

TOWN OF WOODWAY COUNCIL MEETING AGENDA

MONDAY, JUNE 5, 2023
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	Approval of Payments – <i>June 5, 2023 Claims, May 2023 Payroll</i>
6:10 P.M.	II	Approval of Minutes – <i>May 15, 2023</i>
6:15 P.M.	III	Council Reports
6:20 P.M.	IV	Town Administrator's Report
6:25 P.M.	V	Point Wells Public Discussion
6:35 P.M.	VI	1 st Quarter 2023 Finance Report
6:40 P.M.	VII	Annual Report Review
6:50 P.M.	VIII	Review Representatives to Regional Organizations
7:00 P.M.		Public Comments*
7:05 P.M.		General Council Discussion – Choice of Subjects
7:10 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
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 2023 payment:

Claims checks #14198 through 14219 and EFTs #698-700\$49,631.96

This 5th day of June 2023.

Mayor

Councilmember

Councilmember

Councilmember

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

1. Postage for Whisper: \$315
2. Microsoft licenses: \$201.55
3. Fuel: \$353.95 (PD - \$132.23, PW - \$221.72)

*Note: several large items are being paid

- \$7,592.07 for hazard tree removal
- \$15,152.10 for legal services (General: 2,485.10, MUGA: \$12,667)
- \$8,317.75 for engineering (including Stormwater Comp Plan \$4,213.75, MUGA \$1,089)
- \$8,872.50 for planning services (including \$3,997.50 for Comp Plan Update, \$4,680 general planning services)



TOWN OF WOODWAY
PAYROLL APPROVAL

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

Clerk-Treasurer

The following May 2023 Payroll transactions, for 6.75 FTE, are approved for 2023 payment:

EFT transactions #663 through 681\$69,196.70

This 31st day of May 2023

Mayor

Councilmember

Councilmember

Councilmember

* There were 2 comp time hours accrued in May 2023

**TOWN OF WOODWAY
COUNCIL MEETING MINUTES**

**MONDAY, MAY 15, 2023
6:00 P.M.**

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

Members Present	<input type="checkbox"/> Mayor Mike Quinn	<input checked="" type="checkbox"/> Councilmember John Brock
	<input checked="" type="checkbox"/> Councilmember Elizabeth Mitchell	<input checked="" type="checkbox"/> Councilmember Rajeev Thakur
	<input checked="" type="checkbox"/> Councilmember Brian Bogen	<input checked="" type="checkbox"/> Councilmember Jim Willett
Staff & Guests Present	<input checked="" type="checkbox"/> Town Administrator Eric Faison	<input checked="" type="checkbox"/> Clerk-Treasurer Heidi Napolitano*
	<input type="checkbox"/> Public Works Director Terry Bryant	<input checked="" type="checkbox"/> Deputy Clerk-Treasurer Kim Sullivan
	<input type="checkbox"/> Police Chief Jason Valentine	<input type="checkbox"/> Fire Chief Matt Cowan
	<input checked="" type="checkbox"/> Town Planner Bill Trimm	<input type="checkbox"/> Town Attorney Greg Rubstello

*Attended virtually

CALL TO ORDER, FLAG SALUTE, ROLL CALL

Mayor Pro Tem Mitchell called the meeting to order at 6:02 p.m. Mayor Quinn had an excused absence. Clerk-Treasurer Napolitano departed after Item I.

PUBLIC COMMENTS

None.

I - POINT WELLS ANNEXATION FINANCIAL REPORT

- *Presentation by Katherine Goetz, BERK.* Ms. Goetz presented the report that was included in the packet, which included an analysis of four different possible development scenarios at Pt. Wells and a status quo option.
- *Public Comment*
 - The following people commented:
 - Buck Jorgensen
 - David Willsie
 - Carla Nichols
 - The following topics were discussed:
 - Timeline assumptions included in the analysis
 - Ownership and current use of the property
 - The Town's operating reserve policy
 - The possible cost of police & fire service for the scenarios
 - The reason for choosing the number of units in the various scenarios

- *Council Discussion*
 - Which assumptions were used to create the analysis
 - Which fuel facilities were used for comparison for the industrial use scenario
 - What was the margin of error for the statistical analysis
 - Possible tax increases
 - The inflation assumptions in the analysis
 - How the Comprehensive Plan updates could impact the analysis

II - RATIFY PREVIOUSLY APPROVED PAYMENTS – MAY 1, 2023 CLAIMS

Councilmember Bogen moved to ratify the previously approved May 1, 2023 claims checks #14176 through 14188 and EFTs #577-579 totaling \$24,550.57. *Councilmember Brock* seconded the motion. The motion passed unanimously.

II - APPROVAL OF PAYMENTS – MAY 15, 2023 CLAIMS

Councilmember Bogen moved to approve the May 15, 2023 claims checks #14189 through 14197 and EFTs #623 & 624 totaling \$28,347.52. *Councilmember Thakur* seconded the motion. The motion passed unanimously.

II - APPROVAL OF PAYMENTS – APRIL 2023 PAYROLL

Councilmember Thakur moved to approve the April 2023 payroll EFT transactions #556 through 574 totaling \$68,350.29. *Councilmember Brock* seconded the motion. The motion passed unanimously.

III - APPROVAL OF MINUTES – APRIL 17, 2023

Councilmember Brock moved to approve the April 17, 2023 council meeting minutes. *Councilmember Bogen* seconded the motion. The motion passed unanimously.

III - APPROVAL OF MINUTES – MAY 8, 2023 SPECIAL MEETING

Councilmember Thakur moved to approve the May 8, 2023 council special meeting minutes. *Councilmember Bogen* seconded the motion. It was noted that last sentence of Item I should say, “did not participate”.

Councilmember Thakur moved to amend the May 8, 2023 council special meeting minutes to include the correction above. *Councilmember Brock* seconded the motion. The motion passed unanimously to approve the minutes as amended.

IV - COUNCIL REPORTS

None.

V - TOWN ADMINISTRATOR’S REPORT

- The second amendment to the Settlement & Interlocal Agreement with the City of Shoreline was signed by all parties.
- Scott Wynne announced that he would be resigning at the end of May.

VI - POINT WELLS PUBLIC DISCUSSION

The following people commented:

- Buck Jorgensen

The following topics were discussed:

- The timing of initiating an annexation.

PUBLIC COMMENTS

None.

GENERAL COUNCIL DISCUSSION – CHOICE OF SUBJECTS

Town Administrator Faison reminded everyone present that the filing deadline.

ADJOURNMENT

Councilmember Bogen moved to adjourn the meeting. *Councilmember Brock* seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:09 p.m.

Respectfully Submitted,

APPROVED BY THE TOWN COUNCIL

Heidi K. S. Napolitano, Clerk-Treasurer

Elizabeth Mitchell, Mayor Pro Tem

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

TOWN OF WOODWAY

QUARTERLY INVESTMENT REPORT

AS OF Q.1 - MARCH 31, 2023

Investment Type	Ending balance/ Principal Cost	Net Earnings Rate/ Yield	Final Maturity Date
LGIP	\$ 414,652.22	4.7542%	n/a
Agency Bond - 2023	\$ 500,908.50	4.560%	10/24/2023
Agency Bond - 2024	\$ 499,013.00	4.480%	10/17/2024
Agency Bond - 2025	\$ 997,450.00	4.469%	9/12/2025
Total	\$ 2,412,023.72		

For comparison on	3/31/2023	6 month Treasury bill	4.72%
		12 month Treasury bill	4.43%

TOWN OF WOODWAY
MARCH 2023
INVESTMENT TRANSACTION REPORT

Investment Type	Transaction Type	Transaction Date	Amount
LGIP	Net Interest	3/31/2023	\$ 2,608.09
LGIP	Transfer to checking	3/30/2023	\$ 250,000.00

2023 BUDGET POSITION TOTALS

Town Of Woodway

Months: 01 To: 03

Time: 13:03:42 Date: 06/02/2023

Page:

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Fund	2,234,303.00	249,423.64	11.2%	2,434,242.00	608,155.17	25%
002 Replacement Reserve Fund	20,000.00	0.00	0.0%	10,710.00	0.00	0%
004 Deposit Fund	0.00	600.00	0.0%	0.00	200.00	0%
107 Affordable Housing Sales Tax Fund	1,700.00	525.01	30.9%	1,700.00	0.00	0%
301 Capital Projects Fund (REET)	120,000.00	26,235.00	21.9%	266,336.00	0.00	0%
420 Stormwater Utility Fund	172,000.00	42,749.06	24.9%	153,878.00	58,913.22	38%
645 Custodial Fund	0.00	2,264.38	0.0%	0.00	32.79	0%
	<u>2,548,003.00</u>	<u>321,797.09</u>	<u>12.6%</u>	<u>2,866,866.00</u>	<u>667,301.18</u>	<u>23.3%</u>

2023 BUDGET POSITION

Town Of Woodway

Time: 13:03:42 Date: 06/02/2023

Page:

001 General Fund Months: 01 To: 03

Revenues	Amt Budgeted	Revenues	Remaining	
----------	--------------	----------	-----------	--

100 General

010 Property Taxes	1,174,038.00	11,008.72	1,163,029.28	0.9%
030 Sales/Excise Taxes	190,000.00	63,077.95	126,922.05	33.2%
040 Utility Taxes/Fees	296,570.00	106,093.22	190,476.78	35.8%
070 Licenses/Other Permits/Fees	10,250.00	3,129.17	7,120.83	30.5%
080 Intergovernmental Revenue	26,923.00	4,746.04	22,176.96	17.6%
090 Interest	101,577.00	28,498.88	73,078.12	28.1%
100 Fines	500.00	0.00	500.00	0.0%
110 Other Revenue	4,150.00	77.66	4,072.34	1.9%
120 Facility Rental	0.00	1,250.00	(1,250.00)	0.0%
100 General	1,804,008.00	217,881.64	1,586,126.36	12.1%

200 Building & Planning

050 Development Permits/Fees	45,750.00	8,519.79	37,230.21	18.6%
060 Development Permits/Fees - Reimbursements	26,000.00	5,990.00	20,010.00	23.0%
080 Intergovernmental Revenue	50,500.00	0.00	50,500.00	0.0%
200 Building & Planning	122,250.00	14,509.79	107,740.21	11.9%

300 Public Works & Parks

050 Development Permits/Fees	3,675.00	367.50	3,307.50	10.0%
070 Licenses/Other Permits/Fees	50.00	0.00	50.00	0.0%
080 Intergovernmental Revenue	27,451.00	6,071.85	21,379.15	22.1%
130 Interfund Loans & Transfers	245,311.00	0.00	245,311.00	0.0%
300 Public Works & Parks	276,487.00	6,439.35	270,047.65	2.3%

400 Public Safety

030 Sales/Excise Taxes	25,469.00	8,039.63	17,429.37	31.6%
080 Intergovernmental Revenue	2,889.00	1,175.61	1,713.39	40.7%
100 Fines	3,200.00	1,377.62	1,822.38	43.1%
400 Public Safety	31,558.00	10,592.86	20,965.14	33.6%

Fund Revenues:	2,234,303.00	249,423.64	1,984,879.36	11.2%
----------------	--------------	------------	--------------	-------

Expenditures	Amt Budgeted	Expenditures	Remaining	
--------------	--------------	--------------	-----------	--

100 General

510 Salaries & Benefits	263,041.00	58,431.73	204,609.27	22.2%
520 Operating Expenses	60,424.00	24,346.28	36,077.72	40.3%
530 Utilities	26,492.00	4,823.87	21,668.13	18.2%
540 Insurance	15,308.00	15,782.60	(474.60)	103.1%
550 Governmental Services	35,700.00	609.83	35,090.17	1.7%
560 Supplies	5,000.00	364.94	4,635.06	7.3%
580 New Equipment	4,500.00	470.74	4,029.26	10.5%
590 Equipment Maintenance	1,800.00	128.16	1,671.84	7.1%
650 Contract/Prof. Services - Legal	37,500.00	2,228.90	35,271.10	5.9%
680 Fairs & Events	6,100.00	0.00	6,100.00	0.0%

2023 BUDGET POSITION

Town Of Woodway

Time: 13:03:42 Date: 06/02/2023

Page:

001 General Fund		Months: 01 To: 03		
Expenditures	Amt Budgeted	Expenditures	Remaining	
720 Debt Service				
720 Debt Service	53,641.00	0.00	53,641.00	0.0%
100 General	509,506.00	107,187.05	402,318.95	21.0%
200 Building & Planning				
510 Salaries & Benefits	171,688.00	42,905.76	128,782.24	25.0%
520 Operating Expenses	3,495.00	482.25	3,012.75	13.8%
560 Supplies	100.00	0.00	100.00	0.0%
630 Contract Services - Fire & BLS	1,500.00	0.00	1,500.00	0.0%
660 Contract/Prof. Services - Other	53,000.00	9,658.50	43,341.50	18.2%
670 Contract/Prof. Services - Other - Reimbursible	71,000.00	8,047.00	62,953.00	11.3%
200 Building & Planning	300,783.00	61,093.51	239,689.49	20.3%
300 Public Works & Parks				
510 Salaries & Benefits	367,844.00	86,745.20	281,098.80	23.6%
520 Operating Expenses	3,225.00	254.00	2,971.00	7.9%
540 Insurance	25,030.00	25,386.20	(356.20)	101.4%
560 Supplies	4,681.00	1,048.02	3,632.98	22.4%
570 Fuel & Oil	5,300.00	752.25	4,547.75	14.2%
580 New Equipment	10,000.00	54.54	9,945.46	0.5%
590 Equipment Maintenance	4,110.00	0.00	4,110.00	0.0%
610 Vehicle Maintenance	3,540.00	140.67	3,399.33	4.0%
620 Facility Management	48,188.00	4,352.65	43,835.35	9.0%
660 Contract/Prof. Services - Other	45,800.00	798.00	45,002.00	1.7%
740 Interfund Loans & Transfers	90,000.00	0.00	90,000.00	0.0%
300 Public Works & Parks	607,718.00	119,531.53	488,186.47	19.7%
400 Public Safety				
510 Salaries & Benefits	106,933.00	20,552.96	86,380.04	19.2%
520 Operating Expenses	2,000.00	77.42	1,922.58	3.9%
530 Utilities	1,115.00	185.62	929.38	16.6%
540 Insurance	25,030.00	25,386.20	(356.20)	101.4%
560 Supplies	1,350.00	0.00	1,350.00	0.0%
570 Fuel & Oil	1,260.00	135.10	1,124.90	10.7%
580 New Equipment	1,000.00	0.00	1,000.00	0.0%
590 Equipment Maintenance	274.00	0.00	274.00	0.0%
610 Vehicle Maintenance	1,250.00	0.00	1,250.00	0.0%
620 Facility Management	463.00	0.00	463.00	0.0%
630 Contract Services - Fire & BLS	610,764.00	152,689.78	458,074.22	25.0%
640 Contract Services - Police/Dispatch	258,513.00	119,405.75	139,107.25	46.2%
650 Contract/Prof. Services - Legal	4,200.00	700.00	3,500.00	16.7%
660 Contract/Prof. Services - Other	2,083.00	1,210.25	872.75	58.1%
400 Public Safety	1,016,235.00	320,343.08	695,891.92	31.5%
Fund Expenditures:	2,434,242.00	608,155.17	1,826,086.83	25.0%

2023 BUDGET POSITION

Town Of Woodway

Time: 13:03:42 Date: 06/02/2023

Page:

001 General Fund

Months: 01 To: 03

Fund Excess/(Deficit):	(199,939.00)	(358,731.53)
------------------------	--------------	--------------

2023 BUDGET POSITION

Town Of Woodway

Time: 13:03:42 Date: 06/02/2023

Page:

002 Replacement Reserve Fund			Months: 01 To: 03	
Revenues	Amt Budgeted	Revenues	Remaining	
100 General				
010 Property Taxes	20,000.00	0.00	20,000.00	0.0%
100 General	20,000.00	0.00	20,000.00	0.0%
Fund Revenues:	20,000.00	0.00	20,000.00	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
100 General				
580 New Equipment	10,710.00	0.00	10,710.00	0.0%
100 General	10,710.00	0.00	10,710.00	0.0%
Fund Expenditures:	10,710.00	0.00	10,710.00	0.0%
Fund Excess/(Deficit):	9,290.00	0.00		

2023 BUDGET POSITION

Town Of Woodway

Time: 13:03:42 Date: 06/02/2023

Page:

004 Deposit Fund			Months: 01 To: 03	
Revenues	Amt Budgeted	Revenues	Remaining	
100 General				
120 Facility Rental	0.00	600.00	(600.00)	0.0%
100 General	0.00	600.00	(600.00)	0.0%
Fund Revenues:	0.00	600.00	(600.00)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
100 General				
730 Facility Rental	0.00	200.00	(200.00)	0.0%
100 General	0.00	200.00	(200.00)	0.0%
Fund Expenditures:	0.00	200.00	(200.00)	0.0%
Fund Excess/(Deficit):	0.00	400.00		

2023 BUDGET POSITION

Town Of Woodway

Time: 13:03:42 Date: 06/02/2023

Page:

107 Affordable Housing Sales Tax Fund			Months: 01 To: 03	
Revenues	Amt Budgeted	Revenues	Remaining	
100 General				
030 Sales/Excise Taxes	1,700.00	525.01	1,174.99	30.9%
100 General	1,700.00	525.01	1,174.99	30.9%
Fund Revenues:	1,700.00	525.01	1,174.99	30.9%
Expenditures	Amt Budgeted	Expenditures	Remaining	
100 General				
520 Operating Expenses	1,700.00	0.00	1,700.00	0.0%
100 General	1,700.00	0.00	1,700.00	0.0%
Fund Expenditures:	1,700.00	0.00	1,700.00	0.0%
Fund Excess/(Deficit):	0.00	525.01		

2023 BUDGET POSITION

Town Of Woodway

Time: 13:03:42 Date: 06/02/2023

Page:

301 Capital Projects Fund (REET)			Months: 01 To: 03	
Revenues	Amt Budgeted	Revenues	Remaining	
100 General				
020 REET	120,000.00	26,235.00	93,765.00	21.9%
100 General	120,000.00	26,235.00	93,765.00	21.9%
Fund Revenues:	120,000.00	26,235.00	93,765.00	21.9%
Expenditures	Amt Budgeted	Expenditures	Remaining	
100 General				
720 Debt Service	60,000.00	0.00	60,000.00	0.0%
100 General	60,000.00	0.00	60,000.00	0.0%
300 Public Works & Parks				
700 Capital Projects	10,000.00	0.00	10,000.00	0.0%
740 Interfund Loans & Transfers	196,336.00	0.00	196,336.00	0.0%
300 Public Works & Parks	206,336.00	0.00	206,336.00	0.0%
Fund Expenditures:	266,336.00	0.00	266,336.00	0.0%
Fund Excess/(Deficit):	(146,336.00)	26,235.00		

2023 BUDGET POSITION

Town Of Woodway

Time: 13:03:42 Date: 06/02/2023

Page:

420 Stormwater Utility Fund		Months: 01 To: 03		
Revenues	Amt Budgeted	Revenues	Remaining	
300 Public Works & Parks				
040 Utility Taxes/Fees	82,000.00	42,339.06	39,660.94	51.6%
100 Fines	0.00	410.00	(410.00)	0.0%
130 Interfund Loans & Transfers	90,000.00	0.00	90,000.00	0.0%
300 Public Works & Parks	172,000.00	42,749.06	129,250.94	24.9%
Fund Revenues:	172,000.00	42,749.06	129,250.94	24.9%
Expenditures	Amt Budgeted	Expenditures	Remaining	
300 Public Works & Parks				
520 Operating Expenses	4,600.00	3,452.06	1,147.94	75.0%
550 Governmental Services	5,151.00	2,483.67	2,667.33	48.2%
560 Supplies	999.00	214.40	784.60	21.5%
620 Facility Management	10,000.00	0.00	10,000.00	0.0%
660 Contract/Prof. Services - Other	88,000.00	33,554.26	54,445.74	38.1%
700 Capital Projects	0.00	19,208.83	(19,208.83)	0.0%
740 Interfund Loans & Transfers	45,128.00	0.00	45,128.00	0.0%
300 Public Works & Parks	153,878.00	58,913.22	94,964.78	38.3%
Fund Expenditures:	153,878.00	58,913.22	94,964.78	38.3%
Fund Excess/(Deficit):	18,122.00	(16,164.16)		

2023 BUDGET POSITION

Town Of Woodway

Time: 13:03:42 Date: 06/02/2023

Page:

645 Custodial Fund			Months: 01 To: 03	
Revenues	Amt Budgeted	Revenues	Remaining	
100 General				
100 Fines	0.00	2,238.38	(2,238.38)	0.0%
100 General	0.00	2,238.38	(2,238.38)	0.0%
200 Building & Planning				
050 Development Permits/Fees	0.00	26.00	(26.00)	0.0%
200 Building & Planning	0.00	26.00	(26.00)	0.0%
Fund Revenues:	0.00	2,264.38	(2,264.38)	0.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
100 General				
550 Governmental Services	0.00	32.79	(32.79)	0.0%
100 General	0.00	32.79	(32.79)	0.0%
Fund Expenditures:	0.00	32.79	(32.79)	0.0%
Fund Excess/(Deficit):	0.00	2,231.59		

TREASURER'S REPORT

Fund Totals

Town Of Woodway

03/01/2023 To: 03/31/2023

Date: 06/02/2023

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	2,202,820.37	101,996.15	151,382.91	2,153,433.61	537.18	13,796.80	-217.00	2,167,550.59
002 Replacement Reserve Fund	57,018.50	0.00		57,018.50	0.00	0.00	0.00	57,018.50
004 Deposit Fund	200.00	400.00	200.00	400.00	200.00	0.00	0.00	600.00
107 Affordable Housing Sales Tax Fund	4,888.07	139.52		5,027.59	0.00	0.00	0.00	5,027.59
301 Capital Projects Fund (REET)	494,393.47	5,445.00		499,838.47	0.00	0.00	0.00	499,838.47
420 Stormwater Utility Fund	35,695.82	1,292.60	34,704.71	2,283.71	0.00	0.00	0.00	2,283.71
645 Custodial Fund	1,167.24	1,064.35		2,231.59	0.00	0.00	0.00	2,231.59
	<u>2,796,183.47</u>	<u>110,337.62</u>	<u>186,287.62</u>	<u>2,720,233.47</u>	<u>737.18</u>	<u>13,796.80</u>	<u>-217.00</u>	<u>2,734,550.45</u>

TREASURER'S REPORT

Account Totals

Town Of Woodway

03/01/2023 To: 03/31/2023

Date: 06/02/2023

Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 US Bank Checking Account	136,365.98	355,194.82	183,813.05	307,747.75	0.00	14,533.98	322,281.73
3 LGIP Pool	662,044.13	2,608.09	250,000.00	414,652.22	0.00	0.00	414,652.22
5 Xpress	301.86	573.51	513.37	362.00	-217.00	0.00	145.00
6 US Bank Investment Account	1,997,371.50	0.00	0.00	1,997,371.50	0.00	0.00	1,997,371.50
99 Petty Cash	100.00	0.00	0.00	100.00	0.00	0.00	100.00
Total Cash:	2,796,183.47	358,376.42	434,326.42	2,720,233.47	-217.00	14,533.98	2,734,550.45
	2,796,183.47	358,376.42	434,326.42	2,720,233.47	-217.00	14,533.98	2,734,550.45

MEMO

TO: MAYOR MIKE QUINN, WOODWAY COUNCILMEMBERS
FROM: HEIDI K. S. NAPOLITINO, CLERK-TREASURER
SUBJECT: 2022 ANNUAL REPORT REVIEW
DATE: JUNE 2, 2023
CC: ERIC FAISON, TOWN ADMINISTRATOR

Greetings Mayor & Councilmembers,

As you know, one of the Council's most important roles is to provide oversight of the Town's finances. To help facilitate your oversight, I have included a brief explanation of the components of the annual report that the State Auditor's Office (SAO) requires us to submit every year.

The annual report is made up of several schedules and documents, each with detailed requirements and instructions laid out in the Budgeting, Accounting and Reporting System (BARS) Cash Basis Manual. Below is a list of schedules with a description of each one. During the meeting, I will touch on a few key points and open the discussion for any questions you may have.

Annual Report Certification

The Annual Report preparer (me!) has to submit contact information and certify several items, including that it was prepared correctly to the best of my knowledge and that we are responsible for updating and resubmitting the report if anything is subsequently identified as needing correction.

C-4 & C-5 - Fund Resources and Uses Arising from Cash Transactions

The C-4 summarizes activity in all funds that hold the Town's money. For this report, we are only allowed one general fund and one fund for each type of utility. You'll notice that the Replacement Reserve and Deposit Funds are not listed – all of their revenues and expenses are included in the General Fund.

The C-5 summarizes activity in all funds that hold money that we collect on behalf of another agency, such as the traffic infraction funds we remit to Snohomish County and the State.

Notes to Financial Statements

Most of the sections in the Notes to Financial Statements include language provided by SAO. We add information specific to our jurisdiction and remove those sections that don't apply. Several sections include language provided by outside organizations, such as Snohomish County 911 and Washington Cities Insurance Authority (WCIA).

Schedule 01 – All revenues and expenses by BARS number

The BARS manual includes BARS (account) numbers for revenues and expenses. Some are required to be used exactly as listed and some allow for more discretion. Each BARS number that has a revenue or expense in the reporting year is included in the Schedule 01. These revenues and expenses are what the C-4 & C-5 summaries are based on.

Schedule 06 - Summary of Bank Reconciliation

Schedule 06 is magic! It takes all of the transactions in our bank and investment accounts and reconciles them with the transactions in our funds (General Fund, Capital Projects Fund, etc.). If everything is in order, line 23 will show no unreconciled variances.

Schedule 09 - Schedule of Liabilities

Schedule 09 lists summaries of various liabilities, including all outstanding debt, compensated absences (the amount that the Town would have to pay out if all employees left on December 31 of the reporting year), and pension liabilities (based on a set of calculations using information from the Department of Retirement Systems).

Schedule 15 - Expenditures of State Financial Assistance

Schedule 15 includes all state funds that the Town expends, not the amount received, in the reporting year. We currently have one state grant to update our Comprehensive Plan.

Schedule 16 - Expenditures of Federal Awards

Schedule 16 includes all federal funds that the Town expends, not the amount received, in the reporting year. In 2022, we received approximately \$194,000 in ARPA funds, and spent \$210,802, which included unspent funds from 2021. If we received FEMA reimbursement after a disaster that money would be listed here as well.

Notes To The Schedule Of Expenditures Of Federal Awards

This Notes is similar in form to the other Notes listed above, except that it is significantly shorter. It includes required language from the BARS manual and specific information about Woodway.

Schedule 21 - Local Government Risk Assumption

Schedule 21 addresses risk assumption by the Town. It asks about several kinds of risks, including property & liability insurance, health insurance, unemployment compensation, and more.

ANNUAL REPORT CERTIFICATION

Town of Woodway
(Official Name of Government)

0700
MCAG No.

Submitted pursuant to RCW 43.09.230 to the Washington State Auditor’s Office
For the Fiscal Year Ended 12/31/2022

GOVERNMENT INFORMATION:

Official Mailing Address	<u>23920 113th Place W</u>
	<u>Woodway, WA 98020</u>
Official Website Address	<u>www.townofwoodway.com</u>
Official E-mail Address	<u>heidi@townofwoodway.com</u>
Official Phone Number	<u>206-629-5814</u>

AUDIT CONTACT or PREPARER INFORMATION and CERTIFICATION:

Audit Contact or Preparer Name and Title	<u>Heidi K.S. Napolitino Clerk-Treasurer</u>
Contact Phone Number	<u>206-629-5814</u>
Contact E-mail Address	<u>heidi@townofwoodway.com</u>

I certify 26th day of May, 2023, that annual report information is complete, accurate and in conformity with the Budgeting, Accounting and Reporting Systems Manual, to the best of my knowledge and belief, having reviewed this information and taken all appropriate steps in order to provide such certification. I acknowledge and understand our responsibility for the design and implementation of controls to ensure accurate financial reporting, comply with applicable laws and safeguard public resources, including controls to prevent and detect fraud. Finally, I acknowledge and understand our responsibility for immediately submitting corrected annual report information if any errors or an omission in such information is subsequently identified.

Signatures
Heidi K.S. Napolitino (heidi@townofwoodway.com)

Town of Woodway
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2022

		Total for All Funds (Memo Only)	001 General Fund	107 Affordable Housing Sales Tax Fund	301 Capital Projects Fund (REET)
Beginning Cash and Investments					
308	Beginning Cash and Investments	3,069,034	2,115,740	2,738	870,932
388 / 588	Net Adjustments	-	-	-	-
Revenues					
310	Taxes	1,879,862	1,673,055	1,765	205,042
320	Licenses and Permits	174,653	174,653	-	-
330	Intergovernmental Revenues	254,008	254,008	-	-
340	Charges for Goods and Services	147,720	52,823	-	-
350	Fines and Penalties	3,657	2,619	-	-
360	Miscellaneous Revenues	39,253	39,253	-	-
Total Revenues:		2,499,153	2,196,411	1,765	205,042
Expenditures					
510	General Government	391,806	391,806	-	-
520	Public Safety	953,302	953,302	-	-
530	Utilities	71,668	-	-	-
540	Transportation	440,648	440,648	-	-
550	Natural/Economic Environment	257,336	257,336	-	-
560	Social Services	395	395	-	-
570	Culture and Recreation	20,734	20,734	-	-
Total Expenditures:		2,135,889	2,064,221	-	-
Excess (Deficiency) Revenues over Expenditures:		363,264	132,190	1,765	205,042
Other Increases in Fund Resources					
391-393, 596	Debt Proceeds	-	-	-	-
397	Transfers-In	387,413	387,413	-	-
385	Special or Extraordinary Items	-	-	-	-
381, 382, 389, 395, 398	Other Resources	17,161	17,161	-	-
Total Other Increases in Fund Resources:		404,574	404,574	-	-
Other Decreases in Fund Resources					
594-595	Capital Expenditures	264,092	23,691	-	200,527
591-593, 599	Debt Service	115,141	55,141	-	60,000
597	Transfers-Out	387,413	-	-	341,844
585	Special or Extraordinary Items	-	-	-	-
581, 582, 589	Other Uses	4,493	4,493	-	-
Total Other Decreases in Fund Resources:		771,139	83,325	-	602,371
Increase (Decrease) in Cash and Investments:		(3,301)	453,439	1,765	(397,329)
Ending Cash and Investments					
50821	Nonspendable	-	-	-	-
50831	Restricted	600,871	122,765	4,503	473,603
50841	Committed	-	-	-	-
50851	Assigned	62,448	44,000	-	-
50891	Unassigned	2,402,419	2,402,419	-	-
Total Ending Cash and Investments		3,065,738	2,569,184	4,503	473,603

The accompanying notes are an integral part of this statement.

Town of Woodway

Fund Resources and Uses Arising from Cash Transactions

For the Year Ended December 31, 2022

		420 Stormwater Utility Fund
Beginning Cash and Investments		
308	Beginning Cash and Investments	79,624
388 / 588	Net Adjustments	-
Revenues		
310	Taxes	-
320	Licenses and Permits	-
330	Intergovernmental Revenues	-
340	Charges for Goods and Services	94,897
350	Fines and Penalties	1,038
360	Miscellaneous Revenues	-
Total Revenues:		95,935
Expenditures		
510	General Government	-
520	Public Safety	-
530	Utilities	71,668
540	Transportation	-
550	Natural/Economic Environment	-
560	Social Services	-
570	Culture and Recreation	-
Total Expenditures:		71,668
Excess (Deficiency) Revenues over Expenditures:		24,267
Other Increases in Fund Resources		
391-393, 596	Debt Proceeds	-
397	Transfers-In	-
385	Special or Extraordinary Items	-
381, 382, 389, 395, 398	Other Resources	-
Total Other Increases in Fund Resources:		-
Other Decreases in Fund Resources		
594-595	Capital Expenditures	39,874
591-593, 599	Debt Service	-
597	Transfers-Out	45,569
585	Special or Extraordinary Items	-
581, 582, 589	Other Uses	-
Total Other Decreases in Fund Resources:		85,443
Increase (Decrease) in Cash and Investments:		(61,176)
Ending Cash and Investments		
50821	Nonspendable	-
50831	Restricted	-
50841	Committed	-
50851	Assigned	18,448
50891	Unassigned	-
Total Ending Cash and Investments		18,448

The accompanying notes are an integral part of this statement.

Town of Woodway
Fiduciary Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2022

		<u>Custodial</u>
308	Beginning Cash and Investments	-
388 & 588	Net Adjustments	-
310-390	Additions	3,731
510-590	Deductions	<u>3,731</u>
	Net Increase (Decrease) in Cash and Investments:	-
508	Ending Cash and Investments	-

The accompanying notes are an integral part of this statement.

TOWN OF WOODWAY

NOTES TO FINANCIAL STATEMENTS

For the year ended December 31, 2022

Note 1 - Summary of Significant Accounting Policies

The Town of Woodway was incorporated in February of 1958 and operates under the laws of the State of Washington applicable to a Non-Charter Code City classification adopted in 1986 with a Mayor-Council form of government. The Town of Woodway is a general-purpose local government and provides general government services including law enforcement (all police officers are part time), street improvement, and general administrative services. Water and Sewer utility service is provided by Olympic View Water District. Stormwater utility service is provided by the Town of Woodway. Fire protection services are provided by Shoreline Fire Department. Full-service police services are provided the City of Edmonds.

The Town of Woodway reports financial activity in accordance with the *Cash Basis Budgeting, Accounting and Reporting System* (BARS) Manual prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW. This manual prescribes a financial reporting framework that differs from Generally Accepted Accounting Principles (GAAP) in the following manner:

- Financial transactions are recognized on a cash basis of accounting as described below.
- Component units are required to be disclosed but are not included in the financial statements (see *Note 4 – Joint Ventures and Related Parties*).
- Government-wide statements, as defined in GAAP, are not presented.
- All funds are presented, rather than a focus on major funds.
- The *Schedule of Liabilities* is required to be presented with the financial statements as supplementary information.
- Supplementary information required by GAAP is not presented.
- Ending balances for proprietary and fiduciary funds are presented using classifications that are different from the ending net position classifications in GAAP.

A. Fund Accounting

Financial transactions of the government are reported in individual funds. Each fund uses a separate set of self-balancing accounts that comprises its cash and investments, revenues and expenditures. The government's resources are allocated to and accounted for in individual funds depending on their intended purpose. Each fund is reported as a separate column in the financial statements, except for fiduciary funds, which are presented by fund

types. The total column is presented as “memo only” because any interfund activities are not eliminated. The following fund types are used:

GOVERNMENTAL FUND TYPES:

General Fund (001 – General Fund): This fund is the primary operating fund of the Town of Woodway. It accounts for all financial resources except those required or elected to be accounted for in another fund.

Special Revenue Funds (107 – Affordable Housing Sales Tax Fund): This fund accounts for specific revenue sources that are restricted or committed to expenditures for specified purposes of the government.

Capital Projects Funds (301 – Capital Projects Fund): This fund accounts for financial resources which are restricted, committed, or assigned for the acquisition or construction of capital facilities or other capital assets.

PROPRIETARY FUND TYPES:

Enterprise Funds (420 - Stormwater Utility Fund): This fund accounts for operations that provide goods or services to the general public and are supported primarily through user charges.

FIDUCIARY FUND TYPES:

Fiduciary funds account for assets held by the government in a trustee capacity or as a custodian on behalf of others.

Custodial Funds (645 - Custodial Fund): These funds are used to account for assets that the Town of Woodway holds on behalf of others in a custodial capacity.

B. Basis of Accounting and Measurement Focus

Financial statements are prepared using the cash basis of accounting and measurement focus. Revenues are recognized when cash is received, and expenditures are recognized when paid.

In accordance with state law, the Town of Woodway also recognizes expenditures paid during twenty days after the close of the fiscal year for claims incurred during the previous period.

C. Cash and Investments

See *Note 3, Deposits and Investments*.

D. Capital Assets

Capital assets are assets with an initial individual cost of more than \$5,000 and an estimated useful life in excess of 1 year. Capital assets and inventory are recorded as capital expenditures when purchased.

E. Compensated Absences

The maximum number of vacation hours which may be carried over from one calendar year to the next is 80 hours. Vacation leave is payable upon separation or retirement if the employee has worked for the Town for more than one year.

For regular full-time and regular Group A part-time employees, sick leave is payable upon separation or retirement if the employee has worked for the Town for more than one year. Payment will be at the rate of one (1) hour's pay for each four (4) hours accrued, up to a maximum of eighty (80) hours days for regular full-time employees and eighty (80) hours prorated for regular Group A part-time employees.

Payments are recognized as expenditures when paid.

F. Long-Term Debt

See *Note 5, Long-Term Debt (formerly Debt Service Requirements)*.

G. Restricted and Committed Portion of Ending Cash and Investments

Beginning and Ending Cash and Investments are reported as restricted or committed when they are subject to restrictions on use imposed by external parties or due to internal commitments established by Ordinance. When expenditures that meet restrictions are incurred, the Town intends to use reserved resources first before using unreserved amounts.

Restrictions and commitments of Ending Cash and Investments consist of:

- \$122,765 in the General Fund (001) is the unspent portion of the Town's ARPA funding received in 2021 & 2022. Woodway received \$388,672 of ARPA funding and had \$55,105.45 in eligible expenses in 2021 & \$210,802 in eligible expenses in 2022. The remainder is left as a restricted ending fund balance in the General Fund that can be spent in future years.
- \$4,502.58 in the Affordable Housing Sales Tax Fund (107), established by Ordinance 2020-616 to receive that portion of sales and use tax credited back to the Town for use the acquisition, construction, or rehabilitation of affordable housing or facilities providing supportive housing, and for the operations and maintenance costs of new units of affordable or supportive housing, and, if eligible, for providing rental assistance to tenants.

- \$473,603.47 in the Capital Projects Fund (301), established by Ordinance 19-604 to account for and report financial resources that are restricted, committed, or assigned (intended) for expenditure for capital outlays including the acquisition or construction of capital facilities or other capital assets.

Note 2 – Budget Compliance

The Town of Woodway adopts annual appropriated budgets for the following funds:

- Fund 001 – General
- Fund 002 – Replacement Reserve (reported in 001 – General)
- Fund 004 – Deposit (reported in 001 – General)
- Fund 107 – Affordable Housing Sales Tax
- Fund 301 - Capital Projects (REET)
- Fund 420 – Stormwater Utility

These budgets are appropriated at the fund level. The budget constitutes the legal authority for expenditures at that level. Annual appropriations for these funds lapse at the fiscal year end.

Annual appropriated budgets are adopted on the same basis of accounting as used for financial reporting.

The appropriated and actual expenditures for the legally adopted budgets were as follows:

2022 Budget	Final Appropriated Amounts	Actual Expenditures	Variance
General Fund			
<i>Fund 001 - General</i>	<i>\$2,191,601</i>	<i>\$2,123,851</i>	<i>\$67,750</i>
<i>Fund 002 – Replacement Reserve</i>	<i>\$25,000</i>	<i>\$23,691</i>	<i>\$1,309</i>
<i>Fund 004 – Deposit</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>
Total General Fund	\$2,216,601	\$2,147,542	\$69,059
Fund 107 – Affordable Housing Sales Tax Fund	\$1,700	\$0	\$1,700
Fund 301 – Capital Projects	\$835,000	\$602,371	\$232,629
Fund 420 – Stormwater Utility	\$170,063	\$157,110	\$12,953
Total	\$3,223,364	\$2,907,023	\$316,341

Budgeted amounts are authorized to be transferred between departments within any fund/object classes within departments; however, any revisions that alter the total expenditures of a fund, or that affect the number of authorized employee positions, salary ranges, hours, or other conditions of employment must be approved by the Town of Woodway’s legislative body.

A summary of the 2022 budget amendment is as follows:

2022 Budget	Adopted Expenditures	December 2022 Amendment	Total Amended Expenditures
General Fund			
<i>Fund 001 - General</i>	<i>\$2,111,601</i>	<i>\$80,000</i>	<i>\$2,191,601</i>
<i>Fund 002 – Replacement Reserve</i>	<i>\$0</i>	<i>\$25,000</i>	<i>\$25,000</i>
<i>Fund 004 – Deposit</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>
Total General Fund	\$2,111,601	\$105,000	\$2,216,601
Fund 107 – Affordable Housing Sales Tax Fund	\$1,700	\$0	\$1,700
Fund 301 – Capital Projects	\$835,000	\$0	\$835,000
Fund 420 – Stormwater Utility	\$155,063	\$15,000	\$170,063
Total	\$3,103,364	\$120,000	\$3,223,364

Note 3 – Deposits and Investments

Investments are reported at amortized cost. Deposits and investments by type at December 31, 2022 are as follows:

Type of Deposit or Investment	Town of Woodway's own deposits and investments	Total
Bank deposits	\$289,636.90	\$289,636.90
LGIP	\$856,366.38	\$856,366.38
US Government Agency Securities	\$1,997,371.50	\$1,997,371.50
Total	\$3,143,374.78	\$3,143,374.78

It is the Town's policy to invest all temporary cash surpluses. The interest on these investments is posted to the general fund.

Investments in the State Local Government Investment Pool (LGIP)

The Town of Woodway is a voluntary participant in the Local Government Investment Pool, an external investment pool operated by the Washington State Treasurer. The pool is not rated and not registered with the SEC. Rather, oversight is provided by the State Finance Committee in accordance with Chapter 43.250 RCW. Investments in the LGIP are reported at amortized

cost, which is the same as the value of the pool per share. The LGIP does not impose any restrictions on participant withdrawals.

The Office of the State Treasurer prepares a stand-alone financial report for the pool. A copy of the report is available from the Office of the State Treasurer, PO Box 40200, Olympia, Washington 98504-0200, online at www.tre.wa.gov.

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in event of a failure of a depository financial institution, the Town of Woodway would not be able to recover deposits or would not be able to recover collateral securities that are in possession of an outside party. Woodway's deposits are mostly covered by the Federal Deposit Insurance Corporation (FDIC) or by collateral held in a multiple financial institution collateral pool administered by the Washington Public Deposit Protection Commission (PDPC).

All investments are insured, registered, or held by the Town of Woodway or its agent in the government's name.

Note 4 - Joint Ventures and Related Parties

Snohomish County 911

The Town of Woodway and other Police and Fire entities jointly operate Snohomish County 911. Snohomish County 911, a cash basis, special purpose district, was created under the Interlocal Cooperation Act, as codified in RCW 39.34. This established the statutory authority necessary for Snohomish County, the cities, towns, fire districts, police districts and other service districts to enter into a contract and agreement to jointly establish, maintain, and operate a support communications center. Control of Snohomish County 911 is with a 16-member Board of Directors which is specified in the Interlocal Agreement. Snohomish County 911 takes 911 calls and performs emergency dispatch services for local governmental agencies including police, fire, and medical aid.

In the event of the dissolution of Snohomish County 911, any money in the possession of Snohomish County 911 or the Board of Directors after payment of all costs, expenses, and charges validly incurred under this Agreement shall be returned to the parties of this Agreement and shall be apportioned between Principals based on the ratio that the average of each Principals' contributions to the operating budget over the preceding five (5) years bears to the total of all then remaining Principals' User Fees paid during such five-year period. Before deducting the payment of all costs, expenses and charges validly incurred, the Town of Woodway's share was \$22,542 on December 31, 2022.

Snohomish County 911's 2022 operating budget was \$26,034,697, operating revenues received were \$26,904,022 and total operating expenditures were \$25,119,101. Complete financial statements for Snohomish County 911 can be obtained from Snohomish County 911's administrative office at 1121 SE Everett Mall Way, Suite 200, Everett, WA 98208.

AHA – Alliance for Housing Affordability

In September 2013, the Town of Woodway joined the cities of Edmonds, Everett, Granite Falls, Lake Stevens, Lynnwood, Marysville, Mill Creek, Mountlake Terrace, Mukilteo, Snohomish, and Snohomish County to establish the Alliance for Housing Affordability (AHA). The agreement was amended in May 2014 to add the City of Arlington and in June 2014 to add the City of Stanwood.

The purpose of AHA is to cooperatively formulate affordable housing goals and policies and to foster efforts to provide affordable housing by providing expertise and information to member jurisdictions. Operating funding is provided by the member cities.

AHA is governed by a Joint Board composed of an elected official from each member. The Joint Board is responsible for review and approval of all budgetary, financial, policy, and contractual matters. The Board is assisted by an administrative staff housed at the Housing Authority for Snohomish County (HASCO). Fiscal agent duties were transferred to HASCO during fiscal year 2018. The values included in the table below were audited and updated by the new fiscal agent and may be different than what was reported in previous years.

Each member is responsible for contributing operating revenues as determined from the AHA annual budget. Contributions from the member cities are based on each member's population. A grant from the Gates Foundation provided \$50,000 for each of the first two years to assist with organizational start-up. The Town of Woodway's equity share to date is:

Fiscal Year 7/1/XX – 6/30/XX	AHA's Total Fiscal Year Budget	Town of Woodway Share of Budget	Town of Woodway Share as % of Total AHA Budget
2013/2014	\$89,849	\$1,000	1.11%
2014/2015	\$93,063	\$1,030	1.11%
2015/2016	\$93,652	\$1,061	1.13%
2016/2017	\$97,934	\$1,591	1.62%
2017/2018	\$102,586	\$1,639	1.60%
2018/2019	\$107,391	\$1,688	1.57%
2019/2020	\$112,408	\$1,738	1.55%
2020/2021	\$117,673	\$1,738	1.48%
2021/2022	\$118,200	\$1,738	1.47%
2022/2023	\$135,522	\$1,780	1.31%
Total	\$1,068,278	\$15,003	1.40%

Members withdrawing from the agreement relinquish all rights to any reserve funds, equipment, or material purchased. Upon dissolution, the agreement provides for distribution of net assets among the members based on the percentage of the total annual contributions during the period of the Agreement paid by each member.

Budget monitoring information can be obtained from Pam Frost, Director of Finance, HASCO, 12711 4th Ave W., Everett, WA 98204 (or email: pfrost@hasco.org) or from Chris Collier, Program Manager, Alliance for Housing Affordability, 12711 4th Ave W., Everett, WA 98204.

Note 5 – Long-Term Debt (*formerly Debt Service Requirements*)

The accompanying Schedule of Liabilities (09) provides more details of the outstanding debt and liabilities of the Town of Woodway and summarizes the Town's debt transactions for the year ended December 31, 2022.

The debt service requirements for general obligation bonds are as follows:

Year	Principal	Interest	Total
2022	75,000.00	39,841.26	114,841.26
2023	75,000.00	38,341.26	113,341.26
2024	80,000.00	36,841.26	116,841.26
2025	80,000.00	35,241.26	115,241.26
2026	80,000.00	33,641.26	113,641.26

2027-2031	445,000.00	131,831.30	576,831.30
2032-2036	510,000.00	65,690.04	575,690.04
2037	110,000.00	3,437.50	113,437.50
Total	\$1,455,000.00	\$384,865.14	\$1,839,865.14

Note 6 – Pension Plans

A. State Sponsored Pension Plans

Substantially all the Town of Woodway’s full-time and qualifying part-time employees participate in the PERS, administered by the Washington State Department of Retirement Systems (DRS), under cost-sharing, multiple-employer public employee defined benefit and defined contribution retirement plans PERS 1 and PERS 2/3.

The State Legislature establishes and amends laws pertaining to the creation and administration of all public retirement systems.

The Department of Retirement Systems, a department within the primary government of the State of Washington, issues a publicly available Annual Comprehensive Financial Report (ACFR) that includes financial statements and required supplementary information for each plan. The DRS ACFR may be downloaded from the DRS website at www.drs.wa.gov.

At June 30, 2022 (the measurement date of the plans), the Town of Woodway’s proportionate share of the collective net pension liabilities, as reported on the Schedule of Liabilities, was as follows:

	Employer Contributions	Allocation %	Liability (Asset)
PERS 1	\$17,766	0.002899%	\$80,719
PERS 2/3	\$30,456	0.003791%	(\$140,600)

Only the net pension liabilities are reported on the Schedule 09.

- B. The Town of Woodway participates in a 457(b) deferred compensation plan (administered by MissionSquare Retirement, formerly International City/County Management Association – Retirement Corporation {ICMA-RC}) in lieu of social security. The plan, available to all employees, permits them to defer a minimum of 6.2% of their salary (which is matched by the Town) until future years. In 2022, Woodway contributed \$39,937.31. The deferred compensation is not available until termination, retirement, reaching the automatic distribution date, or unforeseeable emergencies.

Note 7 - Property Tax

The county treasurer acts as an agent to collect property tax levied in the county for all taxing authorities. Collections are distributed after the end of each month.

Property tax revenues are recognized when cash is received by the Town of Woodway. Delinquent taxes are considered fully collectible because a lien affixes to the property after tax is levied.

The Town's regular levy for the year 2022 was \$1.37598727930 per \$1,000 on an assessed valuation of \$863,363,076 for a total regular levy of \$1,187,976.61.

Note 8 - Risk Management

Self Insurance

The Town of Woodway self-insures as an individual program for unemployment compensation risk. Claims for unemployment are administered by the Washington State Employment Security Department and invoices are submitted on a quarterly basis, if applicable. The Town paid no claims in 2022.

Washington Cities Insurance Authority (WCIA)

The Town of Woodway is a member of the Washington Cities Insurance Authority (WCIA). Utilizing Chapter 48.62 RCW (self-insurance regulation) and Chapter 39.34 RCW (Interlocal Cooperation Act), nine cities originally formed WCIA on January 1, 1981. WCIA was created for the purpose of providing a pooling mechanism for jointly purchasing insurance, jointly self-insuring, and/or jointly contracting for risk management services. WCIA has a total of 166 members.

New members initially contract for a three-year term, and thereafter automatically renew on an annual basis. A one-year withdrawal notice is required before membership can be terminated. Termination does not relieve a former member from its unresolved loss history incurred during membership.

Liability coverage is written on an occurrence basis, without deductibles. Coverage includes general, automobile, police, errors or omissions, stop gap, employment practices, prior wrongful acts, and employee benefits liability. Limits are \$4 million per occurrence in the self-insured layer, and \$16 million in limits above the self-insured layer is provided by reinsurance. Total limits are \$20 million per occurrence subject to aggregates and sublimits. The Board of Directors determines the limits and terms of coverage annually.

All Members are provided a separate cyber risk policy and premises pollution liability coverage group purchased by WCIA. The cyber risk policy provides coverage and separate limits for security & privacy, event management, and cyber extortion, with limits up to \$1

million and subject to member deductibles, sublimits, and a \$5 million pool aggregate. Premises pollution liability provides Members with a \$2 million incident limit and \$10 million pool aggregate subject to a \$100,000 per incident Member deductible.

Insurance for property, automobile physical damage, fidelity, inland marine, and equipment breakdown coverage are purchased on a group basis. Various deductibles apply by type of coverage. Property coverage is self-funded from the members' deductible to \$750,000, for all perils other than flood and earthquake, and insured above that to \$400 million per occurrence subject to aggregates and sublimits. Automobile physical damage coverage is self-funded from the members' deductible to \$250,000 and insured above that to \$100 million per occurrence subject to aggregates and sublimits.

In-house services include risk management consultation, loss control field services, and claims and litigation administration. WCIA contracts for certain claims investigations, consultants for personnel and land use issues, insurance brokerage, actuarial, and lobbyist services.

WCIA is fully funded by its members, who make annual assessments on a prospectively rated basis, as determined by an outside, independent actuary. The assessment covers loss, loss adjustment, reinsurance, and other administrative expenses. As outlined in the interlocal, WCIA retains the right to additionally assess the membership for any funding shortfall.

An investment committee, using investment brokers, produces additional revenue by investment of WCIA's assets in financial instruments which comply with all State guidelines.

A Board of Directors governs WCIA, which is comprised of one designated representative from each member. The Board elects an Executive Committee and appoints a Treasurer to provide general policy direction for the organization. The WCIA Executive Director reports to the Executive Committee and is responsible for conducting the day to day operations of WCIA.

Note 9 – Other Disclosures

Health & Welfare

The Town of Woodway is a member of the Association of Washington Cities Employee Benefit Trust Health Care Program (AWC Trust HCP). Chapter 48.62 RCW provides that two or more local government entities may, by Interlocal agreement under Chapter 39.34 RCW, form together or join a pool or organization for the joint purchasing of insurance, and/or joint self-insurance, to the same extent that they may individually purchase insurance, or self-insure.

An agreement to form a pooling arrangement was made pursuant to the provisions of Chapter 39.34 RCW, the Interlocal Cooperation Act. The AWC Trust HCP was formed on January 1, 2014 when participating cities, towns, and non-city entities of the AWC Employee Benefit Trust in the State of Washington joined together by signing an Interlocal Governmental

Agreement to jointly self-insure certain health benefit plans and programs for participating employees, their covered dependents, and other beneficiaries through a designated account within the Trust.

As of December 31, 2022, 262 cities/towns/non-city entities participate in the AWC Trust HCP.

The AWC Trust HCP allows members to establish a program of joint insurance and provides health and welfare services to all participating members.

In April 2020, the Board of Trustees adopted a large employer policy, requiring newly enrolling groups with 600 or more employees to submit medical claims experience data in order to receive a quote for medical coverage. Outside of this, the AWC Trust HCP pools claims without regard to individual member experience. The pool is actuarially rated each year with the assumption of projected claims run-out for all current members.

The AWC Trust HCP includes medical, dental, and vision insurance through the following carriers: Kaiser Foundation Health Plan of Washington, Kaiser Foundation Health Plan of Washington Options, Inc., Regence BlueShield, Asuris Northwest Health, Delta Dental of Washington, Willamette Dental Group, and Vision Service Plan. Eligible members are cities and towns within the state of Washington. Non-City Entities (public agency, public corporation, intergovernmental agency, or political subdivision within the state of Washington) are eligible to apply for coverage into the AWC Trust HCP, submitting application to the Board of Trustees for review as required in the Trust Agreement.

Participating employers pay monthly premiums to the AWC Trust HCP. The AWC Trust HCP is responsible for payment of all covered claims. In 2022, the AWC Trust HCP purchased medical stop loss insurance for Regence/Asuris and Kaiser plans at an Individual Stop Loss (ISL) of \$1.5 million through United States Fire Insurance Company. The aggregate policy is for 200% of expected medical claims.

Participating employers contract to remain in the AWC Trust HCP for a minimum of three years. Participating employers with over 250 employees must provide written notice of termination of all coverage a minimum of 12 months in advance of the termination date, and participating employers with under 250 employees must provide written notice of termination of all coverage a minimum of 6 months in advance of termination date. When all coverage is being terminated, termination will only occur on December 31. Participating employers terminating a group or line of coverage must notify the AWC Trust HCP a minimum of 60 days prior to termination. A participating employer's termination will not obligate that member to past debts, or further contributions to the AWC Trust HCP. Similarly, the terminating member forfeits all rights and interest to the AWC Trust HCP Account.

The operations of the Health Care Program are managed by the Board of Trustees or its delegates. The Board of Trustees is comprised of four regionally elected officials from Trust member cities or towns, the Employee Benefit Advisory Committee Chair and Vice Chair, and two appointed individuals from the AWC Board of Directors, who are from Trust member cities or towns. The Trustees or its appointed delegates review and analyze Health Care Program related matters and make operational decisions regarding premium contributions, reserves, plan options, and benefits in compliance with Chapter 48.62 RCW. The Board of Trustees has decision authority consistent with the Trust Agreement, Health Care Program policies, Chapter 48.62 RCW and Chapter 200-110-WAC.

The accounting records of the AWC Trust HCP are maintained in accordance with methods prescribed by the State Auditor's office under the authority of Chapter 43.09 RCW. The AWC Trust HCP also follows applicable accounting standards established by the Governmental Accounting Standards Board ("GASB"). In 2018, the retiree medical plan subsidy was eliminated, and is noted as such in the report for the fiscal year ending December 31, 2018. Year-end financial reporting is done on an accrual basis and submitted to the Office of the State Auditor as required by Chapter 200-110 WAC. The audit report for the AWC Trust HCP is available from the Washington State Auditor's office.

<div>Town of Woodway</div> <div>Schedule 01</div> <div>For the year ended December 31, 2022</div>					
MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0700	001	General Fund	3083100	Restricted Cash and Investments - Beginning	\$139,231
0700	001	General Fund	3085100	Assigned Cash and Investments - Beginning	\$44,000
0700	001	General Fund	3089100	Unassigned Cash and Investments - Beginning	\$1,871,800
0700	001	General Fund	3089100	Unassigned Cash and Investments - Beginning	\$60,709
0700	001	General Fund	3111000	Property Tax	\$1,152,965
0700	001	General Fund	3111000	Property Tax	\$20,000
0700	001	General Fund	3131100	Local Retail Sales and Use Tax	\$258,157
0700	001	General Fund	3137100	Criminal Justice Sales and Use Tax	\$32,049
0700	001	General Fund	3164100	Business and Occupation Taxes on Utilities	\$59,945
0700	001	General Fund	3164200	Business and Occupation Taxes on Utilities	\$23,445
0700	001	General Fund	3164300	Business and Occupation Taxes on Utilities	\$49,814
0700	001	General Fund	3164400	Business and Occupation Taxes on Utilities	\$14,100
0700	001	General Fund	3164500	Business and Occupation Taxes on Utilities	\$13,398
0700	001	General Fund	3164600	Business and Occupation Taxes on Utilities	\$35,829
0700	001	General Fund	3164700	Business and Occupation Taxes on Utilities	\$8,345
0700	001	General Fund	3164800	Business and Occupation Taxes on Utilities	\$5,008
0700	001	General Fund	3219100	Franchise Fees and Royalties	\$29,302
0700	001	General Fund	3219100	Franchise Fees and Royalties	\$39,075
0700	001	General Fund	3219100	Franchise Fees and Royalties	\$23,501
0700	001	General Fund	3219900	Other Business Licenses and Permits	\$10,321
0700	001	General Fund	3221000	Buildings, Structures and Equipment	\$41,682
0700	001	General Fund	3221000	Buildings, Structures and Equipment	\$2,191
0700	001	General Fund	3221000	Buildings, Structures and Equipment	\$2,546
0700	001	General Fund	3223000	Animal Licenses	\$260
0700	001	General Fund	3224000	Street and Curb Permits	\$24,550

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0700	001	General Fund	3224000	Street and Curb Permits	\$1,225
0700	001	General Fund	3329210	COVID-19 Non-Grant Assistance	\$194,336
0700	001	General Fund	3350091	PUD Privilege Tax	\$7,617
0700	001	General Fund	3360071	Multimodal Transportation - Cities	\$1,745
0700	001	General Fund	3360087	Motor Vehicle Fuel Tax - City Streets	\$24,812
0700	001	General Fund	3360087	Motor Vehicle Fuel Tax - City Streets	\$69
0700	001	General Fund	3360621	Criminal Justice - Violent Crimes/Population	\$1,000
0700	001	General Fund	3360626	Criminal Justice - Special Programs	\$1,615
0700	001	General Fund	3360642	Marijuana Excise Tax Distribution	\$2,146
0700	001	General Fund	3360651	DUI and Other Criminal Justice Assistance	\$152
0700	001	General Fund	3360694	Liquor/Beer Excise Tax	\$9,368
0700	001	General Fund	3360695	Liquor Control Board Profits	\$10,276
0700	001	General Fund	3370010	Local Grants, Entitlements and Other Payments	\$872
0700	001	General Fund	3417000	Sales of Merchandise	\$312
0700	001	General Fund	3418100	Data/Word Processing, Printing, Duplicating and IT Services	\$37
0700	001	General Fund	3418200	Engineering Services	\$23,171
0700	001	General Fund	3458100	Zoning and Subdivision Services	\$1,500
0700	001	General Fund	3458300	Plan Checking Services	\$21,709
0700	001	General Fund	3458900	Other Planning and Development Services	\$6,094
0700	001	General Fund	3523000	Proof of Motor Vehicle Insurance	\$25
0700	001	General Fund	3531000	Traffic Infraction Penalties	\$2,344
0700	001	General Fund	3599000	Non-Court Fines and Penalties	\$250
0700	001	General Fund	3611100	Investment Earnings	\$32,823
0700	001	General Fund	3614000	Other Interest	\$151
0700	001	General Fund	3614000	Other Interest	\$259
0700	001	General Fund	3671100	Contributions and Donations from Nongovernmental Sources	\$160
0700	001	General Fund	3671100	Contributions and Donations from Nongovernmental Sources	\$3,850
0700	001	General Fund	3671100	Contributions and Donations from Nongovernmental Sources	\$1,859

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0700	001	General Fund	3699100	Miscellaneous Other Operating	\$151
0700	107	Affordable Housing Sales Tax Fund	3083100	Restricted Cash and Investments - Beginning	\$2,738
0700	107	Affordable Housing Sales Tax Fund	3132700	Affordable and Supportive Housing Sales and Use Tax	\$1,765
0700	301	Capital Projects Fund (REET)	3083100	Restricted Cash and Investments - Beginning	\$870,932
0700	301	Capital Projects Fund (REET)	3183400	REET 1 - First Quarter Percent	\$102,521
0700	301	Capital Projects Fund (REET)	3183500	REET 2 - Second Quarter Percent	\$102,521
0700	420	Stormwater Utility Fund	3085100	Assigned Cash and Investments - Beginning	\$79,624
0700	420	Stormwater Utility Fund	3431000	Storm Drainage Sales and Services	\$729
0700	420	Stormwater Utility Fund	3431100	Storm Drainage Sales and Services	\$84,383
0700	420	Stormwater Utility Fund	3431700	Storm Drainage Sales and Services	\$9,785
0700	420	Stormwater Utility Fund	3590000	Non-Court Fines and Penalties	\$48
0700	420	Stormwater Utility Fund	3590000	Non-Court Fines and Penalties	\$990
0700	001	General Fund	5113040	Official Publication Services	\$1,143
0700	001	General Fund	5116040	Legislative Activities	\$121
0700	001	General Fund	5116040	Legislative Activities	\$3,455
0700	001	General Fund	5125240	Contracted Court	\$2,415
0700	001	General Fund	5131010	Executive Office	\$82,986
0700	001	General Fund	5131020	Executive Office	\$15,515
0700	001	General Fund	5142310	Financial Services	\$103,414
0700	001	General Fund	5142320	Financial Services	\$19,347
0700	001	General Fund	5142320	Financial Services	\$2
0700	001	General Fund	5142330	Financial Services	\$1,746
0700	001	General Fund	5142330	Financial Services	\$4,043
0700	001	General Fund	5142340	Financial Services	\$1,428
0700	001	General Fund	5142340	Financial Services	\$2,416
0700	001	General Fund	5142340	Financial Services	\$3,053
0700	001	General Fund	5142340	Financial Services	\$286
0700	001	General Fund	5142340	Financial Services	\$22,790
0700	001	General Fund	5142340	Financial Services	\$1,010
0700	001	General Fund	5142340	Financial Services	\$1,745
0700	001	General Fund	5142340	Financial Services	\$2,274
0700	001	General Fund	5142340	Financial Services	\$595
0700	001	General Fund	5142540	Financial Services	\$135
0700	001	General Fund	5142540	Financial Services	\$172
0700	001	General Fund	5142540	Financial Services	\$4,330
0700	001	General Fund	5143040	Recording Services	\$78
0700	001	General Fund	5144040	Election Services	\$473

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0700	001	General Fund	5149040	Voters Registration Services	\$3,440
0700	001	General Fund	5154140	External Legal Services - Advice	\$22,971
0700	001	General Fund	5154140	External Legal Services - Advice	\$8,427
0700	001	General Fund	5154540	External Legal Services - Claims and Litigation	\$6,996
0700	001	General Fund	5154540	External Legal Services - Claims and Litigation	\$2,100
0700	001	General Fund	5183030	Maintenance/Security/Insurance/Janitorial Services	\$735
0700	001	General Fund	5183030	Maintenance/Security/Insurance/Janitorial Services	\$897
0700	001	General Fund	5183040	Maintenance/Security/Insurance/Janitorial Services	\$13,376
0700	001	General Fund	5183040	Maintenance/Security/Insurance/Janitorial Services	\$3,483
0700	001	General Fund	5183040	Maintenance/Security/Insurance/Janitorial Services	\$2,354
0700	001	General Fund	5183040	Maintenance/Security/Insurance/Janitorial Services	\$614
0700	001	General Fund	5183040	Maintenance/Security/Insurance/Janitorial Services	\$1,352
0700	001	General Fund	5183040	Maintenance/Security/Insurance/Janitorial Services	\$2,290
0700	001	General Fund	5183040	Maintenance/Security/Insurance/Janitorial Services	\$14,607
0700	001	General Fund	5183040	Maintenance/Security/Insurance/Janitorial Services	\$7,404
0700	001	General Fund	5184040	Purchasing Services	\$180
0700	001	General Fund	5188040	Information Technology Services	\$21,805
0700	001	General Fund	5189040	Other Centralized Services	\$2,258
0700	001	General Fund	5189040	Other Centralized Services	\$1,211
0700	001	General Fund	5189040	Other Centralized Services	\$334
0700	001	General Fund	5211010	Administration	\$71,372
0700	001	General Fund	5211020	Administration	\$6,918
0700	001	General Fund	5211020	Administration	\$2,261
0700	001	General Fund	5211030	Administration	\$510
0700	001	General Fund	5211030	Administration	\$4,721
0700	001	General Fund	5211040	Administration	\$3,912
0700	001	General Fund	5211040	Administration	\$480
0700	001	General Fund	5211040	Administration	\$9,255

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0700	001	General Fund	5211040	Administration	\$75
0700	001	General Fund	5212240	Police Operations	\$225,066
0700	001	General Fund	5217030	Traffic Policing	\$1,485
0700	001	General Fund	5217040	Traffic Policing	\$210
0700	001	General Fund	5217040	Traffic Policing	\$2,197
0700	001	General Fund	5222040	Fire Suppression and Emergency Medical Services	\$592,970
0700	001	General Fund	5236040	Care and Custody of Prisoners	\$7,835
0700	001	General Fund	5256040	Disaster Preparedness	\$1,816
0700	001	General Fund	5286040	Dispatch Services	\$22,219
0700	001	General Fund	5423030	Roadway	\$110
0700	001	General Fund	5425040	Structures	\$3,744
0700	001	General Fund	5426430	Traffic Control Devices	\$6,265
0700	001	General Fund	5426440	Traffic Control Devices	\$23,444
0700	001	General Fund	5426630	Snow and Ice Control	\$1,189
0700	001	General Fund	5427030	Roadside	\$717
0700	001	General Fund	5427040	Roadside	\$2,763
0700	001	General Fund	5429010	Maintenance Administration and Overhead	\$263,732
0700	001	General Fund	5429020	Maintenance Administration and Overhead	\$96,928
0700	001	General Fund	5429030	Maintenance Administration and Overhead	\$534
0700	001	General Fund	5429030	Maintenance Administration and Overhead	\$384
0700	001	General Fund	5429030	Maintenance Administration and Overhead	\$6,576
0700	001	General Fund	5429030	Maintenance Administration and Overhead	\$2,041
0700	001	General Fund	5429030	Maintenance Administration and Overhead	\$3,782
0700	001	General Fund	5429040	Maintenance Administration and Overhead	\$8,025
0700	001	General Fund	5429040	Maintenance Administration and Overhead	\$2,645
0700	001	General Fund	5429040	Maintenance Administration and Overhead	\$1,524
0700	001	General Fund	5433030	General Services	\$641
0700	001	General Fund	5433040	General Services	\$247
0700	001	General Fund	5433040	General Services	\$198
0700	001	General Fund	5433040	General Services	\$15,067
0700	001	General Fund	5433040	General Services	\$92

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0700	001	General Fund	5510040	Public Housing Services	\$1,780
0700	001	General Fund	5537040	Pollution Control and Remediation	\$1,969
0700	001	General Fund	5585010	Building Permits and Plan Reviews	\$70,515
0700	001	General Fund	5585020	Building Permits and Plan Reviews	\$31,643
0700	001	General Fund	5585040	Building Permits and Plan Reviews	\$20,332
0700	001	General Fund	5585040	Building Permits and Plan Reviews	\$1,070
0700	001	General Fund	5586040	Planning	\$8,059
0700	001	General Fund	5586040	Planning	\$25,253
0700	001	General Fund	5586040	Planning	\$2,389
0700	001	General Fund	5586040	Planning	\$541
0700	001	General Fund	5586040	Planning	\$6,253
0700	001	General Fund	5586040	Planning	\$18,233
0700	001	General Fund	5586240	Planning	\$11,721
0700	001	General Fund	5587040	Economic Development	\$269
0700	001	General Fund	5593010	Property Development	\$50,027
0700	001	General Fund	5593020	Property Development	\$6,742
0700	001	General Fund	5593040	Property Development	\$300
0700	001	General Fund	5593040	Property Development	\$240
0700	001	General Fund	5660040	Chemical Dependency Services	\$395
0700	001	General Fund	5739030	Other Cultural and Community Events	\$1,950
0700	001	General Fund	5739030	Other Cultural and Community Events	\$371
0700	001	General Fund	5739040	Other Cultural and Community Events	\$3,507
0700	001	General Fund	5768030	General Parks	\$285
0700	001	General Fund	5768040	General Parks	\$4,884
0700	001	General Fund	5769030	Other Park Facilities	\$837
0700	001	General Fund	5769040	Other Park Facilities	\$89
0700	001	General Fund	5769040	Other Park Facilities	\$2,210
0700	001	General Fund	5769040	Other Park Facilities	\$3,812
0700	001	General Fund	5769040	Other Park Facilities	\$2,789
0700	001	General Fund	5083100	Restricted Cash and Investments - Ending	\$122,765
0700	001	General Fund	5085100	Assigned Cash and Investments - Ending	\$44,000
0700	001	General Fund	5089100	Unassigned Cash and Investments - Ending	\$2,345,400
0700	001	General Fund	5089100	Unassigned Cash and Investments - Ending	\$57,019
0700	107	Affordable Housing Sales Tax Fund	5083100	Restricted Cash and Investments - Ending	\$4,503
0700	301	Capital Projects Fund (REET)	5083100	Restricted Cash and Investments - Ending	\$473,603
0700	420	Stormwater Utility Fund	5312040	Storm Drainage Utilities	\$1,205

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0700	420	Stormwater Utility Fund	5313030	Storm Drainage Utilities	\$902
0700	420	Stormwater Utility Fund	5313040	Storm Drainage Utilities	\$5,549
0700	420	Stormwater Utility Fund	5313040	Storm Drainage Utilities	\$39,991
0700	420	Stormwater Utility Fund	5313040	Storm Drainage Utilities	\$860
0700	420	Stormwater Utility Fund	5313040	Storm Drainage Utilities	\$2,917
0700	420	Stormwater Utility Fund	5313040	Storm Drainage Utilities	\$115
0700	420	Stormwater Utility Fund	5313040	Storm Drainage Utilities	\$14,750
0700	420	Stormwater Utility Fund	5314040	Storm Drainage Utilities	\$5,008
0700	420	Stormwater Utility Fund	5314140	Storm Drainage Utilities	\$53
0700	420	Stormwater Utility Fund	5314540	Storm Drainage Utilities	\$318
0700	420	Stormwater Utility Fund	5085100	Assigned Cash and Investments - Ending	\$18,448
0700	001	General Fund	3823000	Non-Fiduciary Collections for Others	\$982
0700	001	General Fund	3952000	Compensation for Loss/Impairment of Capital Assets (Cash Basis Only)	\$16,179
0700	001	General Fund	3970200	Transfers-In	\$45,569
0700	001	General Fund	3970400	Transfers-In	\$320,000
0700	001	General Fund	3970900	Transfers-In	\$21,844
0700	645	Custodial Fund	3861200	Court Remittances	\$38
0700	645	Custodial Fund	3868300	Court Remittances	\$174
0700	645	Custodial Fund	3868300	Court Remittances	\$348
0700	645	Custodial Fund	3868300	Court Remittances	\$171
0700	645	Custodial Fund	3869100	Court Remittances	\$1,312
0700	645	Custodial Fund	3869200	Court Remittances	\$733
0700	645	Custodial Fund	3869700	Court Remittances	\$800
0700	645	Custodial Fund	3893000	Custodial Type Collections	\$122
0700	645	Custodial Fund	3893000	Custodial Type Collections	\$33
0700	001	General Fund	5823000	Non-Fiduciary Remittance for Others	\$4,493
0700	001	General Fund	5911870	Debt Repayment - Centralized/General Services	\$54,841
0700	001	General Fund	5921880	Interest and Other Debt Service Cost - Centralized/General Services	\$300
0700	001	General Fund	5941860	Capital Expenditures/Expenses - Centralized/General Services	\$13,021
0700	001	General Fund	5941860	Capital Expenditures/Expenses - Centralized/General Services	\$10,670
0700	301	Capital Projects Fund (REET)	5911870	Debt Repayment - Centralized/General Services	\$20,159

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0700	301	Capital Projects Fund (REET)	5921880	Interest and Other Debt Service Cost - Centralized/General Services	\$39,841
0700	301	Capital Projects Fund (REET)	5953060	Capital Expenditures/Expenses - Roadway	\$200,527
0700	301	Capital Projects Fund (REET)	5970400	Transfers-Out	\$320,000
0700	301	Capital Projects Fund (REET)	5970900	Transfers-Out	\$21,844
0700	420	Stormwater Utility Fund	5943160	Capital Expenditures/Expenses - Storm Drainage Utilities	\$34,069
0700	420	Stormwater Utility Fund	5943160	Capital Expenditures/Expenses - Storm Drainage Utilities	\$5,805
0700	420	Stormwater Utility Fund	5970200	Transfers-Out	\$45,569
0700	645	Custodial Fund	5860000	Court Remittances	\$3,576
0700	645	Custodial Fund	5893000	Custodial Type Remittances	\$33
0700	645	Custodial Fund	5893000	Custodial Type Remittances	\$122

Town of Woodway
Summary of Bank Reconciliations
For the Fiscal Year ended December 31, 2022

[Cash BARS Schedule 06 Instructions Link](#)

	From Bank Statements					
Bank & Investment Account Name	Beginning Bank Balance	Deposits		Withdrawals		Ending Bank Balance
		Receipts	Inter-bank transfers In	Disbursements	Inter-bank transfers out	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1 - US Bank Checking Account	\$ 459,508	\$ 2,453,503	\$ 2,066,141	\$ 2,538,344	\$ 2,151,701	\$ 289,107
3 - LGIP Pool	\$ 2,673,679	\$ 32,688	\$ 150,000	\$ -	\$ 2,000,000	\$ 856,366
5 - Xpress	\$ 7	\$ 67,658	\$ -	\$ 1,093	\$ 66,141	\$ 430
6 - US Bank Investment Account	\$ -	\$ -	\$ 2,001,701	\$ 4,330	\$ -	\$ 1,997,372
Bank Totals	\$ 3,133,194	\$ 2,553,848	\$ 4,217,843	\$ 2,543,767	\$ 4,217,843	\$ 3,143,275

	Reconciling Items			
Beginning deposits in transit (8)	34010.19	-34010.19		
Year-end deposits in transit (9)		0		0
Beginning outstanding & open period items (10)	-98269.69		-98269.69	
Year-end outstanding & open period items (11)			77637.22	-77637.22
NSF checks (12)		0	0	
Cancellation of unredeemed checks/warrants (13)		+		
Interfund transactions (14)		387412.77	387412.77	
Netted transactions (15)		-2483.34	-2483.34	
Authorized balance of revolving, petty cash and change funds (16)	100			100
Other reconciling items, net (17)	0	2690.27	2690.27	+ / -
Reconciling Items Totals	\$ (64,160)	\$ 353,610	\$ 366,987	\$ (77,537)

	From General Ledger			
	Beginning Cash & Investment Balance (19)	Revenues & Other Increases (20)	Expenditures & Other Decreases (21)	Ending Cash & Investment Balance (22)
C4/C5 or Trial Balance Totals (18)	3069034.01	2907457.8	2910754.25	3065737.56
Unreconciled Variance (23)	\$ -	\$ -	\$ -	\$ -

Town of Woodway
Schedule of Liabilities
For the Year Ended December 31, 2022

ID. No.	Description	Due Date	Beginning Balance	Additions	Reductions	Ending Balance
General Obligation Debt/Liabilities						
251.11	LTGO Bonds - issued 12/12/2012	12/1/2037	1,455,000	-	75,000	1,380,000
Total General Obligation Debt/Liabilities:			1,455,000	-	75,000	1,380,000
Revenue and Other (non G.O.) Debt/Liabilities						
259.12	Compensated Absences		20,634	3,405	-	24,039
264.30	Pension Liabilities		33,254	47,465	-	80,719
Total Revenue and Other (non G.O.) Debt/Liabilities:			53,888	50,870	-	104,758
Total Liabilities:			1,508,888	50,870	75,000	1,484,758

Town of Woodway
Schedule of Expenditures of State Financial Assistance
For the Year Ended December 31, 2022

State Agency Name	Program Title	Identification Number	Total
State Grant from Department of Commerce	GMA Periodic Update Grant FY2023	23-63210-085	18,233
		Sub-Total:	18,233
		Total State Grants Expended:	18,233

Town of Woodway
Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 2022

Federal Agency (Pass-Through Agency)	Federal Program	ALN Number	Other Award Number	Expenditures			Passed through to Subrecipients	Note
				From Pass- Through Awards	From Direct Awards	Total		
DEPARTMENTAL OFFICES, TREASURY, DEPARTMENT OF THE	COVID 19 - CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS	21.027		-	210,802	210,802	-	1, 2
Total Federal Awards Expended:				-	210,802	210,802	-	

The accompanying notes are an integral part of this schedule.

TOWN OF WOODWAY

NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL
AWARDS

For the year ended December 31, 2022

Note 1 – Basis of Accounting

This Schedule is prepared on the same basis of accounting as the Town of Woodway's financial statements. The Town of Woodway uses the Cash Basis system of accounting in accordance with the *Cash Basis Budgeting, Accounting and Reporting System* (BARS) Manual prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW.

Note 2 – Federal De Minimis Indirect Cost Rate

The Town of Woodway has elected to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

Town of Woodway
(County/City/District)

**Local Government Risk Assumption
For the Year Ended December 31, 2022**

1. Self-Insurance Program Manager: Heidi K. S. Napolitano
2. Manager Phone: 206.542.4443
3. Manager Email: heidi@townofwoodway.com
4. How do you insure property and liability risks, if at all?
 - a. Formal self-insurance program for some or all perils/risks
 - b. Belong to a public entity risk pool**
 - c. Purchase private insurance
 - d. Retain risk internally without a self-insurance program (i.e., risk assumption)
5. How do you provide health and welfare insurance (e.g., medical, dental, prescription drug, and/or vision benefits) to employees, if at all?
 - a. Self-insure some or all benefits
 - b. Belong to a public entity risk pool**
 - c. All benefits provided by health insurance company or HMO
 - d. Not applicable – no such benefits offered
6. How do you insure unemployment compensation benefits, if any?
 - a. Self-insured (“Reimbursable”)**
 - b. Belong to a public entity risk pool
 - c. Pay taxes to the Department of Employment Security (“Taxable”)
 - d. Not applicable – no employees
7. How do you insure workers compensation benefits, if any?
 - a. Self-insured (“Reimbursable”)
 - b. Belong to a public entity risk pool
 - c. Pay premiums to the Department of Labor and Industries**
 - d. Not applicable – no employees
8. How do you participate in the Washington Paid Family & Medical Leave Program?
 - a. Self-insured (“Voluntary Plan”) for one or both program benefits
 - b. Pay premiums to the State’s program for both benefits**
 - c. Not Applicable – No Employees

If the local government DID NOT answer (a) to any of the above questions, then there is no need to complete the rest of this schedule.

If the local government answered (a) to any of the above questions, then answer the rest of the form in relation to the government's self-insured risks and copy the table below as needed.

	<u>Please list the title of the self-insurance program or type of risk covered by self-insurance:</u>				
	<i>Unemployment Compensation</i>	<i>Program/Risk 2</i>	<i>Program/Risk 3</i>	<i>Program/Risk 4</i>	<i>Program/Risk 5</i>
Self-Insurance as a <i>formal</i> program?	Yes				
If yes, do other governments participate?	n/a				
If yes, please list participating governments.	n/a				
Self-Insure as part of a joint program?	No				
Does a Third-Party Administer manage claims?	No				
If no, does an employee or official reconcile claims payments to the information in the claims management software or other records of approved claims? (Not applicable for self-insured unemployment compensation.)	n/a				
Has program had a claims audit in last three years?	No				
Are program resources sufficient to cover expenses?	Yes				
Does an actuary estimate program liability?	No				
Number of claims paid during the period?	0				
Total amount of paid claims during the period?	\$0				
Total amount of recoveries during the period?	\$0				

Provide any other information necessary to explain answers to the Schedule 21 questions above.

Note: According to BARS Manual Section 4.8.9.40, "The Reimbursable status is considered self-insurance. Entities must be approved for this status by the Employment Security Department. Entities report quarterly wages to the Employment Security Department, but only pay when an unemployment claim is filed." In June 2021, the Town created a formal Self-Insured Unemployment Compensation Policy. The policy requires that the Town set aside \$44,000 in a Loss Contingency Reserve to cover unemployment claim expenses.

Town of Woodway Representatives to Regional Organizations

2023				
	Meeting date	Rep (1)	Rep (2)	Alternate Rep
Mayor Pro Tem	n/a	Mitchell	Bogen	
Richmond Beach Community Association		Brock		
Salmon Recovery Council	Every other month, 3rd Thursday	Bogen	Brock	
Sno Co Department of Emergency Management	Quarterly	Mitchell		
Snohomish County 911 Small City Caucus Rep.	Once per year	Mitchell		
Alliance for Housing Affordability	Quarterly - before one of the SCT meetings on a fourth Wednesday (January, April, July, October)	Thakur	Brock	
Snohomish County Housing Affordability Task Force (HART)	only two meetings in 2020 - april & september	Bogen		
Snohomish County Cities and Towns	Third Thursday of each month	Thakur		All Council Members
Conservation Futures Board - appointed through SCC organization		Quinn		
Snohomish County Housing and Community Development Policy Advisory Board - appointed through SCC organization		Mitchell		
Snohomish County Housing and Community Development Technical Advisory Committee	as needed, february and mid-year plus more if necessary	need to appoint rep & alternate		
Snohomish County Tomorrow - Steering Committee	Fourth Wednesday of each month, 6 to 8 pm	Thakur		
Solid Waste Advisory Committee	2nd Wednesday of each month	Bogen		
South County Mayors	First Wednesday of each month	Quinn		
State Audits of Town	n/a			All Council Members
Washington Cities Insurance Authority (WCIA)	n/a	Napolitano	Mitchell	Thakur