

TOWN OF WOODWAY
COUNCIL MEETING AGENDA
MONDAY, OCTOBER 18, 2021
6:00 P.M.

Meeting held virtually due to current COVID restrictions

6:00 P.M.		Call to Order, Flag Salute, & Roll Call
6:00 P.M.	I	Approval of Payments – <i>October 18, 2021 Claims</i>
6:05 P.M.		Public Comments*
6:10 P.M.	II	Council Reports
6:15 P.M.	III	Mayor’s Report
6:20 P.M.	IV	Town Administrator’s Report
6:25 P.M.	V	Arbor Day Proclamation
6:30 P.M.	VI	Public Hearing: Amendments to the Urban Village Zone District WMC 14.40
6:35 P.M.	VII	Ordinance 2021-631: 14.40 Urban Village Zone District Amendment
6:40 P.M.	VIII	3 rd Quarter 2021 Finance Report
6:50 P.M.	IX	Public Hearing: 2022 Revenue Sources
6:55 P.M.	X	Resolution 2021-429: 2022 Property Tax
7:00 P.M.	XI	Public Hearing: Preliminary 2022 Budget
7:20 P.M.	XII	Resolution 2021-430: Capital Asset Policy

* *Public comments: Those who wish to make a public comment for this meeting can do so via video or audio connection. Please keep yourself muted until the appropriate time. Phone callers can unmute themselves by dialing *6.*

Council agendas are subject to change before or during the council meetings upon motion. All times are approximate.

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
COUNCIL MEETING AGENDA
CONTINUED

- | | | |
|-----------|------|--|
| 7:25 P.M. | XIII | Ordinance 2021-632: WMC 7.30.040 – Door-To-Door Selling and Soliciting Code Update |
| 7:30 P.M. | | Public Comments* |
| 7:35 P.M. | | General Council Discussion – Choice of Subjects |
| 7:40 P.M. | | Adjournment |

** Public comments: Those who wish to make a public comment for this meeting can do so via video or audio connection. Please keep yourself muted until the appropriate time. Phone callers can unmute themselves by dialing *6.*

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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.”

Clerk Treasurer

The following transactions are approved for 2021 payment:

Claims checks #13571 through 13582.....\$19,877.03

This 18th day of October 2021.

Mayor

Councilmember

Councilmember

Councilmember



A PROCLAMATION OF THE TOWN OF WOODWAY

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this celebration, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Washington, the "Evergreen State," has celebrated Arbor Day since 1917; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen, and provide habitat for wildlife; and

WHEREAS, trees in our town increase property values and beautify our community, which improves the quality of life; and

WHEREAS, the Town has embraced the value and beauty of trees by planting several native conifers in the public rights-of-way throughout the year; and

WHEREAS, Woodway's first Arbor Day event was the Woodway Reserve Dedication on August 26, 2006; and

NOW THEREFORE, I, Michael S. Quinn, Mayor of the Town of Woodway, Washington, do hereby proclaim October 18, 2021 as Woodway Arbor Day.

FURTHER, I urge all citizens to celebrate Arbor Day by planting a tree, so that future generations may enjoy their environment.

Signed this 18th Day of October 2021

Michael S. Quinn, Mayor

TOWN OF WOODWAY

ORDINANCE 2021-631

AN ORDINANCE OF THE TOWN OF WOODWAY CONCERNING REVISIONS TO CHAPTER 14.40 URBAN VILLAGE ZONE DISTRICT OF THE WOODWAY MUNICIPAL CODE; ADOPTING FINDINGS OF FACT; PROVIDING FOR SEVERABILITY; ESTABLISHING AN EFFECTIVE DATE; AND AUTHORIZING SUMMARY PUBLICATION BY ORDINANCE TITLE ONLY

WHEREAS, the Washington State Growth Management Act provides for the update, review, and revision of development regulations to ensure compliance with the requirements of the Growth Management Act and State law; and

WHEREAS, the Town's Urban Village Zone text at WMC 14.40 has been amended to provide a minimum density consistent with the minimum density under Snohomish County Code 30.23.020 (the "Amendment"); and

WHEREAS, staff for Woodway and the City of Shoreline have met and coordinated revisions to their respective development regulations applicable to Point Wells upon annexation; and

WHEREAS, the Amendment to WMC 14.40 will be applicable to Point Wells upon annexation to the Town; and

WHEREAS, a Notice of Adoption of the Amendment was sent to the Department of Commerce on July 29, 2021; and

WHEREAS, a SEPA Declaration of Non-Significance was issued on July 22, 2021, prior to a decision on the Amendment by the Town Council; and

WHEREAS, a notice of public hearings before the Planning Commission was advertised in the Everett Herald newspaper, posted on Town bulletin boards, and posted on the Town's website by August 5, 2021; and

WHEREAS, the Planning Commission conducted a duly advertised public hearing on August 18, 2021 where a recommendation to the Town Council to approve the Amendment passed by unanimous vote as set forth in Planning Commission Resolution PC-2021-004 attached hereto as Exhibit B; and

WHEREAS, a notice of public hearings before the Town Council was advertised in the Everett Herald newspaper, posted on Town bulletin boards, and posted on the Town's website by August 5, 2021; and

WHEREAS, the Town Council has conducted two public hearings on September 7, 2021 and October 18, 2021 and complied with the statutory provisions set forth in RCW 35A.14.330-340; and

WHEREAS, the Amendment is consistent with the Washington State Growth Management Act, the Puget Sound Regional Council Growth Strategy *Vision 2050*, the Snohomish County Countywide Planning Policies, Snohomish County Code Chapter 30.23.020, and RCW 35A.14.296 (2)(a) and (b) and are deemed reasonably necessary by the Council to be in the best interest of health, safety, morals, and the general welfare.

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

Section 1. The recitals set forth above are adopted as findings in support of Section 2 of this ordinance.

Section 2. Adoption of the amendment to the Urban Village Zone District 14.40, attached hereto as Exhibit A.

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.

Section 4. This Ordinance shall take effect 5 days after date of publication by ordinance title only.

PASSED this 18th day of October 2021 by the Town Council of the Town of Woodway.

TOWN OF WOODWAY

Michael S. Quinn, 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 XXXX-XXX | EXHIBIT A

URBAN VILLAGE ZONE DISTRICT 14.40 | PROPOSED AMENDMENTS

14.40.030 PERMITTED USES.

A. Single-Family Detached, subject to a maximum building height of 35', a maximum lot coverage of 30%, and WMC 14.36.030.

A-B. Land uses listed in Table 14.40.030 (A) are permitted subject to an approved development agreement.

B-C. Land uses not listed in Table 14.40.030 (A) may be permitted as part of an approved development agreement, provided the development agreement includes written findings that the unlisted land use(s) is consistent with the Point Wells Subarea Plan and the purpose of this subchapter.

Table 14.40.030 (A)

SPECIFIC LAND USE
Live/work units
Assisted Living Facilities
Apartment/Multifamily
Single-Family Attached (Townhomes)
Single-family Detached ¹
Eating and Drinking Establishments (excluding Gambling Uses)
Hotel/Motel
General Retail Trade/Services ²
Professional Office
Parks and Trails
Recreation/cultural
Personal services
Financial institutions
Parking structures and surface parking lots, accessory to a primary use
Health and fitness facilities
General government/public administration
Fire facility
Police facility
Utilities ³
Wireless Telecommunication Facility ⁴
Home Occupation
Accessory dwelling units

Footnotes:

~~1. Subject to 35' maximum building height and 30% lot coverage~~

~~2.1.~~ These general retail trade/services are prohibited in the UV zone:

- a. Adult use facilities;
- b. Smoke/vape shop (a business that sells drug paraphernalia and smoking products);
- c. All businesses that are prohibited under the Town's business license regulations;
- d. Firearm sales;
- e. Pawnshops; and
- f. Vehicle sales and service.
- g. Drive-thrus.

~~3.2.~~ Utility facilities necessary to serve development in the UV zone are permitted.

~~4.3.~~ Subject to the provisions of WMC 14.46

14.40.040 DEVELOPMENT STANDARDS.

~~A.~~ Density. ~~Residential development shall provide a maximum density of forty-four dwelling units per acre.~~

~~1.~~ For the purposes of this chapter, "Density" means the net density of residential development excluding roads, drainage detention/retention areas, biofiltration swales, areas required for public use, tidelands, and critical areas and their required buffers.

~~2.~~ A minimum density of four dwelling units per acre shall be required for all new subdivisions, short subdivisions, townhouse, and mixed townhouse developments.

Minimum ~~net~~ density is determined by rounding up to the next whole unit or lot when a fraction of a unit or lot is 0.5 or greater.

~~3.~~ For a period of five years after the effective date of an annexation to which this zone district is applicable, the minimum density required herein shall be consistent with the requirements of RCW 35A.14.296.

~~4.~~ Residential development shall not exceed a maximum density of forty-four dwelling units per acre.

~~C.B.~~ No building within the development shall exceed 60 dwelling units.

~~D.C.~~ No building within the development shall have a footprint that exceeds 10,000 square feet.

~~E.D.~~ Setbacks. Setbacks shall be consistent with applicable design standards and identified as part of an approved development agreement.

~~F.E.~~ Lot dimensions. There is no minimum lot size or width. Any subdivision of land or alteration of property lines is subject to WMC Title 13, Subdivisions.

~~G.F.~~ Utilities. All utilities, including transmission and distribution, shall be underground.

Location of utilities and mechanical areas shall comply with applicable design standards set forth in WMC 14.60.

**TOWN OF WOODWAY
PLANNING COMMISSION**

RESOLUTION PC-2021-004

A RESOLUTION OF THE WOODWAY PLANNING COMMISSION RECOMMENDING TO
THE TOWN COUNCIL APPROVAL OF AMENDMENTS TO THE URBAN VILLAGE
ZONE DISTRICT (WMC 14.40)

WHEREAS, the Washington State Growth Management Act provides for the update, review, and revision of Comprehensive plans and development regulations to comply with the requirements of the Growth Management Act and legislative changes; and

WHEREAS, the Town of Woodway and City of Shoreline are concerned that future development at Point Wells may present impacts to each community's land use, transportation, infrastructure, neighborhoods, and form of governance that should be addressed through collaborative planning; and

WHEREAS, the Town of Woodway and City of Shoreline have collaborated on the preparation of subarea plans and development regulations for Point Wells that were adopted by each respective council in 2020; and

WHEREAS, Woodway's development regulation to implement the subarea plan is codified as Urban Village (WMC 14.40); and

WHEREAS, the Washington State Legislature approved an amendment to the state's annexation methods in 2020 enabling an alternative annexation method via an interlocal agreement (RCW 35A.14.296); and

WHEREAS, the Town has coordinated with Snohomish County and the City of Shoreline in the preparation of amendments to the current Urban Village zone district text to be consistent with the new provisions of RCW 35A.14.296 and

WHEREAS, application of the Urban Village zone text would only be applicable to new developments at Point Wells upon annexation to the Town; and

WHEREAS, a Notice of Adoption of proposed amendments was sent to the Department of Commerce on July 29, 2021; and

WHEREAS, a SEPA Declaration of Non-Significance was issued on July 22, 2021; and

WHEREAS, a notice of public hearing was advertised in the Everett Herald newspaper, posted on Town bulletin boards, and posted on the Town's website by August 5, 2021; and

WHEREAS, the Planning Commission conducted a public hearing on August 18, 2021; and

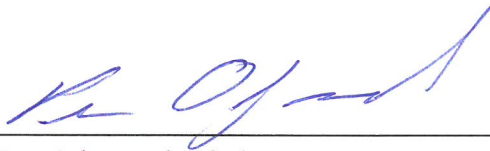
WHEREAS, the staff report attached hereto as Exhibit A includes an analysis, findings, and conclusions and a recommendation of the proposed amendments to the Town Council.

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

Section 1. The Planning Commission adopts the staff report attached hereto as Exhibit A, including Attachment 1, Urban Village Zone District text amendments (WMC 14.40.030 and 040), and recommends to the Woodway Town Council that the proposed zoning text amendments be adopted.

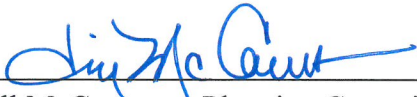
PASSED by a vote of 7 in favor and 0 opposed this 18th day of August 2021 by the Planning Commission of the Town of Woodway.

TOWN OF WOODWAY



Per Odegaard, Chair

ATTEST:



Jill McCammon, Planning Commission Secretary

Attachment: Exhibit A - Staff Report to the Planning Commission Regarding Proposed Amendments to the Urban Village Zone District (WMC 14.40).

TOWN OF WOODWAY
PLANNING COMMISSION
RESOLUTION PC-2021-004 | EXHIBIT A

**Staff Report to the Town of Woodway Planning Commission
Regarding Proposed Amendments to the
Urban Village Zone District (WMC 14.40).**

Part 1: Introduction

Applicant:	Town of Woodway 23920 113 th Place W. Woodway, WA 98020
Public Hearing Date:	August 18, 2021
Public Hearing Purpose:	For the Planning Commission to receive public comments regarding proposed amendments to the Urban Village Zone District (WMC 14.40) and to forward a recommendation to the Town Council for action.
Location of Proposal:	The proposed amendments are only applicable to the geographic area designated as “Urban Village” in the <i>Point Wells Subarea Plan 2020</i> referred to the waterfront area commonly known as “Point Wells”.
SEPA Compliance:	Pursuant to WMC 16.04. A determination of non-significance was issued on July 22, 2021, forwarded to the Town’s SEPA distribution list, noticed in the Everett Herald, sent to affected property owners.
Public Notification:	A notice for the public hearing was advertised in the Everett Herald, posted in several public places within the Town of Woodway, and sent to affected property owners by August 5, 2021. A “notice of intent to adopt amendment” (60-day notice) was also sent to the Washington State Department of Commerce on July 29, 2021.

Part II: Background Information

Point Wells is situated in unincorporated Snohomish County and within Woodway’s Municipal Urban Growth Area (MUGA) and the City of Shoreline’s Future Service Area (FSA). A subarea plan for the Woodway

MUGA was adopted in April 2013 and incorporated into the Woodway Comprehensive Plan in 2015. The City of Shoreline adopted a subarea plan for Point Wells in 2011.

The Town of Woodway and City of Shoreline signed an interlocal agreement in June 2019 to work together to prepare coordinated subarea plans and development regulations that would be applicable to Point Wells upon a future annexation to either the Town or the City. Both jurisdictions adopted updated sub area plans and implementing zoning regulations that are similar in scope. The Town Council adopted the subarea plan and Urban Village zone district in December 2020. The zone district would only become effective upon annexation of Point Wells to the Town.

Also in 2020, the Governor signed into law amendments to the annexation statutes that provides for an alternative method of annexation by cities pursuant to an interlocal agreement. RCW 35A.14.296 allows cities and towns to inter into an interlocal agreement with the County and related parties such as adjacent cities and affected service purveyors. The statute requires that the annexing city or town, for a period of five years, must maintain zoning that provides for residential development and not have a zoning density less the zoning density of the unincorporated parcel prior to annexation.

To be consistent with the state law, the Town is proposing three amendments to the current Urban Village zone text. The amendments are provided below for each section of the code. See Attachment 1 for the for the full text of the revised sections.

Part III: Proposed Amendments

URBAN VILLAGE ZONE DISTRICT 14.40

14.40.030 PERMITTED USES

- A. [Single-Family Detached, subject to a maximum building height of 35', a maximum lot coverage of 30%, and WMC 14.36.030.](#)

14.40.040 DEVELOPMENT STANDARDS

- A.
2. [A minimum density of four dwelling units per acre shall be required for all new subdivisions, short subdivisions, townhouse and mixed townhouse developments.](#) Minimum ~~net~~ density is determined by rounding up to the next whole unit or lot when a fraction of a unit of lot is 0.5 or greater.

2.3. For a period of five years after the effective date of an annexation to which this zone district is applicable, the minimum density required herein shall be consistent with the requirements of RCW 35A.14.296.

Part IV: Planning Commission Recommendation Criteria:

Pursuant to the Town code, there are two criterion that the Planning Commission must address in order to recommend a zoning code revision to the Town Council. These are (a) “a change of conditions” and (b) “harmony with the comprehensive plan and land use”.

- A. Change of Conditions: The major change of condition is the statutory amendment approved in 2020 by the legislature regarding annexations by interlocal agreement. The new section to RCW 35A.14.296 allows annexation by interlocal agreement provided that the annexing jurisdiction maintains residential use and zoning density of the unincorporated parcel prior to annexation for a period of five years. This is a statutory change that should be provided in the Town’s zoning ordinance if the Council chooses to move forward with an annexation of Point Wells by the interlocal agreement process.
- B. Harmony with the Comprehensive Plan and Land Use: The proposed three amendments to the Urban Village zone text will continue to implement the goals and policies of the Urban Village land use designation as set forth in the *Point Wells Subarea Plan 2020*. Land Use Goal LU.2 specifically provides for the annexation of Point Wells, the designation of Point Wells as Urban Village on the land use plan, and implementation of the designation through the application of the Urban Village zone district upon annexation.

Part V: Findings and Conclusions

The proposed amendments to the Town’s zoning ordinance have been prepared consistent with the applicable provisions of the Washington State Growth Management Act and related state laws. Further, the zoning district amendments have been prepared in collaboration with the City of Shoreline to ensure that development regulations are coordinated for Point Wells. As such, the Town staff makes the following findings and conclusions:

1. The Woodway Town Council approved the current Urban Village zone district in December 2020.

2. Legislative amendments to the annexation statutes enabling annexation by interlocal agreement were also enacted in 2020.
3. To be consistent with the state law, the existing Urban Village zone district needs to be updated to reflect the new provisions of RCW 35A.14.
4. The Town has prepared amendments to the Urban Village zone and coordinated with Snohomish County and the City of Shoreline who are both in agreement with the amendments.
5. The Town's SEPA Official issued a Determination of Non-Significance on July 22, 2021 and no appeals have been filed.
6. A Notice of Intent to Adopt Amendments was sent to the Dept. of Commerce on July 29, 2021.
7. A notice of the public hearing before the Planning Commission was advertised in the Everett Herald, posted in public places, and sent to affected property owners by August 5, 2021.
8. The Planning Commission conducted a public hearing August 18, 2021, to receive public testimony on the proposed amendments.
9. The amendments to the Urban Village Zone district further the vision, goals, and policies of the *Point Wells Subarea Plan 2020*.
10. The amendments are consistent with the Planning Commission review criteria set forth in WMC 14.44.060.

Part VI: Recommendation

Based on the above findings and conclusions, staff recommends that the Planning Commission recommend approval of the proposed amendments to the Urban Village Zone District 14.40 and forward a recommendation to Council as provided for in Resolution PC-2021-004.

Attachment 1: Urban Village zone district text amendments to 14.040.030 and 040.

TOWN OF WOODWAY
PLANNING COMMISSION

RESOLUTION PC-2021-004 | EXHIBIT A | ATTACHMENT 1

URBAN VILLAGE ZONE DISTRICT 14.40 | PROPOSED AMENDMENTS

14.40.030 PERMITTED USES.

A. Single-Family Detached, subject to a maximum building height of 35', a maximum lot coverage of 30%, and WMC 14.36.030.

A.B. Land uses listed in Table 14.40.030 (A) are permitted subject to an approved development agreement.

B.C. Land uses not listed in Table 14.40.030 (A) may be permitted as part of an approved development agreement, provided the development agreement includes written findings that the unlisted land use(s) is consistent with the Point Wells Subarea Plan and the purpose of this subchapter.

Table 14.40.030 (A)

SPECIFIC LAND USE
Live/work units
Assisted Living Facilities
Apartment/Multifamily
Single-Family Attached (Townhomes)
Single-family Detached ¹
Eating and Drinking Establishments (excluding Gambling Uses)
Hotel/Motel
General Retail Trade/Services ²
Professional Office
Parks and Trails
Recreation/cultural
Personal services
Financial institutions
Parking structures and surface parking lots, accessory to a primary use
Health and fitness facilities
General government/public administration
Fire facility
Police facility
Utilities ³
Wireless Telecommunication Facility ⁴
Home Occupation

Accessory dwelling units

Footnotes:

~~1. Subject to 35' maximum building height and 30% lot coverage~~

~~2.1.~~ These general retail trade/services are prohibited in the UV zone:

- a. Adult use facilities;
- b. Smoke/vape shop (a business that sells drug paraphernalia and smoking products);
- c. All businesses that are prohibited under the Town's business license regulations;
- d. Firearm sales;
- e. Pawnshops; and
- f. Vehicle sales and service.
- g. Drive-thrus.

~~3.2.~~ Utility facilities necessary to serve development in the UV zone are permitted.

~~4.3.~~ Subject to the provisions of WMC 14.46

14.40.040 DEVELOPMENT STANDARDS.

~~A.~~ Density. ~~Residential development shall provide a maximum density of forty-four dwelling units per acre.~~

~~1.~~ For the purposes of this chapter, "Density" means the net density of residential development excluding roads, drainage detention/retention areas, biofiltration swales, areas required for public use, tidelands, and critical areas and their required buffers.

~~2.~~ A minimum density of four dwelling units per acre shall be required for all new subdivisions, short subdivisions, townhouse and mixed townhouse developments. Minimum ~~net~~ density is determined by rounding up to the next whole unit or lot when a fraction of a unit or lot is 0.5 or greater.

~~3.~~ For a period of five years after the effective date of an annexation to which this zone district is applicable, the minimum density required herein shall be consistent with the requirements of RCW 35A.14.296.

~~4.~~ Residential development shall not exceed a maximum density of forty-four dwelling units per acre.

~~C.B.~~ No building within the development shall exceed 60 dwelling units.

~~D.C.~~ No building within the development shall have a footprint that exceeds 10,000 square feet.

~~E.D.~~ Setbacks. Setbacks shall be consistent with applicable design standards and identified as part of an approved development agreement.

~~F.E.~~ Lot dimensions. There is no minimum lot size or width. Any subdivision of land or alteration of property lines is subject to WMC Title 13, Subdivisions.

~~G.F.~~ Utilities. All utilities, including transmission and distribution, shall be underground. Location of utilities and mechanical areas shall comply with applicable design standards set forth in WMC 14.60.

2021 BUDGET POSITION TOTALS

Town Of Woodway

Months: 01 To: 09

Time: 16:42:39

Date: 10/12/2021

Page: 8

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Fund	1,861,256.00	1,516,738.66	81.5%	1,992,100.00	1,587,291.40	80%
002 Replacement Reserve Fund	20,000.00	0.00	0.0%	0.00	522.21	0%
107 Affordable Housing Sales Tax Fund	1,700.00	1,705.27	100.3%	1,700.00	0.00	0%
301 Capital Projects Fund (REET)	120,000.00	355,821.72	296.5%	245,000.00	35,202.87	14%
420 Stormwater Utility Fund	80,000.00	83,716.45	104.6%	136,134.00	121,125.87	89%
645 Agency Fund	0.00	3,423.56	0.0%	0.00	2,608.83	0%
	<u>2,082,956.00</u>	<u>1,961,405.66</u>	<u>94.2%</u>	<u>2,374,934.00</u>	<u>1,746,751.18</u>	<u>73.5%</u>

2021 BUDGET POSITION

Town Of Woodway

Time: 16:42:39 Date: 10/12/2021

Page: 1

001 General Fund Months: 01 To: 09

Revenues	Amt Budgeted	Revenues	Remaining
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100 General

010 Property Taxes	1,142,110.00	688,743.76	453,366.24	60.3%
030 Sales/Excise Taxes	191,130.00	221,998.08	(30,868.08)	116.2%
040 Utility Taxes/Fees	290,845.00	219,772.17	71,072.83	75.6%
070 Licenses/Other Permits/Fees	8,250.00	8,341.64	(91.64)	101.1%
080 Intergovernmental Revenue	28,707.00	212,709.30	(184,002.30)	741.0%
090 Interest	7,200.00	2,454.27	4,745.73	34.1%
100 Fines	4,400.00	2,513.23	1,886.77	57.1%
110 Other Revenue	2,100.00	3,248.56	(1,148.56)	154.7%
100 General	1,674,742.00	1,359,781.01	314,960.99	81.2%

200 Building & Planning

050 Development Permits/Fees	76,888.00	59,167.05	17,720.95	77.0%
060 Development Permits/Fees - Reimbursements	32,500.00	27,762.50	4,737.50	85.4%
200 Building & Planning	109,388.00	86,929.55	22,458.45	79.5%

300 Public Works & Parks

050 Development Permits/Fees	6,300.00	4,428.38	1,871.62	70.3%
070 Licenses/Other Permits/Fees	250.00	50.00	200.00	20.0%
080 Intergovernmental Revenue	30,708.00	20,251.72	10,456.28	65.9%
130 Interfund Loans & Transfers	39,868.00	39,868.00	0.00	100.0%
300 Public Works & Parks	77,126.00	64,598.10	12,527.90	83.8%

400 Public Safety

080 Intergovernmental Revenue	0.00	5,430.00	(5,430.00)	0.0%
400 Public Safety	0.00	5,430.00	(5,430.00)	0.0%

Fund Revenues:	1,861,256.00	1,516,738.66	344,517.34	81.5%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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100 General

510 Salaries & Benefits	214,916.00	152,243.25	62,672.75	70.8%
520 Operating Expenses	56,934.00	33,738.36	23,195.64	59.3%
530 Utilities	25,478.00	16,611.45	8,866.55	65.2%
540 Insurance	18,648.00	18,730.11	(82.11)	100.4%
550 Governmental Services	32,520.00	7,870.28	24,649.72	24.2%
560 Supplies	5,550.00	1,797.26	3,752.74	32.4%
580 New Equipment	4,500.00	4,021.30	478.70	89.4%
590 Equipment Maintenance	1,800.00	645.42	1,154.58	35.9%
650 Contract/Prof. Services - Legal	35,000.00	26,990.55	8,009.45	77.1%
680 Fairs & Events	5,610.00	2,299.43	3,310.57	41.0%
720 Debt Service	56,641.00	300.00	56,341.00	0.5%
100 General	457,597.00	265,247.41	192,349.59	58.0%

2021 BUDGET POSITION

Town Of Woodway

Time: 16:42:39 Date: 10/12/2021

Page: 2

001 General Fund Months: 01 To: 09

Expenditures	Amt Budgeted	Expenditures	Remaining
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200 Building & Planning

510 Salaries & Benefits	128,015.00	82,779.96	45,235.04	64.7%
520 Operating Expenses	1,435.00	911.38	523.62	63.5%
630 Contract Services - Fire & BLS	500.00	0.00	500.00	0.0%
660 Contract/Prof. Services - Other	35,000.00	28,429.50	6,570.50	81.2%
670 Contract/Prof. Services - Other - Reimbursible	30,000.00	25,526.00	4,474.00	85.1%
200 Building & Planning	194,950.00	137,646.84	57,303.16	70.6%

300 Public Works & Parks

510 Salaries & Benefits	294,088.00	253,058.13	41,029.87	86.0%
520 Operating Expenses	3,550.00	906.08	2,643.92	25.5%
540 Insurance	13,569.00	13,630.01	(61.01)	100.4%
560 Supplies	1,530.00	1,548.57	(18.57)	101.2%
570 Fuel & Oil	4,000.00	3,407.36	592.64	85.2%
580 New Equipment	2,500.00	3,016.58	(516.58)	120.7%
590 Equipment Maintenance	7,000.00	2,924.59	4,075.41	41.8%
610 Vehicle Maintenance	2,500.00	1,304.52	1,195.48	52.2%
620 Facility Management	50,465.00	27,300.16	23,164.84	54.1%
660 Contract/Prof. Services - Other	39,050.00	0.00	39,050.00	0.0%
300 Public Works & Parks	418,252.00	307,096.00	111,156.00	73.4%

400 Public Safety

510 Salaries & Benefits	93,570.00	64,534.44	29,035.56	69.0%
520 Operating Expenses	2,500.00	77.42	2,422.58	3.1%
530 Utilities	515.00	320.10	194.90	62.2%
540 Insurance	7,810.00	7,864.88	(54.88)	100.7%
560 Supplies	1,350.00	329.63	1,020.37	24.4%
570 Fuel & Oil	1,575.00	548.86	1,026.14	34.8%
580 New Equipment	1,030.00	0.00	1,030.00	0.0%
590 Equipment Maintenance	258.00	0.00	258.00	0.0%
610 Vehicle Maintenance	1,250.00	1,858.46	(608.46)	148.7%
620 Facility Management	420.00	209.76	210.24	49.9%
630 Contract Services - Fire & BLS	575,704.00	575,699.04	4.96	100.0%
640 Contract Services - Police/Dispatch	233,356.00	224,550.56	8,805.44	96.2%
660 Contract/Prof. Services - Other	1,963.00	1,308.00	655.00	66.6%
400 Public Safety	921,301.00	877,301.15	43,999.85	95.2%

Fund Expenditures:	1,992,100.00	1,587,291.40	404,808.60	79.7%
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Fund Excess/(Deficit):	(130,844.00)	(70,552.74)
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2021 BUDGET POSITION

Town Of Woodway

Time: 16:42:39 Date: 10/12/2021

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002 Replacement Reserve Fund Months: 01 To: 09

Revenues	Amt Budgeted	Revenues	Remaining
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100 General

010 Property Taxes	20,000.00	0.00	20,000.00	0.0%
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100 General	20,000.00	0.00	20,000.00	0.0%
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Fund Revenues:	20,000.00	0.00	20,000.00	0.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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300 Public Works & Parks

580 New Equipment	0.00	522.21	(522.21)	0.0%
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300 Public Works & Parks	0.00	522.21	(522.21)	0.0%
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Fund Expenditures:	0.00	522.21	(522.21)	0.0%
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Fund Excess/(Deficit):	20,000.00	(522.21)
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2021 BUDGET POSITION

Town Of Woodway

Time: 16:42:39 Date: 10/12/2021

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107 Affordable Housing Sales Tax Fund Months: 01 To: 09

Revenues	Amt Budgeted	Revenues	Remaining
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100 General

030 Sales/Excise Taxes	1,700.00	1,705.27	(5.27)	100.3%
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100 General	1,700.00	1,705.27	(5.27)	100.3%
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Fund Revenues:	1,700.00	1,705.27	(5.27)	100.3%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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100 General

520 Operating Expenses	1,700.00	0.00	1,700.00	0.0%
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100 General	1,700.00	0.00	1,700.00	0.0%
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Fund Expenditures:	1,700.00	0.00	1,700.00	0.0%
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Fund Excess/(Deficit):	0.00	1,705.27
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2021 BUDGET POSITION

Town Of Woodway

Time: 16:42:39 Date: 10/12/2021

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301 Capital Projects Fund (REET) Months: 01 To: 09

Revenues	Amt Budgeted	Revenues	Remaining
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100 General

020 REET	120,000.00	355,821.72	(235,821.72)	296.5%
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100 General	120,000.00	355,821.72	(235,821.72)	296.5%
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Fund Revenues:	120,000.00	355,821.72	(235,821.72)	296.5%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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100 General

720 Debt Service	60,000.00	20,670.63	39,329.37	34.5%
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100 General	60,000.00	20,670.63	39,329.37	34.5%
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300 Public Works & Parks

700 Capital Projects	185,000.00	14,532.24	170,467.76	7.9%
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300 Public Works & Parks	185,000.00	14,532.24	170,467.76	7.9%
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Fund Expenditures:	245,000.00	35,202.87	209,797.13	14.4%
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Fund Excess/(Deficit):	(125,000.00)	320,618.85
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2021 BUDGET POSITION

Town Of Woodway

Time: 16:42:39 Date: 10/12/2021

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420 Stormwater Utility Fund Months: 01 To: 09

Revenues	Amt Budgeted	Revenues	Remaining
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300 Public Works & Parks

040 Utility Taxes/Fees	80,000.00	83,016.45	(3,016.45)	103.8%
100 Fines	0.00	700.00	(700.00)	0.0%
300 Public Works & Parks	80,000.00	83,716.45	(3,716.45)	104.6%

Fund Revenues:	80,000.00	83,716.45	(3,716.45)	104.6%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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300 Public Works & Parks

520 Operating Expenses	4,700.00	3,443.31	1,256.69	73.3%
550 Governmental Services	5,100.00	4,048.58	1,051.42	79.4%
560 Supplies	966.00	625.17	340.83	64.7%
620 Facility Management	8,500.00	9,345.04	(845.04)	109.9%
660 Contract/Prof. Services - Other	22,000.00	0.00	22,000.00	0.0%
700 Capital Projects	55,000.00	63,795.77	(8,795.77)	116.0%
740 Interfund Loans & Transfers	39,868.00	39,868.00	0.00	100.0%
300 Public Works & Parks	136,134.00	121,125.87	15,008.13	89.0%

Fund Expenditures:	136,134.00	121,125.87	15,008.13	89.0%
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Fund Excess/(Deficit):	(56,134.00)	(37,409.42)
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2021 BUDGET POSITION

Town Of Woodway

Time: 16:42:39 Date: 10/12/2021

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645 Agency Fund Months: 01 To: 09

Revenues	Amt Budgeted	Revenues	Remaining
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100 General

030 Sales/Excise Taxes	0.00	2.83	(2.83)	0.0%
100 Fines	0.00	3,329.73	(3,329.73)	0.0%
100 General	0.00	3,332.56	(3,332.56)	0.0%

200 Building & Planning

050 Development Permits/Fees	0.00	91.00	(91.00)	0.0%
200 Building & Planning	0.00	91.00	(91.00)	0.0%

Fund Revenues:	0.00	3,423.56	(3,423.56)	0.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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100 General

550 Governmental Services	0.00	2,550.33	(2,550.33)	0.0%
100 General	0.00	2,550.33	(2,550.33)	0.0%

200 Building & Planning

550 Governmental Services	0.00	58.50	(58.50)	0.0%
200 Building & Planning	0.00	58.50	(58.50)	0.0%

Fund Expenditures:	0.00	2,608.83	(2,608.83)	0.0%
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Fund Excess/(Deficit):	0.00	814.73
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Ordinance / Resolution No. 2021-429
RCW 84.55.120

WHEREAS, the Town Council of the Town of Woodway has met and considered
(Governing body of the taxing district) (Name of the taxing district)
its budget for the calendar year 2022; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 1,162,109.82; and,
(Previous year's levy amount)

WHEREAS, the population of this district is ☐ more than or ☒ less than 10,000; and now, therefore,
(Check one)

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy
is hereby authorized for the levy to be collected in the 2022 tax year.
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 11,621.10
which is a percentage increase of 1 % from the previous year. This increase is exclusive of
(Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines,
solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations
that have occurred and refunds made.

Adopted this 18 day of October, 2021.

_____	_____
_____	_____
_____	_____

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.

Town of Woodway
2022 Preliminary Budget Financial Forecast
10/13/2021

Beginning Fund Balances	2019	2020	2021	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Operating Funds Beginning Balances	1,681,236	1,727,103	1,647,164	1,647,164	1,841,411	2,129,881	2,081,319	1,826,000	1,495,271	1,140,010	698,604	229,981	(330,990)	(923,409)

Operating Funds	2019	2020	2021 Budget	2021 Projected	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Revenues	2,013,183	2,124,552	1,881,256	2,397,401	2,390,071	2,121,187	1,946,817	1,967,109	1,987,942	2,009,302	2,031,179	2,053,565	2,076,455	2,099,848
Expenses	(1,967,315)	(2,204,491)	(1,992,100)	(2,203,155)	(2,101,601)	(2,169,748)	(2,202,136)	(2,297,838)	(2,343,203)	(2,450,708)	(2,499,802)	(2,614,535)	(2,668,874)	(2,791,150)
	45,868	(79,939)	(110,844)	194,246	288,470	(48,561)	(255,319)	(330,729)	(355,261)	(441,406)	(468,623)	(560,971)	(592,419)	(691,302)

*2020 Revenues & Expenses include \$169,737 of one-time transfers due to changes in the fund structure

Beginning Fund Balances	2019	2020	2021	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
301 - Capital Projects (REET) Fund	493,842	711,429	901,443	901,443	955,811	353,375	299,273	234,273	374,273	514,273	654,273	794,273	934,273	1,074,273

Town of Woodway | 2022 Preliminary Budget Summary

<i>General Fund</i>	2021 Budget	2021 Proj. YE	2022 Proposed		
Beginning Fund Balance	1,605,933	1,605,933	1,780,701	2021	
Revenues	1,861,256	2,377,401	2,370,071	Difference in revenue:	516,145
Expenses	1,992,100	2,202,633	2,101,601	Difference in expenses:	210,533
Ending Fund Balance	1,475,089	1,780,701	2,049,171		
<i>Replacement Reserve Fund</i>	2021 Budget	2021 Proj. YE	2022 Proposed		
Beginning Fund Balance	41,232	41,232	60,709	2021	
Revenues	20,000	20,000	20,000	Difference in revenue:	-
Expenses	-	522	-	Difference in expenses:	522
Ending Fund Balance	61,232	60,709	80,709		
<i>Deposit Fund</i>	2021 Budget	2021 Proj. YE	2022 Proposed		
Beginning Fund Balance	-	-	-	2021	
Revenues	-	-	-	Difference in revenue:	-
Expenses	-	-	-	Difference in expenses:	-
Ending Fund Balance	-	-	-		
<i>Affordable Housing Sales Tax Fund</i>	2021 Budget	2021 Proj. YE	2022 Proposed		
Beginning Fund Balance	494	494	499	2021	
Revenues	1,700	1,705	1,700	Difference in revenue:	5
Expenses	1,700	1,700	1,700	Difference in expenses:	-
Ending Fund Balance	494	499	499		
<i>Capital Projects Fund (REET)</i>	2021 Budget	2021 Proj. YE	2022 Proposed		
Beginning Fund Balance	901,443	901,443	955,811	2021	
Revenues	120,000	400,000	200,000	Difference in revenue:	280,000
Expenses	245,000	345,631	802,436	Difference in expenses:	100,631
Ending Fund Balance	776,443	955,811	353,375		
<i>Stormwater Utility Fund</i>	2021 Budget	2021 Proj. YE	2022 Proposed		
Beginning Fund Balance	119,266	119,266	78,156	2021	
Revenues	80,000	83,897	80,000	Difference in revenue:	3,897
Expenses	136,134	125,007	155,063	Difference in expenses:	(11,127)
Ending Fund Balance	63,132	78,156	3,093		

Town of Woodway | 2022 Preliminary Budget Revenues

	2019 Actual	2020 Actual	2021 Budget	YTD 10/13	2021 Projected	2022 Proposed
General Fund	1,678,600	2,022,875	1,861,256	1,563,206	2,377,401	2,370,071
Transportation Fund	314,582	-	-	-	-	-
Replacement Reserve Fund	20,000	20,000	20,000	-	20,000	20,000
Deposit Fund	-	81,677	-	-	-	-
Affordable Housing Sales Tax Fund	-	494	1,700	1,705	1,705	1,700
Capital Projects Fund (REET)	347,102	258,515	120,000	398,615	400,000	200,000
Stormwater Utility Fund	85,840	95,967	80,000	83,897	83,897	80,000
Agency Fund	9,455	6,299	-	3,526	3,526	-
Grand Total	2,455,580	2,485,827	2,082,956	2,050,950	2,886,529	2,671,771

Notes

2020 includes \$60k in CARES funding; 2021 & 2022 include \$194k in ARPA funding each year

Conservative revenue projection because we only spend money in the bank

	2019 Actual	2020 Actual	2021 Budget	YTD 10/13	2021 Projected	2022 Proposed
General Fund	1,678,600	2,022,875	1,861,256	1,563,206	2,377,401	2,370,071
General	1,539,357	1,744,532	1,674,742	1,391,882	1,918,039	1,921,609
Property Tax	906,648	1,115,915	1,142,110	712,188	1,142,110	1,167,090
Sales/Excise Taxes	235,681	228,198	191,130	222,001	240,329	219,970
Utility Taxes/Fees	183,458	187,378	290,845	220,350	292,157	293,529
Licenses/Other Permits/Fees	11,337	11,032	8,250	8,692	9,300	8,250
Intergovernmental Revenue	34,042	91,394	28,707	220,145	224,320	224,370
Interest	50,567	15,411	7,200	2,454	2,839	2,200
Fines	25,365	5,269	4,400	2,804	3,700	4,400
Other Revenue	8,652	1,875	2,100	3,249	3,285	1,800
Facility Rental	-	-	-	-	-	-
Interfund Loans & Transfers	83,607	88,060	-	-	-	-
Building & Planning	139,244	204,456	109,388	99,952	107,176	85,750
Development Permits/Fees	108,360	149,640	76,888	70,955	75,650	53,250
Development Permits/Fees - Reimbursements	30,197	54,816	32,500	28,998	31,526	32,500
Licenses/Other Permits/Fees	688	-	-	-	-	-
Public Works & Parks	-	73,737	77,126	65,942	346,755	362,712
Development Permits/Fees	-	10,645	6,300	5,772	6,300	3,675
Development Permits/Fees - Reimbursements	-	-	-	-	-	-
Licenses/Other Permits/Fees	-	-	250	50	50	50
Intergovernmental Revenue	-	26,708	30,708	20,252	30,708	28,366
Interfund Loans & Transfers	-	36,384	39,868	39,868	309,697	330,621
Public Safety	-	150	-	5,430	5,430	-
Intergovernmental Revenue	-	-	-	5,430	5,430	-
Other Revenue	-	150	-	-	-	-

[illegible]

Town of Woodway | 2022 Preliminary Budget Revenues

	2019 Actual	2020 Actual	2021 Budget	YTD 10/13	2021 Projected	2022 Proposed
Transportation Fund	314,582	-	-	-	-	-
Public Works & Parks	314,582	-	-	-	-	-
Property Tax	226,662	-	-	-	-	-
Development Permits/Fees	7,518	-	-	-	-	-
Licenses/Other Permits/Fees	400	-	-	-	-	-
Intergovernmental Revenue	46,763	-	-	-	-	-
Other Revenue	-	-	-	-	-	-
Interfund Loans & Transfers	33,239	-	-	-	-	-
Replacement Reserve Fund	20,000	20,000	20,000	-	20,000	20,000
General	20,000	20,000	20,000	-	20,000	20,000
Property Tax	20,000	20,000	20,000	-	20,000	20,000
Deposit Fund	-	81,677	-	-	-	-
General	-	81,677	-	-	-	-
Facility Rental	-	-	-	-	-	-
Interfund Loans & Transfers	-	81,677	-	-	-	-
Affordable Housing Sales Tax Fund	-	494	1,700	1,705	1,705	1,700
General	-	494	1,700	1,705	1,705	1,700
Sales/Excise Taxes	-	494	1,700	1,705	1,705	1,700
Capital Projects Fund (REET)	347,102	258,515	120,000	398,615	400,000	200,000
General	319,402	258,515	120,000	398,615	400,000	200,000
REET	276,240	258,515	120,000	398,615	400,000	200,000
Utility Taxes/Fees	-	-	-	-	-	-
Interest	-	-	-	-	-	-
Interfund Loans & Transfers	43,162	-	-	-	-	-
Public Works & Parks	27,700	-	-	-	-	-
Intergovernmental Revenue	27,700	-	-	-	-	-
Stormwater Utility Fund	85,840	95,967	80,000	83,897	83,897	80,000
Public Works & Parks	85,840	95,967	80,000	83,897	83,897	80,000
Utility Taxes/Fees	85,840	83,962	80,000	83,182	83,182	80,000
Fines	-	60	-	715	715	-
Other Revenue	-	11,945	-	-	-	-
Interfund Loans & Transfers	-	-	-	-	-	-
Agency Fund	9,455	6,299	-	3,526	3,526	-
General	9,273	6,071	-	3,422	3,422	-
Sales/Excise Taxes	-	-	-	3	3	-
Intergovernmental Revenue	-	-	-	-	-	-
Fines	9,273	6,071	-	3,417	3,417	-
Other Revenue	-	-	-	3	3	-
Building & Planning	182	228	-	104	104	-
Development Permits/Fees	182	228	-	104	104	-
Grand Total	2,455,580	2,485,827	2,082,956	2,050,950	2,886,529	2,671,771

Notes

All items for the transportation fund were rolled into the General Fund per 2020 ord.

Woodway Pointe development deposit (refunded in 2020)

Revised revenue projection to \$200k/yr. We only spend money in the bank.

2020 included one-time capital facilities charges for new homes

Town of Woodway | 2022 Preliminary Budget Expenses

	2019 Actual	2020 Actual	2021 Budget	YTD 10/13	2021 Projected	2022 Proposed	Notes
General Fund	1,525,754	2,023,811	1,992,100	1,680,844	2,202,633	2,101,601	2021 projected includes \$51K in ARPA expenses (police salaries, tree removal & temp PW staff) and \$270k in REET expenses (PW staff, tree removal, bridge and Town Hall). 2022 includes \$128k in ARPA expenses (police salaries & temp PW staff) and \$287k in REET expenses (PW staff, tree removal and Town Hall).
Transportation Fund	393,630	88,060	-	-	-	-	
Replacement Reserve Fund	47,932	10,943	-	522	522	-	
Deposit Fund	-	81,677	-	-	-	-	
Affordable Housing Sales Tax Fund	-	-	1,700	-	1,700	1,700	
Capital Projects Fund (REET)	129,516	68,501	245,000	36,419	345,631	802,436	2022 includes \$450k in road overlays & \$287k transfer to General Fund
Stormwater Utility Fund	47,762	64,900	136,134	121,129	125,007	155,063	2022 includes \$45k for Stormwater Comp Plan Update. Remaining \$55k will be in 2023.
Agency Fund	136,225	6,299	-	2,609	2,609	-	
Grand Total	2,280,818	2,344,191	2,374,934	1,841,523	2,678,102	3,060,800	

	2019 Actual	2020 Actual	2021 Budget	YTD 10/13	2021 Projected	2022 Proposed	Notes
General Fund	1,525,754	2,023,811	1,992,100	1,680,844	2,202,633	2,101,601	
General	453,131	497,034	457,597	274,339	459,552	451,690	
Salaries & Benefits	191,036	209,953	214,916	152,243	215,894	228,494	Includes 1.5 FTE (Town Administrator & Clerk-Treasurer) and all of staff's retention bonus amount
Operating Expenses	34,703	43,176	56,934	35,413	51,432	57,448	2020 Actual & 2021 Projected had lower than expected training/travel expenses due to COVID
Utilities	23,017	23,655	25,478	18,121	26,791	26,243	
Insurance	10,901	10,767	18,648	18,730	18,730	22,902	2022 includes increased charges following insurance audit of asset valuations
Governmental Services	27,198	9,352	32,520	8,995	36,750	9,740	2021 includes State Auditor costs, which is an every-other-year expense
Supplies	4,627	6,788	5,550	3,237	3,000	4,700	
New Equipment	5,751	6,019	4,500	4,814	5,905	4,500	
Equipment Maintenance	1,832	1,654	1,800	794	1,800	1,800	
Contract/Prof. Services - Legal	93,076	50,952	35,000	27,998	37,000	35,000	All legal expense. 2021 includes \$18k in Pt. Wells related litigation and advice. 2022 includes \$15k.
Contract/Prof. Services - Other	-	-	-	-	-	-	
Fairs & Events	6,149	-	5,610	3,695	5,610	5,722	Mayor will work to cover 1/2 of the Town Fair costs with donations
Debt Service	54,741	53,041	56,641	300	56,641	55,141	
Facility Rental	100	-	-	-	-	-	
Interfund Loans & Transfers	-	81,677	-	-	-	-	
Building & Planning	170,244	240,893	194,950	145,279	229,782	232,985	
Salaries & Benefits	95,299	108,514	128,015	82,780	136,257	162,950	Includes 1.5 FTE (Dep. Clerk/Permit Tech, Building Official, & Building Inspector); 2021 includes Dep. Clerk/Permit Tech overlap due to retirement; 2022 includes full-time Dep. Clerk/Permit Tech
Operating Expenses	632	305	1,435	911	1,735	1,935	
Supplies	-	-	-	-	-	100	
Contract Services - Fire & BLS	3,135	1,119	500	-	3,500	500	

Town of Woodway | 2022 Preliminary Budget Expenses

	2019 Actual	2020 Actual	2021 Budget	YTD 10/13	2021 Projected	2022 Proposed	Notes
Contract/Prof. Services - Other	49,089	74,663	35,000	30,220	55,790	35,000	Includes engineering, planning, and hearing examiner costs. 2020 includes updates to tree and clearing & grading codes
Contract/Prof. Services - Other - Reimbursible	22,090	56,292	30,000	31,369	32,500	32,500	
Public Works & Parks	31,730	395,447	418,252	381,912	597,232	464,021	
Salaries & Benefits	-	289,041	294,088	253,058	330,841	336,449	Includes 3 FTE (Public Works Director, 2 Crew Members) and ARPA funded summer help (two in 2021 and one in 2022)
Operating Expenses	-	443	3,550	1,084	1,594	2,550	
Insurance	-	12,270	13,569	13,630	13,630	15,151	
Supplies	-	3,329	1,530	1,549	2,000	1,550	
Fuel & Oil	-	3,353	4,000	4,126	4,700	4,700	Reflects increased fuel costs
New Equipment	-	1,534	2,500	3,181	4,000	3,000	
Equipment Maintenance	-	2,739	7,000	2,925	5,500	4,500	
Vehicle Maintenance	-	3,953	2,500	1,305	2,500	2,520	
Facility Management	30,241	31,249	50,465	76,899	157,439	53,301	2021 includes \$60k for bridge inspection & \$45k for Town Hall leak expenses; 2022 includes \$5k for Town Hall french drain & \$12k for exterior painting (which was rolled over from 2021). All funded from REET.
Contract/Prof. Services - Other	1,489	47,536	39,050	24,156	75,028	40,300	2021 includes tree removal -- \$48k from ARPA and \$23k from REET
Public Safety	870,648	890,437	921,301	879,314	916,067	952,905	
Salaries & Benefits	85,219	91,821	93,570	64,534	90,815	98,698	Includes 0.75 FTE (6 part-time employees - Police Chief, 4 officers, police records clerk). Recalculated Police Chief salary. ARPA funded: \$53k in 2021 and all 2022 compensation.
Operating Expenses	905	267	2,500	77	1,050	2,000	
Utilities	440	480	515	360	515	530	
Insurance	7,134	7,047	7,810	7,865	7,865	9,340	
Supplies	548	270	1,350	330	1,350	1,350	
Fuel & Oil	1,221	996	1,575	727	1,000	1,200	
New Equipment	-	-	1,030	-	1,030	1,061	
Equipment Maintenance	155	154	258	-	258	266	
Vehicle Maintenance	541	229	1,250	1,980	2,000	1,250	Includes slightly higher patrol car maintenance
Facility Management	-	-	420	210	420	441	
Contract Services - Fire & BLS	542,652	558,931	575,704	575,699	575,704	592,975	3% annual increase
Contract Services - Police/Dispatch	225,688	228,338	233,356	226,223	232,097	241,772	3% annual increase
Contract/Prof. Services - Other	1,701	1,904	1,963	1,308	1,963	2,022	
Debt Service	4,445	-	-	-	-	-	
Transportation Fund	393,630	88,060	-	-	-	-	All items for the transportation fund were rolled into the General Fund per 2020 ordinance
Public Works & Parks	393,630	88,060	-	-	-	-	
Salaries & Benefits	262,239	-	-	-	-	-	
Operating Expenses	491	-	-	-	-	-	
Insurance	10,869	-	-	-	-	-	
Supplies	829	-	-	-	-	-	
Fuel & Oil	3,770	-	-	-	-	-	

Town of Woodway | 2022 Preliminary Budget Expenses

	2019	Actual	2020	Actual	2021 Budget	YTD 10/13	2021 Projected	2022	Proposed	Notes
New Equipment		2,947		-	-	-	-	-	-	
Equipment Maintenance		20,032		-	-	-	-	-	-	
Vehicle Maintenance		1,038		-	-	-	-	-	-	
Facility Management		57,039		-	-	-	-	-	-	
Contract/Prof. Services - Other		34,376		-	-	-	-	-	-	
Interfund Loans & Transfers		-		88,060	-	-	-	-	-	
Replacement Reserve Fund		47,932		10,943	-	522	522	-	-	
Public Works & Parks		47,932		10,943	-	522	522	-	-	
New Equipment		-		10,943	-	522	522	-	-	
New Vehicle		47,932		-	-	-	-	-	-	
Deposit Fund		-		81,677	-	-	-	-	-	
General		-		-	-	-	-	-	-	
Facility Rental		-		-	-	-	-	-	-	
Building & Planning		-		81,677	-	-	-	-	-	Woodway Pointe development deposit refunded in 2020
Other Expenses		-		81,677	-	-	-	-	-	
Affordable Housing Sales Tax Fund		-		-	1,700	-	1,700	1,700		
General		-		-	1,700	-	1,700	1,700		
Operating Expenses		-		-	1,700	-	1,700	1,700		
Capital Projects Fund (REET)		129,516		68,501	245,000	36,419	345,631	802,436		
General		60,000		60,000	60,000	20,671	60,000	60,000		
Capital Projects		-		-	-	-	-	-		
Debt Service		60,000		60,000	60,000	20,671	60,000	60,000		Town Hall bond payments
Interfund Loans & Transfers		-		-	-	-	-	-		
Public Works & Parks		69,515		8,501	185,000	15,748	285,631	742,436		
Capital Projects - Grants		51,600		8,501	-	-	-	-		
Facility Management		5,992		-	-	1,202	1,202	-		
Capital Projects		11,923		-	185,000	14,546	14,600	455,000		Road overlays
Interest		-		-	-	-	-	-		
Interfund Loans & Transfers		-		-	-	-	269,829	287,436		REET transfer to the General Fund each year pursuant to new temporary provisions in RCW 82.46
Stormwater Utility Fund		47,762		64,900	136,134	121,129	125,007	155,063		
Public Works & Parks		47,762		64,900	136,134	121,129	125,007	155,063		
Operating Expenses		2,833		2,722	4,700	3,447	4,700	4,796		
Governmental Services		-		-	5,100	4,049	5,100	5,100		Utility tax remittance
Supplies		525		647	966	625	850	982		
Facility Management		10,133		3,879	8,500	9,345	10,000	10,000		
Contract/Prof. Services - Other		1,032		-	22,000	-	1,000	46,000		The original stormwater comprehensive plan was created in 2006; 2022 includes Phase I of the Stormwater Comprehensive Plan update. Phase II will be in 2023
Other Expenses		-		-	-	-	-	-		
Capital Projects		-		21,268	55,000	63,796	63,796	45,000		This is the remainder of the Twin Maples and Kulshan Road stormwater projects
Interfund Loans & Transfers		33,239		36,384	39,868	39,868	39,561	43,185		Annual transfer to general fund for Public Works stormwater work

Town of Woodway | 2022 Preliminary Budget Expenses

	2019	Actual	2020	Actual	2021 Budget	YTD 10/13	2021 Projected	2022	Proposed	Notes
Agency Fund		136,225		6,299	-	2,609	2,609		-	
General		136,043		6,071	-	2,550	2,550		-	
Governmental Services		9,273		6,071	-	2,550	2,550		-	
Other Expenses		-		-	-	-	-		-	
Interfund Loans & Transfers		126,769		-	-	-	-		-	
Building & Planning		182		227	-	59	59		-	
Governmental Services		182		227	-	59	59		-	
Contract Services - Fire & BLS		-		-	-	-	-		-	
Grand Total		2,280,818		2,344,191	2,374,934	1,841,523	2,678,102		3,060,800	

SHORT-TERM RENTALS

The Town's code does not directly regulate short-term rentals.

Staff recommends a code amendment be adopted to either prohibit or allow with conditions.

Town Revenue:

- Lodging tax: Town can impose a 2% tax, which is a credit against State sales tax.
- Sales taxes apply to short-term rentals: Town's rate 0.85%.
- Business License: Town has a business license fee. Our current fee is \$50 a year for businesses with revenue greater than \$2,000 a year.

SHORT-TERM RENTALS (CONT.)

Example:

Assumption: 10 properties are rented at \$300 a night for 100 nights a year.

\$300,000 in rental income would generate:

- \$6,000 a year in lodging tax revenue*
- \$255 in sales tax revenue
- \$500 in business license fee revenue

* Note: The \$6,000 in lodging tax revenue cannot be used for General Fund expenses (RCW 67.28.1815). Lodging tax revenue must be used for tourism promotion, acquisition of tourism-related facilities, or operation of tourism-related facilities.

STORMWATER FUND

Stormwater Fund generates revenue from Stormwater Utility fees.

Fees can only be used for construction of stormwater facilities and maintenance & operations of the utility.

Stormwater fund operates like other Town funds:

- Revenues minus expenses leaves a year-end Ending Fund Balance.
- The Ending Fund Balance becomes the following year's Beginning Fund Balance.

STORMWATER FUND (CONT.)

Example:

	2020	2021	2022	2023
Beginning Fund Balance	-	25,000	65,000	15,000
Revenue	80,000	80,000	80,000	80,000
Expenses	55,000	40,000	130,000	45,000
Ending Fund Balance	\$ 25,000	\$ 65,000	\$ 15,000	\$ 50,000

STORMWATER FUND (CONT.)

Annually, we transfer funds from the Stormwater Fund to the General Fund to cover the cost of stormwater M&O performed by Public Works staff. The amount is based on Public Works salary & benefit costs and hours dedicated to stormwater work. This is work that otherwise would have to be done by a contractor.

Position	Annual Hours	2021 Rate	2021 Total	2022 Rate	2022 Total
Director	104	64.23	6,680	68.01	7,074
Lead	305	44.68	13,627	48.39	14,759
Crew	610	31.56	19,255	35.00	21,352
Total	1,019		\$39,561		\$43,185

TOWN HALL REPAIR EXPENSES

Category	Cost
Innovac (excavation)	29,929
Sand	4,236
Concrete	2,433
Equipment Rental	2,186
Downspout Repair	72
Hydroseed & replanting (est)	5,000
PACE (Engineers)	855
Landau (Engineers)	2,403
Sprinkler System/Conduit Repair	1,203
Miscellaneous Supplies	1,323
Subtotal	\$ 49,641
Staff Time	4,475
Grand Total	\$ 54,116

MEMO

TO: MAYOR MIKE QUINN & WOODWAY TOWN COUNCIL
FROM: CLERK-TREASURER HEIDI NAPOLITINO
SUBJECT: ASSET MANAGEMENT POLICY
DATE: 14 OCTOBER 2021
CC: TOWN ADMINISTRATOR ERIC FAISON

Mayor & Council:

We have received guidance from the Washington State Auditor's Office that we need to create an asset management policy per Section 3.3 of the BARS Cash Manual. For an entity of our size, it is not an overly complicated document. It includes a capitalization threshold (we are recommending \$5,000 based on current best practices), inventory requirements, tracking & recordkeeping, and disposition (usually sale or disposal).

TOWN OF WOODWAY

RESOLUTION 2021-430

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WOODWAY ADOPTING AN ASSET MANAGEMENT POLICY

WHEREAS, the Town of Woodway wishes to increase control of and accountability for those assets for which the Town has stewardship responsibilities, provide centralized documentation for insurance purposes, and generate useful asset management information; and

WHEREAS, the Town of Woodway wants to ensure compliance with all statutory requirements related to capital assets and small & attractive assets management and reporting;

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

Section 1. The attached Town of Woodway Asset Management Policy, dated October 18, 2021, is adopted in its entirety.

Section 2. The Town of Woodway Asset Management Policy will be effective immediately upon adoption.

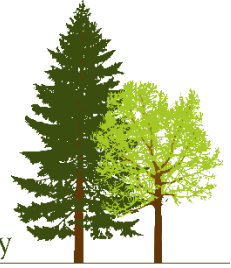
PASSED this 18th day of October 2021 by the Town Council of the Town of Woodway.

TOWN OF WOODWAY

Michael S. Quinn, Mayor

ATTEST:

Heidi K. S. Napolitano, Clerk-Treasurer



ASSET MANAGEMENT POLICY

Purpose:

This policy is established to provide guidelines that will ensure good stewardship over Town resources through a uniform method of accountability and inventory of the assets. It is the policy of the Town of Woodway to comply with all statutory requirements while ensuring that the Town of Woodway's public property is adequately protected and that its use is properly managed. The intent of this document is to:

- Increase control over those assets for which the Town has stewardship responsibilities (including capital assets and small & attractive items that may be more likely to disappear without being noticed);
- Ensure accountability for assets;
- Provide centralized documentation for insurance purposes; and
- Generate useful asset management information.

References:

Washington State BARS Cash Manual Section 3.3: Capital Assets

Definitions:

- A. "Capital assets" are real and personal property used in operations, above a specified value, the government intends to use or keep for more than one year. Capital assets include land and land rights; buildings, their furnishings, fixtures, and furniture; infrastructure assets, intangible assets equipment, machinery, vehicles, and tools.
- B. "Capitalize" means to report an expenditure for real and personal property or intangible assets as a capital outlay. These expenditure transactions are coded to 594 and 595 account codes.
- C. "Accountability" means the obligation to demonstrate good management of or control over those matters for which the government is responsible.
- D. "Capital assets management system" is the set of written policies and procedures used to control a government's capital assets and demonstrate accountability. Public officials have several broad responsibilities with respect to capital assets such as tracking assets for accountability purposes; maintaining records for insurance purposes; ensuring assets are safeguarded from loss, waste, damage, or neglect; for compliance purposes such as when purchased with federal funds; and long-term capital budgeting and planning.

- E. “Capitalization threshold” is a dollar amount set in a formal policy defining when an item with more than one or more years of usefulness will be classified as a capital asset.
- F. “Physical inventory” is a procedure where the existence of assets on the inventory list is confirmed by physically observing the assets at their location in the field.
- G. “Small and attractive assets” are assets that last longer than one year, but do not qualify as capital assets. They are less than the capitalization threshold and may be susceptible to theft or misuse.

Policies:

- A. *Capitalization Threshold:* It is the policy of the Town to maintain accountability over all tangible fixed assets having a life exceeding one year and costing \$5,000 (including tax) or more.
 - 1. Assets in the system include all land, buildings, machinery, and equipment valued at \$5,000 or more (including sales tax).
 - 2. The asset records shall be verified by a physical inventory at least once a year by each department.
 - 3. When capital assets are purchased, the expense will be recorded using the appropriate BARS expenditure code to identify capital assets (BARS 594 plus object code for all capital expenditures, except for roads/street construction which are assigned to 595 plus object code).
 - 4. If assets are purchased with grant money, the capitalization threshold level may be set at a lower amount by the requirements of the grant agreement.
- B. *Small & Attractive Assets:* Although Small and Attractive Assets (assets costing less than \$5,000) do not meet the Town’s capitalization threshold, due to ease of conversion to private use, they are considered assets for purposes of marking and identification, record keeping, and tracking. Such assets may include (but are not limited to) laptop or tablet computers, video and sound equipment, police weapons, public works tools and equipment, and cell phones/smartphones.
- C. *Responsibility of Department Heads:* To assist in accountability and theft prevention, each department head shall be held responsible for all property assigned to their department. Responsibility for updating the inventory list is detailed in D below.
- D. *Inventory List:* The Clerk-Treasurer will maintain a master inventory list with the assistance of department heads. The inventory list should include the information listed in the Inventory List Procedure below. Specific information captured may vary by type of asset.
 - 1. Each department head will keep a copy of the portion of the list that includes their assets. The list of assets (including Small & Attractive Assets) should be updated as new assets are purchased.

2. Prior to the annual inventory, each department head will give the Clerk-Treasurer their updated list so any new items can be added to the master inventory list.
- E. *Annual Inventory*: A physical inventory of all land, machinery & equipment, buildings and improvements, and small & attractive assets will be conducted annually to verify the existence and condition of all items in the inventory list.
1. When reconciled, the inventory provides evidence that department heads are meeting their stewardship duty over their assets.
 2. An inventory may also help the department plan for future purchases by identifying unanticipated wear and tear of equipment before the equipment breaks down.

Procedures:

A. *Asset Identification*

1. Whenever feasible, each piece of property will be tagged or marked with a label or tag identifying it as property of the Town of Woodway. Such markings will be removed or obliterated only when the item is sold, scrapped, cannibalized, or otherwise disposed of. Should the tag/label be removed or defaced before disposal, the item shall be marked with a replacement tag/label.
2. If the asset is purchased with grant funding, inventory list will reference the grant. In the case of surplusing, the contract needs to be reviewed for compliance issues. In some cases, the grant source would need to approve selling or surplusing such assets.

B. *Inventory List*: Each asset listing will include as much of the following information as possible:

1. Acquisition information, including references to source documents and acquisition dates
2. Name and detailed description sufficient to define and identify the asset, including any identifying numbers or legal description where applicable
3. Location of the asset
4. Custodian responsible for the asset, if applicable
5. Cost of the asset/source of funding (federal grant, etc.)
6. Estimated life
7. Condition of the asset
8. Identifying number for the asset
9. Disposal – date and method used to determine disposal value

C. Annual Inventory

1. Town staff will perform a physical inventory of assets on the Capital Asset inventory list and the Small & Attractive Asset inventory list annually, no later than April 30 of each year.
 - a. The Clerk-Treasurer's office will distribute a listing of assets by department to be used as an inventory worksheet.
 - b. When feasible, staff should work in teams with at least one member from a department other than the one responsible for the assets. Inventory teams will take the worksheets to their assigned areas and locate everything on the list. The team will update the condition of assets as necessary.
 - c. Items not included in the inventory worksheet but physically located will be added to the inventory list. All items lacking a tag/label will be tagged if at all feasible.
 - d. The department head will do a reconciliation of the resulting reports before signing the worksheet and turning it in to the Treasurer's office.
2. A reconciliation of the capital assets list and individual supporting asset records at least once per year to ensure the information is complete and accurate.

D. Additions, Deletions, & Lost or Stolen Assets

1. *Additions:* The Town may acquire property via purchase, construction, donation, or lease. Regardless of how it is acquired, when the property is received, the purchasing department will add the asset to their department's inventory list.
2. *Deletions:* Assets will eventually reach the end of their useful life and need to be disposed of. Deletion may be required due to a sale of the asset, scrapping, mysterious disappearance (lost or stolen), or involuntary conversion (fire, flood, etc.).
 - a. The disposition of Town assets through sale or disposal will comply with the Town's surplus policy.
 - b. Before disposal of a destroyed or damaged asset, the department head and Mayor or Mayor's designee must verify that the asset is no longer of value to the Town.
 - c. Lost or stolen items may require additional reports.
 - d. Deletions brought about because of natural disasters may require additional reporting to either the insurance provider or federal/state emergency management department for an eventual reimbursement.
3. *Lost or Stolen Assets:* Department heads must report lost or stolen assets to the Mayor or Mayor's designee and the Clerk-Treasurer as soon as the loss is discovered. If the item hasn't been found after ninety days, the department head will notify the Clerk-Treasurer's office so they may remove the asset from the inventory list.

Miscellaneous:

For unusual transactions not specifically addressed with these procedures, the Town will follow the BARS manual's guidelines.

Approved by:

Effective date:

Draft

TOWN OF WOODWAY

ORDINANCE 2021-632

AN ORDINANCE OF THE TOWN OF WOODWAY AMENDING WOODWAY MUNICIPAL CODE SECTION 7.30.040; PROVIDING FOR SEVERABILITY; ESTABLISHING AN EFFECTIVE DATE AND AUTHORIZING SUMMARY PUBLICATION BY ORDINANCE TITLE ONLY.

WHEREAS, Resolution 2020-419 amended the Town of Woodway fee schedule, removing the fee for peddler and solicitor permits; and

WHEREAS, Woodway Municipal Code section 7.30.040, which governs the registration procedures for door-to-door selling and solicitation, still references a fee for each type of permit; and

WHEREAS, the Town Council wishes to make WMC 7.30.040 consistent with the Fee Schedule as it may be amended from time to time, and other editorial corrections may be made;

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

Section 1. Woodway Municipal Code Section 7.30.040 shall be amended as stated 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 18th day of October 2021 by the Town Council of the Town of Woodway.

TOWN OF WOODWAY

Michael S. Quinn, 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 2021-632 | EXHIBIT A

7.30.040 REGISTRATION PROCEDURE.

Individuals or members of firms or organizations wishing to sell or solicit shall first apply for a permit in writing from the Woodway town clerk. The clerk shall require applications to be made on forms provided which shall cover the relevant information described below and require the payment of the registration fee to cover costs of administration.

A. Door-to-Door Selling.

1. Persons or firms seeking to do door-to-door selling as described in Section 7.30.010 of this chapter shall apply in writing to the ~~town e~~Clerk-Treasurer and shall provide the following information:
 - a. The name, address and telephone of the principal applicant, firm or organization;
 - b. A list of the persons expected to do door-to-door selling with a statement as to each person of their name, address, telephone number, age, general description and a statement as to whether or not the person has ever been convicted of a crime. If the information indicates that one or more of the persons listed has been convicted of a crime, the application should state the nature of the crime;
 - c. The nature and character of the goods, wares, merchandise or services to be offered for sale.
2. The truth of the statements contained in the affidavit shall be attested to by the ~~principle~~ principal applicant and the application shall be accompanied by ~~any amount of a fifty dollar registration fee~~ required by the then current fee resolution authorized by this code.

B. Solicitation.

1. Persons or firms seeking to make solicitations as described in Section 7.30.020 of this chapter shall apply in writing to the ~~town e~~Clerk-Treasurer and shall provide the following information:
 - a. The name, address and telephone of the principal applicant, firm or organization and a copy of the tax exempt status granted to the organization or firm under I.R.C. Section 501 (c) 3;
 - b. A list of the persons expected to do door-to-door solicitations with a statement as to each person of their name, address, telephone number, age, general description and a statement as to whether or not the person has ever been convicted of a crime. If the information indicates that one or more of the persons listed has been convicted of a crime, the application should state the nature of the crime.
2. The truth of the statements contained in the affidavit shall be attested to by the ~~principle~~ principal applicant and the application shall be accompanied by ~~a ten dollar registration~~ any amount of fee required by the then current fee resolution authorized by this code.
3. The burden of showing that a person intends to sell or solicit for the sole benefit of an organization and that the organization is excepted from this chapter under Section 3 is upon the applicant. once such a showing has been made and the fee paid, a permit will

be issued. Permits issued under this chapter shall be for a specified length of time not to exceed fourteen days.

Draft