



WCMA

Washington City/County Management Association

A State Affiliate of ICMA

WCMA Board Meeting Agenda

Wednesday, February 15, 11:00 am – 12:30 pm
Olympic Board Room, 2300 Evergreen Park Drive
Zoom Option: <https://us02web.zoom.us/j/81508835262>

1. Approval of November 3, 2022 Board Retreat Minutes
2. 2023 Priorities – Status Updates
 - a. **Membership and Networking** - Eric Holmes
 - b. **Financial Sustainability** – Stephanie Lucash
 - c. **Membership Value** – Will Ibershof
3. Communications Committee Report – Mike Rizzitiello
4. Introduction of the WCCMA Past President’s Council – David Cline
5. Assistants/MA Group update – Rich Huebner
6. Appointment of 2 Representatives to the ICMA Coaching Program Advisory Committee – one senior manager and one emerging leader
7. Reappointment of Leana Kinley to the SAO Local Government Advisory Committee (LGAC)
8. WCMA Proposed Financial Policies
9. Site Selection: 2025 Spring and Summer Conferences
10. NWWLA Update
11. Senior Advisors
 - Members in Transition
 - Form of Government
12. International Report – Upcoming Polish Delegation Visit
13. Membership Report

14. Financial Report

15. Other Business



WCMA
Washington City/County
Management Association
A State Affiliate of **ICMA**

WCMA Board Meeting Minutes
Thursday, November 3, 2022 8:30 am – 10:00 am
Renton City Hall

Attendees

Kristi Rowland
Stephanie Lucash
Will Ibershof
Laura Philpot
Brent Kirk
Eric Holmes
Rich Huebner
Albert Tripp
Leslie Harris
Michael Jones
Rob Wyman
Marilynne Beard
Andrew Neiditz

Lloyd Halverson
Ray Corpuz
Dave Childs
Jessi Bon
Jessica Phares
Quinn Weber
Karen Davis
Maritza Davis
Kellye Mazzoli
Julie Underwood
David Cline
Bob Harrison

1. Approval of August 12, 2022 Board Meeting Minutes – The minutes from the August 12, 2022 Board meeting were approved.
2. Membership renewal software and banking change – Tracy Burrows reported that Sandra Vong, MRSC’s controller, recommends that WCMA open a new bank account and gradually shift its banking to the new account. WCMA’s current bank, Bank of America, does not cater to small entities and the level of service provided is less than ideal. With the new account, WCMA should obtain its own credit card to avoid the issue of Board members having to charge WCMA items to their own cards and so that their WCMA charges are separated out from MRSC’s credit card charges.

The Board approved the transition to a new bank and the acquisition of a WCMA credit card with Tracy Burrows, WCMA’s official Secretary Treasurer, as the authorized signer. The Board asked for a review and potential update of overall financial controls, such as credit card use, review of expenditures over a certain amount. Tracy will come back at the next meeting with information and options.

Sandra Vong is also reviewing potential options for membership and event registration software. WCMA's current system is designed for event registration and the membership renewal module is sub-optimal. The Board suggested features that they would like to see in the membership module, including allowing members to indicate demographic information and areas of expertise, photos, and a messaging platform.

3. Conference Site Selection – The Board reviewed potential sites for the summer conference 2024 and voted to select Wenatchee. The Board requested additional information before selecting the Spring and Summer 2025 conference sites, including a cost proposal from the waterfront Marriott in Vancouver for the spring conference and a review of input from previous or upcoming member surveys related to conferences.
4. Strategic Plan Revisit

Will Ibershof reviewed the themes related to the value of WCMA from the recent Board survey:

- Connection
- Opportunity to meet/talk with peers for support and share ideas
- Solidarity amongst members and knowledge of issues shared
- Networking and support
- Having folks to talk to, as job feels lonely at times
- Relationships and broad depth of experience
- Common mission that anchors our work
- Professional networking
- Meet and develop strong professional relationships, knowing who to call
- Continuing education opportunities and relationships
- Friendships, camaraderie – having others to turn to when things get tough
- Broadening people's exposure for department directors and analysts

Kristi Rowland reviewed our three current goals and suggested a new, fourth goal:

Goal 1. Foster connections

Goal 2 Expand membership

Goal 3 Initiate New Programs (NWWLA is a fantastic example of this)

Goal 4 Financial sustainability

Each Board member shared their ideas for moving forward on each of the goals. These ideas were posted on display sheets of paper and reviewed by the group. Then Board members indicated which of the overarching goals they would like to work to advance. Through this process, the group decided to combine the workgroups for goals one and two, because of the overlap in next steps suggestions for these two areas.

Work Groups and Suggested Next Steps for WCMA Goals

Goals #1 and #2: Foster connections, create safe spaces for support, sharing, fun, networking and Expand WCMA membership

Work Group Lead: Eric Holmes

Additional Work Group Members: Will Ibershof, Albert Tripp, Laura Philpot, Michael Jones, Leslie Harris, Rob Wyman, Rich Huebner

Ideas for Consideration:

- Define the value proposition for membership in WCMA
- Buddy system for managers, including having a buddy for first time or newish attendees to the WCMA conferences
- Build the pipeline - Encourage non-manager participation in the regional meetings. Encourage managers to bring staff from other departments who may be interested in a city/county management career path.
- Committee dedicated to connecting and supporting Assistant's, Deputy's, and Management analysts, and connecting them to conference content and learning in a safe space
- Make sure assignments for board and committee members are clear, with concrete tasks and deadlines
- Expand outreach to new city managers
- Create a subcommittee for non-traditional members
- Provide reduced member rates for small cities and new members
- Cultivate a culture of inclusion
- Scholarships for students to attend the conference
- Have recruiters sponsor evening events
- Fun networking events, like cities on tap
- Give board members specific goals for recruitment of members
- Have a virtual flyer to attract members
- Collaborate with AWC to raise profile of city management profession within AWC events

Goal #3: Rethink programs and support to meet changing needs of profession

Work Group Lead: Will Ibershof

Additional Work Group Members: Leslie Harris, Stephanie Lucash, Rich Huebner

Ideas for consideration:

- Merchandise
- Booth at AWC conference
- Fun
- Produce half day trainings – short course on management, field trips, stories from the trenches
- Emerging leaders support
- Survey membership to identify needs
- AWC-WSAC-WCMA collaboration
- Reach out to the clerks association

Goal #4 Financial sustainability

Work Group Lead: Stephanie Lucash

Additional Work Group Members: Will Ibershof, Albert Tripp, Brent Kirk

Ideas for consideration:

- Dunk tank booth
- Legislative funding request
- Foundation grants
- Sponsorship opportunities

Assignment: The work group leads will work with their group members to identify goals to be accomplished in 2023, with clear assignments and timelines for achievement of the next steps.

5. ICMA Student Chapter at the University of Washington – Jessica Phares, president of the ICMA chapter at the UW Evans School said that the chapter is looking for city administrators and managers who would be willing to connect with students. Jessica noted that the Chapter has had a fellowship program that was funded annually, with a cost of \$12,000 - \$15,000 per year that would fund a \$20/hour summer wage for fellowship students. Jessica explained the process of soliciting proposals from smaller cities or counties who want a fellow and then matching students with local postings. Tracy Burrows informed the student chapter that WCMA provides \$2,000 in funding to the Chapter each year and offered to coordinate with Jessica on the issue of how the chapter can access those funds.

6. UW Evans Direct Project Work with Local Governments – Marilynne Beard and David Cline are teaching an Evans School local government management class that starts up in January. The class final project involves writing a staff report on an issue before a governing body. David encouraged managers to suggest topics for the students to research and write on. The research would involve talking to relevant agency staff (Finance Director, City Manager, etc).
7. ICMA Update – Jessi Bon, ICMA West Coast Regional VP, said that ICMA is currently recruiting for the West Coast affiliate board member position (non-CAO). Jessi encouraged Washington affiliates to apply, though Washington currently has 2 of the 3 regional VPs on the ICMA Board. ICMA has rolled out a new fee structure that caps the fees and includes discounts for smaller jurisdictions. Jessi stated that the ICMA Committee for Professional Conduct reviews ethics complaints and, as part of the process, may ask the State chapter board to do fact-finding. Jessi would like to follow up with WCMA at an upcoming meeting. Eric Holmes requested information on the ICMA dues revision to help inform any changes that WCMA may want to propose.
8. Assistants Group – Dale Markey-Crimp is working to create a Management Analyst/Assistant Manager community of practice. She stated that analysts would benefit from leadership development because there is not a clear path for networking and career advancement. Dale has pulled together a group of analysts that have met twice to develop strategic objectives and a draft charter. The group would like to partner with WCMA. Rich Huebner volunteered to reach out to Dale and explore how the connections to WCMA can be explored, including specific content for early-career professionals.
9. Proposal for a Local Government Hispanic Network (LGHN) Chapter in Washington State - LGHN is an affiliate of ICMA. Maritza Davis from the City of Yakima explained the benefits of the LGHN mentorship program. Her experience with the program has been amazing. Karen Davis reviewed next steps of recruiting a volunteer board that can reach out and identify potential members. She noted that there are two models of collecting dues – Florida has a set fee for chapter dues that are remitted from ICMA to the chapter, or one jurisdiction could pay for administrative costs and the cities and counties could pay a lesser amount. The current need is for 5-6 people to volunteer to be the start-up board and work for 1-2 years to develop by-laws, chapter fees, programming, etc. There is a one time cost of \$1,000 to develop a local website and \$80 annual fee to maintain the site. The group could offer a session at the summer conference on diversity, equity and inclusion. WCMA committed to use our network to advertise the opportunity to be on the start-up board.
10. Northwest Women’s Leadership Academy (NWWLA) Strategic Plan – Stephanie Lucash went over the goals of the Academy’s strategic plan. Stephanie talked specifically about the recruitment and selection process. NWWLA is soliciting feedback from WCMA boardmembers on the strategic plan.
11. Sr. Advisors/International Report – Updates: Andrew Neiditz is on verge of being offered the position of the Mountlake Terrace Interim Manager starting in Monday.

In light of Andrew's role in organizing the Pierce County and So. King County meetings, Ray has agreed to cover those meetings while Andrew is an interim manager. Andrew will resume his Sr. Advisor responsibilities after his short-term leave. Transitions: Buckley, Sammamish, Shoreline, Gig Harbor, Liberty Lake, Union Gap, Bingen, White Salmon and Goldendale all have new leaders. Lacey, Camas and Longview are seeking new managers/administrators. International report: Lloyd is asking for participation by members in hosting tours and people for visiting delegation from Poland.

12. Financial Report – Tracy Burrows reviewed the year-to-date financials and the proposed 2023 budget. The year-to-date financials are on track thanks to the great work that the Board did on securing sponsors for the summer conference. The Board adopted the 2023 budget.



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WCMA Financial Sustainability Committee Update – February 2023

Committee Members: Stephanie Lucash, Will Ibershof, Brent Kirk and Albert Tripp

Committee Goals: Grow WCMA Revenues and Help the WCMA Become Financially Sustainable

Overview of Committee's Work to Date: The committee met twice, and also had a separate meeting with Tracy Burrows. The group discussed WCMA expenditures and revenues and brainstormed ways to help the WCMA become more financially sustainable over the long term.

Committee Ideas and Recommendations for Board Discussion: Based on our discussions, the Financial Sustainability Committee is bringing to the WCMA Board the following four ideas and recommendations for discussion:

- 1) Membership Dues Changes
 - a. Increase Membership Dues – increase top level Full Member dues from \$315 to \$350 and the Associate Member dues from \$50 to \$100 (Tracy agreed with this and said the dues haven't been raised in many years). Related question: do we consider increasing dues every few years for inflation?
 - b. Create a New City/County-Level Membership at \$800 that could include multiple (up to three?) city or county members
- 2) Summer Conference Pie in the Face Fundraiser
 - a. Sell raffle tickets (\$10?) at the summer conference and then draw winner(s) to give a pie in the face to board members, past presidents, etc (who gets the pie in the face is still TBD – open to ideas – Will?)
- 3) Add a New Year-Long Sponsorship Level
 - a. Possibly at the \$5,000 or \$6,000 level (welcome input on this)
 - b. Goal to get four of these sponsors this year
 - c. Perks of being a year-long sponsor could include:
 - i. Authoring one WCMA newsletter article during their sponsorship year
 - ii. Hosting and being highlighted at a virtual OR in-person networking and training event for WCMA members and guests
 - iii. Hosting an opening night dinner at the summer conference
 - iv. Being highlighted in an extra special way at the summer conference
- 4) Increase Summer Conference Registration
 - a. Poll members to see if they would be willing to pay perhaps \$100-200 more for a conference registration if it meant going to a more attractive venue that is more expensive for us to utilize for food, lodging, etc.



INTERNATIONAL CITY/COUNTY
MANAGEMENT ASSOCIATION
777 N. Capitol St. NE, Ste. 500
Washington, DC 20002-4209
202.962.3680 | 202.962.3500 (T)
icma.org

ICMA Coaching Program State Coaching Partner Annual Agreement

THIS AGREEMENT (hereinafter, the "Agreement") is entered into by and between the International City/County Management Association (hereinafter referred to as "ICMA"), a nonprofit corporation organized and existing under the laws of the State of Illinois having its principal place of business at 777 North Capitol Street, N.E., Suite 500, Washington, DC 20002-4201, and

State Association Name: _____

(hereinafter referred to as "State Association"), having its principal place of business at

Street Address: _____

City, State, Zip _____

signifies the terms and conditions of the agreement between ICMA and the State Association.

ICMA invites local government management State Associations and affiliates to join/renew a partnership with the ICMA Coaching Program. ICMA offers many coaching benefits to both members and non-members at no cost. ICMA is able to provide these free coaching resources as a result of the funding by our State Coaching Partners. Participation from state partners will help us grow complimentary coaching resources and demonstrate state commitment to the program.

BENEFITS of STATE ASSOCIATION COACHING PARTNERSHIP

1. Featured on ICMA Coaching Program webpage and recognized during all webinars
2. Enjoy recognition and outreach to attract new members to your state association

3. Participation in identifying webinar topics and presenters of interest to your state
4. Receive notices for each webinar and Career Compass column in formats that your association can readily distribute to your members
5. Gain quarterly reports about participation in your state to support your association's objectives for membership growth and professional development
6. Share best practices and templates for programs you can implement within your state (for example, Speed Coaching)
7. Help shape future Coaching Program services with membership on the ICMA Coaching Program Advisory Committee (for example, materials for setting up 1-1 coaching in your state).
8. Tap the power of the *ICMA CoachConnect* tool to connect volunteer coaches in your association with members interested in mentoring, building connections that boost your association now and into the future.

SPONSORSHIP TERMS AND CONDITIONS

The State Association agrees to:

1. Designate one point-of-contact to distribute ICMA Coaching Program webinar announcements, Career Compass columns, and other resource materials to State Association members and to encourage them to share the notices and resources with all of their members.
2. Identify two representatives (one senior manager and one emerging leader) from your State to serve on the national ICMA Coaching Program Advisory Committee.
3. Provide sponsorship contribution (detailed below) to ICMA to offset the costs of supporting State Association participation in the ICMA Coaching Program such as payment to the webinar platform contractor.

The State Association may elect to sponsor the ICMA Coaching Program for up to three years.



The State Association electing the multi-year **one-time payment option** will receive a **5% discount**. Otherwise, sponsorship renewals will be mailed to the State Association annually. The State Association may terminate this Agreement with 90-day written notice. No refunds are available for pre-paid periods.

SPONSORSHIP ELECTION

The annual sponsorship for the ICMA Coaching Program is tiered to allow smaller states to afford to participate. Please confirm your sponsorship in the selection below.

<u>Members</u>	<u>One Year Sponsorship</u>	<u>Three Year Sponsorship</u>
101+ members	\$1,000	\$2,850 (5% discount)
51-100 members	\$600	\$1,710 (5% discount)
1-50 members	\$300	\$855 (5% discount)

Enroll our association in the ICMA Coaching Program for **one year** for Coaching Program Calendar Year _____ . Payment is for _____ number of members for amount of \$_____. Renewal notifications will be sent out yearly to update the State Coaching Agreement and pay membership dues.

Enroll our association in the ICMA Coaching Program for **three years** with a 5% discount and for Coaching Program Calendar Years _____ TO _____. Payment is for _____ number of members at amount of \$_____. The state agreement must be re-signed as designated point of contact or Advisory Committee representative changes.

INVOICING AND PAYMENT:

Invoices and state agreements that require updating will be sent out annually. State partners will have until December to update their agreement and make payments for the next calendar year beginning in January.

Payment must be made within thirty (30) days from the receipt of the invoice. Total amount may be sent via Wire/ACH or mailed to the address below via check.

The logo for the International Council of Management Accountants (ICMA), consisting of the letters "ICMA" in a bold, blue, sans-serif font.

ACH Bank Information

SunTrust Bank

1445 New York Ave, NW, Washington, DC 20005

Account Name: ICMA

ABA#: 055002707

Account#: 209111321

Check Payments:

International City/County Management Association

Attn: Accounts Receivable

Address: PO Box 79403, Baltimore, MD 21279

Payment can be made online at <https://icma.org/>

Any questions on invoicing should be directed to email to invoicerequest@icma.org.

STATE ASSOCIATION POINT OF CONTACT DESIGNATION

Name: _____

Title: _____

Email address: _____

ICMA COACHING PROGRAM ADVISORY COMMITTEE – STATE REPRESENTATIVES

(1) Name: _____

Title: _____

Email address: _____

(2) Name: _____

Title: _____

Email address: _____



STATE ASSOCIATION AUTHORIZED SIGNATORY

Signature:

By:

Title:

Date:

Please contact Lynn Phillips, Senior Program Manager, ICMA Careers and Equity Advancement, lphillips@icma.org 202-962-3551 for more information or questions about the ICMA Coaching Program,



**Office of the Washington State Auditor
Pat McCarthy**

January 11, 2023

Washington City/County Management Association Board
C/O Tracy Burrows/MRSC
2601 4th Ave, #800
Seattle, WA 98121

Dear Board:

The Local Government Advisory Committee includes one member appointed by the Washington City/County Management Association Board. The following seat was made vacant due to term expiration on December 31, 2022:

Leana Kinley, City of Stevenson, eligible to serve a second term upon the Board's nomination.

Committee bylaws require the member organization to submit a nomination to fill the vacancy. The member would serve until December 31, 2025.

The Committee takes a lead role in setting statewide financial policies, including accounting, budgeting, and reporting. It makes recommendations to the Legislature and responds when lawmakers change policies affecting the Budgeting, Accounting and Reporting System prescription. It also advises the State Auditor on issues relating to the prescription of a uniform financial reporting system.

The Committee meets three times a year. Additional meetings are scheduled as needed. Our next meeting is scheduled for June 7, 2023.

For more information, including current Committee Members, minutes, agendas, and more; please visit our website, <https://www.sao.wa.gov/bars-annual-filing/local-government-advisory-committee/>.

Committee bylaws require you to submit the nomination to our Office in writing. **Nominations should be received by February 28, 2023.**

If you have any questions, please contact Stacie Tellers at (564) 999-0922.

Sincerely,

Pat McCarthy
Washington State Auditor

WCCMA Financial Oversight Policies

Credit Card Use and Reimbursement of Board Expenses

Purpose: This policy establishes rules for the proper use of WCCMA credit cards.

Policy:

1. The WCCMA Executive Coordinator is authorized to contract for the use of WCCMA credit cards.
2. Credit cards must be used for official WCCMA business only and may include the purchase of goods and services and approved travel expenses. Personal charges on WCCMA credit cards are strictly prohibited. If an expenditure is deemed inappropriate, the card user will reimburse WCCMA.
3. The WCCMA Executive Coordinator is authorized to be issued a WCCMA credit card.
4. Because of the limited terms of WCCMA Board members, Board members who incur occasional expenses on behalf of WCCMA should request reimbursement. The Executive Coordinator, with the approval of the WCCMA Board President, can issue a credit card to WCCMA Board members who regularly incur expenses on behalf of WCCMA.
5. Documentation is required for all credit card charges and expense reimbursements. Receipts for each credit card transaction or reimbursement should be submitted within 30 days of the billing date.

Internal Controls

Purpose: This policy established basic financial controls to safeguard WCCMA's financial assets.

1. The following duties are segregated so that no one person has control over two or more phases of a WCCMA financial transaction or operation:
 - a. Receiving deposits and issuing a receipt for the deposits
 - b. Recording deposits through accounting entries
 - c. Signing checks and approving electronic payments
 - d. Review and reconciliation of bank statement
2. The WCCMA Executive Coordinator will review related invoices for approval when reviewing and signing checks.
3. The WCCMA Board of Directors will review the WCCMA financial report on a quarterly basis.

Washington City/County Management Association 2025 Spring Meeting

Proposal from Hilton Vancouver Washington
301 W. 6th Street, Vancouver, Washington, 98660, USA

Proposal Details

RFP Name	Washington City/County Management Association 2025 Spring Meeting		
RFP Code	M8NGPNRM5ZK		
Event Name	Washington City/County Management Association 2025 Spring Meeting		
Response Date	Fri, 14-Oct-2022 4:29 PM	Proposal Status	Submitted Proposal
Supplier Name	Hilton Vancouver Washington	Supplier Type	Hotel
Chain	Hilton	Metro Area	OR - Portland
Brand	Hilton Hotels	Commission?	Yes - 7.00% on Accommodations

Proposal Introduction Thank you for considering the Hilton Vancouver Washington. We currently have dates available to offer as first option.

Hilton Vancouver offers your team a state of the art, beautifully appointed hotel and conference facility, in a charming downtown setting. I truly look forward to being at your service.

Kindest Regards,

Date Type	Event Dates	Check-In Date	Availability	Rates (USD)
Preferred	Tue, 18-Mar-2025 to Fri, 21-Mar-2025	Tue, 18-Mar-2025	Available with Limitations	1.00 - 189.00
Alternate 1	Mon, 17-Mar-2025 to Thu, 20-Mar-2025	Mon, 17-Mar-2025	1st Option - Holding Space Until 21-Oct-2022	1.00 - 179.00

Additional Information Hello Cynthia,
We are pleased to be able to offer you a wonderful room rate if the group is flexible to adjust the meeting from Tue-Fri to Mon-Thur.
I am here if you have any questions,

Billing and Contractual Requirements Competitive rate offered.
One complimentary large Presidential Suite
Includes 12 upgrades to suites or deluxe type room
Complimentary internet in guest rooms
Discounted wifi in the meeting space.
Discounted hard wired internet line in each meeting room for presenter.
Audio visual discount to include internet discount through Encore.
No Complimentary Parking
20 Complimentary 6' tables for exhibits.
Rate available 3 days prior and 3 days post.
Late checkout on Friday for board members.
Please include in your bid how much bandwidth your property has.
80% attrition in group contract.

**Washington City/County Management Association 2025
Spring Meeting**
Proposal from Hilton Vancouver Washington
301 W. 6th Street, Vancouver, Washington, 98660, USA

Estimated Costs

Total F&B Minimum USD \$28,000.00

Item	Cost Type	Amount	Quantity	Tax(%)	Tax/Service	Note
Average F&B Costs - Break - AM	Per Person	USD \$8.50			+Tax and Service	
Average F&B Costs - Break - PM	Per Person	USD \$16.00			+Tax and Service	
Average F&B Costs - Breakfast - Buffet	Per Person	USD \$37.50			+Tax and Service	
Average F&B Costs - Breakfast - Continental	Per Person	USD \$27.50			+Tax and Service	
Average F&B Costs - Breakfast - Plated	Per Person	USD \$34.00			+Tax and Service	
Average F&B Costs - Dinner - Buffet	Per Person	USD \$60.00			+Tax and Service	
Average F&B Costs - Dinner - Plated	Per Person	USD \$53.00			+Tax and Service	
Average F&B Costs - Lunch - Buffet	Per Person	USD \$45.00			+Tax and Service	
Average F&B Costs - Lunch - Plated	Per Person	USD \$41.00			+Tax and Service	
Average F&B Costs - Reception - Beverage	Per Person	USD \$12.00			+Tax and Service	
Average F&B Costs - Reception - Food	Per Person	USD \$18.00			+Tax and Service	<i>average cost per person, per Hor d'oeuvres</i>
Miscellaneous Costs - Bellman Delivery	Per Item	USD \$2.50			+Tax	
Miscellaneous Costs - Housekeeping	N/A					
Miscellaneous Costs - Internet - Guest Room	Complimentary					<i>In guestrooms, available for 24 hrs</i>
Miscellaneous Costs - Internet - Meeting Room	Per Person	USD \$22.00		8.50	+Tax and Service	<i>For first 10 users. \$10.00 each additional user. Plus 22% Service Charge</i>
Miscellaneous Costs - Parking Fee - Self	Per Day	USD \$29.00			+Tax	<i>Self Overnight Parking</i>



Washington City/County Management Association 2025 Spring Meeting

Proposal from Hilton Vancouver Washington
301 W. 6th Street, Vancouver, Washington, 98660, USA

Miscellaneous Costs - Parking Fee - Valet	Per Day	USD \$39.00		+Tax	Valet Overnight Parking
Miscellaneous Costs - Resort Fee	N/A				
Transportation Costs - Airport Transportation	Per Person	USD \$32.00		Tax and Service Inclusive	Roundtrip Airport Shuttle through Blue Star Bus/Transportation
Transportation Costs - Local Transportation	Per Person	USD \$25.00		Tax and Service Inclusive	One Way Cab Fare from Airport to Hotel.

Additional Information Current Day Parking in front of the hotel for Park-N-Go:
Hourly: \$1.25 per hour
Monday-Friday: \$12.50 max all day until closed at 10 PM (12 AM on Friday)
Saturday & Sunday: \$3.50 max all day until closed at 10 PM

Additional Questions

1. Can you meet all of the meeting room needs? If there are any limitations, please list them here. (Comment) (Required)

Yes we can meet all of the meeting space needs.

Additional Files

File Name	Type	Size	Upload Date
Capacity Chart with Floor plan.pdf	Portable Document Format (.pdf)	1.32 MB	Fri, 14-Oct-2022
Visit Vancouver Walking Map	Document Link		Fri, 14-Oct-2022
Parking Information.pdf	Portable Document Format (.pdf)	502 KB	Fri, 14-Oct-2022
source safely at hilton	Document Link		Fri, 14-Oct-2022



Washington City/County Management Association 2025 Spring Meeting
 Proposal from Skamania Lodge

Proposal Details

RFP Name	Washington City/County Management Association 2025 Spring Meeting		
RFP Code	M8NGPNRM5ZK		
Event Name	Washington City/County Management Association 2025 Spring Meeting		
Response Date	Mon, 17-Oct-2022 4:00 PM	Proposal Status	Submitted Proposal
Supplier Name	Skamania Lodge	Supplier Type	Resort
Chain	Benchmark	Metro Area	OR - Portland
Brand	Benchmark Resorts & Hotels		
Commission?	Yes - 10.00% on Planner		

Proposal Introduction

In the native language of the mighty Chinook Indians, "skamania" means "swift water." It is the perfect description for the wide and impressive Columbia River, located in the spectacular Columbia River Gorge National Scenic Area (Washington/Oregon). Skamania Lodge Resort and Conference Center lies in the heart of this natural beauty, capturing the essence of the Northwest and delivering a guests experience found nowhere else.

There are many reasons professional and leisure guests choose Skamania Lodge.

- 1) Convenience of location / 40 minutes from the Portland International Airport
- 2) State-of-the-art, IACC-approved Conference Center with the highest standards of connectivity
- 3) Stylish guestrooms & suites with rich, natural wood accents and northwest-modern works of art
- 4) 18-hole championship golf course / Waterleaf Club & Spa featuring indoor pool & fitness center
- 5) Casual fine-dining in two restaurants, offering sweeping views of the mountains and river
- 6) Onsite Zipline Tour featuring 7 zips up to 600 feet long... a true Pacific Northwest experience.
- 7) Skamania Lodge Aerial Adventure Park, an elevated adventure park in the trees. Guests can challenge themselves as a team or individually through this physical and mental course.
- 8) Ax Throwing for a fun competition with your team.

Sustainability and a commitment to green practices is a foundation of the Skamania Lodge culture. Our staff is dedicated to providing a unique and enjoyable experience to each guest, be it for an executive meeting, corporate retreat or leisure get-away.

Our Commitment to Sustainability

We believe that being supplied by the best local farms allows you to enjoy





Washington City/County Management Association 2025 Spring Meeting
 Proposal from Skamania Lodge

ingredients at their peak of flavor. Whether it is the first strawberry of the summer or a carefully aged goat's milk cheese, we want to know the path your food has taken from the farm to your table. We have partnered with farms and producers in the Columbia River Gorge to ensure that when you dine at Skamania Lodge you are truly getting a taste of the Northwest's finest ingredients. Enjoy the bounty of what our growers have produced as we commit to use sustainable Northwest farm products whenever possible.

Date Type	Event Dates	Check-In Date	Availability	Rates (USD)
Preferred	Tue, 18-Mar-2025 to Fri, 21-Mar-2025	Tue, 18-Mar-2025	1st Option - Holding Space Until 30-Dec-2022	152.00

Concessions / Contractual Requirements

Concessions we can offer:
 Prevailing Per diem rate for guestrooms and meals
 One complimentary large Presidential type suite
 Need 10 upgrades to suites or deluxe type room
 Must have complimentary internet in guest rooms
 Complimentary wifi in the meeting space.
 One comp hard wired internet line in each meeting room for presenter.
 10% Audio visual discount
 Complimentary parking requested
 Complimentary 6' tables for exhibits.
 Rate available 3 days prior and 3 days post.
 Late checkout on Friday for 10 board members.
 80% attrition in group contract.

Key Contact Information

Contact Name	Tara Spyker	Email Address	tara.spyker@skamania.com
Organization	Skamania Lodge	Phone	9286062900
Title	National Sales Manager		
Website	Skamania Lodge		





Washington City/County Management Association 2025 Spring Meeting
 Proposal from Skamania Lodge

Estimated Costs

Total F&B Minimum USD \$30,000.00

Applicable Tax 7.7%

Service Charge 25%

Item	Cost Type	Amount	Quantity	Tax(%)	Tax/Service	Note
Average F&B Costs - Break - AM	Per Person	USD \$10.00		7.70	+Tax and Service	
Average F&B Costs - Break - PM	Per Person	USD \$10.00		7.70	+Tax and Service	
Average F&B Costs - Break - Snacks and Drinks	Per Person	USD \$28.00		7.70	+Tax and Service	
Average F&B Costs - Breakfast - Continental	Per Person	USD \$17.00		7.70	+Tax and Service	
Average F&B Costs - Breakfast - Continental	Per Person	USD \$17.00		7.70	+Tax and Service	
Average F&B Costs - Dinner - Buffet	Per Person	USD \$34.00		7.70	+Tax and Service	
Average F&B Costs - Dinner - Buffet	Per Person	USD \$34.00		7.70	+Tax and Service	
Average F&B Costs - Gallon Coffee	Per Item	USD \$74.00		7.70	+Tax and Service	
Average F&B Costs - Lunch - Boxed	Per Person	USD \$30.00		7.70	+Tax and Service	





Washington City/County Management Association 2025 Spring Meeting
 Proposal from Skamania Lodge






Average F&B Costs - Lunch - Buffet	Per Person	USD \$18.00		7.70	+Tax and Service	
Average F&B Costs - Lunch - Buffet	Per Person	USD \$18.00		7.70	+Tax and Service	
Average F&B Costs - Reception - Beverage	Per Person	USD \$41.00		7.70	+Tax and Service	
Average F&B Costs - Reception - Food	Per Person	USD \$34.00		7.70	+Tax and Service	
Miscellaneous Costs - Housekeeping	Complimentary					<i>Gratuity at guest's discretion</i>
Miscellaneous Costs - Internet - Guest Room	Included in Package					
Miscellaneous Costs - Internet - Meeting Room	Included in Package					<i>Meeting Space WiFi is complimentary. Upgrades to dedicated wireless or wired connections carry a per connection charge.</i>
Miscellaneous Costs - Parking Fee - Self	Included in Package					
Miscellaneous Costs - Parking Fee - Valet	Per Item	USD \$10.00		7.70	+Tax	<i>Per vehicle. Gratuity at guest's discretion.</i>



Washington City/County

Event Dates: Aug 12, 2025 to Aug 15, 2025

Venue Information

Venue Name	Semiahmoo Resort Golf & Spa	Sun Mountain Lodge	Everett Conference Center	Icicle Village Resort	The Marcus Whitman Hotel & Conference Center	Three Rivers Convention Center
Venue Photo						
Venue Type	Resort	Resort	Conference Center	Resort	Hotel	Convention Center
Venue Chain	Independent / Other	Independent / Other		Independent / Other	Independent / Other	Independent / Other
Venue Brand	Independent	Independent		Other Affiliation	Independent	Independent
Venue Website	View website	View website	View Website	View website	View website	View website
Venue Address	9565 Semiahmoo Parkway Blaine Washington 98230-9326 USA	604 Patterson Lake Road Winthrop Washington 98862 USA	2000 Hewitt Avenue, Everett USA	505 Highway 2 Leavenworth Washington 98826 USA	6 West Rose Street Walla Walla Washington 99362-1870 USA	7016 West Grandridge Boulevard Kennewick Washington 99336 USA
Proposal Currency	USD	USD		USD	USD	USD
Meeting Package Information						
Meeting Packages Applicable Tax						
Guest Room Information						
Total Guest Room Cost	57,525 USD	75,915 USD	Guest Rooms have to be arranged at the Marriott, 2 blocks away	50,625 USD	30,864 USD	
Guest Room Rates - Any (Run of House)		317.00 USD - 371.00 USD (225 rooms)		225.00 USD (225 rooms)		
Guest Room Rates - Single (1 Bed)	239.00 USD (150 rooms)		239		139.00 USD (174 rooms)	
Guest Room Rates - Double (2 Beds)	289.00 USD (75 rooms)				159.00 USD (42 rooms)	
Meeting Room Rebates/Incentives						
Meeting Room AV Requirements	We offer extensive audio/visual equipment including video conference capabilities, complete technical support, and a comprehensive 24/7 self-service business center. AVMS is the preferred audio-visual					We offer in-house AV services, please see attached Event Menu for details. Outside AV is currently allowed - there is a house sound connection charge and an outside AV charge per room, per day.
Food and Beverage Estimated Cost Information						
Total Food and Beverage Minimum	35,000.00 USD	5,000.00 USD		13,000.00 USD	15,000.00 USD	14,000.00 USD
AM Break Estimated Cost	10.00 USD per person (+8.80% tax and service charge)	10.50 USD per person (+8.40% tax and service charge)	10 per person + tax and service charge		23.00 USD per person (+0.00% tax and service charge) all day break includes early morning, mid-morning and afternoon brakes with refreshments and snacks	13.95 USD per person (+0.00% tax and service charge)
PM Break Estimated Cost	14.00 USD per person (+8.80% tax and service charge)	10.50 USD per person (+8.40% tax and service charge)	10 per person + tax and service charge		Included in package	13.95 USD per person (+0.00% tax and service charge)
Continental Breakfast Estimated Cost	20.00 USD per person (+8.80% tax and service charge)	18.50 USD per person (+8.40% tax and service charge)	15 per person + tax and service charge		Included in Big Deal Break	13.95 USD per person (+0.00% tax and service charge)
Buffet Breakfast Estimated Cost	34.00 USD per person (+8.80% tax and service charge)	34.00 USD per person (+8.40% tax and service charge)	27.00 per person +taxes and charges		18.00 USD per person (+0.00% tax and service charge)	18.95 USD per person (+0.00% tax and service charge)
Plated Breakfast Estimated Cost	32.00 USD per person (+8.80% tax and service charge)	N/A	27.00 per person +taxes and charges		23.50 USD per person (+0.00% tax and service charge)	17.95 USD per person (+0.00% tax and service charge)
Buffet Lunch Estimated Cost	36.00 USD per person (+8.80% tax and service charge)	38.00 USD per person (+8.40% tax and service charge)	29.00 per person +taxes and charges		19.00 USD per person (+0.00% tax and service charge)	18.95 USD per person (+0.00% tax and service charge)
Plated Lunch Estimated Cost	40.00 USD per person (+8.80% tax and service charge)	N/A	34.00 per person +taxes and charges		25.00 USD per person (+0.00% tax and service charge)	23.95 USD per person (+0.00% tax and service charge)
Buffet Dinner Estimated Cost	64.00 USD per person (+8.80% tax and service charge)	83.00 USD per person (+8.40% tax and service charge)	50.00 per person +taxes and charges		49.00 USD per person (+0.00% tax and service charge)	29.95 USD per person (+0.00% tax and service charge)
Plated Dinner Estimated Cost	70.00 USD per person (+8.80% tax and service charge)	75.00 USD per person (+8.40% tax and service charge)	55.00 per person +taxes and charges		47.00 USD per person (+0.00% tax and service charge)	28.95 USD per person (+0.00% tax and service charge)

Reception With Food Estimated Cost	5.00 USD per item (+8.80% tax and service charge)				37.50 USD per person (+0.00% tax and service charge)	
Reception With Beverages Estimated Cost	10.00 USD per item (+8.80% tax and service charge)				7.00 USD per item (+0.00% tax and service charge)	8.00 USD per person (Includes 0.00% tax and service charge)
Gallon Coffee Estimated Cost		58.00 USD per item (+0.00% tax and service charge)	\$30		43.00 USD per item (+8.90% tax and service charge)	
Break With Only Drinks Estimated Cost		7.50 USD per person (+0.00% tax and service charge)			Included in package	
Break With Snacks and Drinks Estimated Cost		15.00 USD per person (+8.40% tax and service charge)			Included in Big Deal Break	
Boxed Lunch Estimated Cost	34.00 USD per person (+8.80% tax and service charge)	29.00 USD per person (+8.40% tax and service charge)	22 per person		Included in package	
Reception With Light Appetizers Estimated Cost	5.00 USD per item (+8.80% tax and service charge)				Included in Big Deal Break	
Reception With Heavy Appetizers Estimated Cost	32.00 USD per person (+8.80% tax and service charge)				19.00 USD per person (+0.00% tax and service charge)	
Service Charge Estimated Cost	24.00%	25.00%	20%	22.00%	10.00 USD per person (+0.00% tax and service charge)	
Applicable Tax Estimated Cost	8.80%	8.40%		8.50%	37.50 USD per person (+0.00% tax and service charge)	
Additional Estimated Cost Information	Contract Value:		Room Rental: \$10,500	Room rental charges are \$3000 total, \$1000 per day		
	Room Rental \$7,500.00					
	Guestrooms: \$77,550.00					
	Food and Beverage Minimum: \$35,000.00					
	Total: \$120,050.00					
Internet, Guest Rooms, and AV Estimated Cost Information						
Service Charge Estimated Cost	24.00%	25.00%	20%		20.00%	18.00%
Applicable Tax Estimated Cost	8.80%	8.40%			8.90%	8.70%
Total Meeting Rooms Estimated Cost	Per day (+8.80% tax and service charge)	800.00 USD per day (+8.40% tax)			1,500.00 USD per day (+8.90% tax)	Total
Service Charge Estimated Cost	24.00%	25.00%			20.00%	18.00%
Applicable Tax Estimated Cost	8.80%	8.40%			8.90%	8.70%
Attachment (1)	Golf				Catering Menu 2022	
Attachment (2)	Activities Guide				Per Diem Menu 2021-22	
Attachment (3)	Events Menu				0805 Washington City & County Management Associati	
Attachment (4)	Semiahmoo Website				TRCC Building Diagram	

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WCMA Membership Report, August 2022

Number of Members

Year	February	June	August
2019	127	150	
2020	118	144	
2021	94	136	
2022 (through August 5)	129	149	195
2023	135		

Full Member	91
Cooperating Member	13
Associate Member	10
Retired Member	4
Student Members	1
Honorary Members	5
Life Members	11

WASHINGTON CITY/COUNTY MANAGEMENT ASSOCIATION

Statement of Revenues, Expenses and Change in Fund Balance

YTD Actual as a Percentage of Yearly Budget

For the Year End December, 31 2022

REVENUES	Actual 09/30/22	Yearly Budget	YTD Budget %	Notes
Membership Dues	35,470	37,000	95.9%	
NW Regional Spring Conference	37,639	35,000	107.5%	
Summer Annual Conf-meals/reg	33,800	30,000	112.7%	
Conference Sponsorships	79,500	60,000	132.5%	**Includes \$8000 from ICMA
ICMA Senior Advisor Reimbursement	3,006	3,750	80.2%	
NW Women's Leadership Academy	31,450	22,500	139.8%	
Total Revenues	\$220,865	\$188,250	117%	
EXPENSES				
NW Regional Spring Conference	74,970	53,000	141.5%	
Summer Annual Conference	40,104	45,000	89.1%	
Board of Directors Meetings	257	1,000	25.7%	
Senior Advisors	7,447	7,500	99.3%	
ICMA Student Chapter (Evans School)	2,000	2,000	100.0%	
Scholarships	5,500	5,000	110.0%	**Includes \$500 for travel reimbursement to recipient
Awards Programs	1,465	1,800	81.4%	
International Contingency	800	1,500	53.3%	
Travel Support-ICMA Conference	250	2,000	12.5%	
Women's Leadership Academy	33,943	22,500	150.9%	
ICMA Endowment	1,000	1,000	100.0%	
ICMA Coaching Program	1,000	1,000	100.0%	
Professional Services	38,316	36,500	105.0%	
Office Supplies/Printing	715	1,000	71.5%	
Insurance	1,425	1,500	95.0%	
Bank Service Charge	5,413	4,450	121.6%	
State and City Taxes	1,351	1,500	90.1%	
Total Expenses	215,956	188,250	114.7%	
EXCESS REVENUES (EXPENSES)	4,908			
Add Beg. Balance on 01/01/22	\$79,177			
Ending Balance on 9/30/22	84,085			