

TOWN OF WOODWAY  
COUNCIL MEETING AGENDA

23920 113<sup>th</sup> Place W. | Woodway, WA 98020

MONDAY, DECEMBER 2, 2019  
7:00 P.M.

7:00 P.M.		Call to Order, Flag Salute, Roll Call
7:00 P.M.	I	Oaths of Office
7:05 P.M.	II	Approval of Payments – <i>December 2, 2019 Claims, November 2019 Payroll</i>
7:10 P.M.		Audience Comments*
7:15 P.M.	III	Council Reports
7:20 P.M.	IV	Mayor’s Report
7:25 P.M.	V	Town Administrator’s Report
7:30 P.M.	VI	Resolution 19-417: Town Administrator Compensation
7:35 P.M.	VII	Ordinance 19-606: 2020 Budget
7:40 P.M.	VIII	Ordinance 19-607: 2019 Budget Amendment
7:45 P.M.	IX	Ordinance 19-608: WMC 2.16.010 - Salary Schedule
8:05 P.M.	X	Ordinance 19-609: WMC 1.04.010 - Holiday Schedule
8:15 P.M.	XI	Recognition of Councilmember Tom Howard
8:30 P.M.		Audience Comments*
8:35 P.M.		General Council Discussion-Choice of Subjects
8:40 P.M.		Adjournment

*\* Audience comments only during the time specified. Council Deliberations will not be interrupted for audience comment. Citizens desiring comment time in excess of five minutes should contact the mayor to schedule presentation time. Council agendas are subject to change before or during the council meetings upon motion. Anyone with a disability requiring special accommodations should contact the Town Clerk's Office at Town Hall or call (206)542-4443 before 1:00 p.m. the Thursday preceding the Council Meeting. For TDD relay service, call (206)587-5500, or outside the Seattle area #1-800-833-6388.*



## TOWN OF WOODWAY CLAIMS APPROVAL

“I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claim is a just, due, and unpaid obligation against the Town of Woodway, Snohomish County, Washington, and that I am authorized to authenticate and certify to said claims.”

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Clerk Treasurer

The following transactions are approved for 2019 payment:

Claims checks #12891, 12892, 12984 through 12907, and EFT transaction #1807 .....\$37,003.82

This 2<sup>nd</sup> day of December 2019.

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Mayor

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Councilmember

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Councilmember

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Councilmember

\*The three largest charges on the credit card bill are:

1. Vehicle Fuel: \$467.09 (PD – \$127.44, PW - \$339.65)
2. Postage (General & Point Wells letters to residents): \$385.00
3. Postage (Deer Creek Park Dedication postcards): \$161.00



TOWN OF WOODWAY  
PAYROLL APPROVAL

“I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claim is a just, due, and unpaid obligation against the Town of Woodway, Snohomish County, Washington, and that I am authorized to authenticate and certify to said claims.”

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Clerk-Treasurer

The following November 2019 Payroll transactions are approved for 2019 payment:

EFT Transactions #1784 through 1803, & Check #12893 .....\$49,931.71

This 30<sup>th</sup> day of November 2019

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Mayor

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Councilmember

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Councilmember

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Councilmember

# **TOWN OF WOODWAY**

## **RESOLUTION 19-417**

A RESOLUTION OF THE TOWN COUNCIL FOR THE TOWN OF WOODWAY RATIFYING AND CONFIRMING THE SALARY AND BENEFITS FOR THE TOWN ADMINISTRATOR AND ESTABLISHING PARAMETERS FOR THE MAYOR'S APPROVAL OF FUTURE COMPENSATION.

WHEREAS, Woodway Municipal Code 2.10.030 establishes that the Town Administrator shall be compensated at rates and amounts as approved by the Town Council; and

WHEREAS, the Town Council has previously approved the Town Administrator's salary as part of the Town's annual budget; and

WHEREAS, the Town Council has established a retention bonus program and authorizes participation by all regular, non-probationary employees; and

WHEREAS, the Town Council desires to ratify the Town Administrator's prior compensation, affirm the participation of the Town Administrator in the Town's retention bonus program and to authorize the Mayor to establish the compensation of the Town Administrator within certain parameters.

NOW, THEREFORE, the Town Council of the Town of Woodway does hereby resolve as follows:

Section 1. The Town Council hereby ratifies and confirms the 2019 salary of the Town Administrator in the amount of \$73,920 and the Town's related contributions to the Town Administrator's "retirement plans" (including the State's Public Employee Retirement System and the Town's ICMA 457 program).

Section 2. The Town Council hereby ratifies and confirms the Town Administrator's 2019 retention bonus in the amount of \$6,900, pursuant to the Town's retention bonus program.

Section 3. The Town Council hereby establishes the Town Administrator's 2020 salary at \$78,360 and authorizes related contributions to the Town Administrator's retirement plans, at the rates required by law or generally applicable to all regular Town employees.

Section 4. The Town Council hereby authorizes the Mayor to increase the Town Administrator's salary annually, by an amount not to exceed 5% per year, without further Council authorization. The Town Council also authorizes related contributions to the Town Administrator's retirement plans, at the rates required by

law or generally applicable to all regular Town employees.

Section 5. The Town Council hereby authorizes the Mayor to award retention bonuses to the Town Administrator pursuant to the Town's retention bonus program, in an annual amount not to exceed \$8,000, without further Council authorization.

PASSED this 2<sup>nd</sup> day of December 2019 by the Town Council of the Town of Woodway.

TOWN OF WOODWAY

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Carla A. Nichols, Mayor

ATTEST:

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Heidi K. S. Napolitano, Clerk-Treasurer

Town of Woodway | Budget Forecast

Beginning Fund Balances	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
001 - General Fund	1,454,022	1,436,540	1,300,830	1,185,468	1,060,714	892,555	710,260	468,918	216,573	(103,070)	(434,980)
002 - Replacement Reserve Fund	60,107	32,174	24,174	44,174	64,174	84,174	104,174	124,174	144,174	164,174	184,174
102 - Transportation Fund	167,107	67,313	13,040	(50,936)	(125,980)	(212,681)	(311,662)	(423,576)	(549,106)	(688,975)	(843,937)
Operating Budget	1,681,236	1,536,027	1,338,044	1,178,706	998,909	764,048	502,772	169,517	(188,359)	(627,870)	(1,094,742)

Revenues	1,883,014	1,779,867	1,793,022	1,811,644	1,830,736	1,850,302	1,870,349	1,890,880	1,911,903	1,933,423	1,955,448
Expenses	(2,028,222)	(1,977,850)	(1,952,361)	(1,991,441)	(2,065,597)	(2,111,578)	(2,203,603)	(2,248,756)	(2,351,414)	(2,400,295)	(2,509,994)
	(145,209)	(197,983)	(159,338)	(179,797)	(234,861)	(261,276)	(333,255)	(357,876)	(439,511)	(466,872)	(554,546)

## Town of Woodway | Budget Summary

<i>General Fund</i>	<b>2019 Budget</b>	<b>2019 Proj. YE</b>	<b>2020 Proposed</b>		
Beginning Fund Balance	1,454,022	1,454,022	1,436,540	2019	
Revenues	1,426,112	1,550,131	1,459,490	Difference in revenue:	124,019
Expenses	1,604,882	1,567,614	1,595,200	Difference in expenses:	(37,268)
Ending Fund Balance	1,275,252	1,436,540	1,300,830		
<i>Replacement Reserve Fund</i>	<b>2019 Budget</b>	<b>2019 Proj. YE</b>	<b>2020 Proposed</b>		
Beginning Fund Balance	60,107	60,107	32,174	2019	
Revenues	20,000	20,000	20,000	Difference in revenue:	-
Expenses	-	47,932	28,000	Difference in expenses:	47,932
Ending Fund Balance	80,107	32,174	24,174		
<i>Transportation Fund</i>	<b>2019 Budget</b>	<b>2019 Proj. YE</b>	<b>2020 Proposed</b>		
Beginning Fund Balance	167,107	167,107	67,313	2019	
Revenues	280,042	312,882	300,377	Difference in revenue:	32,840
Expenses	341,550	412,676	354,650	Difference in expenses:	71,126
Ending Fund Balance	105,599	67,313	13,040		
<i>Capital Projects Fund</i>	<b>2019 Budget</b>	<b>2019 Proj. YE</b>	<b>2020 Proposed</b>		
Beginning Fund Balance	493,842	493,842	665,030	2019	
Revenues	517,500	294,310	120,000	Difference in revenue:	(223,190)
Expenses	515,000	123,123	185,000	Difference in expenses:	(391,877)
Ending Fund Balance	496,342	665,030	600,030		
<i>Stormwater Utility Fund</i>	<b>2019 Budget</b>	<b>2019 Proj. YE</b>	<b>2020 Proposed</b>		
Beginning Fund Balance	50,121	50,121	87,194	2019	
Revenues	115,000	85,262	80,000	Difference in revenue:	(29,738)
Expenses	136,374	48,189	153,434	Difference in expenses:	(88,185)
Ending Fund Balance	28,747	87,194	13,760		

Town of Woodway | 2020 Final Budget Revenues

									Notes
	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2019 Budgeted	2019 projected ye		2020 Proposed	
							% Collected		
All increases and decreases listed below are changes from the 11/18/2019 draft budget									
General Fund	1,357,661	1,521,938	1,580,140	1,521,528	1,426,112	1,550,131	109%	1,459,490	Increased 2019 by \$33,084. Increased 2020 by \$29,692.
Replacement Reserve Fund	20,000	20,000	20,000	20,000	20,000	20,000	100%	20,000	
Transportation Fund	406,610	268,022	284,310	295,441	280,042	312,882	112%	300,377	Increased 2019 by \$657. Increased 2020 by \$2,673.
Capital Projects Fund	328,320	178,910	176,709	294,310	517,500	294,310	57%	120,000	Increased 2019 by \$162.
Stormwater Utility Fund	84,081	98,076	87,719	85,262	115,000	85,262	74%	80,000	Increased 2019 by \$296.
Agency Fund	10,682	86,287	81,016	11,843	-	11,843		-	

									Notes
	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2019 Budgeted	2019 projected ye		2020 Proposed	
							% Collected		
All increases and decreases listed below are changes from the 11/18/2019 draft budget									
General Fund									
Property Tax: 80%	844,783	842,141	883,931	896,396	873,769	896,396	103%	906,677	Increased 2019 by \$22,627. Increased 2020 by \$10,692.
Other Taxes									
Sales/Excise Taxes	148,610	188,308	241,149	214,927	149,000	225,000	151%	189,000	
Utility Taxes/Fees	195,098	197,132	197,410	172,945	186,500	184,500	99%	184,500	
Other Taxes Total	343,708	385,440	438,559	387,872	335,500	409,500	122%	373,500	Increased 2019 by \$218. Increased 2020 by \$7,000.
Other Revenue									
Licenses/Other Permits/Fees	104	-	-	688	-	688		-	
Intergovernmental Revenue	27,589	29,185	45,027	30,922	32,160	33,642	105%	28,351	
Fines	8,503	11,085	8,678	24,888	3,733	24,888	667%	5,400	
Interest	19,454	19,237	40,130	43,612	26,100	50,952	195%	42,200	
Other Revenue	12,508	7,694	3,507	5,471	2,100	5,471	261%	2,100	
Other Revenue Total	68,158	67,201	97,341	105,580	64,093	115,640	180%	78,051	Increased 2019 by \$13,596. Increased 2020 by \$12,000.
Fees & Permits									
Development Permits/Fees	66,287	116,399	52,648	94,167	49,500	94,167	190%	58,012	
Licenses/Other Permits/Fees	10,555	12,498	10,565	9,428	8,250	9,428	114%	8,250	
Fees & Permits Total	76,842	128,897	63,213	103,595	57,750	103,595	179%	66,262	Increased 2019 by \$1,643.
N/o									
Development Permits/Fees	24,171	98,059	97,096	28,084	95,000	25,000	26%	35,000	
Other Revenue	-	200	-	-	-	-		-	
N/o Total	24,171	98,259	97,096	28,084	95,000	25,000	26%	35,000	Reduced 2019 by \$5,000.
General Fund Total	1,357,661	1,521,938	1,580,140	1,521,528	1,426,112	1,550,131	109%	1,459,490	
Replacement Reserve Fund									
Property Tax	20,000	20,000	20,000	20,000	20,000	20,000	100%	20,000	
Replacement Reserve Fund Total	20,000	20,000	20,000	20,000	20,000	20,000	100%	20,000	
Transportation Fund									
Property Tax: 20%	211,196	210,535	220,983	224,099	223,442	224,099	100%	226,669	Increased 2019 by \$657. Increased 2020 by \$2,673.
Other Revenue									
Intergovernmental Revenue	36,543	31,294	31,223	43,555	31,100	47,758	154%	30,524	



Town of Woodway | 2020 Final Budget Revenues

									Notes
	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2019 Budgeted	2019 projected ye		2020 Proposed	
							% Collected		
All increases and decreases listed below are changes from the 11/18/2019 draft budget									
Other Revenue	-	-	2,669	-	-	-		-	
Other Revenue Total	36,543	31,294	33,892	43,555	31,100	47,758	154%	30,524	
Fees & Permits									
Development Permits/Fees	6,223	5,293	9,386	7,387	5,000	7,387	148%	6,300	
Licenses/Other Permits/Fees	2,800	900	50	400	500	400	80%	500	
Fees & Permits Total	9,023	6,193	9,436	7,787	5,500	7,787	142%	6,800	
N/o									
Other Revenue	149,848	20,000	20,000	20,000	20,000	33,239	166%	36,384	
N/o Total	149,848	20,000	20,000	20,000	20,000	33,239	166%	36,384	
Transportation Fund Total	406,610	268,022	284,310	295,441	280,042	312,882	112%	300,377	
Capital Projects Fund									
Other Revenue									
Other Revenue	-	-	4,338	70,862	397,500	70,862	18%	-	
Other Revenue Total	-	-	4,338	70,862	397,500	70,862	18%	-	Increased 2019 by \$162.
N/o									
REET	267,720	118,310	159,241	223,448	120,000	223,448	186%	120,000	
Other Revenue	60,600	60,600	13,130	-	-	-		-	
N/o Total	328,320	178,910	172,371	223,448	120,000	223,448	186%	120,000	
Capital Projects Fund Total	328,320	178,910	176,709	294,310	517,500	294,310	57%	120,000	
Stormwater Utility Fund									
Other Revenue									
Fines	-	-	-	-	-	-		-	
Other Revenue Total	-	-	-	-	-	-		-	
Fees & Permits									
Utility Taxes/Fees	84,081	85,076	87,719	85,262	80,000	85,262	107%	80,000	
Fees & Permits Total	84,081	85,076	87,719	85,262	80,000	85,262	107%	80,000	Increased 2019 by \$296.
N/o									
Other Revenue	-	13,000	-	-	35,000	-	0%	-	
N/o Total	-	13,000	-	-	35,000	-	0%	-	
Stormwater Utility Fund Total	84,081	98,076	87,719	85,262	115,000	85,262	74%	80,000	
Agency Fund									
N/o									
Development Permits/Fees	68	71,600	26,644	3,231	-	3,231		-	
Licenses/Other Permits/Fees	1,600	2,200	-	-	-	-		-	
Fines	9,014	12,143	6,732	8,595	-	8,595		-	
Other Revenue	-	-	47,600	-	-	-		-	
Sales/Excise Taxes	-	344	40	17	-	17		-	
N/o Total	10,682	86,287	81,016	11,843	-	11,843		-	
Agency Fund Total	10,682	86,287	81,016	11,843	-	11,843		-	

## EXPENSE KEY

**Salary & Benefits:**

*Mandatory Services:*

- A. Clerk-Treasurer
- B. Deputy Clerk/Permit Technician
- C. Building Official
- D. Building Inspector
- E. Traffic Engineer
- F. Bonus Pool

*General Government:*

- A. Town Administrator

**Facility management:**

Building services: utilities, maintenance, debt service  
Public space maintenance: streets, parks  
Stormwater: repair, maintenance

**Operating expenses:**

Training/professional development, insurance, supplies, fuel, etc.

**Equipment:**

Purchase/rental/maintenance

**Governmental services:**

Audit, elections, voter registration, organization memberships, publication, ordinance codification

**Contract/Prof. Services:**

*Mandatory Services:*

- A. Legal Services
- B. Engineering Services
- C. Planning Services - Regular & MUGA
- D. Hearing Examiner Services

*General Government:*

- A. Legal services – MUGA
- B. Engineering - MUGA

Town of Woodway | 2020 Final Budget Expenses

	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2019 Budgeted	2019 projected ye	% Expended	2020 Proposed	Notes
									All increases and decreases listed below are changes from the 11/18/2019 draft budget
General Fund	1,379,769	1,609,863	1,487,708	1,450,806	1,604,882	1,567,614	98%	1,595,200	Reduced 2019 by \$7,729. Reduced 2020 by \$71,800.
Replacement Reserve Fund	-	4,145	20,731	47,932	-	47,932		28,000	Increased 2020 by \$3,000.
Transportation Fund	312,790	322,887	326,933	353,323	341,550	412,676	121%	354,650	Increased 2019 by \$10,469. Increased 2020 by \$7,500.
Capital Projects Fund	289,232	77,371	134,006	128,371	515,000	123,123	24%	185,000	Reduced 2019 by \$1,760.
Stormwater Utility Fund	110,115	89,523	58,227	34,365	136,374	48,189	35%	153,434	Increased 2019 by \$32.
Agency Fund	10,482	22,449	18,458	48,979	-	48,979		-	
	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2019 Budgeted	2019 projected ye	% Expended	2020 Proposed	Notes
									All increases and decreases listed below are changes from the 11/18/2019 draft budget
General Fund									
Mandatory Services									
Salaries & Benefits	246,144	193,107	174,990	169,628	200,950	204,350	102%	228,600	
Facility Management	57,172	56,946	55,541	54,741	54,441	54,741	101%	53,041	
Operating Expenses	19,356	26,047	24,557	28,344	37,864	29,656	78%	62,524	
Governmental Services	8,023	21,387	8,819	26,496	20,475	33,541	164%	11,602	
Cont./Prof. Services - Other	69,253	97,812	115,792	85,171	67,500	106,977	158%	63,500	
Mandatory Services Total	399,949	395,300	379,699	364,379	381,230	429,264	113%	419,267	Increased 2019 by \$347. Increased 2020 by \$2,500.
General Gov't									
Salaries & Benefits	82,728	83,068	91,367	81,935	89,500	89,500	100%	95,000	
Facility Management	32,267	52,386	57,317	49,663	62,700	53,724	86%	64,950	
Operating Expenses	27,266	27,051	23,815	22,542	24,481	26,511	108%	28,490	
Equipment	2,454	11,580	3,992	6,790	5,300	7,402	140%	6,300	
Governmental Services	-	1,639	3,028	3,078	9,430	3,078	33%	9,430	
Other Expenses	-	-	-	-	-	-		-	
Cont./Prof. Services - Other	27,938	136,021	38,854	39,517	54,000	51,764	96%	32,000	
General Gov't Total	172,652	311,744	218,374	203,525	245,411	231,979	95%	236,170	Reduced 2019 by \$3,521. Reduced 2020 by \$74,300.
Public Safety									
Salaries & Benefits	151,452	145,717	140,843	77,311	85,450	86,735	102%	94,400	
Facility Management	1,599	480	480	400	900	900	100%	900	
Operating Expenses	11,193	14,029	13,137	9,313	11,900	10,359	87%	12,250	
Equipment	4,733	729	1,975	1,075	2,500	2,500	100%	2,500	
Contract Services - Fire & BLS	496,603	511,501	526,846	542,652	542,656	542,652	100%	558,936	
Contract Services - Police/Dispatch	88,778	112,519	104,020	221,214	222,000	221,613	100%	223,633	
Other Expenses	4,473	4,459	4,436	4,445	4,551	4,445	98%	-	
Cont./Prof. Services - Other	1,954	9,813	5,101	5,167	5,284	5,167	98%	5,644	
Public Safety Total	760,785	799,247	796,838	861,578	875,241	874,370	100%	898,263	Increased 2019 by \$445.
Public Works/Parks									
Facility Management	4,480	3,977	1,383	293	2,000	1,000	50%	500	
Cont./Prof. Services - Other	3,997	-	6,394	1,489	6,000	6,000	100%	6,000	
Public Works/Parks Total	8,477	3,977	7,777	1,782	8,000	7,000	88%	6,500	
N/o									

Town of Woodway | 2020 Final Budget Expenses

	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2019 Budgeted	2019 projected ye	% Expended	2020 Proposed	Notes
									All increases and decreases listed below are changes from the 11/18/2019 draft budget
Cont./Prof. Services - Other	37,906	99,595	85,020	19,543	95,000	25,000	26%	35,000	
N/o Total	37,906	99,595	85,020	19,543	95,000	25,000	26%	35,000	Reduced 2019 by \$5,000.
General Fund Total	1,379,769	1,609,863	1,487,708	1,450,806	1,604,882	1,567,614	98%	1,595,200	
Replacement Reserve Fund									
N/o									
Equipment	-	4,145	20,731	47,932	-	47,932		28,000	
N/o Total	-	4,145	20,731	47,932	-	47,932		28,000	Increased 2020 by \$3,000.
Replacement Reserve Fund Total	-	4,145	20,731	47,932	-	47,932		28,000	
Transportation Fund									
Public Works/Parks									
Salaries & Benefits	258,836	261,978	275,932	234,505	258,500	258,500	100%	284,500	
Facility Management	18,914	20,785	6,763	68,202	34,600	80,885	234%	34,600	
Operating Expenses	17,491	19,724	19,682	15,360	19,550	19,719	101%	6,550	
Equipment	17,548	7,467	14,518	18,985	11,900	21,573	181%	12,000	
Cont./Prof. Services - Other	-	12,932	10,037	16,270	17,000	32,000	188%	17,000	
Public Works/Parks Total	312,790	322,887	326,933	353,323	341,550	412,676	121%	354,650	Increased 2019 by \$10,469. Increased 2020 by \$7,500.
Transportation Fund Total	312,790	322,887	326,933	353,323	341,550	412,676	121%	354,650	
Capital Projects Fund									
Mandatory Services									
Facility Management	59,996	60,000	60,000	60,000	60,000	60,000	100%	60,000	
Mandatory Services Total	59,996	60,000	60,000	60,000	60,000	60,000	100%	60,000	
General Gov't									
Facility Management	-	(60)	-	9,243	7,000	9,243	132%	-	
General Gov't Total	-	(60)	-	9,243	7,000	9,243	132%	-	
Public Works/Parks									
Capital Projects	-	-	34,705	41,036	393,000	45,208	12%	-	
Salaries & Benefits	-	-	-	9,420	-	-		-	
Public Works/Parks Total	-	-	34,705	50,456	393,000	45,208	12%	-	
N/o									
Capital Projects	99,388	4,431	39,301	8,672	20,000	8,672	43%	125,000	
Other Expenses	129,848	13,000	-	-	35,000	-	0%	-	
N/o Total	229,236	17,431	39,301	8,672	55,000	8,672	16%	125,000	Reduced 2019 by \$1,760.
Capital Projects Fund Total	289,232	77,371	134,006	128,371	515,000	123,123	24%	185,000	
Stormwater Utility Fund									
Public Works/Parks									
Facility Management	29,515	-	7,150	10,133	7,000	10,133	145%	7,000	
Operating Expenses	-	8,923	5,438	3,200	3,374	3,785	112%	4,050	
Cont./Prof. Services - Other	-	-	12,509	1,032	26,000	1,032	4%	26,000	
Public Works/Parks Total	29,515	8,923	25,097	14,365	36,374	14,950	41%	37,050	Increased 2019 by \$32.
N/o									
Capital Projects	-	-	-	-	80,000	-	0%	80,000	
Other Expenses	80,600	80,600	33,130	20,000	20,000	33,239	166%	36,384	
N/o Total	80,600	80,600	33,130	20,000	100,000	33,239	33%	116,384	
Stormwater Utility Fund Total	110,115	89,523	58,227	34,365	136,374	48,189	35%	153,434	
Agency Fund									

Town of Woodway | 2020 Final Budget Expenses

	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2019 Budgeted	2019 projected ye	2020 Proposed	Notes
						% Expended		All increases and decreases listed below are changes from the 11/18/2019 draft budget
N/o								
Governmental Services	9,082	12,596	6,852	3,886	-	3,886	-	
Other Expenses	1,400	9,853	11,606	45,092	-	45,092	-	
N/o Total	10,482	22,449	18,458	48,979	-	48,979	-	
Agency Fund Total	10,482	22,449	18,458	48,979	-	48,979	-	

# **TOWN OF WOODWAY**

## **ORDINANCE 19-606**

AN ORDINANCE OF THE TOWN OF WOODWAY, WASHINGTON ADOPTING THE BUDGET FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2020 AND ENDING DECEMBER 31, 2020; PROVIDING FOR SEVERABILITY; ESTABLISHING AN EFFECTIVE DATE AND AUTHORIZING SUMMARY PUBLICATION BY ORDINANCE TITLE ONLY.

WHEREAS, in accordance with R.C.W. 35A.33.075, the estimates of expenditures and the amount of monies required to meet the public expenses of the government of the Town of Woodway for the fiscal year ending December 31, 2020, were filed with the Town Clerk Treasurer in October 2019; and

WHEREAS, a notice of a public hearing in consideration of the 2020 Budget was published in a newspaper of general circulation in the local area at least ten days prior to said hearing, which was held at the hour and place specified in the notice; and WHEREAS, as provided in R.C.W. 35A.33, the Town Council did determine and fix the ad valorem taxes to be levied for 2020; and

WHEREAS, the said proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property of the Town of Woodway for the purposes set forth in said budget;

NOW, THEREFORE, the Town Council of the Town of Woodway does hereby ordain as follows:

Section 1. The required expenditures for the various needs and the operation of the government of the Town of Woodway, for the fiscal year ending December 31, 2020, are fixed as attached in Exhibit A.

Section 2. A complete copy of the final budget for 2020, as adopted, together with a copy of this adopting ordinance, shall be transmitted by the Clerk-Treasurer to the Office of the State Auditor of the State of Washington, Division of Municipal Corporation, and to the Association of Washington Cities.

Section 3. If any part or portion of this Ordinance is declared invalid for any such reason, such declaration of invalidity shall not affect any remaining portion. This Ordinance shall take effect 5 days after date of publication by ordinance title only.

PASSED this 2<sup>nd</sup> day of December 2019 by the Town Council of the Town of Woodway.

TOWN OF WOODWAY

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Carla A. Nichols, Mayor

ATTEST:

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Heidi K. S. Napolitano, Clerk-Treasurer

APPROVED AS TO FORM:

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Greg Rubstello, Town Attorney

Date Passed by the Town Council:

Date Published:

Effective Date:

Ordinance 19-606 | Exhibit A

2020 Town of Woodway Annual Budget

Fund	Description	Estimated BFB	Revenues	Expenditures & Transfers	Estimated EFB
001	General	\$1,436,540	\$1,459,490	\$1,595,200	\$1,300,830
002	Transportation	67,313	300,377	354,650	13,040
102	Replacement Reserve	32,174	20,000	28,000	24,174
301	Capital Projects	665,030	120,000	185,000	600,030
420	Stormwater Utility	87,194	80,000	153,434	13,760
<b>Totals</b>		<b>\$2,288,251</b>	<b>\$1,979,867</b>	<b>\$2,316,284</b>	<b>\$1,951,834</b>



# TOWN OF WOODWAY

## ORDINANCE 19-607

AN ORDINANCE OF THE TOWN OF WOODWAY AMENDING THE BUDGET FOR THE FISCAL YEAR ENDING DECEMBER 31, 2019; PROVIDING FOR SEVERABILITY; ESTABLISHING AN EFFECTIVE DATE AND AUTHORIZING SUMMARY PUBLICATION BY ORDINANCE TITLE ONLY.

WHEREAS, the Town Council of the Town of Woodway wishes to make an amendment to the Budget to allocate additional expenditure authority from certain funds in order to meet necessary expenditures of money not provided for in the annual budget and not reasonably foreseen at the time of filing the preliminary budget; and

WHEREAS, pursuant to RCW 35A.33.090, five days have elapsed after the introduction of this ordinance, and any taxpayer appearing at the meeting that this ordinance is voted on has been given opportunity to be heard for or against the adoption thereof; and

WHEREAS, in October 2019, the Town Council passed Ordinance 19-604, reclassifying the special revenue fund 104 (Real estate excise tax fund) to a capital projects fund (Capital projects fund, number 301);

NOW, THEREFORE, the Town Council of the Town of Woodway does hereby ordain as follows:

Section 1. That the adopted expenditures for the 2019 budget are hereby amended as follows:

Fund	Description	Adopted Expenditures	Amendment	Total Expenditures
001	General	\$1,604,882	\$0	\$1,604,882
002	Replacement Reserve	0	48,000	48,000
102	Transportation	341,550	100,000	441,550
301	Capital Projects	515,000	0	515,000
420	Stormwater Utility	136,374	0	136,374
<b>Totals</b>		<b>\$2,597,806</b>	<b>\$148,000</b>	<b>\$2,745,806</b>

Section 2. Ordinance 18-596, which adopted the 2019 budget, included a \$35,000 loan from the Capital Projects fund, number 301, (formerly the Real Estate Excise Tax fund, number 104) to the Stormwater Utility fund, number 420, with interest in the amount of 2% annually, repaid in full to the Capital Projects fund in one payment in 2020. Based on fewer than anticipated expenditures in the Stormwater Utility

fund, the loan is no longer needed and will not be processed.

Section 3. The Stormwater Utility fund shall transfer \$33,239 to the Transportation fund to offset work done by the Public Works staff on stormwater system maintenance & repair.

Section 4. If any part or portion of this Ordinance is declared invalid for any such reason, such declaration of invalidity shall not affect any remaining portion.

Section 5. This Ordinance shall take effect 5 days after date of publication by ordinance title only.

PASSED this 2<sup>nd</sup> day of December 2019 by at least a majority plus one of the Town Council of the Town of Woodway.

TOWN OF WOODWAY

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Carla A. Nichols, Mayor

ATTEST:

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Heidi K. S. Napolitano, Clerk-Treasurer

APPROVED AS TO FORM:

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Greg Rubstello, Town Attorney

Date Passed by the Town Council:

Date Published:

Effective Date:

# TOWN OF WOODWAY

## ORDINANCE 19-608

AN ORDINANCE OF THE TOWN OF WOODWAY AMENDING CHAPTER 2.16,  
REVISING THE SALARY SCHEDULE; PROVIDING FOR SEVERABILITY;  
ESTABLISHING AN EFFECTIVE DATE AND AUTHORIZING SUMMARY  
PUBLICATION BY ORDINANCE TITLE ONLY.

WHEREAS, Title 2 of the Town of Woodway Municipal code (WMC) identifies certain positions and associated compensation amounts for Town employees; and

WHEREAS, the Town Council of the Town of Woodway is authorized by Washington statute to set the compensation for Town officers and employees; and

WHEREAS, the Town Council wishes to revise the compensation range for certain positions;

NOW, THEREFORE, the Town Council of the Town of Woodway does hereby ordain as follows:

Section 1. Section 2.16.010 of the Woodway Municipal Code, concerning the Compensation of Officers and Employees is hereby amended to read as follows (deletions shown by strike out and additions shown by underline):

### **2.16.010 SCHEDULE.**

Compensation for certain officers and employees of the Town shall be paid as follows. Retention bonuses pursuant to the Town's adopted retention policy are excluded from the range limitations provided below.

- A. Clerk-Treasurer, a range of three thousand seven hundred dollars to eight thousand five hundred dollars per month.
- B. Public Works Director, a range of three thousand seven hundred dollars to eight thousand five hundred dollars per month.
- C. Permit Technician/Deputy Clerk, a range of one thousand five hundred dollars to six thousand dollars per month.
- D. Administrative Assistant/Permit Coordinator, a range of one thousand four hundred dollars to five thousand eight hundred dollars per month.
- E. Public Works Crew Lead, a range of three thousand dollars to six thousand dollars per month.
- E.F. Public Works Crew Member, a range of two thousand eight hundred dollars to four thousand eight hundred dollars per month.
- F.G. Building Official, a rate not to exceed three thousand dollars per month.
- G.H. Building Inspector, a rate not to exceed three thousand dollars per month.
- H.I. Police Chief, a range of one thousand five hundred to three thousand dollars

per month.

~~I.J.~~ Assistant Police Chief, a base salary of one hundred dollars to three hundred dollars per month for administrative responsibilities, plus a range of forty dollars to sixty dollars per hour.

~~J.K.~~ Police Officer, a range of forty dollars to sixty dollars per hour.

~~K.L.~~ Administrative Staff Member, Temporary Staff Member, and/or Part-Time Staff or Public Works Member, a range of fifteen dollars to fifty dollars per hour.

Section 2. If any part or portion of this Ordinance is declared invalid for any such reason, such declaration of invalidity shall not affect any remaining portion.

Section 3. This Ordinance shall take effect 5 days after date of publication by ordinance title only.

PASSED this 2<sup>nd</sup> day of December 2019 by the Town Council of the Town of Woodway.

TOWN OF WOODWAY

\_\_\_\_\_  
Carla A. Nichols, Mayor

ATTEST:

\_\_\_\_\_  
Heidi K. S. Napolitano, Clerk-Treasurer

APPROVED AS TO FORM:

\_\_\_\_\_  
Greg Rubstello, Town Attorney

Date Passed by the Town Council:

Date Published:

Effective Date:

# TOWN OF WOODWAY

## ORDINANCE 19-609

AN ORDINANCE OF THE TOWN OF WOODWAY AMENDING CHAPTER 1.04, REVISING THE TOWN'S HOLIDAY SCHEDULE; PROVIDING FOR SEVERABILITY; ESTABLISHING AN EFFECTIVE DATE AND AUTHORIZING SUMMARY PUBLICATION BY ORDINANCE TITLE ONLY.

WHEREAS, Chapter 1.04 of the Town of Woodway Municipal Code (WMC) identifies legal holidays recognized by the Town; and

WHEREAS, RCW 1.16.050 authorizes local government legislative authorities to establish, by ordinance or resolution, paid holidays for their employees; and

WHEREAS, the Council finds that it is in the best interest of the residents and employees of the Town to provide an additional holiday to employees on December 24;

NOW, THEREFORE, the Town Council of the Town of Woodway does hereby ordain as follows:

Section 1. WMC Section 1.04.010 Definitions is hereby amended as set forth in Exhibit A.

Section 2. If any part or portion of this Ordinance is declared invalid for any such reason, such declaration of invalidity shall not affect any remaining portion.

Section 3. This Ordinance shall take effect 5 days after date of publication by ordinance title only.

PASSED this 2<sup>nd</sup> day of December 2019 by the Town Council of the Town of Woodway.

TOWN OF WOODWAY

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Carla A. Nichols, Mayor

ATTEST:

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Heidi K. S. Napolitano, Clerk-Treasurer

APPROVED AS TO FORM:

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Greg Rubstello, Town Attorney

Date Passed by the Town Council:

Date Published:

Effective Date:

# TOWN OF WOODWAY

## ORDINANCE 19-609

### Exhibit A

#### 1.04.010 DEFINITIONS.

The following words and phrases, whenever used in this code or in ordinances or regulations of the Town, shall be construed as defined in this section unless from the context a different meaning is intended, or unless a different meaning is specifically defined and more particularly directed to the use of such words or phrases:

- A. "City" and "Town" each mean the Town of Woodway, Washington, or the area within the territorial limits of the Town of Woodway, Washington, and such territory outside the Town over which the Town has jurisdiction or control by virtue of any constitutional or statutory provision.
- B. "Code enforcement officer" means any Town employee or official designated by ordinance or by the Mayor to enforce the provisions of the code or a section or sections of the code, and may include, but is not limited to, the Town Administrator, the Town's Building Official, Public Works Director or law enforcement officers.
- C. "Council" means the Town Council of the Town of Woodway. "All its members" or "all Councilmembers" means the total number of Councilmembers holding office.
- D. "County" means Snohomish County.
- E. "Hearing Examiner" means the Hearing Examiner of the Town of Woodway as created by Ordinance No. 99-368.
- F. "Law" denotes applicable Federal law, the Constitution and statutes of the State of Washington, the ordinances of the Town of Woodway, and, when appropriate, any and all rules and regulations which may be promulgated thereunder.
- G. "Legal holiday(s)" as recognized by the Town of Woodway are:
  - 1. The first day of January, commonly called New Year's Day;
  - 2. The third Monday of January, celebrated as the anniversary of the birth of Martin Luther King, Jr.;
  - 3. The third Monday of February, to be known as Presidents' Day and celebrated as the anniversary of the births of Abraham Lincoln and George Washington;
  - 4. The last Monday of May, commonly known as Memorial Day;
  - 5. The fourth day of July, the anniversary of the Declaration of Independence;
  - 6. The first Monday in September, to be known as Labor Day;
  - 7. The eleventh day of November, to be known as Veterans' Day;
  - 8. The fourth Thursday in November, to be known as Thanksgiving Day;
  - 9. The Friday immediately following the fourth Thursday in November, to be known as Native American Heritage Day; and
  - 10. The twenty-fourth day of December, commonly called Christmas Eve.
  - ~~10.11.~~ The twenty-fifth day of December, commonly called Christmas Day.

If a legal holiday falls on a Saturday, the Town will observe the holiday the Friday before.

If a legal holiday falls on a Sunday, the Town will observe the holiday the Monday after.

- H. "May" is permissive.

- I. "Month" means a calendar month.
- J. "Must" and "shall" are each mandatory.
- K. "Oath" includes an affirmation or declaration in all cases in which, by law, an affirmation may be substituted for an oath, and in such cases the words "swear" and "sworn" shall be equivalent to the words "affirm" and "affirmed."
- L. "Owner," applied to a building or land, includes any part owner, joint owner, tenant in common, joint tenant, tenant by the entirety, of the whole or a part of such building or land.
- M. "Person" includes a natural person, joint venture, joint stock company, partnership, association, club, company, corporation, business, trust, organization, or the manager, lessee, agent, servant, officer, or employee of any of them.
- N. "Personal property" includes money, goods, chattels, things in action and evidences of debt.
- O. "Preceding" and "following" means next before and next after, respectively.
- P. "Property" includes real and personal property.
- Q. "Real property" includes lands, tenements, and hereditaments.
- R. "Sidewalk" or "walkway" means that portion of a street between the curblin and the adjacent property line intended for the use of or commonly used by pedestrians.
- S. "State" means the State of Washington.
- T. "Street" includes all streets, highways, avenues, lanes, alleys, courts, places, squares, curbs, or other public ways in this Town that have been or may hereafter be dedicated and open to the public use, or such other public property so designated in any law of this State.
- U. "Tenant" and "occupant," applied to a building or land, include any person who occupies the whole or a part of such building or land, whether alone or with others.
- V. "Written" includes printed, typewritten, emailed, or otherwise reproduced in permanent visible form.
- W. "Year" means a calendar year.