer Lease & Maint		4,767.59		
6320 Outside Printing & Publication		1,466.88		
Total 6300 Printing and Publication	\$	6,234.47		
6410 Internet		1,502.29		
6420 Website Design/Hosting		1,952.50		
6430 IT Equipment		2,593.34		
IT Staff Support		2,425.00		
Total 6400 IT	\$	8,473.13		
6500 Phones		3,665.89		
6600 CC, Banking & Other Fees		-1.52		
9050 Bank Service Charges		94.93		
Total 6600 CC, Banking & Other Fees	\$	93.41		
6710 Accountants		1,334.55		
6720 Payroll Processing Charges		2,723.95		
Total 6700 Accounting Fees	\$	4,058.50		
6900 Office Supplies / Misc.		2,528.22		
Office Remodel		858.52		carryover expenses from 2016 remodel project
Total 6000 Office / Overhead	\$	49,874.86		
6800 Legal Fees		2,965.95		
7100 Food/Beverage		24,527.92		
7200 Event Pmts Processing Fee		1,148.72		
7300 Other Meeting Expenses		2,646.36		
Total 7000 Event Expenses	\$	28,323.00		
8100 Insurance (D&O)		1,774.00		
8200 Awards / Recognition		2,062.50		
8300 Retreats/Mtgs/Conf/Dues/Events		8,566.25		
8400 Consultants		1,456.90		
Total 8000 Board / Org Development	\$	13,859.65		
Depreciation		6,394.00		
Loss on Disposal of Assets		446.75		
Total Expenses	\$	762,260.71		
Net Operating Income		-35,918.48		
Total Other Income		1,000.00		
Total Other Expenses		0.00		
Net Other Income		1,000.00		
Net Income		-34,918.48		

Accrual Basis - LW

**SOUND CITIES ASSOCIATION
2018 End of Year Balance Sheet**

As of December 31, 2018

ASSETS

1110 HomeStreet Bank	33,967.70
1120 HomeStreet Bank - Money Market	621,766.81
1130 PayPal Bank	43.39
Total Bank Accounts	\$ 655,777.90
1200 Accounts Receivable	590.00
Total Accounts Receivable	\$ 590.00
1499 Undeposited Funds	0.00
Total Other Current Assets	\$ 0.00
Total Current Assets	\$ 656,367.90
1400 Fixed Assets	
1410 Furniture and Fixtures	30,583.50
1420 Accumulated Depreciation	-25,103.01
1430 Computers	4,891.71
Total 1400 Fixed Assets	\$ 10,372.20
1481 Leasehold Improvements	13,755.66
1482 Leasehold Improvement Accum Dep	-13,755.66
Total Fixed Assets	\$ 10,372.20
TOTAL ASSETS	\$ 666,740.10

LIABILITIES AND EQUITY

LIABILITIES AND EQUITY

2000 Accounts Payable	5,946.62
Total Accounts Payable	\$ 5,946.62
2200 HomeStreet Credit Card	2,133.21
Umpqua Credit Cards	-396.72
Credit Card - AM	-83.85
Credit Card - BP	0.00
Credit Card - CF	0.00
Credit Card - CM	875.04
Credit Card - DB	0.00
Credit Card - DD	337.50
Credit Card - EW	0.00
Credit Card - EW-J	0.00
Credit Card - KC	0.00
Total Umpqua Credit Cards	\$ 731.97
Total Credit Cards	\$ 2,865.18
2150 SDI	0.00
2405 FUTA	267.63
2410 SUI	-24.87
2415 FIT, SS, Medicare - 941	10,664.12
2122 Company	0.00
2124 Employee	0.00
Total 2415 FIT, SS, Medicare - 941	\$ 10,664.12
2420 L&I	65.54
2430 PERS 2 Company Contribution	70.02
2435 PERS Payable	3,921.28
2440 DCAP / FSA Payable	1,041.65
2445 DRS DCP Payable	1,033.00
2450 Medical/Dental/Vision/Life Ins	0.00
2460 Accrued Vacation Pay	50,086.06
2470 w/held VLTD Buy Up	0.00
Car Allowance Payable	0.00
w/held M/D/V/L - Spouse	0.00
w/held Supplemental Life	0.00
Total 2400 Payroll Liabilities	\$ 67,124.43
Accrued Liabilities	0.00
Total Other Current Liabilities	\$ 67,124.43
Total Liabilities	\$ 75,936.23
3110 Equipment Purchase Reserve	15,000.00
3120 Operations Reserves	355,807.50
3130 Contractual Obligations Reserve	47,905.14
3140 Legal Reserves Fund	25,000.00
3700 Emergency Contingency Reserves	50,000.00
3750 Employment Reserves Liability	166,935.88
Total 3100 Board Designated Reserves	\$ 660,648.52
3200 Board Designated Contra	-660,648.52
3300 Fund Balance (Prior Years)	604,778.64
Net Income	-13,974.77
Total Equity	\$ 590,803.87
TOTAL LIABILITIES AND EQUITY	\$ 666,740.10

Accrual Basis - LW

SOUND CITIES ASSOCIATION
2018 End of Year Profit and Loss Report

January - December 2018

Notes

Income		
1010 Member Dues	661,580.00	
1020 Regional Associate Membership Dues and Event Sponsorship	65,000.00	
1030 Registration/Dinners Revenue	29,130.17	
1040 Interest Income	2,919.44	
Total Income	\$ 758,629.61	
5110 Staff Wages	492,261.43	
5120 Temporary Wages	2,137.50	budgeted under 8400 Consultants
		Includes ~\$19k Vacation Accrual; transferred/reflected in Reserves
Total 5100 Salaries	\$ 494,398.93	Includes \$9541 in Vacation Payout
5210 Taxes-FUTA	267.63	
5220 Taxes-SUTA	334.56	
5230 Taxes - FICA, Medicare - 941	34,465.82	
5240 Taxes - L & I	994.54	
Total 5200 Payroll Taxes	\$ 36,062.55	
5310 Pension Plan Contributions	60,796.09	
5320 Medical/Dental/Vision/Life Ins	49,882.40	
5330 Professional Development	1,812.98	
5340 Travel Reimburse	4,152.69	
5345 Car Allowance	6,000.00	
Total 5340 Travel Reimburse	\$ 10,152.69	
Total 5300 Staff Benefits	\$ 122,644.16	
WA SUI Taxes (refund of overpayment)	-48.76	
Total 5000 Staff	\$ 653,056.88	
6100 Rent	24,088.68	
6200 Office Insurance	604.00	
6310 Copier/Printer Lease & Maint	5,315.81	
6320 Outside Printing & Publication	1,073.97	
Total 6300 Printing and Publication	\$ 6,389.78	
6410 Internet	1,200.00	
6420 Website Design/Hosting	897.09	
6430 IT Equipment	3,259.79	
IT Staff Support	1,075.00	
Total 6400 IT	\$ 6,431.88	
6500 Phones	4,115.05	
6600 CC, Banking & Other Fees	381.73	
9050 Bank Service Charges	55.00	
Total 6600 CC, Banking & Other Fees	\$ 436.73	
6710 Accountants	12,226.10	
6720 Payroll Processing Charges	1,477.17	
Total 6700 Accounting Fees	\$ 13,703.27	Includes Audit Costs ~\$7k
6900 Office Supplies / Misc.	2,021.02	
Total 6000 Office / Overhead	\$ 57,790.41	
6800 Legal Fees	3,132.13	
7100 Food/Beverage	26,518.53	
7200 Event Pmts Processing Fee	1,040.67	
7300 Other Meeting Expenses	935.00	
Total 7000 Event Expenses	\$ 28,494.20	
8000 Board / Org Development		
8100 Insurance (D&O)	1,774.00	
8200 Awards / Recognition	1,537.80	
8300 Retreats/Mtgs/Conf/Dues/Events	7,200.56	
8400 Consultants	13,485.25	Includes temp during employee vacancy ~12k
Total 8000 Board / Org Development	\$ 23,997.61	
9000 Contingency Fund	549.00	
Depreciation	5,286.00	
Reconciliation Discrepancies corrects 2018 Umpqua cc	-144.69	
Total Expenses	\$ 772,161.54	
Net Operating Income	-13,531.93	
Other Expenses		
Reconciliation Discrepancies-1 corrects 2017 Umpqua cc	442.84	
Net Income	-13,974.77	

Accrual Basis - LW

Advisory Council on Aging and Disability Services (ADS Advisory Council)

Seat	Name	City	Caucus
Member	Marli Larimer	Kent	S
Member	Sofia Aragon	Burien	S

Affordable Housing*

Seat	Name	City	Caucus
Member	Claude DaCorsi	Auburn	S
Member	Nancy Tosta	Burien	S
Member	Ryan McIrvine	Renton	S
Member	Lynne Robinson	Bellevue	N
Alt	Marli Larimer	Kent	S
Alt	Tanika Padhye	Redmond	N
Alt	Zach Hall	Issaquah	N
Alt	Rob McFarland	North Bend	SNO

*Two-year terms expire 12/31/2020

Board of Health (BOH)

Seat	Name	City	Caucus
Member	Susan Honda	Federal Way	S
Member	David Baker	Kenmore	N
Alt	Krystal Marx	Burien	S
Alt	Janice Zahn	Bellevue	N

King County Regional Census Committee

Seat	Name	City	Caucus
Member	De'Sean Quinn	Tukwila	S
Member	Debra Srebnik	Kenmore	N

Children and Youth Advisory Board (CYAB)

Seat	Name	City	Caucus
Member	Kevin Schilling	Burien	S
Member			

Domestic Violence Initiative Regional Task Force (DVI)

Seat	Name	City	Caucus
Member	Traci Buxton	Des Moines	S
Member	Yolanda Trout-Manuel	Auburn	S
Member	Tanika Padhye	Redmond	N
Member	Dana Parnello	Maple Valley	S
Alt	Satwinder Kaur	Kent	S
Alt	Dawn Dofelmire	Algona	SV
Alt	Jared Nieuwenhuis	Bellevue	N
Alt	Joseph Cimaomo, Jr.	Covington	S

Key:

No color = Returning
 Grey = Unexpired term
 Yellow = New Appointment
 Green = Alt moved to Member
 Teal = 2nd Alt moved to Alt

Emergency Management Advisory Committee (EMAC)

Seat	Name	City	Caucus
Member	Marianne Klaas	Clyde Hill	N
Member	Bob Baggett	Auburn	S
Member	Linda Olson	Maple Valley	S
Alt	David Carson	Redmond	N
Alt	Alan Gothelf	North Bend	SNO
Alt	Pam Fernald	SeaTac	S

Greater Seattle Partners

Seat	Name	City	Caucus
Member	Nancy Backus	Auburn	S

Growth Management Planning Council (GMPC)

Seat	Name	City	Caucus
Member	Leanne Guier	Pacific	SV
Member	Matt Larson	Snoqualmie	SNO
Member	Thomas McLeod	Tukwila	S
Member	Satwinder Kaur	Kent	S
Member	Pam Stuart	Sammamish	N
Member	Chris Reh	Issaquah	N
Alt	Syd Dawson	Maple Valley	S
Alt	Salim Nice	Mercer Island	N
Alt	Debra Srebnik	Kenmore	N
Alt	Ryan McIrvine	Renton	S

HealthierHere Governing Board

Seat	Name	City	Caucus
Member	Semra Riddle	Lake Forest Park	N
Alt	Barbara de Michele	Issaquah	N

*Erin Sitterley Member through 4/30/2020

Joint Recommendations Committee (JRC)

Seat	Name	City	Caucus
Member	Clyde Hill	SeaTac	S
Member	De'Sean Quinn	Tukwila	S
Member	Chris Ross	Sammamish	N
Member	Amy McHenry	Duvall	SNO

King Conservation District Advisory Committee (KCD)

Seat	Name	City	Caucus
Member	Brenda Fincher	Kent	S
Member	Mark Phillips	Lake Forest Park	N
Member	Amy McHenry	Duvall	SNO
Alt	Victoria Hunt	Issaquah	N
Alt	Susan Boundy-Sanders	Woodinville	N
Alt	Kelli Curtis	Kirkland	N

King County Flood Control District Advisory Committee (KCFCDAC)

Seat	Name	City	Caucus
Member	Leanne Guier	Pacific	SV
Member	Henry Sladek	Skykomish	SNO
Member	Michelle Hogg	Duvall	SNO
Member	Karen Moran	Sammamish	N
Alt	Carol Benson	Black Diamond	SV
Alt	Linda Johnson	Maple Valley	S
Alt			
Alt			

King County Law Enforcement Officers' and Fire Fighters' Plan 1 (LEOFF1) Disability Retirement Board

Seat	Name	City	Caucus
Member	Kevin Schilling	Burien	S

Local Hazardous Waste Management Program (LHWMP) Management Coordination Committee (MCC)

Seat	Name	City	Caucus
Member	Krystal Marx	Burien	S

Mental Illness and Drug Dependency (MIDD) Oversight Committee King County

Seat	Name	City	Caucus
Member	Brenda Fincher	Kent	S
Alt	Gary Harris	Woodinville	N

Puget Sound Clean Air Agency (PSCAA) Advisory Council

Seat	Name	City	Caucus
Member	Satwinder Kaur	Kent	S

PSRC Economic Development District Board (EDDB)

Seat	Name	City	Caucus
Member	Ed Prince	Renton	S
Member	Lydia Assefa-Dawson	Federal Way	S
Alt	Lindsey Walsh	Issaquah	N
Alt	Betsy Robertson	Shoreline	N

PSRC Executive Board

Seat	Name	City	Caucus
Member	Amy Ockerlander	Duvall	SNO
Member	Chris Roberts	Shoreline	N
Member	Allan Ekberg	Tukwila	S
Alt	David Baker	Kenmore	N
Alt	James McNeal	Bothell	N
Alt	Nancy Tosta	Burien	S
2 nd Alt	Jeff Wagner	Covington	S
2 nd Alt	Angela Birney	Redmond	N

PSRC Growth Management Policy Board (GMPB)

Seat	Name	City	Caucus
Member	Jay Arnold	Kirkland	N
Member	Traci Buxton	Des Moines	S
Member	Ed Prince	Renton	S
Alt	Tola Marts	Issaquah	N
Alt	Phillipa Kassover	Lake Forest Park	N
Alt	Claude DaCorsi	Auburn	S

PSRC Operations Committee

Seat	Name	City	Caucus
Member	Chris Roberts	Shoreline	N
Alt	Dana Ralph	Kent	S

PSRC Transportation Policy Board (TPB)

Seat	Name	City	Caucus
Member	Kate Kruller	Tukwila	S
Member	Dana Ralph	Kent	S
Member	Mary Lou Pauly	Issaquah	N
Alt	Peter Kwon	SeaTac	S
Alt	Wendy Weiker	Mercer Island	N
Alt	John Wright	Lake Forest Park	N

Regional Law, Safety and Justice Committee (RLSJC)

Seat	Name	City	Caucus
Member	Krystal Marx	Burien	S
Member	Jon Pascal	Kirkland	N
Member	Yolanda Trout-Manuel	Auburn	S
Member	Toni Troutner	Kent	S
Member	Lydia Assefa-Dawson	Federal Way	S
Member	Chris Ross	Sammamish	N
Member	Kim-Khanh Van	Renton	S
Member	Mason Thompson	Bothell	N

Regional Policy Committee (RPC)

Seat	Name	City	Caucus
Member	Angela Birney	Redmond	N
Member	John Stokes	Bellevue	N
Member	Dave Hill	Algona	SV
Member	Nancy Backus	Auburn	S
Alt	James McNeal	Bothell	N
Alt	Armondo Pavone	Renton	S

Regional Transit Committee (RTC)

Seat	Name	City	Caucus
Member	Leanne Guier	Pacific	SV
Member	Kathy Hougardy	Tukwila	S
Member	Susan Chang	Shoreline	N
Member	Ryan McIrvine	Renton	S
Member	Kim Lisk	Carnation	SNO
Member	Jon Pascal	Kirkland	N
Member	Jennifer Robertson	Bellevue	N
Member	Bob Baggett	Auburn	S
Alt	Toni Troutner	Kent	S
Alt	Mary Lou Pauly	Issaquah	N
Alt	Jeralee Anderson	Redmond	N
Alt	Dave Hill	Algona	SV

Regional Water Quality Committee (RWQC)

Seat	Name	City	Caucus
Member	Leanne Guier	Pacific	SV
Member	Penny Sweet	Kirkland	N
Member	Benson Wong	Mercer Island	N
Member	Yolanda Trout-Manuel	Auburn	S
Alt	Conrad Lee	Bellevue	N
Alt	Zandria Michaud	Kent	S

Solid Waste Advisory Committee (SWAC)

Seat	Name	City	Caucus
Member	Phillippa Kassover	Lake Forest Park	N
Member	Penny Sweet	Kirkland	N



Sound Cities Association Conflict of Interest Policy

Whenever a director or officer has a financial or personal interest in any matter coming before the board of directors, the affected person shall:

- a) Fully disclose the nature of the interest and
- b) Withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested directors determine that it is in the best interest of Sound Cities Association to do so. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

In the course of meetings or activities, I will disclose any interests in a transaction or decision where I will receive a benefit or gain. After disclosure, I understand that I may be asked to leave the room for the discussion and will not be permitted to vote on the question.

This written disclosure will be kept on file and I will update it as appropriate. I understand that the purposes of this policy are to protect the integrity of SCA's decision-making process, to enable our constituencies to have confidence in our integrity, and to protect the integrity and reputations of volunteers, staff and board members.

I understand that this policy is not meant to take the place of good judgment, and I will respect its spirit as well as its wording.

Signed: _____

Date: _____

SOUND CITIES ASSOCIATION
Balance Sheet
As of December 31, 2019

1110 HomeStreet Bank	12,805.31
1120 HomeStreet Bank - Money Market	683,412.11
1130 PayPal Bank	145.35
Total Bank Accounts	\$ 696,362.77
Total Accounts Receivable	\$ 500.00
Total Current Assets	\$ 696,862.77
1410 Furniture and Fixtures	31,060.23
1420 Accumulated Depreciation	-27,014.01
1430 Computers	4,891.71
Total 1400 Fixed Assets	\$ 8,937.93
1481 Leasehold Improvements	13,755.66
1482 Leasehold Improvement Accum Dep	-13,755.66
Total Fixed Assets	\$ 8,937.93
TOTAL ASSETS	\$ 705,800.70
Total Accounts Payable	\$ 1,430.70
2300 Accrued Payroll	14,299.58
2400 Payroll Liabilities	0.00
2405 FUTA	447.16
2410 SUI	66.49
2415 FIT, SS, Medicare - 941	6,968.20
2420 L&I	514.84
2425 WA Paid Family & Medical Leave	279.25
2435 PERS Payable	5,076.60
2440 DCAP / FSA Payable	208.25
2445 DRS DCP Payable	1,304.00
2450 Medical/Dental/Vision/Life Ins	0.08
2460 Accrued Vacation Pay	53,625.94
2499 Payroll Corrections	-0.54
Total 2400 Payroll Liabilities	\$ 68,490.27
Total Other Current Liabilities	\$ 82,789.85
Total Current Liabilities	\$ 84,220.55
Total Liabilities	\$ 84,220.55
3110 Equipment Purchase Reserve	15,000.00
3120 Operations Reserves	393,014.00
3130 Contractual Obligations Reserve	124,913.00
3140 Legal Reserves Fund	25,000.00
Total 3100 Board Designated Reserves	\$ 557,927.00
3200 Board Designated Contra	-557,927.00
3300 Fund Balance (Prior Years)	590,803.87
Net Income	30,776.28
Total Equity	\$ 621,580.15
TOTAL LIABILITIES AND EQUITY	\$ 705,800.70

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SOUND CITIES ASSOCIATION
Profit and Loss by Month
 January - December 2019

	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Total
1010 Member Dues	689,597.25												689,597.25
1020 Regional Associate Membership Dues and Event Sponsorship	54,500.00	5,000.00	11,500.00	6,000.00	1,500.00	7,500.00		1,500.00	1,000.00		1,000.00		89,500.00
1030 Registration/Dinners Revenue	5,495.00	0.00	3,845.00	2,740.00	3,235.00	90.00	3,555.00	1,190.29	1,630.00	4,444.30	3,070.00	1,725.00	31,019.59
1040 Interest Income	879.80	1,246.23	1,398.38	1,299.34	1,321.53	1,270.39	1,308.84	1,304.30	1,194.57	1,072.35	913.20	861.81	14,070.74
1050 Grants	6,000.00												6,000.00
Total Income	\$ 750,472.05	\$ 6,246.23	\$ 16,743.38	\$ 10,039.34	\$ 6,056.53	\$ 8,860.39	\$ 4,863.84	\$ 9,994.59	\$ 3,824.57	\$ 5,516.65	\$ 4,983.20	\$ 2,586.81	\$ 830,187.58
5100 Payroll Wages	\$ 45,422.08	\$ 42,649.00	\$ 45,592.37	\$ 43,144.32	\$ 42,109.90	\$ 40,985.77	\$ 34,991.48	\$ 36,919.32	\$ 39,301.56	\$ 39,957.72	\$ 39,415.97	\$ 45,899.88	\$ 496,389.37
5210 Taxes-FUTA	195.59	11.61	24.13	4.54	35.53	6.47	0.00	15.00	27.00	0.00	0.00	124.49	444.36
5220 Taxes-SUTA	54.56	55.76	59.93	44.06	36.05	28.51	14.93	16.86	20.39	17.03	13.88	25.40	387.36
5230 Taxes - FICA, Medicare - 941	3,214.76	3,269.03	3,494.18	3,306.91	3,227.78	3,141.78	2,683.25	2,830.69	3,012.94	2,442.09	2,134.56	3,056.58	35,814.55
5240 Taxes - L & I	73.34	85.09	98.34	172.95	87.02	69.03	70.10	86.10	85.83	86.79	16.58	134.76	1,065.93
5250 Taxes-FMLA	108.32	109.29	116.74	55.20	109.33	115.06	88.19	140.00	100.72	66.50	33.33	159.96	1,202.64
Total 5200 Payroll Taxes	\$ 3,646.57	\$ 3,530.78	\$ 3,793.32	\$ 3,583.66	\$ 3,495.71	\$ 3,360.85	\$ 2,856.47	\$ 3,088.65	\$ 3,246.88	\$ 2,612.41	\$ 4,442.39	\$ 3,501.19	\$ 41,158.88
5310 Pension Plan Contributions	5,370.39	5,471.88	5,849.53	5,535.44	4,642.88	4,850.00	4,499.92	4,746.81	5,054.20	5,138.59	4,973.64	6,031.88	62,165.16
5320 Medical/Dental/Vision/Life Ins	3,951.16	3,951.16	5,427.41	4,994.18	4,249.20	4,249.02	3,516.24	3,516.24	4,249.20	4,249.12	4,249.20	4,249.20	50,851.33
5330 Professional Development	65.00							329.95					394.95
5340 Travel Reimburse	221.00	82.57	212.12	148.25	129.42	210.99	235.01	124.00	253.16	176.15	190.40	238.92	2,221.99
5345 Car Allowance	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
Total 5340 Travel Reimburse	\$ 721.00	\$ 582.57	\$ 712.12	\$ 648.25	\$ 629.42	\$ 710.99	\$ 735.01	\$ 624.00	\$ 753.16	\$ 676.15	\$ 690.40	\$ 738.92	\$ 8,221.99
Total 5300 Staff Benefits	\$ 10,107.55	\$ 10,005.61	\$ 11,989.06	\$ 11,177.87	\$ 9,521.50	\$ 9,810.01	\$ 8,751.17	\$ 9,217.00	\$ 10,056.56	\$ 10,063.86	\$ 9,913.24	\$ 11,020.00	\$ 121,633.43
Total 5000 Staff	\$ 59,176.20	\$ 56,185.39	\$ 61,374.75	\$ 57,905.85	\$ 55,127.11	\$ 54,156.63	\$ 46,599.12	\$ 49,224.97	\$ 52,605.00	\$ 52,633.99	\$ 53,771.60	\$ 60,421.07	\$ 659,181.68
6100 Rent	2,333.90	2,333.90	2,333.90	2,333.90	2,333.90	2,333.90	2,333.90	2,333.90	2,333.90	2,333.90	2,333.90	2,333.90	28,006.80
6200 Office Insurance										604.00			604.00
6310 Copier/Printer Lease & Maint	368.00	369.21	369.21	542.37	369.21	369.21	369.21	369.21	369.21	379.26	369.21	369.21	4,612.52
6320 Outside Printing & Publication		573.56					75.67						649.23
Total 6300 Printing and Publication	\$ 368.00	\$ 942.77	\$ 369.21	\$ 542.37	\$ 369.21	\$ 369.21	\$ 444.88	\$ 369.21	\$ 369.21	\$ 379.26	\$ 369.21	\$ 369.21	\$ 5,261.75
6410 Internet	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
6420 Website Design/Hosting	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	240.00
6430 IT Equipment										1,870.02			1,870.02
Total 6400 IT	\$ 120.00	\$ 120.00	\$ 120.00	\$ 1,546.90	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 1,990.02	\$ 120.00	\$ 120.00	\$ 4,736.92
6500 Phones	261.86	274.14	275.02	271.06	202.93	221.05	221.05	199.29	217.40	210.90	211.04	210.74	2,776.48
6600 CC, Banking & Other Fees	0.00	9.52	-9.52				62.37	-40.51	-0.15			55.69	77.40
6700 Accounting Fees	\$ 2,972.00	\$ 9,113.20	\$ 2,174.50	\$ 1,034.00	\$ 1,437.50	\$ 1,374.70	\$ 551.00	\$ 446.00	\$ 2,186.70	\$ 492.50	\$ 462.50	\$ 447.50	\$ 22,692.10
6900 Office Supplies / Misc.	197.47	185.59	174.98	215.23	112.66	163.32	191.80	149.17	196.46	119.92	440.04	105.03	2,251.67
6800 Legal Fees										1,234.80		602.70	1,837.50
Total 6000 Office / Overhead	\$ 6,253.23	\$ 12,979.12	\$ 5,438.09	\$ 5,943.46	\$ 4,576.20	\$ 4,582.18	\$ 3,925.00	\$ 3,577.06	\$ 5,423.52	\$ 6,130.50	\$ 3,936.69	\$ 3,642.07	\$ 66,407.12
7100 Food/Beverage	4,490.86			3,794.16		3,986.36		3,725.88	5,305.37		3,670.00	4,399.53	29,372.16
7200 Event Pmts Processing Fee	182.49	3.69	136.06	87.00	110.22	5.00	198.27	97.27	62.28	152.03	170.01	119.96	1,324.28
7300 Other Meeting Expenses	192.50			192.50	111.50	192.50			65.00		200.00	275.00	1,229.00
Total 7000 Event Expenses	\$ 4,865.85	\$ 3.69	\$ 136.06	\$ 4,073.66	\$ 221.72	\$ 4,183.86	\$ 198.27	\$ 3,823.15	\$ 5,432.65	\$ 152.03	\$ 4,040.01	\$ 4,794.49	\$ 31,925.44
8100 Insurance (D&O)							1,774.00						1,774.00
8200 Awards / Recognition												2,165.90	2,165.90
8300 Retreats/Mtgs/Conf/Dues/Events	1,159.52	1,041.41	388.75	312.78	3,564.59	619.66	357.76	109.58	499.44	482.36	621.74	2,606.60	11,764.19
8400 Consultants	1,500.00	3,989.00	2,000.00	2,000.00				305.20				1,600.00	11,394.20
Total 8000 Board / Org Development	\$ 2,659.52	\$ 5,030.41	\$ 2,388.75	\$ 2,312.78	\$ 3,564.59	\$ 619.66	\$ 2,131.76	\$ 414.78	\$ 499.44	\$ 482.36	\$ 621.74	\$ 6,372.50	\$ 27,098.29
9000 Contingency Fund	221.94	-50.00		9,497.74	431.02	340.00		129.00			0.00		10,569.70
Depreciation	159.25	159.25	159.25	159.25	159.25	159.25	159.25	159.25	159.25	159.25	159.25	159.25	1,911.00
Total Expenses	\$ 73,335.99	\$ 74,307.86	\$ 69,496.90	\$ 79,892.74	\$ 64,079.89	\$ 64,041.58	\$ 53,013.40	\$ 57,328.21	\$ 64,119.86	\$ 60,792.93	\$ 62,529.29	\$ 75,992.08	\$ 798,930.73
Net Operating Income	\$ 677,136.06	-\$ 68,061.63	-\$ 52,753.52	-\$ 69,853.40	-\$ 58,023.36	-\$ 55,181.19	-\$ 48,149.56	-\$ 47,333.62	-\$ 60,295.29	-\$ 55,276.28	-\$ 57,546.09	-\$ 73,405.27	\$ 31,256.85
correction	480.57												480.57
Net Income	\$ 676,655.49	-\$ 68,061.63	-\$ 52,753.52	-\$ 69,853.40	-\$ 58,023.36	-\$ 55,181.19	-\$ 48,149.56	-\$ 47,333.62	-\$ 60,295.29	-\$ 55,276.28	-\$ 57,546.09	-\$ 73,405.27	\$ 30,776.28

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2019 BUDGET

Income:

City Membership Dues:	\$	689,597	
Regional Associate Membership Dues & Event Sponsorships:	\$	64,000	
Event Registration Fees:	\$	28,530	
Interest Income:	\$	3,900	
Total Income:			\$ 786,027

Expenses:

Staff:			\$ 678,943
Salaries:		\$ 508,950	
Taxes:		\$ 40,929	
	SUTA+FUTA	\$ 517	
	FICA/Medicare	\$ 39,394	
	L&I	\$ 1,018	
Staff Benefits:		\$ 129,064	
	PERS Contributions:	\$ 64,637	
	Medical/Dental/Vision/Life Insurance:	\$ 50,927	
	Professional Development:	\$ 2,500	
	Travel Reimbursement/Car Allowance:	\$ 11,000	
Office/Overhead:			\$ 48,989
Rent:		\$ 28,005	
Office Insurance:		\$ 604	
Printing/Publications:		\$ 5,500	
	Copier/Printer Lease & Maintenance:	\$ 5,000	
	Outside Printing/Publications:	\$ 500	
IT:		\$ 2,900	
	Internet:	\$ 1,200	
	Website Design/Hosting:	\$ 1,200	
	IT Staff Support:	\$ -	
	IT Equipment:	\$ 500	
Phones:		\$ 3,330	
Credit Card, Banking, and Other Fees:		\$ 150	
Accounting & Payroll Processing Fees:		\$ 4,500	
Legal:		\$ 1,500	
Office Supplies/Miscellaneous:		\$ 2,500	
Event Expenses:			\$ 25,300
Food/Beverages:	\$	23,200	
Event Payment Processing Fees:	\$	900	
Other Meeting Expenses:	\$	1,200	
Board/Organizational Development:			\$ 22,774
Directors & Officers Insurance:	\$	1,774	
Awards/Recognition:	\$	2,000	
Retreats/Meetings/Conferences/Dues/Events:	\$	10,000	
Consultants & Temporary Staff:	\$	9,000	
Contingency Fund:			\$ 10,000
Total Expenses:			\$ 786,006
Total Income:	\$	786,027	
Total Expense:	\$	786,006	
	\$	21	

SOUND CITIES ASSOCIATION

A/R AGING SUMMARY

As of December 31, 2019

	CURRENT	1 - 30	31 - 60	61 - 90	91 AND OVER	TOTAL
Washington Hospitality Association				500.00		\$500.00
TOTAL	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00

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2020 BUDGET



TOTAL INCOME					\$822,293.00
City Member Dues				\$ 709,093.00	
Membership/Sponsorships				\$ 75,000.00	
Registration/Dinners Revenue				\$ 29,100.00	
Interest Income				\$ 9,100.00	
TOTAL EXPENSES					\$822,228.00
Staff					<u>\$669,309.00</u>
	Salaries				\$497,550.00
	Payroll Taxes				\$ 37,853.00
		FUTA	\$ 210.00		
		SUTA	\$ 342.00		
		FICA/Medicare	\$34,501.00		
		L&I	\$ 1,650.00		
		WA PFML	\$ 1,150.00		
	Benefits				\$133,906.00
		PERS Contributions	\$62,379.00		
		Med/Dental/Vision/Life	\$56,527.00		
		Prof. Development	\$ 5,000.00		
		Travel Reimb./Car Allowance	\$10,000.00		
Office/Overhead					<u>\$ 69,635.00</u>
	Rent				\$ 28,831.00
	Office Insurance				\$ 604.00
	Printing/Reproduction				\$ 6,000.00
		Copier/Printer Lease & Maint.	\$ 4,546.00		
		Outsourced Printing/Publications	\$ 1,454.00		
	IT Expenses				\$ 8,900.00
		Internet	\$ 1,200.00		
		Website Design/Hosting	\$ 1,200.00		
		IT Equipment	\$ 5,000.00		
		Software	\$ 1,500.00		
	Phones				\$ 2,600.00
	CC, Bank, Other Fees				\$ 150.00
	Accounting & Payroll Fees				\$ 15,000.00
	Legal				\$ 5,000.00
	General Office Supplies				\$ 2,550.00
Event Expenses					<u>\$ 25,510.00</u>
	Event Food/Bev				\$ 24,000.00
	Payment Processing Fees				\$ 110.00
	Event Rentals/Supplies				\$ 1,400.00
Board/Org. Development					<u>\$ 37,774.00</u>
	D&O Insurance				\$ 1,774.00
	Awards/Recognition				\$ 1,000.00
	Retreats/Meetings/Events/Conferences/Dues				\$ 15,000.00
	Consultants and Temporary Staff				\$ 20,000.00
Contingency Fund					\$ 20,000.00
Total Income					<u>\$822,293.00</u>
Total Expenses					<u>\$822,228.00</u>
					\$ 65.00

Recommended 2020 Reserves:

Operations Reserve:	\$411,114
Equipment Replacement Reserve:	\$15,000
Contract Liability Reserve:	\$92,307.50
Legal Reserve:	\$25,000

Total = \$543,421.50

SCA Bylaws: 201.7 Reserve policies

a) The association should maintain an Operations Reserve equal to half the annual budget. (3/15/95, 4/15/09, 3/20/2019)

b) The association should maintain an Equipment Replacement reserve of a minimum of \$15,000 to fund unbudgeted capital expenditures. (Board 9/27/2006, 3/21/2012, 3/20/2019)

c) The association should maintain a Contract Liability Reserve to fund the liabilities of all SCA contracts. (Board 9/27/2006, 3/20/2019)

d) The association should maintain a Legal Reserve of \$25,000.

e) The association should maintain sufficient funds to pay all liabilities, including accrued vacation and other employment liabilities. (3/20/2019)

f) The association may apply unallocated operating reserves to the budget for the following year. (4-15-09, Board 10/20/10)

**Regional Associate Member/Partner/Sponsor
Payment Tracking 2019**

<u>Entity</u>	<u>Level</u>	<u>Invoiced</u>	<u>Last Payment Received</u>	<u>Paid</u>
AFT Washington	Regional Associate Member	\$ 500	Paid November 2019	\$ 500.00
Almond and Associates	Partner	In Kind	n/a	n/a
Association of Washington Cities	Regional Associate Member	\$ 500	Paid February 2019	\$ 500.00
AT&T	Regional Associate Member	\$ 500	Paid June 2019	\$ 500.00
Boeing	Partner	\$ 6,000	Paid July 2019	\$ 6,000.00
Boeing	Sponsor - July 2019	\$ 2,500	Paid July 2019	\$ 2,500.00
Cedar Grove	Regional Associate Member	\$ 500	Paid January 2019	\$ 500.00
Centurylink	Partner	\$ 6,000	Paid January 2019	\$ 6,000.00
Challenge Seattle	Grant	\$ 6,000	Paid September 2019	\$ 6,000.00
ClearPath	Regional Associate Member	\$ 500	Paid September 2019	\$ 500.00
Comcast	Partner	\$ 6,000	Paid June 2019	\$ 6,000.00
Comcast	Sponsor - December 2019	\$ 2,500	Paid June 2019	\$ 2,500.00
EMC Research	Regional Associate Member	\$ 500	Paid August 2019	\$ 500.00
Foster Pepper	Regional Associate Member	\$ 500	Paid June 2019	\$ 500.00
Foster Pepper	Sponsor - September 2019	\$ 2,500	Paid June 2019	\$ 2,500.00
Green River College	Regional Associate Member	\$ 500	Paid December 2019	\$ 500.00
Gordon Thomas Honeywell	Regional Associate Member	In Kind	n/a	n/a
Gordon Thomas Honeywell	Sponsor - May 2019	\$ 2,500	Paid April 2019	\$ 2,500.00
Inslee Best Doezie & Ryder PS	Sponsor - April 2019	\$ 2,500	Paid February 2019	\$ 2,500.00
Inslee Best Doezie & Ryder PS	Regional Associate Member	\$ 500	Paid February 2019	\$ 500.00
The Johnston Group	Regional Associate Member	\$ 500	Paid May 2019	\$ 500.00
Jurassic Parliament	Regional Associate Member	In Kind	n/a	n/a
King Conservation District	Regional Associate Member	\$ 500.00	Paid July 2019	\$ 500.00
King County Dept of Assesments	Regional Associate Member	\$ 500.00	Paid June 2019	\$ 500.00
Langston Spieth, LLC	Regional Associate Member	\$ 500.00	Paid November 2019	\$ 500.00
King County Library Systems	Regional Associate Member	\$ 500.00	Paid June 2019	\$ 500.00
Marketing Solutions	Partner	In Kind	n/a	n/a
Master Builders Association of King & Snohomish Counties	Regional Associate Member	\$ 2,000	Paid June 2019	\$ 2,000.00
Microsoft	Partner	\$ 6,000	Paid May 2019	\$ 6,000.00
NorCom	Regional Associate Member	\$ 500	Paid February 2019	\$ 500.00
Port of Seattle	Partner	\$ 6,000	Paid February 2019	\$ 6,000.00
Outcomes by Levy	Regional Associate Member	\$ 500	Paid July 2019	\$ 500.00
PRR	Regional Associate Member	\$ 500	Paid May 2019	\$ 500.00
Puget Sound Energy	Partner	\$ 6,000	Paid June 2019	\$ 6,000.00
Recology CleanScapes	Partner	\$ 6,000	Paid February 2019	\$ 6,000.00
Republic Services	Partner	\$ 6,000	Paid January 2019	\$ 6,000.00
Saunderson Marketing	Regional Associate Member	In Kind	n/a	n/a
Strategies 360	Regional Associate Member	\$ 500	Paid Sep 2019	\$ 500.00
Seattle Building and Construction Trades Council	Partner	\$ 6,000	Paid July 2019	\$ 6,000.00
Seattle Building and Construction Trades Council	Sponsor - January 2019	\$ 2,500	Paid July 2019	\$ 2,500.00
SoundTransit	Regional Associate Member	\$ 500	Paid October 2019	\$ 500.00
SoundTransit	Sponsor - October 2019	\$ 2,500	Paid October 2019	\$ 2,500.00
Washington Hospitality Association	Regional Associate Member	\$ 500	Invoiced Sep 2019	
Waste Management	Partner	\$ 6,000	Paid June 2019	\$ 6,000.00
	Total	\$ 95,500		\$ 95,000.00
<u>Entity</u>	<u>Level</u>		<u>Last Payment Received</u>	
	Total			
CenturyLink	Partner (for 2020)	\$ 6,000	Invoiced November 2019	

**CITY MANAGERS AND ADMINISTRATORS
JANUARY
MEETING AGENDA**

WEDNESDAY, JANUARY 8, 2020
9:30 TO 11:30 AM
**RENTON CITY COUNCIL CHAMBERS
1055 S GRADY WAY, RENTON, WA 98057**

- 9:30 AM A. WELCOME & INTRODUCTIONS**
BOB HARRISON, CHIEF ADMINISTRATIVE OFFICER, CITY OF RENTON
- 9:35 AM B. AWC UPDATE**
CANDICE BOCK, GOVERNMENT AFFAIRS DIRECTOR, AWC
- 10:00 AM C. CYBER-SECURITY PRESENTATION**
MICHAEL HAMILTON, PRESIDENT, CI SECURITY
- 10:35 AM D. ROUNDTABLE ON CYBER-SECURITY**
WASHINGTON STATE REPRESENTATIVE ZAC HUDGINS
MICHAEL HAMILTON, CI SECURITY
- 11:00 AM E. SCA UPDATE**
DEANNA DAWSON, EXECUTIVE DIRECTOR, SOUND CITIES ASSOCIATION
- 11:15 AM F. ELECTION OF KING COUNTY CM/CA TO SCA BOARD**
- 11:30 AM G. ADJOURN**