

TOWN OF WOODWAY
COUNCIL MEETING AGENDA
MONDAY, SEPTEMBER 19, 2022
6:00 P.M.

Woodway Town Hall | 23920 113th Place W. | Woodway, WA

6:00 P.M.		Call to Order, Flag Salute, & Roll Call
6:00 P.M.		Public Comments*
6:05 P.M.	I	Ordinance 2022-642: Prohibiting Short-Term Property Rental
6:10 P.M.	II	Urban Forest Fire Discussion
6:30 P.M.	III	Right-of-Way Permit - Pavement Mitigation Fee
6:45 P.M.	IV	Approval of Payments – <i>September 19, 2022 Claims</i>
6:50 P.M.	V	Approval of Minutes – <i>September 6, 2022</i>
6:55 P.M.	VI	Council Reports
7:00 P.M.	VII	Mayor’s Report
7:05 P.M.	VIII	Town Administrator’s Report
7:10 P.M.	IX	2023 Preliminary Budget
7:25 P.M.	X	Ratification of Restriping and Traffic Control Contract – Stripe Rite
7:30 P.M.	XI	Construction Administration and Inspection Services Contract - PACE Engineers
7:35 P.M.		Public Comments*
7:40 P.M.		General Council Discussion – Choice of Subjects
7:45 P.M.		Adjournment

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 or anyone wishing to make a public comment for this meeting via video or audio connection 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

ORDINANCE 2022-642

AN ORDINANCE OF THE TOWN OF WOODWAY APPROVING FINDINGS OF FACT;
AND PROHIBITING SHORT-TERM PROPERTY RENTAL IN ALL ZONING DISTRICTS;
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 Comprehensive plans and development regulations to comply with the requirements of the Growth Management Act and legislative changes; and

WHEREAS, the Town of Woodway Council passed Resolution 2022-433 on January 3, 2022 directing the Planning Commission to prepare an amendment to the zoning code prohibiting short-term rental units, solicit public comments, and conduct a public hearing; and

WHEREAS, the Planning Commission conducted two study sessions on April 6 and May 4 to discuss short-term rentals and review a proposed amendment to the zoning code; and

WHEREAS, a Notice of Adoption of proposed amendments was sent to the Department of Commerce on June 22, 2022; and

WHEREAS, a SEPA Declaration of Non-Significance was issued on June 22, 2022; and

WHEREAS, a notice of public hearing was advertised in the Everett Herald newspaper on June 24, 2022, and posted on Town bulletin boards and the Town's website on June 23, 2022; and

WHEREAS, The Planning Commission conducted a public hearing on July 6, 2022; and

WHEREAS, Planning Commission Resolution PC-2022-007 attached hereto as Exhibit A includes analysis, findings, conclusions, and a recommendation of the proposed amendments to the Town Council; and

WHEREAS, the Town Council, upon review and discussion of the recommendations of the Planning Commission, accepts the recommendation and has determined the prohibition on short-term rentals in all zoning districts of the Town is in the public interest and beneficial to the Town of Woodway,

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

Section 1. Findings. The above recitals, the recitals in Town of Woodway Planning Commission Resolution PC-2022-007, and the information provided to the

Planning Commission in Exhibit A to the Resolution by staff are hereby adopted as findings of fact in support of Section 2 of this Ordinance.

Section 2. New Woodway Municipal Code sections are enacted as follows:

CHAPTER 14.08.305 “SHORT-TERM RENTAL”

Short-term rental means a lodging use that is not a hotel or motel in which a dwelling unit, or portion thereof, is offered or provided to a guest by a person or entity for a fee or payment for fewer than thirty consecutive nights.

14.20.025 PROHIBITED USES

Short-Term Rentals as defined in WMC 14.08.305 are prohibited.

14.24.025 PROHIBITED USES.

Short-Term Rentals as defined in WMC 14.08.305 are prohibited.

14.28.025 PROHIBITED USES.

Short-Term Rentals as defined in WMC 14.08.305 are prohibited.

14.32.025 PROHIBITED USES.

Short-Term Rentals as defined in WMC 14.08.305 are prohibited.

14.36.025 PROHIBITED USES.

Short-Term Rentals as defined in WMC 14.08.305 are prohibited.

14.40.025 PROHIBITED USES.

Short-Term Rentals as defined in WMC 14.08.305 are prohibited.

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 19th day of September 2022 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
PLANNING COMMISSION**

RESOLUTION PC-2022-007

A RESOLUTION OF THE WOODWAY PLANNING COMMISSION RECOMMENDING TO
THE TOWN COUNCIL APPROVAL OF AMENDMENTS TO THE ZONING CODE
RELATED TO THE PROHIBITION OF SHORT-TERM RENTAL UNITS ADDING WMC
14.08.305, 14.20.025, 14.24.025, 14.28.025, 14.32.025, 14.36.025, & 14.40.025

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 Council passed Resolution 2022-433 on January 3, 2022 directing the Planning Commission to prepare an amendment to the zoning code prohibiting short-term rental units, solicit public comments, and conduct a public hearing; and

WHEREAS, the Planning Commission conducted two study sessions on April 6 and May 4 to discuss short-term rentals and review a proposed amendment to the zoning code; and

WHEREAS, a Notice of Adoption of proposed amendments was sent to the Department of Commerce on June 22, 2022; and

WHEREAS, a SEPA Declaration of Non-Significance was issued on June 22, 2022; and

WHEREAS, a notice of public hearing was advertised in the Everett Herald newspaper on June 24, 2022, and posted on Town bulletin boards and the Town's website on June 23, 2022; and

WHEREAS, The Planning Commission conducted a public hearing on July 6, 2022; 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 the attachment containing zoning text amendments (new code sections WMC 14.08.305, 14.20.025, 14.24.025, 14.28.025, 14.32.025, 14.36.025, & 14.40.025), and recommends to the Woodway Town Council that the proposed zoning text amendments be adopted.

PASSED this 6th day of July 2022 by the Planning Commission of the Town of Woodway.

TOWN OF WOODWAY



Per Odegaard, Chair

ATTEST:



Kim Sullivan, Planning Commission Secretary

Attachment: Exhibit A: Staff Report to the Planning Commission Regarding Proposed
Amendments to the Zone Areas (Adding WMC 14.08.305, 14.20.025, 14.24.025,
14.28.025, 14.32.025, 14.36.025, & 14.40.025).

Planning Commission Resolution PC-2022-007
Exhibit A

Staff Report to the Town of Woodway Planning Commission
Regarding Proposed Amendments to the
Zoning Regulations Prohibiting Short-Term Rental Units (Adding WMC
14.08.305, 14.20.025, 14.24.025, 14.28.025, 14.32.025, 14.36.025, & 14.40.025).

Part 1: Introduction

Applicant:	Town of Woodway 23920 113 th Place W. Woodway, WA 98020
Public Hearing Date:	July 6, 2022
Public Hearing Purpose:	For the Planning Commission to receive public comments regarding proposed amendments to the Zoning Regulations prohibiting short-term rental units (Adding WMC 14.08.305, 14.20.025, 14.24.025, 14.28.025, 14.32.025, 14.36.025, & 14.40.025) and to forward a recommendation to the Town Council for action.
Location of Proposal:	The proposed amendments are legislative in nature and applicable to all lands within the Town boundaries.
SEPA Compliance:	Pursuant to WMC 16.04. a determination of non-significance was issued on June 22, 2022, forwarded to the Town's SEPA distribution list, noticed in the Everett Herald and posted on the Town's public notice boards.
Public Notification:	A notice for the public hearing was advertised in the Everett Herald and posted in several public places within the Town of Woodway June 23, 2022. A "notice of intent to adopt amendment" (60-day notice) was also sent to the Washington State Department of Commerce on June 22, 2022.

Part II: Background Information

The Town Council discussed the residential character of the Town at its meeting of January 3, 2022 and considered whether the presence of short-term rental units would be consistent with the Town's character. Following their discussion, the Council passed a resolution directing the Planning Commission to conduct a public outreach program to solicit public opinion and prepare an amendment to the Town's zoning ordinance prohibiting short term rental units. On April 6, 2022, the Planning Commission conducted a study session to discuss the

prohibition of short-term rental units and whether existing housing used for personal rehabilitation purposes would be considered as short-term rental units. The Commission conducted an additional study session on May 4, 2022 and was informed that the state law specifically exempts housing used for temporary rehabilitation purposes as short-term rental housing. The Commission also reviewed the proposed amendment to zoning ordinance defining short term rentals and the proposed code sections prohibiting short term rentals in all the Town's zoning districts. They also discussed a public outreach program. The Commission then set July 6, 2022 for a public hearing. Staff prepared public information on its website and solicited comments related to the proposed amendments. Comments are due on June 30th and a summary of the comments will be presented to the Commission at the July 6th public hearing.

Part III: Proposed Amendments

The proposed amendments to the zoning regulations would be an addition to the definitions section and an addition to each zone district section. The proposed amendments would be as follows:

14.08.305 “Short-Term Rental” Short-term rental means a lodging use that is not a hotel or motel in which a dwelling unit, or portion thereof, is offered or provided to a guest by a person or entity for a fee or payment for fewer than thirty consecutive nights.

14.20.025 Prohibited Uses. Short-Term Rentals as defined in WMC 14.08.305 are prohibited.

14.24.025 Prohibited Uses. Short-Term Rentals as defined in WMC 14.08.305 are prohibited.

14.28.025 Prohibited Uses. Short-Term Rentals as defined in WMC 14.08.305 are prohibited.

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14.36.025 Prohibited Uses. Short-Term Rentals as defined in WMC 14.08.305 are prohibited.

14.40.025 Prohibited Uses. Short-Term Rentals as defined in WMC 14.08.305 are prohibited.

Part IV: Initiation of Zone Code Amendments by the Town Council

Pursuant to the Town code at 14.44.020, the Town Council has initiated the amendment to the zoning regulations by resolution and recommended the Planning Commission conduct a public hearing and forward a recommendation for action.

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 the Town's zoning regulations. As such, the Town staff makes the following findings and conclusions:

1. The Woodway Town Council passed Resolution No. 2022-433 on January 3, 2022 directing the Planning Commission to prepare an amendment to the Town's Zoning Ordinance prohibiting short term rental units, solicit public opinion, and conduct a public hearing.
2. Pursuant to the Council's resolution and directive, the Planning Commission conducted two study sessions on April 6 and May 4 to discuss proposed amendments to the Town's zoning regulations.
3. The Town's SEPA Official issued a Determination of Non-Significance on June 22, 2022 and no appeals have been filed as of this writing.
4. A Notice of Intent to Adopt Amendments was sent to the Dept. of Commerce on June 22, 2022.
5. A notice of the public hearing before the Planning Commission was advertised in the Everett Herald and posted in public places.
6. The Planning Commission conducted a public hearing July 6, 2022, to receive public testimony on the proposed amendments.
7. The additional sections WMC 14.08.305, 14.20.025, 14.24.025, 14.28.025, 14.32.025, 14.36.025, & 14.40.025 are in harmony with the comprehensive plan and land use for the Town.

Part VI: Recommendation

Based on the above findings and conclusions, staff recommends that the Planning Commission recommend approval of the proposed amendments (new code sections WMC 14.08.305, 14.20.025, 14.24.025, 14.28.025, 14.32.025, 14.36.025, & 14.40.025) and forward a recommendation to Council as provided for in Resolution 2022-433.

Attachment 1: New code sections WMC 14.08.305, 14.20.025, 14.24.025, 14.28.025, 14.32.025, 14.36.025, & 14.40.025

TOWN OF WOODWAY

PLANNING COMMISSION RESOLUTION PC-2022-007 EXHIBIT A | ATTACHMENT 1

SHORT-TERM RENTAL PROHIBITION | PROPOSED NEW CODE SECTIONS

CHAPTER 14.08.305 “SHORT-TERM RENTAL”

Short-term rental means a lodging use that is not a hotel or motel in which a dwelling unit, or portion thereof, is offered or provided to a guest by a person or entity for a fee or payment for fewer than thirty consecutive nights.

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MEMORANDUM

TO: Town Council
FROM: Eric Faison, Town Administrator
SUBJECT: Right-of-Way Permit – Road Cut Fee
DATE: September 19, 2022
CC: Mike Quinn, Mayor

Background

Permit fees

Like most cities, the Town requires a permit to perform work in the right-of-way. The permit fee ranges from \$150 to \$350 (depending on the size of the project). For work that involves a cut in a road's pavement, the Town assesses a road cut fee.

The Town's road cut fee also includes a fee related to the condition of the pavement being cut. This "pavement mitigation fee" is \$115 plus an amount that is based on the square footage of the cut and the remaining life of the road. Over the years, cuts in the Town's roads have been relatively small. As a result, most pavement mitigation fees have been modest – a few hundred dollars. Only once has the fee been over \$1,000 – at \$1,221.

Lastly, in addition to these two fees, the Town requires the permittee to repave the lane that has been cut. The scope of the repavement is either 10 feet or 50 feet on either side of the cut. The determination on whether the required overlay is 10 feet or 50 feet is based on the remaining life of the road.

Complaint

Recently, a public utility applied for a ROW permit. Due to the size of the project, the remaining useful life of the pavement being cut, and the amount of pavement being cut, the pavement mitigation fee is over \$50,000. They have raised a concern about the reasonableness of the road cut fee, particularly in the context of the extensive repaving that is required under the Code for the project.

Pavement Mitigation Fee

Purpose

Once a road is cut, it is susceptible to water intrusion. A partial overlay of the roadway does not fully restore the roadway's resistance to water intrusion. Consequently, the purpose of the mitigation fee is to compensate the Town for damage to the road that reduces the road's useful life and increases the Town's maintenance cost.

Common Practice

While we are aware of some cities locally who, like Woodway, require an overlay and impose a pavement mitigation fee, we know that others do not. Terry is conducting research on common practices, and we hope to have additional information available at the Council meeting.

Town Code and Fee Schedule

WMC 12.50.080 – Road cut fee.

A road cut fee as set forth in Section [3.32.010](#) shall be required whenever the pavement in the right-of-way is disturbed. Pavement restoration shall be made according to specifications prepared by the Public Works Director and shall include well-placed and compacted select backfill and multiple-lift asphaltic concrete paving.

- A. For roads that have been overlaid within five years and roads that have been reconstructed within seven years and in the event that the road needs to be cut, the following conditions shall be applied:
 - 1. A one-hundred-foot section (fifty feet in each direction from the edge of the cut) shall be overlaid.
 - a. If the cut is contained to one lane, then only that lane shall be overlaid.
 - b. If the cut transverses into both lanes, then the entire width of the road shall be repaired.
 - 2. The fifty feet in either direction shall require a grinding down one and one-half to two inches and a tapered inlay replacement.
 - 3. The replacement is to be to the current standards in the right-of-way standard conditions with one exception. The exception from the standard conditions shall be to expand the one foot back from trench to two feet back from trench.
- B. All other road surfaces shall have the same requirements with the exception of a twenty-foot (ten feet in each direction from the edge of the cut) inlay.
- C. If the road surface is in the Town's six-year street plan for an overlay or reconstruction, the requirement may be waived.

Right-of-Way Permits Fee

- 1. Right-of-Way – Homeowner \$150 + costs (includes one ROW inspection).
- 2. Right-of-Way – Minor Utility \$250 + costs (includes one ROW inspection).
- 3. Right-of-Way – Major Utility \$350 + costs (includes one ROW inspection).
- 4. Additional ROW Inspections \$75 for each inspection.
- 5. Road Cut Permit \$115 plus pavement mitigation fee:

Approximate Remaining Years	Fee per sq. ft.
▪ 0-4 Years	No fee
▪ 5-7 Years	\$4.50
▪ 8-10 Years	\$6.50
▪ 11-15 Years	\$9.50
▪ 16+ Years	\$12.50



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 2022 payment:

Claims checks #13933 through 13944 and EFT #1248\$71,353.02

This 19th day of September 2022.

Mayor

Councilmember

Councilmember

Councilmember

**TOWN OF WOODWAY
COUNCIL MEETING MINUTES**

**TUESDAY, SEPTEMBER 6, 2022
6:00 P.M.**

Woodway Town Hall | 23920 113th Place W. | Woodway, WA

Members Present	<input checked="" type="checkbox"/> Mayor Mike Quinn	<input checked="" type="checkbox"/> Councilmember Andrew DeDonker*
	<input checked="" type="checkbox"/> Councilmember Elizabeth Mitchell	<input checked="" type="checkbox"/> Councilmember John Brock
	<input checked="" type="checkbox"/> Councilmember Brian Bogen	<input checked="" type="checkbox"/> Councilmember Rajeev Thakur
Staff & Guests Present	<input checked="" type="checkbox"/> Town Administrator Eric Faison*	<input checked="" type="checkbox"/> Clerk-Treasurer Heidi Napolitano
	<input checked="" type="checkbox"/> Town Attorney Greg Rubstello*	<input checked="" type="checkbox"/> Town Engineer John Forba*
	<input type="checkbox"/> Police Chief Alan Correa	<input type="checkbox"/> Public Works Director Terry Bryant

*Attended virtually

CALL TO ORDER, FLAG SALUTE, ROLL CALL

Mayor Quinn called the meeting to order at 6:03 p.m.

I - EMPLOYEE RECOGNITION – SCOTT WYNNE

Town Administrator recognized Public Works Crew Lead Scott Wynne for going above and beyond to reach out to potential bidders for the 2022 pavement preservation project. Mayor Quinn thanked Mr. Wynne for consistently showing his dedication to the Town.

PUBLIC COMMENTS

Resident Bill Krepick restated the questions included in his written public comment submitted for the meeting and asked the Council to discuss them.

II - ORDINANCE 2022-641: WMC CHAPTER 7.14 - UNLAWFUL OCCUPATION OF PUBLIC PROPERTY

Town Attorney Greg Rubstello presented the draft Ordinance 2022-641: WMC Chapter 7.14 - Unlawful Occupation of Public Property. The ordinance largely mirrors the one recently passed by the City of Edmonds and took a conservative approach.

Discussion included:

- Whether enforcement of the ordinance would fall under the contract with the City of Edmonds or if it would be considered code enforcement and administered by Woodway's officers.
- Whether Woodway needs to have a contract in place with a shelter before someone could be referred.

- Training would be necessary for officers or code enforcement staff to appropriately administer the code.
- Whether there are shelters within 35 miles of Town Hall, whether that distance is appropriate, and whether there are adequate spaces available.
- Enforcement of the ordinance under various circumstances.
- Whether the ordinance is punitive toward the unhoused population.
- Whether living in a vehicle would be addressed by the ordinance.

ACTION:

Councilmember Bogen moved to approve Ordinance 2022-641: WMC Chapter 7.14 - Unlawful Occupation of Public Property. *Councilmember DeDonker* seconded the motion.

Councilmember Brock moved to table the motion until the number of available beds can be shared with the Council. *Councilmember Mitchell* seconded the motion. The motion passed 3-2 with Councilmembers Mitchell, Brock, and Thakur voting for and Councilmembers Bogen and DeDonker voting against.

III - STORMWATER MANAGEMENT PLAN UPDATE CONTRACT – PACE ENGINEERS

Town Administrator Faison presented the Stormwater Management Plan Update Contract with PACE Engineers. The work is allowed under the contract currently in place with PACE Engineers as the Town's engineer.

Discussion with Town Engineer John Forba included:

- The necessity of updating the stormwater comprehensive plan, originally created and adopted in 2005.
- The current NPDES waiver and how long the Town remains exempt from the requirements.
- The increasing severity/intensity of rainfall events.

ACTION:

Councilmember Brock moved to authorize the Mayor to execute the Stormwater Comprehensive Plan Update Contract with PACE Engineers. *Councilmember Bogen* seconded the motion. The motion passed unanimously.

IV - QUARTER 2 2022 FINANCIAL REPORT

Mayor Quinn presented the Quarter 2 2022 financial report and shared that most of the revenues and expenses were as expected. Some expenses are paid yearly or quarterly instead of monthly, and property tax revenue is received mostly in May and November. Mayor Quinn also reminded the Council that certain funds have restrictions on how the money is spent and the restrictions on where the Town is allowed to invest money.

V - 2022 PAVEMENT PRESERVATION CONTRACT – AUTHORIZE MAYOR TO EXECUTE

At the August 15, 2022 the Council awarded the 2022 Pavement Preservation Contract to JB Asphalt Paving, as recommended by the Town's engineer.

ACTION:

Councilmember Bogen moved to authorize the Mayor to execute the 2022 Pavement Preservation Contract with JB Asphalt Paving. *Councilmember Mitchell* seconded the motion. The motion passed unanimously.

VI - APPROVAL OF PAYMENTS – SEPTEMBER 6, 2022 CLAIMS

Councilmember Brock moved to approve the September 6, 2022 claims checks #13911 through 13932 and EFT #1186 totaling \$29,794.83. *Councilmember Mitchell* seconded the motion. The motion passed unanimously.

V - APPROVAL OF PAYMENTS – AUGUST 2022 PAYROLL

Councilmember Mitchell moved to approve the August 2022 payroll transactions #1143 through 1149, 1151 through 1163, and check #13910 totaling \$65,612.30. *Councilmember Thakur* seconded the motion. The motion passed unanimously.

VI - APPROVAL OF MINUTES – AUGUST 1, 2022 MINUTES

Councilmember Bogen moved to approve the August 1, 2022 council meeting minutes. *Councilmember Mitchell* seconded the motion.

Councilmember Bogen moved to amend the Mayor's report on page 3 of the August 1, 2022 council meeting minutes: replace "gun control" with "public safety". *Councilmember Brock* seconded the motion.

The motion to approve the minutes as amended passed unanimously.

VI - APPROVAL OF MINUTES – AUGUST 15, 2022 MINUTES

Councilmember Mitchell moved to approve the August 15, 2022 council meeting minutes. *Councilmember Thakur* seconded the motion. The motion to approve the minutes passed unanimously.

VI - APPROVAL OF MINUTES – AUGUST 25, 2022 MINUTES

Councilmember Bogen moved to approve the August 25, 2022 council meeting minutes. *Councilmember Brock* seconded the motion. The motion to approve the minutes passed unanimously.

VII - COUNCIL REPORTS

Councilmember Mitchell shared that she watched the recording from recent meeting and wanted to let staff know that there were some audio/visual challenges.

Councilmember Brock:

- Confirmed that Olympic View Water & Sewer District would be replacing blue reflectors (indicating the location of fire hydrants) throughout Town in the coming weeks. He also shared that emergency response personnel have GPS coordinates for the hydrants so they can be located even if the blue reflectors were missing.

- Thanked the Public Works department for their roadside and park maintenance work over the summer.
- Observed that traffic speed seems to have slowed since the Watch for Pedestrians signs were installed at the bottom of Wachusett hill.

Councilmember Thakur shared that he would be attending an upcoming open house addressing homelessness hosted by the Economic Alliance of Snohomish County.

VIII - MAYOR'S REPORT

- Shared information on homelessness services in south Snohomish County and commented on the hotels to be converted into shelter space.
- Reported on the August 27 coffee with the Mayor and reminded the Council that the next one would be held on September 10. Items discussed at the August 27 event included noise, traffic, and Point Wells.

IX - TOWN ADMINISTRATOR'S REPORT

None.

X - SHORT-TERM BUILDING OFFICIAL, PLAN REVIEW, AND BUILDING INSPECTION SERVICES CONTRACT – BHC CONSULTANTS

Clerk-Treasurer Napolitano presented the Short-Term Building Official, Plan Review, and Building Inspection Services Contract with BHC Consultants to provide services while the Town's Building Official was on vacation.

ACTION:

Councilmember Bogen moved to authorize the Mayor to execute the Building Official, Plan Review, and Building Inspection Services Contract with BHC Consultants. *Councilmember Brock* seconded the motion. The motion passed unanimously.

PUBLIC COMMENTS

Resident Tom Tindall commented on three issues: asked the Town to enforce its dark skies policy, the large potholes on Chinook Road, and properties in his neighborhood whose yards were not being maintained.

GENERAL COUNCIL DISCUSSION – CHOICE OF SUBJECTS

None.

ADJOURNMENT

Councilmember Bogen moved to adjourn the meeting. *Councilmember DeDonker* seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:48 p.m.

Respectfully Submitted,

APPROVED BY THE TOWN COUNCIL

Heidi K. S. Napolitano, Clerk-Treasurer

Michael S. Quinn, Mayor

(These minutes accurately reflect what was said at the Council Meeting. Publication does not vouch for the veracity of these statements.)

Draft

2023 Budget Outline

Our procedure for reviewing the budget and approving it is guided by state regulations. The following should help us with the various deadlines.

September 19 Presentation of Preliminary Budget summary.

October 3 Presentation of Preliminary Budget. Council members are invited to add new initiatives to budget. If research is needed for additions, staff assignments will be made.

Public Hearing (state requirement) on revenue sources including possible increases in property tax for levy setting. Possible vote to approve Property Tax Resolution.

Public Hearing (state requirement) on Preliminary Budget. Deliberation on individual Council members' proposals to 2022 budget. Decisions reached on additions/deletions.

November 7 Public Hearing (state requirement) on Final Budget.

Review of final budget. Possible vote to approve budget.

Possible vote to approve Property Tax Resolution.

November 21 If budget has not been approved, continue reviewing budget. Possible vote to approve budget.

Last opportunity to approve Property Tax Resolution.

Review proposed 2022 budget amendment (if applicable).

December 5 Traditionally, the Council's last meeting of the year. Last opportunity to approve 2023 budget.

Last opportunity to approve proposed 2022 budget amendment (if applicable).

Town of Woodway
2023 Preliminary Budget Financial Forecast
9/19/2022

Beginning Fund Balances	2019	2020	2021	2022	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
001 - General Fund	1,454,022	1,606,869	1,605,933	2,055,031	2,055,031	1,874,060	1,693,089	1,367,319	939,179	473,980	(92,990)	(708,515)	(1,433,519)	(2,201,059)	(3,067,298)	(3,981,406)
002 - Replacement Reserve Fund	60,107	32,174	41,232	60,709	60,709	70,509	80,309	100,309	120,309	140,309	160,309	180,309	200,309	205,309	225,309	245,309
102 - Transportation Fund (Combined with General Fund in 2020)	167,107	88,060	-	-	-	-	-	-	-	-	-	-	-	-	-	-
004 - Deposit Fund	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Operating Funds Beginning Balances	1,681,236	1,727,103	1,647,164	2,115,740	2,115,740	1,944,569	1,773,398	1,467,628	1,059,488	614,290	67,320	(528,206)	(1,233,210)	(1,995,750)	(2,841,989)	(3,736,096)

Operating Funds	2019	2020	2021	2022 Budget	2022 Projected	2023 Proposed	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Revenues	2,013,183	2,124,552	2,615,315	2,422,635	2,534,664	2,176,662	2,017,215	1,979,686	1,994,195	2,008,432	2,021,092	2,035,095	2,058,388	2,082,179	2,106,470	2,131,266
Expenses	(1,967,315)	(2,204,491)	(2,146,739)	(2,111,601)	(2,219,518)	(2,347,833)	(2,322,985)	(2,387,826)	(2,439,393)	(2,555,402)	(2,616,617)	#####	(2,820,927)	(2,928,418)	(3,000,578)	(3,146,246)
	45,868	(79,939)	468,576	311,034	315,147	(171,171)	(305,770)	(408,140)	(445,198)	(546,970)	(595,525)	(705,004)	(762,540)	(846,239)	(894,108)	(1,014,980)
					5.1%	5.8%	-1.1%	2.8%	2.2%	4.8%	2.4%	4.7%	2.9%	3.8%		

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

Beginning Fund Balances	2019	2020	2021	2022	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
301 - Capital Projects (REET) Fund	493,842	711,429	901,443	870,932	870,932	741,256	611,580	466,580	526,580	586,580	646,580	706,580	766,580	826,580	886,580	946,580

Town of Woodway | 2023 Proposed Budget

<i>General Fund</i>	2022 Budget	2022 Proj. YE	2023 Proposed		
Beginning Fund Balance	2,055,031	2,055,031	2,372,450	2022	
Revenues	2,402,635	2,514,664	2,156,662	Difference in revenue:	112,029
Expenses	2,111,601	2,197,245	2,337,633	Difference in expenses:	85,644
Ending Fund Balance	2,346,065	2,372,450	2,191,479		
<i>Replacement Reserve Fund</i>	2022 Budget	2022 Proj. YE	2023 Proposed		
Beginning Fund Balance	60,709	60,709	58,437	2022	
Revenues	20,000	20,000	20,000	Difference in revenue:	-
Expenses	-	22,273	10,200	Difference in expenses:	22,273
Ending Fund Balance	80,709	58,437	68,237		
<i>Deposit Fund</i>	2022 Budget	2022 Proj. YE	2023 Proposed		
Beginning Fund Balance	-	-	-	2022	
Revenues	-	-	-	Difference in revenue:	-
Expenses	-	-	-	Difference in expenses:	-
Ending Fund Balance	-	-	-		
<i>Affordable Housing Sales Tax Fund</i>	2022 Budget	2022 Proj. YE	2023 Proposed		
Beginning Fund Balance	2,738	2,738	2,738	2022	
Revenues	1,700	1,700	1,700	Difference in revenue:	-
Expenses	1,700	1,700	1,700	Difference in expenses:	-
Ending Fund Balance	2,738	2,738	2,738		
<i>Capital Projects Fund (REET)</i>	2022 Budget	2022 Proj. YE	2023 Proposed		
Beginning Fund Balance	870,932	870,932	421,932	2022	
Revenues	200,000	160,000	120,000	Difference in revenue:	(40,000)
Expenses	835,000	609,000	249,676	Difference in expenses:	(226,000)
Ending Fund Balance	235,932	421,932	292,256		
<i>Stormwater Utility Fund</i>	2022 Budget	2022 Proj. YE	2023 Proposed		
Beginning Fund Balance	79,624	79,624	11,141	2022	
Revenues	80,000	91,498	82,000	Difference in revenue:	11,498
Expenses	155,063	159,981	153,878	Difference in expenses:	4,918
Ending Fund Balance	4,561	11,141	(60,737)		

Town of Woodway | 2023 Preliminary Budget Revenues

	2019	Actual	2020	Actual	2021	Actual	2022	Budget	09-16 ytd	2022	Projected	2023	Proposed
General Fund	1,678,600		2,022,875		2,595,315		2,402,635		1,378,516		2,514,664		2,156,662
Transportation Fund	314,582		-		-		-		-		-		-
Replacement Reserve Fund	20,000		20,000		20,000		20,000		20,000		20,000		20,000
Deposit Fund	-		81,677		-		-		-		-		-
Affordable Housing Sales Tax Fund	-		494		2,244		1,700		976		1,700		1,700
Capital Projects Fund (REET)	347,102		258,515		424,035		200,000		141,064		160,000		120,000
Stormwater Utility Fund	85,840		95,967		84,447		80,000		92,227		91,498		82,000
Agency Fund	9,455		6,299		4,720		-		2,859		2,859		-
Grand Total	2,455,580		2,485,827		3,130,762		2,704,335		1,635,643		2,790,722		2,380,362

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	Actual	2022	Budget	09-16 ytd	2022	Projected	2023	Proposed
General Fund	1,678,600		2,022,875		2,595,315		2,402,635		1,378,516		2,514,664		2,156,662
General	1,502,995		1,710,564		1,971,223		1,890,534		1,251,636		1,960,064		1,783,557
Property Tax	906,648		1,115,915		1,163,486		1,167,090		633,349		1,167,090		1,174,038
Sales/Excise Taxes	209,669		202,254		262,042		195,000		166,717		195,030		190,000
Utility Taxes/Fees	183,458		187,378		303,829		293,529		193,127		295,314		296,570
Licenses/Other Permits/Fees	11,337		11,032		11,729		8,250		7,656		10,360		10,250
Intergovernmental Revenue	29,852		87,139		221,930		221,465		213,948		240,033		58,923
Interest	50,567		15,411		3,199		2,200		15,271		30,297		49,126
Fines	19,205		1,500		500		1,200		250		500		500
Other Revenue	8,652		1,875		4,508		1,800		21,319		21,441		4,150
Facility Rental	-		-		-		-		-		-		-
Interfund Loans & Transfers	83,607		88,060		-		-		-		-		-
Building & Planning	139,244		204,456		127,252		85,750		72,938		93,632		71,750
Development Permits/Fees	108,360		149,640		92,298		53,250		50,134		61,132		45,750
Development Permits/Fees - Reimbursements	30,197		54,816		34,954		32,500		22,804		32,500		26,000
Licenses/Other Permits/Fees	688		-		-		-		-		-		-
Public Works & Parks	-		73,737		453,276		395,276		28,197		428,911		269,797
Development Permits/Fees	-		10,645		6,237		3,675		9,271		9,271		3,675
Development Permits/Fees - Reimbursements	-		-		-		-		-		-		-
Licenses/Other Permits/Fees	-		-		50		50		-		50		50
Intergovernmental Revenue	-		26,708		27,428		28,366		17,339		28,435		27,451
Other Revenue	-		-		-		-		1,588		1,588		-
Interfund Loans & Transfers	-		36,384		419,561		363,185		-		389,569		238,621

Notes

Includes sales tax on building materials and items delivered to Woodway
2021 includes new franchise fees and utility taxes of \$63k
2020 includes \$60k in CARES funding; 2021 & 2022 include \$194k in ARPA funding each year
Includes annual transfers from Stormwater Fund for stormwater work performed by Public Works; includes transfers from REET per RCW 82.46 (\$380k in 2021; \$320k in 2022)

Town of Woodway | 2023 Preliminary Budget Revenues

	2019	Actual 2020	Actual 2021	Actual 2022	Budget 09-16 ytd	2022 Projected	2023 Proposed	Notes
Public Safety	36,362	34,118	43,563	31,075	25,746	32,056	31,558	
Sales/Excise Taxes	26,012	25,944	30,290	24,970	20,835	24,970	25,469	
Intergovernmental Revenue	4,190	4,255	10,014	2,905	3,039	3,886	2,889	
Fines	6,160	3,769	3,223	3,200	1,872	3,200	3,200	
Other Revenue	-	150	36	-	-	-	-	
Transportation Fund	314,582	-	-	-	-	-	-	All items for the transportation fund were rolled into the General Fund per 2020 ord.
Public Works & Parks	314,582	-	-	-	-	-	-	
Property Tax	226,662	-	-	-	-	-	-	
REET	-	-	-	-	-	-	-	
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	20,000	20,000	
General	20,000	20,000	20,000	20,000	20,000	20,000	20,000	
Property Tax	20,000	20,000	20,000	20,000	20,000	20,000	20,000	
Deposit Fund	-	81,677	-	-	-	-	-	
General	-	81,677	-	-	-	-	-	
Facility Rental	-	-	-	-	-	-	-	
Interfund Loans & Transfers	-	81,677	-	-	-	-	-	Woodway Pointe development deposit (refunded in 2020)
Affordable Housing Sales Tax Fund	-	494	2,244	1,700	976	1,700	1,700	
General	-	494	2,244	1,700	976	1,700	1,700	
Sales/Excise Taxes	-	494	2,244	1,700	976	1,700	1,700	
Capital Projects Fund (REET)	347,102	258,515	424,035	200,000	141,064	160,000	120,000	
General	319,402	258,515	424,035	200,000	141,064	160,000	120,000	
REET	276,240	258,515	424,035	200,000	141,064	160,000	120,000	
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	84,447	80,000	92,227	91,498	82,000	
Public Works & Parks	85,840	95,967	84,447	80,000	92,227	91,498	82,000	
Utility Taxes/Fees	85,840	83,962	83,587	80,000	83,798	83,069	82,000	
Fines	-	60	860	-	803	803	-	
Other Revenue	-	11,945	-	-	7,626	7,626	-	One-time capital facilities charges for new homes
Interfund Loans & Transfers	-	-	-	-	-	-	-	

Town of Woodway | 2023 Preliminary Budget Revenues

	2019	Actual 2020	Actual 2021	Actual 2022	Budget 09-16 ytd	2022 Projected	2023 Proposed
Agency Fund	9,455	6,299	4,720	-	2,859	2,859	-
General	9,273	6,071	4,586	-	2,770	2,770	-
Sales/Excise Taxes	-	-	3	-	30	30	-
Fines	9,273	6,071	4,584	-	2,740	2,740	-
Building & Planning	182	228	130	-	89	89	-
Development Permits/Fees	182	228	130	-	89	89	-
Public Safety	-	-	4	-	-	-	-
Other Revenue	-	-	4	-	-	-	-
Grand Total	2,455,580	2,485,827	3,130,762	2,704,335	1,635,643	2,790,722	2,380,362

Notes

Town of Woodway | 2023 Preliminary Budget Expenses

	2019	Actual 2020	Actual 2021	Actual 2022	Budget 09-08 ytd	2022	Projected 2023	Proposed	Notes
General Fund	1,525,754	2,023,811	2,146,217	2,111,601	1,440,147	2,197,245	2,337,633		2022 projected includes \$110K in ARPA expenses (police salaries, COVID-related expenses) and \$345k in REET expenses (PW costs including staff, tree removal, and Town Hall expenses). 2023 includes \$132k in ARPA expenses (police salaries, seasonal PW employee, tree removal) and \$190k in REET expenses (PW costs including staff, tree removal, and Town Hall).
Transportation Fund	393,630	88,060	-	-	-	-	-		
Replacement Reserve Fund	47,932	10,943	522	-	-	22,273	10,200		
Deposit Fund	-	81,677	-	-	-	-	-		
Affordable Housing Sales Tax Fund	-	-	-	1,700	-	1,700	1,700		
Capital Projects Fund (REET)	129,516	68,501	454,546	835,000	35,078	609,000	249,676		2022 budget includes \$450k in road overlays & \$320k transfer to General Fund 2022 includes \$45k for Stormwater Comp Plan Update. Remaining \$87k will be in 2023.
Stormwater Utility Fund	47,762	64,900	124,090	155,063	16,360	159,981	153,878		
Agency Fund	136,225	6,299	4,720	-	2,215	2,215	-		
Grand Total	2,280,818	2,344,191	2,730,095	3,103,364	1,493,800	2,992,413	2,753,087		

	2019	Actual 2020	Actual 2021	Actual 2022	Budget 09-08 ytd	2022	Projected 2023	Proposed	Notes
General Fund	1,525,754	2,023,811	2,146,217	2,111,601	1,440,147	2,197,245	2,337,633		
General	453,131	497,034	432,108	451,690	262,826	470,299	509,521		
Salaries & Benefits	191,036	209,953	211,980	228,494	144,915	228,494	263,012		Includes 1.5 FTE (Town Administrator & Clerk-Treasurer) and all of staff's retention bonus amount plus proposed temporary records retention specialist
Operating Expenses	34,703	43,176	42,102	57,448	36,464	67,091	60,562		2020 & 2021 had lower than expected training/travel expenses due to COVID
Utilities	23,017	23,655	23,113	26,243	15,401	26,243	26,398		
Insurance	10,901	10,767	18,730	22,902	22,790	22,902	15,308		2023 includes increased charges and department reallocation
Governmental Services	27,198	9,352	32,332	9,740	4,214	9,740	35,700		2021 includes State Auditor costs, which is an every-other-year expense
Supplies	4,627	6,788	5,178	4,700	3,051	5,000	5,000		
New Equipment	5,751	6,019	5,012	4,500	674	4,500	4,500		
Equipment Maintenance	1,832	1,654	936	1,800	750	1,800	1,800		
Contract/Prof. Services - Legal	93,076	50,952	31,496	35,000	31,955	42,500	37,500		All legal expense. 2021 includes \$18k in Pt. Wells related litigation and advice. 2022 includes \$15k.
Fairs & Events	6,149	-	4,587	5,722	2,611	6,888	6,100		
Debt Service	54,741	53,041	56,641	55,141	-	55,141	53,641		Mayor will work to cover 2/3 of the Town Fair costs with donations
Facility Rental	100	-	-	-	-	-	-		
Interfund Loans & Transfers	-	81,677	-	-	-	-	-		

Town of Woodway | 2023 Preliminary Budget Expenses

	2019	Actual 2020	Actual 2021	Actual 2022	Budget 09-08 ytd	2022 Projected	2023 Proposed	Notes
Building & Planning	170,244	240,893	235,559	232,985	169,923	280,206	300,648	
Salaries & Benefits	95,299	108,514	130,806	162,950	107,057	162,950	171,553	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	1,407	1,935	395	1,935	3,495	
Governmental Services	-	-	-	-	11,721	11,721	-	
Supplies	-	-	-	100	-	100	100	
Contract Services - Fire & BLS	3,135	1,119	-	500	3,412	5,000	1,500	
Contract/Prof. Services - Other	49,089	74,663	64,687	35,000	25,449	51,500	53,000	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	38,660	32,500	21,889	47,000	71,000	2022-2024 include a required Comprehensive Plan update. \$100k will be reimbursed through a state grant
Public Works & Parks	31,730	395,447	570,893	474,021	301,446	483,030	511,550	
Salaries & Benefits	-	289,041	334,695	336,449	241,793	336,670	370,736	Includes 3 FTE (Public Works Director, 2 Crew Members) and REET-funded summer help (two in 2021 and 2022)
Operating Expenses	-	443	1,072	2,550	470	2,748	3,225	
Insurance	-	12,270	13,630	15,151	15,067	15,151	25,030	
Supplies	-	3,329	1,959	1,550	368	1,550	1,581	
Fuel & Oil	-	3,353	6,355	4,700	3,677	4,700	5,300	Reflects increased fuel costs
New Equipment	-	1,534	3,181	3,000	777	3,000	5,000	
Equipment Maintenance	-	2,739	3,698	4,500	2,620	4,534	4,110	
Vehicle Maintenance	-	3,953	2,426	2,520	684	2,520	3,540	
Facility Management	30,241	31,249	128,882	63,301	31,399	72,860	47,228	2021 includes \$60k for bridge inspection & \$60k 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 transfer.
Contract/Prof. Services - Other	1,489	47,536	74,995	40,300	4,591	39,297	45,800	2021 includes tree removal -- \$71k from REET transfer
Public Safety	870,648	890,437	907,656	952,905	705,952	963,710	1,015,914	
Salaries & Benefits	85,219	91,821	87,602	98,698	55,559	98,832	106,712	Includes 0.75 FTE (6 part-time employees - Police Chief, 4 officers, police records clerk). ARPA funded: \$53k in 2021 and all 2022 compensation.
Operating Expenses	905	267	77	2,000	75	2,000	2,000	
Utilities	440	480	480	530	320	530	1,115	
Insurance	7,134	7,047	7,865	9,340	9,255	9,255	25,030	
Supplies	548	270	393	1,350	429	1,350	1,350	
Fuel & Oil	1,221	996	1,182	1,200	926	1,200	1,260	
New Equipment	-	-	-	1,061	3,472	3,472	1,000	
Equipment Maintenance	155	154	-	266	210	266	274	
Contract/Prof. Services - Legal	-	-	-	-	700	2,450	4,200	
Vehicle Maintenance	541	229	1,980	1,250	1,915	1,915	1,250	Includes slightly higher patrol car maintenance
Facility Management	-	-	210	441	-	441	463	
Contract Services - Fire & BLS	542,652	558,931	575,699	592,975	444,728	592,975	610,764	3% annual increase
Contract Services - Police/Dispatch	225,688	228,338	230,424	241,772	187,001	247,002	258,413	3% annual increase
Contract/Prof. Services - Other	1,701	1,904	1,744	2,022	1,362	2,022	2,083	
Debt Service	4,445	-	-	-	-	-	-	

Town of Woodway | 2023 Preliminary Budget Expenses

	2019	Actual 2020	Actual 2021	Actual 2022	Budget 09-08 ytd	2022 Projected	2023 Proposed	Notes
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	-	-	-	-	-	-	
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	-	-	22,273	10,200	
General	-	-	-	-	-	22,273	10,200	
New Equipment	-	-	-	-	-	22,273	10,200	
Public Works & Parks	47,932	10,943	522	-	-	-	-	
New Equipment	-	10,943	522	-	-	-	-	
New Vehicle	47,932	-	-	-	-	-	-	
Deposit Fund	-	81,677	-	-	-	-	-	
General	-	-	-	-	-	-	-	
Facility Rental	-	-	-	-	-	-	-	
Building & Planning	-	81,677	-	-	-	-	-	
Other Expenses	-	81,677	-	-	-	-	-	Woodway Pointe development deposit refunded in 2020
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	454,546	835,000	35,078	609,000	249,676	
General	60,000	60,000	60,000	60,000	19,921	60,000	60,000	
Debt Service	60,000	60,000	60,000	60,000	19,921	60,000	60,000	Town Hall bond payments
Interfund Loans & Transfers	-	-	-	-	-	-	-	
Public Works & Parks	69,515	8,501	394,546	775,000	15,158	549,000	189,676	
Capital Projects - Grants	51,600	8,501	-	-	-	-	-	
Capital Projects	17,915	-	14,546	455,000	15,158	205,000	-	Road overlays
Interfund Loans & Transfers	-	-	380,000	320,000	-	344,000	189,676	REET transfer to the General Fund each year pursuant to new temporary provisions in RCW 82.46

Town of Woodway | 2023 Preliminary Budget Expenses

	2019	Actual 2020	Actual 2021	Actual 2022	Budget 09-08 ytd 2022	Projected 2023	Proposed	Notes
Stormwater Utility Fund	47,762	64,900	124,090	155,063	16,360	159,981	153,878	
Public Works & Parks	47,762	64,900	124,090	155,063	16,360	159,981	153,878	
Operating Expenses	2,833	2,722	3,961	4,796	3,708	4,500	4,600	
Governmental Services	-	-	4,959	5,100	2,497	5,100	5,151	Utility tax remittance
Supplies	525	647	767	982	740	982	999	
Contract/Prof. Services - Legal	-	-	-	-	371	371	-	
Facility Management	10,133	3,879	11,045	10,000	4,754	10,000	10,000	The original stormwater comprehensive plan was created in 2006; 2022 includes Phase I of the Stormwater Comprehensive Plan update. Phase II will
Contract/Prof. Services - Other	1,032	-	-	46,000	2,890	47,890	88,000	
Other Expenses	-	-	-	-	-	-	-	
Capital Projects	-	21,268	63,796	45,000	1,400	47,953	-	projects
Interfund Loans & Transfers	33,239	36,384	39,561	43,185	-	43,185	45,128	Annual transfer to general fund for Public Works stormwater work
Agency Fund	136,225	6,299	4,720	-	2,215	2,215	-	
General	136,043	6,071	4,658	-	2,156	2,156	-	
Governmental Services	9,273	6,071	4,658	-	2,156	2,156	-	
Interfund Loans & Transfers	126,769	-	-	-	-	-	-	
Building & Planning	182	227	59	-	59	59	-	
Governmental Services	182	227	59	-	59	59	-	
Public Safety	-	-	4	-	-	-	-	
Governmental Services	-	-	4	-	-	-	-	
Grand Total	2,280,818	2,344,191	2,730,095	3,103,364	1,493,800	2,992,413	2,753,087	

SCHEDULING: PLEASE CALL: (253) 863-2987

August 18, 2022

[illegible]

BID PROPOSAL GOOD FOR 30 DAYS AND MAY BE SUBJECT TO AN ESCALATION/SUPPLY CHAIN CLAUSE

- * Upon acceptance by signature below and/or final contract for the project, the terms of this bid proposal, including scope of work shall be incorporated and attached to all agreements.
- * Any contrary provisions to any contract are not permitted.
- * This bid proposal includes a one (1) year workmanship warranty and does not include normal wear and tear.
- * This bid proposal is based on one (1) mobilization. If additional mobilizations are required due to scheduling conflicts out of Stripe Rite's control, a mobilization fee of \$950 will be charged.
- * **Excludes: All overtime, permits, traffic control, preliminary layout, referencing, removal of temp. tape and core drilling. Also, recessing and grooving in CalPortland concrete surfaces, rumble striping, sweeping, hauling, dump fees, sales tax and any other item(s) not specifically mentioned in this proposal.**
- * Scheduled work may be canceled by unfavorable weather. Stripe Rite, Inc. shall solely determine unfavorable weather conditions, as Stripe Rite, Inc. bears the responsibility for installation.
- * Stripe Rite, Inc. shall not bear any financial responsibility for delays caused by strikes, weather conditions, delay in obtaining materials or other causes beyond its control.
- * Payment terms are as follows: Within 30 days of receipt of invoice. All past due invoices shall bear interest at 18% per annum until paid or the maximum rate allowed by law.
- * In the event that it becomes necessary to employ an attorney to enforce the rights of any part of this signed bid/contract or any modification hereof, the prevailing party shall be entitled to recover their collections costs, attorneys' fees, and court fees, etc., regardless if actual suit is brought.

Customer Acceptance: Melvin C. [Signature] Title: Mayor Date: 8/25/22

Pavement Markings/Removal • Road/Parking Lot Striping • Crack Seal • Sealcoat • Curbing • Traffic Control • Sign Manufacturing/Sales/Install

Heidi K. S. Napolitano

From: Terry Bryant
Sent: Wednesday, September 14, 2022 9:11 AM
To: Heidi K. S. Napolitano
Subject: FW: 4 Miles of Striping

Heidi,

This is what I sent to the striping company for the bid.

Please advise
Terry

From: Terry Bryant
Sent: Thursday, August 18, 2022 11:42 AM
To: 'Justin Williams' <Justin@striperite.com>
Subject: RE: 4 Miles of Striping

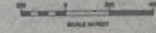
Justin, Please call 425-2902130 or email with any questions.

- 238th .1 mile
- Timberlane .6 mile
- Wachusett .7 mile
- 226th .1 mile
- Algonquin .3 mile
- North Deer .5 mile
- Woodway Park Road 1.2 mile
- 114th (continuation of Woodway Park Road) .2
- 241st (continuation of Woodway Park Road) .1 mile
- 116th (Continuation of Woodway Park Road) .2 mile

Total road ways needing striping 4 miles.

All roads have a single yellow skip line, a 4 inch white fog line and on the widened should side an 8 inch white fog line. (I am fine with both sides being 4, 6 or 8 inches)

Map attached



PUGET SOUND

Terry

From: Justin Williams <Justin@striperite.com>
Sent: Monday, August 15, 2022 10:38 AM
To: Terry Bryant <terry@townofwoodway.com>
Subject: 8 Miles of Striping

I will need more information to give you a bid.

JUSTIN WILLIAMS

Senior Estimator / Project Manager



1813 137th Ave E
Sumner, WA 98390

Office: 253 863-2987

Fax: 253 863-3120

Cell: 253 405-4781

justin@striperite.com

www.striperite.com



Pavement Markings/Removal • Road/Parking Lot Striping • Crack Seal • Sealcoat • Curbing • Traffic Control • Sign Manufacturing/Sales/Install

Exhibit A

Town of Woodway 2022 Pavement Preservation Project

Scope of Work for Construction Administration and Inspection Services
By
PACE Engineers, Inc.

BACKGROUND INFORMATION

Description of Construction Administration Services

As designed, the project proposes to plane and remove a 2-inch section of existing asphalt pavement and replace with a new 2-inch section of asphalt pavement. In some areas the existing asphalt will be removed and replaced subsequent to subgrade reconstruction. It is our understanding that this project will require the following Construction Administration Services: construction administration, construction inspection, and other tasks as outlined in the following Scope of Work, presented as Exhibit A.

Schedule

The contract for the project allows for a construction schedule of thirty (30) calendar days. However, the contractor has provided a proposed schedule with a duration of approximately 2 weeks. Our proposal reflects the contractor's proposed schedule in regard to the proposed construction inspection (task 3) plus two (2) weeks on each end of the construction period to cover mobilization issues and project finalization and closeout activities. If the contractor takes additional time and deviates from his proposed 2 week schedule all additional construction inspection activities will be billed on a time and materials basis.

Overview of Scope of Work

Our suggested scope of services is shown below with a detailed description of the work to be performed under each task, including the major deliverables and any pertinent assumptions. We have also prepared a budget estimate of \$6,322.00, which is attached as Exhibit B. Our budget is based on billing rates included in our on-call engineering contract and a series of assumptions which we have noted in each of our task descriptions.

Labor Estimate

This type of construction administration work varies by type of project as well as by task. The labor hours and budgets for each task are estimates. The actual time required can and will vary by task. Only those hours used will be billed to a particular task. Labor hours may be moved between tasks as needed. If additional time is required, PACE will contact the Town in advance for prior authorization before any additional time beyond the below labor and budget estimates is

incurred. Any additional work will be charged on a time and materials basis for reimbursement by the Town.

Budget Estimate

All work will be billed on a time and material basis and completed under an estimated Project Budget of not to exceed **\$7,150.00** PACE will provide regular monthly progress reports with each invoice. All billings will be at Woodway labor rates.

Time and Materials Contract

This is a time and materials contract with deliverables and upper limits defined for the project by task. Consistent with this type of contract, the levels of effort and details provided in the deliverables have been tailored to the budget assigned to each task. Much of the scope, cost, and duration of this Construction Administration Contract will be dictated by the Contractor's approach to the project and the project construction schedule. While we have estimated the cost for each task, the project will be monitored against the overall Project Budget so funds can be moved from one task to another if/as needed.

DETAILED SCOPE OF WORK

Description of Work by Task

Including Major Deliverables and Critical Assumptions

Task 1 – Project Management, Town Invoicing, and Reporting

Task Description: This task provides for project management services during the construction phase of the project. It includes setting up, managing, documenting and closing out the project. Specific tasks include tracking and recording project correspondence, providing communication and coordination between the Town and PACE, as well as preparing and transmitting monthly invoices.

Role:

- *PACE's primary job in this task is to perform the work outlined in this scope and provide monthly invoices and financial/status reports by task to the Town.*
- *Monthly invoices with monthly status reports and financial summaries will be prepared and transmitted by task to the Town*
- *PACE project coordination and correspondence will be only with the Town, and not with the Contractor.*

Deliverables:

- *Monthly invoices with monthly status reports and financial summaries by task transmitted to the Town via email*
- *Project coordination and correspondence with the Town*
- *Three (3) Conformed Copies of the Project Manual/Contract for Signature*

Typical Tasks: Labor / Budget Estimate:

The types of technical assistance that may be requested by the Town in this task include:

- *Project set up and management*
- *Communication and coordination with the Town*
- *Monthly invoicing*
- *Monthly reporting*
- *Budget Estimate = \$430.00*

Assumptions:

- *The Contractor will identify, negotiate, and secure all needed over the counter permits in advance of corresponding construction activities.*

Task 2 – Material Submittal Review Process

Task Description: PACE will review material submittals to assure the proposed materials are in accordance with the project's specifications. Copies of the submittal review documents will be furnished to the Town, the Contractor and the Inspector.

Role:

- *PACE's primary role in this task is to review and process Material Submittals, as requested by the Town.*

Deliverables:

- *Each material submittal will be reviewed and evaluated; material approvals and rejections will be documented, along with supporting comments describing rationale for their rejection and what is needed for their correction.*
- *Reviewed submittals will be processed in a Town approved format transmitted electronically via email.*
- *Reviewed and processed submittals will be sent to the Town and the Contractor.*

Labor / Budget Estimate:

- *Budget Estimate = \$860.00*

Assumptions:

- *The time it takes to conduct the required material submittal/review process can vary widely depending on the Contractor's chosen material submittal process.*

Task 3 – Construction Inspection

Task Description: PACE will provide a construction inspector for the project. For budgeting purposes, we have assumed that the Inspector will be working an average of 5-hour days, 3-days a week for a period of 2-weeks. This will provide the necessary coverage for the site work. The inspector will prepare daily inspection reports while in the field. Close coordination with the Town is expected as to when the inspector is needed and for which activities.

Role:

- *PACE's primary role in this task is to provide an on-site inspector for a period of 5 hours a day, three times a week for 2 weeks.*

Deliverables:

The types of technical assistance that may be requested by the Town in this task include:

- *Providing an on-site construction inspector to review and record the construction process.*
- *Performing inspection activities in the field on a daily basis during the construction process, with results, findings, and observations recorded in inspection reports and transmitted electronically to the Town.*
- *Preparing daily inspector's report for each site visit.*

Budget Estimate:

- *On-Site Daily Construction Inspection: 5 hours each day, 3 days a week for 2 weeks*
- *Budget Estimate = \$4,140.00*

Role of Town Staff:

- *Receive, review, and accept or comment on daily Construction Inspection observations*

Assumptions:

- *A total of 6 days of construction inspection has been estimated; additional time/or less time may be required depending on the schedule of the Contractor.*

Task 4 – Preparing Contractor Pay Requests/Project Closeout.

Task Description: PACE will prepare Progress Payment Requests from the Contractor and transmit them to the Town's Public Works Director for processing by the Town. These payment requests will cover all aspects of the work as outlined in the bid proposal. PACE's inspector will review and coordinate with the Town on the actual quantities for payment for the requested work by Town staff. PACE will also prepare the required paperwork to close the project with Department of Revenue, Department of Labor and Industry, and Department of Employment Security.

Role:

- *Town staff will review and approve most routine pay requests.*
- *PACE's role in this task will be to coordinate and confirm quantities with the contractor and prepare the monthly pay request for Town approval.*
- *Coordinate with applicable state agencies acceptable project closeout.*

Deliverables:

- *Review and verify the construction quantities provided by the Town in the Monthly Pay Requests provided by the Contractor; they will be copied and transmitted to the Town's Project Manager for payment.*

Budget Estimate:

- *Budget Estimate = \$1,720.00*

Role of Town Staff:

- *Town staff will process Monthly Pay Requests from the Contractor.*

Project Name	2022 Pavement Preservatio Project Construction Services	Location:	Town of Woodway	Prepared By:	JF
Project #:		Billing Group #:		Task #:	
				Date:	9/13/2022

Labor Hours by Classification														
Staff Type # (See Labor Rates Table) Staff Type Hourly Rate	Labor Code	1	11	16	75	41	51	58	118				Hour Total	Dollar Total
		\$250	\$215	\$138	\$126	\$200	\$126	\$215	\$126					
Drawing/Task Title	Job Title	Sr. Principal Engineer	Sr. Project Manager	Engineer II	CAD Tech II	Principal Surveyor	Survey Tech IV	Two-Person Crew	Sr. Project Administrator					
Task 1 - Project Management			2										2.0	\$430
Task 2 - Material Submittal Review			4										4.0	\$860
Task 3 - Construction Inspection				30									30.0	\$4,140
Task 4 - Pay Requests/Project Closeout			8										8.0	\$1,720
Hours Total			14.0	30.0									44.0	
Labor Total			\$3,010	\$4,140										\$7,150.00

Expenses		Reimbursable	
	rate/unit	Quantity	Cost
Postage/Courier			
Printing Costs			
Photo/Video			
Mileage/Travel/Per Diem			
Miscellaneous			
Total			

Subconsultants	
Utility Locate	
Mechanical Engineer	
Electrical Engineer	
Geotechnical Engineer	
I & C Engineer	
Subconsultant Subtotal	
Markup	15%
Total	

PACE Billed Labor Total	\$7,150.00
Reimbursable Expenses	
Subconsultants	
Total Project Budget	\$7,150.00