

**TOWN OF WOODWAY
COUNCIL MEETING AGENDA**

**MONDAY, NOVEMBER 6, 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	Public Hearing: Final 2024 Budget
6:35 P.M.	II	Approval of Payments – <i>November 6, 2023 Claims; October 2023 Payroll</i>
6:40 P.M.	III	Approval of Minutes – <i>September 18, 2023; October 2, 2023; October 16, 2023; October 27, 2023 Special Meeting</i>
6:45 P.M.	IV	Council Reports
6:50 P.M.	V	Mayor’s Report
6:55 P.M.	VI	Town Administrator’s Report
7:00 P.M.	VII	Twin Maples Speed Humps – Bid Review
7:30 P.M.	VIII	3 rd Quarter 2023 Finance Report
7:35 P.M.	IX	Cash Handling Policy
7:40 P.M.	X	Dept. of Commerce Grant Contract for Comprehensive Plan Update: 2023-2024
7:45 P.M.		Public Comments*
7:50 P.M.		General Council Discussion – Choice of Subjects
7:55 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
2024 Final Budget Forecast

Beginning Fund Bal	2020	2021	2022	2023	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Operating Funds Beginning Balances	1,727,103	1,647,164	2,115,740	2,569,184	2,569,184	2,496,418	2,228,935	1,868,217	1,434,394	861,054	228,264	(526,111)	(1,359,423)	(2,302,844)	(3,318,111)

Operating Funds	2020	2021	2022	2023 Budgeted	2023 Projected	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Revenues	2,124,552	2,615,315	2,600,986	2,254,303	2,366,965	2,143,676	2,071,998	2,060,176	2,041,278	2,051,910	2,061,922	2,076,706	2,097,977	2,119,623	2,141,641
Expenses	(2,204,491)	(2,146,739)	(2,147,542)	(2,444,952)	(2,439,731)	(2,411,159)	(2,432,716)	(2,493,999)	(2,614,619)	(2,684,700)	(2,816,296)	(2,910,018)	(3,041,398)	(3,134,890)	(3,295,813)
	(79,939)	468,576	453,443	(190,649)	(72,766)	(267,483)	(360,718)	(433,823)	(573,340)	(632,790)	(754,374)	(833,312)	(943,421)	(1,015,267)	(1,154,171)

Town of Woodway | 2024 Final Budget

<i>General Fund</i>	2023 Budget	2023 Projected	2024 Proposed	
Beginning Fund Balance	2,512,165	2,512,165	2,426,158	2023 Budget vs Projected
Revenues	2,234,303	2,346,965	2,123,676	Difference in revenue: 112,662
Expenses	2,434,242	2,432,972	2,411,159	Difference in expenses: 1,270
Ending Fund Balance	2,312,226	2,426,158	2,138,675	
<i>Replacement Reserve Fund</i>	2023 Budget	2023 Projected	2024 Proposed	
Beginning Fund Balance	57,019	57,019	70,260	2023 Budget vs Projected
Revenues	20,000	20,000	20,000	Difference in revenue: -
Expenses	10,710	6,758	-	Difference in expenses: 3,952
Ending Fund Balance	66,309	70,260	90,260	
<i>Deposit Fund</i>	2023 Budget	2023 Projected	2024 Proposed	
Beginning Fund Balance	-	-	-	2023 Budget vs Projected
Revenues	-	-	-	Difference in revenue: -
Expenses	-	-	-	Difference in expenses: -
Ending Fund Balance	-	-	-	
<i>Affordable Housing Sales Tax Fund</i>	2023 Budget	2023 Projected	2024 Proposed	
Beginning Fund Balance	4,503	4,503	4,503	2023 Budget vs Projected
Revenues	1,700	1,700	1,700	Difference in revenue: -
Expenses	1,700	1,700	1,700	Difference in expenses: -
Ending Fund Balance	4,503	4,503	4,503	
<i>Capital Projects Fund (REET)</i>	2023 Budget	2023 Projected	2024 Proposed	
Beginning Fund Balance	473,603	473,603	318,901	2023 Budget vs Projected
Revenues	120,000	130,732	120,000	Difference in revenue: 10,732
Expenses	266,336	285,435	136,450	Difference in expenses: (19,099)
Ending Fund Balance	327,267	318,901	302,451	
<i>Stormwater Utility Fund</i>	2023 Budget	2023 Projected	2024 Proposed	
Beginning Fund Balance	18,448	18,448	16,495	2023 Budget vs Projected
Revenues	172,000	178,447	84,500	Difference in revenue: 6,447
Expenses	153,878	180,401	100,604	Difference in expenses: (26,523)
Ending Fund Balance	36,570	16,495	391	

Town of Woodway | 2024 Final Budget Revenues

	2020 Actual	2021 Actual	2022 Actual	2023 Budgeted	11-03 ytd	2023 Projected	2024 Proposed
General Fund	2,022,875	2,595,315	2,580,986	2,234,303	1,453,750	2,346,965	2,123,676
Replacement Reserve Fund	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Deposit Fund	81,677	-	-	-	600	-	-
Affordable Housing Sales Tax Fund	494	2,244	1,765	1,700	1,361	1,700	1,700
Capital Projects Fund (REET)	258,515	424,035	205,043	120,000	130,732	130,732	120,000
Stormwater Utility Fund	95,967	84,447	95,935	172,000	178,447	178,447	84,500
Agency Fund	6,299	4,720	3,730	-	8,458	8,458	-
Grand Total	2,485,827	3,130,762	2,907,458	2,548,003	1,793,349	2,686,303	2,349,876

	2020 Actual	2021 Actual	2022 Actual	2023 Budgeted	11-03 ytd	2023 Projected	2024 Proposed
General Fund	2,022,875	2,595,315	2,580,986	2,234,303	1,453,750	2,346,965	2,123,676
General	1,622,504	1,971,223	2,021,950	1,804,008	1,298,117	1,873,954	1,849,219
Property Tax	1,115,915	1,163,486	1,152,965	1,174,038	662,753	1,174,038	1,205,437
Sales/Excise Taxes	202,254	262,042	258,157	190,000	209,433	244,090	200,000
Utility Taxes/Fees	187,378	303,829	301,763	296,570	285,502	303,017	297,977
Licenses/Other Permits/Fees	11,032	11,729	10,581	10,250	10,288	10,400	10,250
Intergovernmental Revenue	87,139	221,930	221,597	26,923	24,607	27,156	47,505
Interest	15,411	3,199	33,232	101,577	90,820	101,984	83,400
Fines	1,500	500	250	500	-	500	500
Other Revenue	1,875	4,508	21,561	4,150	13,066	12,768	4,150
Facility Rental	-	-	-	-	1,650	-	-
Interfund Loans & Transfers	-	-	21,844	-	-	-	-
Building & Planning	204,456	127,252	99,877	122,250	88,292	141,951	129,838
Development Permits/Fees	149,640	92,298	70,611	45,750	74,709	75,451	54,338
Development Permits/Fees - Reimbursement	54,816	34,954	29,265	26,000	13,583	16,000	26,000
Licenses/Other Permits/Fees	-	-	-	-	-	-	-
Intergovernmental Revenue	-	-	-	50,500	-	50,500	49,500
Public Works & Parks	161,797	453,276	419,828	276,487	30,568	292,450	108,610
Development Permits/Fees	10,645	6,237	25,774	3,675	8,821	8,821	3,675
Development Permits/Fees - Reimbursement	-	-	-	-	-	-	-
Licenses/Other Permits/Fees	-	50	-	50	-	50	50
Intergovernmental Revenue	26,708	27,428	26,626	27,451	21,747	27,451	26,157
Interest	-	-	-	-	-	-	3,600
Other Revenue	-	-	1,859	-	-	-	-
Interfund Loans & Transfers	124,444	419,561	365,569	245,311	-	256,128	75,128

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
Notes
Includes 1% increase for 2024 pursuant to state law (\$21k)
Includes sales tax on building materials and items delivered to Woodway
2024 includes \$20k grant for records management; 2020 includes \$60k in CARES funding; 2021 & 2022 include \$194k in ARPA funding each year
2023 reflects rising interest rates on unallocated fund balances
2022 includes insurance reimbursements
Comprehensive Plan Update grant revenue
The transfers listed below will happen at the end of the year
State shared fuel tax revenue
Includes annual transfers from Stormwater Fund for stormwater work performed by Public Works; 2024 includes \$30k interfund loan repayment from Stormwater Fund; 2021-2023 include transfers from REET per RCW 82.46 (\$380k in 2021; \$320k in 2022; ~\$210k in 2023)

Town of Woodway | 2024 Final Budget Revenues

	2020 Actual	2021 Actual	2022 Actual	2023 Budgeted	11-03 ytd	2023 Projected	2024 Proposed	Notes
Public Safety	34,118	43,563	39,331	31,558	36,773	38,610	36,009	
Sales/Excise Taxes	25,944	30,290	32,049	25,469	26,908	30,000	30,000	State shared sales tax revenue
Intergovernmental Revenue	4,255	10,014	4,912	2,889	4,353	2,898	3,009	
Fines	3,769	3,223	2,369	3,200	5,512	5,712	3,000	
Other Revenue	150	36	-	-	-	-	-	
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	-	-	-	600	-	-	
General	81,677	-	-	-	600	-	-	
Facility Rental	-	-	-	-	600	-	-	
Interfund Loans & Transfers	81,677	-	-	-	-	-	-	Woodway Pointe development deposit (refunded in 2020)
Affordable Housing Sales Tax Fund	494	2,244	1,765	1,700	1,361	1,700	1,700	
General	494	2,244	1,765	1,700	1,361	1,700	1,700	
Sales/Excise Taxes	494	2,244	1,765	1,700	1,361	1,700	1,700	
Capital Projects Fund (REET)	258,515	424,035	205,043	120,000	130,732	130,732	120,000	
General	258,515	424,035	205,043	120,000	130,732	130,732	120,000	
REET	258,515	424,035	205,043	120,000	130,732	130,732	120,000	
Interest	-	-	-	-	-	-	-	
Interfund Loans & Transfers	-	-	-	-	-	-	-	
Stormwater Utility Fund	95,967	84,447	95,935	172,000	178,447	178,447	84,500	
Public Works & Parks	95,967	84,447	95,935	172,000	178,447	178,447	84,500	
Utility Taxes/Fees	83,962	83,587	85,112	82,000	84,574	84,574	84,500	
Fines	60	860	1,038	-	921	921	-	
Other Revenue	11,945	-	9,785	-	2,952	2,952	-	One-time capital facilities charges for new homes
Interfund Loans & Transfers	-	-	-	90,000	90,000	90,000	-	Interfund loan received from the General Fund
Agency Fund	6,299	4,720	3,730	-	8,458	8,458	-	
General	6,071	4,586	3,608	-	8,289	8,289	-	
Sales/Excise Taxes	-	3	33	-	10	10	-	
Fines	6,071	4,584	3,576	-	8,279	8,279	-	
Building & Planning	228	130	122	-	169	169	-	
Development Permits/Fees	228	130	122	-	169	169	-	
Public Safety	-	4	-	-	-	-	-	
Other Revenue	-	4	-	-	-	-	-	
Grand Total	2,485,827	3,130,762	2,907,458	2,548,003	1,793,349	2,686,303	2,349,876	

Town of Woodway | 2024 Final Budget Expenses

	2020 Actual	2021 Actual	2022 Actual	2023 Budgeted	11-03 ytd	2023 Projected	2024 Proposed	Notes
General Fund	2,023,811	2,146,217	2,123,851	2,434,242	2,033,202	2,432,972	2,411,159	
Replacement Reserve Fund	10,943	522	23,691	10,710	4,258	6,758	-	
Deposit Fund	81,677	-	-	-	400	-	-	
Affordable Housing Sales Tax Fund	-	-	-	1,700	-	1,700	1,700	
Capital Projects Fund (REET)	68,501	454,546	602,371	266,336	23,605	285,435	136,450	
Stormwater Utility Fund	64,900	124,090	157,110	153,878	91,460	180,401	100,604	
Agency Fund	6,299	4,720	3,730	-	5,132	5,132	-	
Grand Total	2,256,131	2,730,095	2,910,754	2,866,866	2,158,058	2,912,398	2,649,913	

	2020 Actual	2021 Actual	2022 Actual	2023 Budgeted	11-03 ytd	2023 Projected	2024 Proposed	Notes
General Fund	2,023,811	2,146,217	2,123,851	2,434,242	2,033,202	2,432,972	2,411,159	
General	497,034	432,108	429,029	509,506	319,139	494,256	497,796	
Salaries & Benefits	209,953	211,980	221,263	263,041	193,408	245,561	271,321	Includes 1.5 FTE (Town Administrator & Clerk-Treasurer), all of staff's retention bonus amount, and, in 2023 & 2024, a temporary records retention specialist reimbursed by grant funding
Operating Expenses	43,176	42,102	45,973	60,424	42,849	50,562	60,428	
Utilities	23,655	23,113	23,469	26,492	18,999	27,070	22,029	
Insurance	10,767	18,730	22,790	15,308	15,783	15,783	21,127	25% property & liability insurance costs increase
Governmental Services	9,352	32,332	6,957	35,700	2,623	33,400	8,200	2023 includes State Auditor costs, which is an every-other-year expense
Supplies	6,788	5,178	4,162	5,000	1,904	3,250	5,040	
New Equipment	6,019	5,012	4,043	4,500	807	4,500	4,500	
Equipment Maintenance	1,654	936	1,010	1,800	291	1,050	1,800	
Contract/Prof. Services - Legal	50,952	31,496	38,394	37,500	37,634	54,000	40,000	
Fairs & Events	-	4,587	5,828	6,100	4,840	5,440	6,210	
Debt Service	53,041	56,641	55,141	53,641	-	53,641	57,141	
Interfund Loans & Transfers	81,677	-	-	-	-	-	-	
Contingency	-	-	-	-	-	-	-	
Building & Planning	240,893	235,559	257,809	300,783	273,180	341,383	304,961	
Salaries & Benefits	108,514	130,806	158,927	171,688	142,501	174,026	181,106	Includes 1.5 FTE (Dep. Clerk-Treas./Permit Tech, Building Official, & Building Inspector)
Operating Expenses	305	1,407	540	3,495	2,154	3,675	3,465	
Governmental Services	-	-	11,721	-	16,623	17,000	-	
Supplies	-	-	-	100	-	100	100	
Contract Services - Fire & BLS	1,119	-	4,493	1,500	-	1,500	1,500	
Contract/Prof. Services - Other	74,663	64,687	37,311	53,000	61,178	83,384	53,000	Includes engineering, planning, & hearing examiner costs. 2020 includes updates to tree and clearing & grading codes. 2023 includes increased planning costs for ADUs, wellhead protection, hazard mitigation, and floodplain regulations, and Point Wells.
Contract/Prof. Services - Other - Reimbursible	56,292	38,660	44,817	71,000	50,724	61,697	65,790	2022-2024 include a required Comprehensive Plan update. \$100k will be reimbursed through a state grant

Town of Woodway | 2024 Final Budget Expenses

	2020 Actual	2021 Actual	2022 Actual	2023 Budgeted	11-03 ytd	2023 Projected	2024 Proposed	Notes
Public Works & Parks	395,447	570,893	479,195	607,718	471,220	593,154	535,200	
Salaries & Benefits	287,265	331,553	360,660	367,844	278,081	334,854	361,462	Includes 3 FTE (Public Works Director, 2 Crew) and REET-funded summer help (two in 2021 and 2022, one in 2023). In 2024, there will be one summer crew member, not funded by REET.
Operating Expenses	443	1,072	538	3,225	2,515	2,715	4,504	
Insurance	12,270	13,630	15,067	25,030	25,386	25,386	34,572	25% property & liability insurance costs increase
Supplies	5,104	5,100	4,423	4,681	3,062	3,600	4,000	
Fuel & Oil	3,353	6,355	6,576	5,300	3,379	5,300	5,500	
New Equipment	1,534	3,181	2,041	10,000	1,965	2,000	2,500	2023 includes budget for 1 electric backpack blower, 1 electric line trimmer (not going to be purchased)
Equipment Maintenance	2,739	3,698	11,204	4,110	1,039	4,441	4,500	
Vehicle Maintenance	3,953	2,426	1,907	3,540	2,049	3,540	3,000	
Facility Management	31,249	128,882	45,486	48,188	30,236	46,102	63,162	2024 includes \$15k for Town Hall exterior staining
Contract/Prof. Services - Other	47,536	74,995	31,294	45,800	33,508	75,215	52,000	2023 includes \$21k more than budgeted for ROW hazard tree removal
Interfund Loans & Transfers	-	-	-	90,000	90,000	90,000	-	Interfund loan to the Stormwater Fund
Public Safety	890,437	907,656	957,818	1,016,235	969,664	1,004,180	1,073,202	
Salaries & Benefits	91,821	87,602	80,551	106,933	71,563	96,295	114,562	Includes 0.75 FTE (7 part-time employees - Police Chief, Deputy Chief, 4 officers, police records clerk). ARPA funded: \$53k in 2021 and fully funded in 2022 & 2023
Operating Expenses	267	77	75	2,000	152	300	1,800	
Utilities	480	480	480	1,115	928	1,115	1,148	
Insurance	7,047	7,865	9,255	25,030	25,386	25,386	34,572	25% property & liability insurance costs increase
Supplies	270	393	510	1,350	15	850	1,350	
Fuel & Oil	996	1,182	1,485	1,260	1,191	1,260	1,450	
New Equipment	-	-	4,721	1,000	-	500	1,000	
Equipment Maintenance	154	-	210	274	-	274	282	
Contract/Prof. Services - Legal	-	-	2,100	4,200	3,500	4,200	4,200	Prosecutor services
Vehicle Maintenance	229	1,980	2,197	1,250	9	1,250	1,500	
Facility Management	-	210	-	463	-	463	500	
Contract Services - Fire & BLS	558,931	575,699	592,970	610,764	610,759	610,764	629,087	3% annual increase
Contract Services - Police/Dispatch	228,338	230,424	261,447	258,513	253,569	258,690	278,856	7.8% annual increase for 2023 & 2024
Contract/Prof. Services - Other	1,904	1,744	1,816	2,083	2,591	2,833	2,895	
Replacement Reserve Fund	10,943	522	23,691	10,710	4,258	6,758	-	
General	-	-	23,691	10,710	4,258	6,758	-	
New Equipment	-	-	23,691	10,710	4,258	6,758	-	2022 includes network equipment, new copy machine; 2023 includes audio equipment for council chambers and network equipment
Public Works & Parks	10,943	522	-	-	-	-	-	
New Equipment	10,943	522	-	-	-	-	-	
New Vehicle	-	-	-	-	-	-	-	

Town of Woodway | 2024 Final Budget Expenses

	2020 Actual	2021 Actual	2022 Actual	2023 Budgeted	11-03 ytd	2023 Projected	2024 Proposed	Notes
Deposit Fund	81,677	-	-	-	400	-	-	
General	-	-	-	-	400	-	-	
Facility Rental	-	-	-	-	400	-	-	
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)	68,501	454,546	602,371	266,336	23,605	285,435	136,450	
General	60,000	60,000	81,844	60,000	19,171	60,000	60,000	
Capital Projects	-	-	-	-	-	-	-	
Debt Service	60,000	60,000	60,000	60,000	19,171	60,000	60,000	Town Hall bond payments
Interfund Loans & Transfers	-	-	21,844	-	-	-	-	
Public Works & Parks	8,501	394,546	520,527	206,336	4,435	225,435	76,450	
Capital Projects - Grants	8,501	-	-	-	-	-	-	
Facility Management	-	-	-	-	4,435	4,435	1,450	
Capital Projects	-	14,546	200,527	10,000	-	10,000	75,000	2024 includes road overlays/asphalt maintenance as provided in Council's 2024-2029 Transportation Improvement Plan
Interfund Loans & Transfers	-	380,000	320,000	196,336	-	211,000	-	REET transfer to the General Fund in 2021-2023 pursuant to new temporary provisions in RCW 82.46
Stormwater Utility Fund	64,900	124,090	157,110	153,878	91,460	180,401	100,604	
Public Works & Parks	64,900	124,090	157,110	153,878	91,460	180,401	100,604	
Operating Expenses	2,722	3,961	4,237	4,600	4,252	4,311	4,556	Utility tax remittance
Governmental Services	-	4,959	5,008	5,151	5,003	5,151	5,070	
Supplies	647	767	1,762	999	896	896	1,250	
Contract/Prof. Services - Legal	-	-	371	-	-	-	-	
Facility Management	3,879	11,045	14,750	10,000	16,629	16,629	9,000	
Contract/Prof. Services - Other	-	-	45,539	88,000	45,471	89,078	2,000	The original stormwater comprehensive plan was created in 2006; 2022 includes Phase I of the Stormwater Comprehensive Plan update. Phase II will be in 2023
Other Expenses	-	-	-	-	-	-	3,600	
Capital Projects	21,268	63,796	39,874	-	19,209	19,209	-	Twin Maples and Kulshan Road stormwater projects
Interfund Loans & Transfers	36,384	39,561	45,569	45,128	-	45,128	75,128	Annual transfer to general fund for Public Works stormwater work; 2024 includes the \$30k interfund loan payment
Agency Fund	6,299	4,720	3,730	-	5,132	5,132	-	
General	6,071	4,658	3,608	-	5,034	5,034	-	
Governmental Services	6,071	4,658	3,608	-	5,034	5,034	-	
Building & Planning	227	59	122	-	98	98	-	
Governmental Services	227	59	122	-	98	98	-	
Public Safety	-	4	-	-	-	-	-	
Governmental Services	-	4	-	-	-	-	-	
Grand Total	2,256,131	2,730,095	2,910,754	2,866,866	2,158,058	2,912,398	2,649,913	



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 #14339 through 14353 and EFTs # 1477\$27,108.26

This 6th day of November 2023.

Mayor

Councilmember

Councilmember

Councilmember

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

1. Audio/Visual equipment for Council Chambers: \$1,181.60
2. APWA Conference registration – T. Bryant & C. Harlow: \$1,300.00
3. Fuel: \$484.67 (PD - \$73.84, PW - \$410.83)

*Note: two large items are being paid

- \$10,755 for October 2023 planning services, including \$6,435 for the comp plan update and \$3,705 for general services (meeting prep/attendance, updates to various plans and regulations)



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 October 2023 Payroll transactions, for 7.75 FTE, are approved for 2023 payment:

EFT transactions #1438 through 1455.....\$61,098.52

This 31st day of October 2023

Mayor

Councilmember

Councilmember

Councilmember

* There were 8 comp time hours accrued in October 2023

**TOWN OF WOODWAY
COUNCIL MEETING MINUTES**

**MONDAY, SEPTEMBER 18, 2023
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 Rajeev Thakur
	<input checked="" type="checkbox"/> Councilmember Elizabeth Mitchell	<input checked="" type="checkbox"/> Councilmember Jim Willett
	<input checked="" type="checkbox"/> Councilmember John Brock	<input type="checkbox"/> Vacant Council Position #3
Staff & Guests Present	<input checked="" type="checkbox"/> Town Administrator Eric Faison*	<input checked="" type="checkbox"/> Clerk-Treasurer Heidi Napolitano
	<input checked="" type="checkbox"/> Public Works Director Terry Bryant*	<input type="checkbox"/> Town Engineer John Forba
	<input type="checkbox"/> Police Chief Jason Valentine	<input type="checkbox"/> Fire Chief Matt Cowan
	<input type="checkbox"/> Town Planner Bill Trimm	<input type="checkbox"/> Town Attorney Greg Rubstello

*Attended virtually

CALL TO ORDER, FLAG SALUTE, ROLL CALL

Mayor Quinn called the meeting to order at 6:00 p.m.

PUBLIC COMMENTS

Resident Nancy Neumann commented in favor of annexation of Point Wells.

I - APPROVAL OF PAYMENTS – SEPTEMBER 18, 2023 CLAIMS

Councilmember Brock moved to approve the September 18, 2023 claims checks #14293 through 14308 and EFT #1222 totaling \$240,458.89. *Councilmember Willett* seconded the motion. The motion passed unanimously.

II - APPROVAL OF MINUTES – AUGUST 21, 2023 MINUTES

Councilmember Mitchell moved to approve the August 21, 2023 council meeting minutes. *Councilmember Thakur* seconded the motion. The motion passed unanimously.

II - APPROVAL OF MINUTES – SEPTEMBER 5, 2023 MINUTES

Councilmember Willett moved to approve the September 5, 2023 council meeting minutes. *Councilmember Brock* seconded the motion. The motion passed unanimously.

II - APPROVAL OF MINUTES – SEPTEMBER 5, 2023 SPECIAL MEETING MINUTES

Councilmember Mitchell moved to approve the September 5, 2023 council special meeting minutes as amended. *Councilmember Thakur* seconded the motion. The motion passed unanimously.

III - COUNCIL REPORTS

Councilmember Brock shared a separated walking path alternative for pedestrian safety in Twin Maples. Discussion followed. Public Works Director Bryant gave an update on the speed hump bid process.

IV - MAYOR'S REPORT

Shared information on upcoming meetings on the impact of fentanyl in the Snohomish County community.

V - TOWN ADMINISTRATOR'S REPORT

None.

VI - POINT WELLS PUBLIC DISCUSSION

Town Administrator Faison shared information on the scheduled hearing dates for all parties.

The following people commented:

- Bill Krepick
- Tom McCormick
- Nancy Neumann

The following topics were discussed:

- Public comment visibility
- Opposition to annexation
- Environmental concerns & the jurisdiction of Woodway's Shoreline Master Program
- Non-conforming uses at Point Wells
- BSRE lawsuit against operator
- Site cleanup

VII - BUDGET CONTINGENCY AND EMERGENCY RESERVE POLICY DISCUSSION

Town Administrator Faison shared information on the current reserve policy and the possibility of including a contingency amount in the budget. Staff is still working on creating suggestions for updating the Town's policy. A brief discussion followed.

PUBLIC COMMENTS

Resident Todd Aton commented on Twin Maples traffic calming and ROW ownership.

GENERAL COUNCIL DISCUSSION – CHOICE OF SUBJECTS

- Requested a police coverage discussion at a future meeting.
- How/why public comments are posted on the Town's website.
- Sale of the Upper Bluff property and when a second access road from a potential development at Point Wells would be required.
- Requested that staff update the title of the webpage that includes public comments. Discussion followed.

ADJOURNMENT

Councilmember Brock moved to adjourn the meeting. *Councilmember Thakur* seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:36 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.)

**TOWN OF WOODWAY
COUNCIL MEETING MINUTES**

**MONDAY, OCTOBER 2, 2023
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 Rajeev Thakur
	<input checked="" type="checkbox"/> Councilmember Elizabeth Mitchell	<input checked="" type="checkbox"/> Councilmember Jim Willett
	<input checked="" type="checkbox"/> Councilmember John Brock	<input type="checkbox"/> Vacant Council Position #3
Staff & Guests Present	<input checked="" type="checkbox"/> Town Administrator Eric Faison*	<input checked="" type="checkbox"/> Clerk-Treasurer Heidi Napolitano
	<input checked="" type="checkbox"/> Public Works Director Terry Bryant*	<input type="checkbox"/> Town Engineer John Forba
	<input type="checkbox"/> Police Chief Jason Valentine	<input type="checkbox"/> Fire Chief Matt Cowan
	<input type="checkbox"/> Town Planner Bill Trimm	<input type="checkbox"/> Town Attorney Greg Rubstello

*Attended virtually

CALL TO ORDER, FLAG SALUTE, ROLL CALL

Mayor Quinn called the meeting to order at 6:04 p.m.

PUBLIC COMMENTS

Steven Keeler, Edmonds resident, commented on student test scores in the Edmonds School District.

I - PUBLIC HEARING: INTERLOCAL AGREEMENT WITH SNOHOMISH COUNTY, THE CITY OF SHORELINE, AND OLYMPIC VIEW WATER & SEWER DISTRICT, RELATING TO ANNEXATION BY THE TOWN OF POINT WELLS PURSUANT TO RCW 35A.14.296

Mayor Quinn opened the public hearing at 6:08 pm.

Town Administrator Faison shared a presentation on the ILA, including background information on Point Wells. He reviewed Woodway's history of planning for the site, various lawsuits related to the site, and zoning history for the site. Mr. Faison also shared information about several legal, planning, and financial topics.

The following people commented:

- Bill Krepick
- Ron Cantu
- Kevin Fagerstrom
- Lynda Tripp

- Buck Jorgensen
- Steve Gunn
- Tom Whitson
- Robert Pantley
- Carla Nichols

The following topics were discussed:

- Public communication about Point Wells.
- Arguments for and against the Interlocal Agreement and possible annexation.
- Potential litigation.
- Secondary access to Point Wells.
- The possibility of more voters living at a potential development than in the current boundary of Woodway.
- Whether the Council should wait to vote until the vacant position is filled.
- Environmental concerns about Point Wells.
- Control of potential development.

Council asked several questions of staff and consultants including:

- Tom McCormick's written comments about environmental concerns.
- Possible uses of the Point Wells site.
- Estimated site cleanup costs.
- When would a secondary access road be required.
- The risk of possible litigation related to Point Wells and how Woodway would pay for any possible litigation.

Mayor Quinn closed the public hearing at 7:26 pm.

II - RESOLUTION 2023-453: APPROVING AND AUTHORIZING THE MAYOR TO SIGN AN INTERLOCAL AGREEMENT WITH SNOHOMISH COUNTY, THE CITY OF SHORELINE, AND OLYMPIC VIEW WATER & SEWER DISTRICT, RELATING TO ANNEXATION BY THE TOWN OF POINT WELLS PURSUANT TO RCW 35A.14.296

The Council briefly discussed the pros and cons of waiting for the vacant council position to be filled before voting on the resolution.

ACTION:

Councilmember Brock moved to authorize the Mayor to Sign an Interlocal Agreement with Snohomish County, the City of Shoreline, and Olympic View Water & Sewer District, Relating to Annexation by the Town of Point Wells Pursuant to RCW 35A.14.296. *Councilmember Mitchell* seconded the motion. The motion passed 3-1 with Councilmember Willett voting against.

III - RESOLUTION 2023-454: FORMALLY EXPRESSING ITS INTENT, PURSUANT TO RCW 35A.14.296, TO ANNEX TERRITORY LOCATED ADJACENT TO THE CURRENT TOWN LIMITS AND WITHIN ITS MUNICIPAL URBAN GROWTH BOUNDARY, AND DIRECTING THAT A NOTICE OF INTENT BE FILED WITH THE WASHINGTON STATE BOUNDARY REVIEW BOARD FOR SNOHOMISH COUNTY

ACTION:

Councilmember Mitchell moved to formally express the Town's intent, pursuant to RCW 35A.14.296, to annex territory located adjacent to the current Town Limits and within its municipal urban growth boundary, and direct that a notice of intent be filed with the Washington State Boundary Review Board for Snohomish County. *Councilmember Brock* seconded the motion. The motion passed 3-1 with Councilmember Willett voting against.

IV - APPROVAL OF PAYMENTS – OCTOBER 2, 2023 CLAIMS

Councilmember Willett moved to approve the October 2, 2023 claims checks #14309 through 14323 and EFTs #1334 through 1337 totaling \$20,417.45. *Councilmember Thakur* seconded the motion. The motion passed unanimously.

IV - APPROVAL OF PAYMENTS – SEPTEMBER 2023 PAYROLL

Councilmember Thakur moved to approve the September 2023 payroll EFT transactions #1296 through 1316 and 1321 through 1325 totaling \$70,098.78. *Councilmember Mitchell* seconded the motion. The motion passed unanimously.

V - COUNCIL REPORTS

Councilmember Brock attended several recent meetings including AHA and Snohomish County Tomorrow.

Councilmember Mitchell also attended the AHA meeting and requested that staff share information presented at the meeting.

VI - MAYOR'S REPORT

- The Whisper was recently mailed out to residents.

VII - TOWN ADMINISTRATOR'S REPORT

- Shared that Collin Harlow was promoted to Public Works Crew Lead. His former position was posted and would be filled in the near future.
- Clerk-Treasurer Napolitino shared that the Request for Proposals for banking services was open through that Thursday and outlined the decision process.

VIII - PUBLIC HEARING: 2024 REVENUE SOURCES

Mayor Quinn opened the public hearing at 7:40 pm.

Mayor Quinn presented the 2024 revenue sources including property tax, Real Estate Excise Tax (REET), and sales tax. Clerk-Treasurer Napolitino reviewed details of the revenues in the 2024 preliminary budget including the 1% property tax increase cap, the end of federal revenue

received during the COVID-19 pandemic, and the end of temporarily allowed REET fund transfers for maintenance and operations.

No member of the public present had comments.

Mayor Quinn closed the public hearing at 7:53.

IX - PUBLIC HEARING: 2024 PRELIMINARY BUDGET

Mayor Quinn opened the public hearing at 7:54 pm.

Mayor Quinn shared the memo in the meeting packet which outlines the difference between mandatory, essential, and discretionary expenses and highlighted expense changes for 2024, including mandatory increases in contract and insurance costs and recommended staff salary/benefit increases. Clerk-Treasurer Napolitano and Town Administrator Faison reviewed the Town's budget calendar, the financial forecast, and details of the 2024 preliminary budget expenses. Discussion included the Town's reserve policy, staffing levels, and the need to create a communication strategy around a possible levy to increase property tax.

Bill Krepick commented on the written comments he submitted.

Mayor Quinn closed the public hearing at 7:28.

X - RATIFY AND CONFIRM EXECUTION OF INTERLOCAL AGREEMENT BETWEEN SNOHOMISH COUNTY AND ITS CITIES AND TOWNS REGARDING SOLID WASTE MANAGEMENT

Public Works Director Bryant reviewed the Interlocal Agreement.

ACTION:

Councilmember Mitchell moved to ratify and confirm execution of the Interlocal Agreement between Snohomish County and its cities and towns regarding solid waste management. *Councilmember Willett* seconded the motion. The motion passed unanimously.

PUBLIC COMMENTS

None.

GENERAL COUNCIL DISCUSSION – CHOICE OF SUBJECTS

Council discussed the ILA approved during the meeting.

ADJOURNMENT

Councilmember Brock moved to adjourn the meeting. *Councilmember Thakur* seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:36 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.)

**TOWN OF WOODWAY
COUNCIL MEETING MINUTES**

**MONDAY, OCTOBER 16, 2023
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 Rajeev Thakur
	<input checked="" type="checkbox"/> Councilmember Elizabeth Mitchell	<input checked="" type="checkbox"/> Councilmember Jim Willett
	<input checked="" type="checkbox"/> Councilmember John Brock	<input type="checkbox"/> Vacant Council Position #3
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 type="checkbox"/> Town Engineer John Forba
	<input type="checkbox"/> Police Chief Jason Valentine	<input type="checkbox"/> Fire Chief Matt Cowan
	<input type="checkbox"/> Town Planner Bill Trimm	<input type="checkbox"/> Town Attorney Greg Rubstello

*Attended virtually

CALL TO ORDER, FLAG SALUTE, ROLL CALL

Mayor Quinn called the meeting to order at 6:00 p.m.

PUBLIC COMMENTS

Resident Ron Cantu spoke in favor of annexation of Point Wells.

I - COUNCIL POSITION #3 CANDIDATE INTERVIEWS

Mayor Quinn explained the format of the appointment process (candidate interviews and deliberation).

The following residents were interviewed:

- Diane Cashman
- Steve Johnson
- Steven Mitchell
- Craig Paladeau

II - EXECUTIVE SESSION FOR APPROXIMATELY 15 MINUTES TO DISCUSS CANDIDATE QUALIFICATIONS

At 6:50 p.m., Mayor Quinn recessed to executive session for approximately 20 minutes to discuss candidate qualifications. At 7:10 p.m., the executive session was extended for 5 minutes. At 7:15 p.m., Mayor Quinn reconvened the meeting.

III - COUNCIL DELIBERATION

Nominations were taken in Council Position order. Councilmember Thakur, Position 1, did not nominate a candidate. Councilmember Brock, Position 2, nominated Steven Mitchell. Councilmember Willett, Position 4, nominated Diane Cashman. Councilmember Mitchell, Position 5, nominated Steve Johnson. Discussion of candidate qualifications followed.

ACTION:

Voting began with the first nomination. The Council considered Steven Mitchell's nomination. Two Councilmembers voted in favor – Thakur and Brock. Since the candidate did not receive three votes, the voting moved to the next nomination.

The Council considered Diane Cashman's nomination. One Councilmember voted in favor – Willett. Since the candidate did not receive three votes, the voting moved to the next nomination.

The Council considered Steven Johnson's nomination. One Councilmember voted in favor – Mitchell. Since the candidate did not receive three votes, the voting paused, and more discussion followed.

The Council reconsidered Steven Mitchell's nomination. Three Councilmembers voted in favor – Thakur, Brock, and Mitchell. With three votes, Steven Mitchell was appointed to Council Position #3.

IV - COUNCIL POSITION #3– ADMINISTER OATH OF OFFICE

Clerk-Treasurer Napolitano administered the oath of office to Steven Mitchell.

V - APPROVAL OF PAYMENTS – OCTOBER 16, 2023 CLAIMS

Councilmember Mitchell moved to approve the October 16, 2023 claims checks #14324 through 14338 and EFTs #1381 and 1382 totaling \$24,538.60. *Councilmember Brock* seconded the motion. The motion passed unanimously.

VI - COUNCIL REPORTS

Councilmember Mitchell shared that the upcoming Snohomish County Cities meeting would present information on the recent housing legislation.

Councilmember Brock forwarded information to staff from the WRIA-8 salmon recovery council about their yearly budget.

VII - MAYOR'S REPORT

- Shared information on an upcoming training for elected officials.
- A small crowd attended the recent Coffee with the Mayor.
- The Town held an open house to take input from residents on the Stormwater Comprehensive Plan update. Mayor Quinn gave a brief update.

VIII - TOWN ADMINISTRATOR'S REPORT

- Bids for several projects were in process.
- Clerk-Treasurer Napolitino gave an update on how the Town could initiate emergency communications with residents.
- Shared more information about the recent Stormwater Comprehensive Plan update open house.

PUBLIC COMMENTS

Resident Bill Krepick commented on the budget and police services.

GENERAL COUNCIL DISCUSSION – CHOICE OF SUBJECTS

Council discussed ideas for future Whisper articles and communication with residents. They also discussed how to improve the Council's relationship with the Shoreline City Council.

ADJOURNMENT

Councilmember Brock moved to adjourn the meeting. *Councilmember Willett* seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:06 p.m.

Respectfully Submitted,

APPROVED BY THE TOWN COUNCIL

Heidi K. S. Napolitino, 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.)

**TOWN OF WOODWAY
COUNCIL SPECIAL MEETING MINUTES**

**FRIDAY, OCTOBER 27, 2023
2:00 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 Rajeev Thakur*
	<input checked="" type="checkbox"/> Councilmember Elizabeth Mitchell*	<input checked="" type="checkbox"/> Councilmember Jim Willett
	<input checked="" type="checkbox"/> Councilmember John Brock*	<input type="checkbox"/> Councilmember Steve Mitchell
Staff & Guests Present	<input type="checkbox"/> Town Administrator Eric Faison	<input checked="" type="checkbox"/> Clerk-Treasurer Heidi Napolitano
	<input type="checkbox"/> Town Attorney Greg Rubstello	<input type="checkbox"/> Town Planner Bill Trimm
	<input type="checkbox"/> Police Chief Alan Correa	<input type="checkbox"/> Public Works Director Terry Bryant
	*Attended virtually	

CALL TO ORDER, ROLL CALL

Mayor Quinn called the meeting to order at 2:05 p.m. Councilmember Steve Mitchell was absent.

I - BANKING SERVICES RFP – AWARD CONTRACT

Clerk-Treasurer Napolitano reviewed the banking services memo that outlined the Banking Services Request for Proposals (RFP) process. Discussion followed.

ACTION:

Councilmember Brock moved to authorize the Mayor to execute the contract for banking services with HomeStreet Bank substantially in the form thereof. *Councilmember Willett* seconded the motion. The motion passed unanimously.

ADJOURNMENT

The meeting was adjourned at 2:20 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.)

MEMORANDUM

TO: Town Council
FROM: Terrance R Bryant Jr, Public Works Director
SUBJECT: Twin Maples Speed Hump Contract
DATE: November 6, 2023
CC: Mike Quinn, Mayor: Eric Faison Town Administrator

I was directed to provide bid quotes for the installation of speed bumps/humps, as per the engineers' recommendation. John Forba, with PACE, recommended speed humps, designed and prepared the bid package.

The bid package was sent to fifty-five, (55), companies from the small works roster in Snohomish, King and Pierce counties, that perform this type of project. All fifty-five, (55), companies received the bid package and had an opportunity to bid on the project.

The winning bid, and the only bid received, was from Granite Construction Company. The bid was reviewed by PACE for any errors, none were noted.

The bid to install two, 2, speed humps per design, paint markings and required signage came in at \$29,800, almost \$11,000 dollars higher than the engineers estimate of \$18,900.

BID TABULATION

Owner:Town of Woodway	Bid Date:	10/23/23
Project: Twin Maples Traffic Calming	Bid Time:	2:00 PM
Engineers: PACE Engineers	Job No.	23220

				ENGINEER'S ESTIMATE		GRANITE CONSTRUCTION COMPANY	
ITEM NO.	ITEM OR TASK DESCRIPTION	QTY	UNIT				
				UNIT PRICE	COST	UNIT PRICE	COST
1	Minor Changes	1	FA	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
2	Speed Humps	2	EA	\$ 7,000.00	\$ 14,000.00	\$11,650.00	\$ 23,300.00
3	Permanent Signing	1	LS	\$ 3,000.00	\$ 3,000.00	\$5,000.00	\$ 5,000.00
TOTAL BID					\$ 18,500.00		\$ 29,800.00

Error in Bid

I hereby certify that this tabulation represents all bids received and that the total bid prices have been checked or corrected based on the unit prices provided in the bids. Corrections did not change the order of the bids, unless noted otherwise.



10/24/23

2023 BUDGET POSITION TOTALS

Town Of Woodway

Months: 01 To: 09

Time: 15:07:33 Date: 10/24/2023

Page: 1

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 General Fund	2,234,303.00	1,375,058.31	61.5%	2,434,242.00	1,922,110.62	79%
002 Replacement Reserve Fund	20,000.00	20,000.00	100.0%	10,710.00	3,076.85	29%
004 Deposit Fund	0.00	600.00	0.0%	0.00	400.00	0%
107 Affordable Housing Sales Tax Fund	1,700.00	1,134.92	66.8%	1,700.00	0.00	0%
301 Capital Projects Fund (REET)	120,000.00	108,952.22	90.8%	266,336.00	20,565.11	8%
420 Stormwater Utility Fund	172,000.00	177,639.86	103.3%	153,878.00	73,768.59	48%
645 Custodial Fund	0.00	7,672.83	0.0%	0.00	5,131.54	0%
	<u>2,548,003.00</u>	<u>1,691,058.14</u>	<u>66.4%</u>	<u>2,866,866.00</u>	<u>2,025,052.71</u>	<u>70.6%</u>

2023 BUDGET POSITION

Town Of Woodway

Time: 15:07:33 Date: 10/24/2023

Page: 2

001 General Fund Months: 01 To: 09

Revenues	Amt Budgeted	Revenues	Remaining
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100 General

010 Property Taxes	1,174,038.00	649,469.63	524,568.37	55.3%
030 Sales/Excise Taxes	190,000.00	184,090.42	5,909.58	96.9%
040 Utility Taxes/Fees	296,570.00	267,971.06	28,598.94	90.4%
070 Licenses/Other Permits/Fees	10,250.00	9,166.67	1,083.33	89.4%
080 Intergovernmental Revenue	26,923.00	22,412.61	4,510.39	83.2%
090 Interest	101,577.00	87,631.63	13,945.37	86.3%
100 Fines	500.00	0.00	500.00	0.0%
110 Other Revenue	4,150.00	13,042.63	(8,892.63)	314.3%
120 Facility Rental	0.00	1,650.00	(1,650.00)	0.0%
100 General	1,804,008.00	1,235,434.65	568,573.35	68.5%

200 Building & Planning

050 Development Permits/Fees	45,750.00	65,971.76	(20,221.76)	144.2%
060 Development Permits/Fees - Reimbursements	26,000.00	12,937.58	13,062.42	49.8%
080 Intergovernmental Revenue	50,500.00	0.00	50,500.00	0.0%
200 Building & Planning	122,250.00	78,909.34	43,340.66	64.5%

300 Public Works & Parks

050 Development Permits/Fees	3,675.00	8,386.40	(4,711.40)	228.2%
070 Licenses/Other Permits/Fees	50.00	0.00	50.00	0.0%
080 Intergovernmental Revenue	27,451.00	19,610.31	7,840.69	71.4%
130 Interfund Loans & Transfers	245,311.00	0.00	245,311.00	0.0%
300 Public Works & Parks	276,487.00	27,996.71	248,490.29	10.1%

400 Public Safety

030 Sales/Excise Taxes	25,469.00	24,128.16	1,340.84	94.7%
080 Intergovernmental Revenue	2,889.00	3,620.64	(731.64)	125.3%
100 Fines	3,200.00	4,968.81	(1,768.81)	155.3%
400 Public Safety	31,558.00	32,717.61	(1,159.61)	103.7%

Fund Revenues:	2,234,303.00	1,375,058.31	859,244.69	61.5%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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100 General

510 Salaries & Benefits	263,041.00	174,826.22	88,214.78	66.5%
520 Operating Expenses	60,424.00	40,146.08	20,277.92	66.4%
530 Utilities	26,492.00	15,623.41	10,868.59	59.0%
540 Insurance	15,308.00	15,782.60	(474.60)	103.1%
550 Governmental Services	35,700.00	1,014.70	34,685.30	2.8%
560 Supplies	5,000.00	1,464.34	3,535.66	29.3%
580 New Equipment	4,500.00	806.56	3,693.44	17.9%
590 Equipment Maintenance	1,800.00	291.46	1,508.54	16.2%
650 Contract/Prof. Services - Legal	37,500.00	34,949.10	2,550.90	93.2%
680 Fairs & Events	6,100.00	3,714.51	2,385.49	60.9%

2023 BUDGET POSITION

Town Of Woodway

Time: 15:07:33 Date: 10/24/2023

Page: 3

001 General Fund		Months: 01 To: 09		
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	288,618.98	220,887.02	56.6%
200 Building & Planning				
510 Salaries & Benefits	171,688.00	128,538.62	43,149.38	74.9%
520 Operating Expenses	3,495.00	1,336.25	2,158.75	38.2%
550 Governmental Services	0.00	16,622.50	(16,622.50)	0.0%
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	51,574.00	1,426.00	97.3%
670 Contract/Prof. Services - Other - Reimbursible	71,000.00	38,086.75	32,913.25	53.6%
200 Building & Planning	300,783.00	236,158.12	64,624.88	78.5%
300 Public Works & Parks				
510 Salaries & Benefits	367,844.00	254,864.90	112,979.10	69.3%
520 Operating Expenses	3,225.00	359.00	2,866.00	11.1%
540 Insurance	25,030.00	25,386.20	(356.20)	101.4%
560 Supplies	4,681.00	2,425.52	2,255.48	51.8%
570 Fuel & Oil	5,300.00	2,584.46	2,715.54	48.8%
580 New Equipment	10,000.00	663.79	9,336.21	6.6%
590 Equipment Maintenance	4,110.00	208.29	3,901.71	5.1%
610 Vehicle Maintenance	3,540.00	1,865.34	1,674.66	52.7%
620 Facility Management	48,188.00	28,529.46	19,658.54	59.2%
660 Contract/Prof. Services - Other	45,800.00	31,319.34	14,480.66	68.4%
740 Interfund Loans & Transfers	90,000.00	90,000.00	0.00	100.0%
300 Public Works & Parks	607,718.00	438,206.30	169,511.70	72.1%
400 Public Safety				
510 Salaries & Benefits	106,933.00	66,225.49	40,707.51	61.9%
520 Operating Expenses	2,000.00	152.42	1,847.58	7.6%
530 Utilities	1,115.00	742.25	372.75	66.6%
540 Insurance	25,030.00	25,386.20	(356.20)	101.4%
560 Supplies	1,350.00	14.91	1,335.09	1.1%
570 Fuel & Oil	1,260.00	995.81	264.19	79.0%
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	9.02	1,240.98	0.7%
620 Facility Management	463.00	0.00	463.00	0.0%
630 Contract Services - Fire & BLS	610,764.00	610,759.12	4.88	100.0%
640 Contract Services - Police/Dispatch	258,513.00	249,911.25	8,601.75	96.7%
650 Contract/Prof. Services - Legal	4,200.00	2,800.00	1,400.00	66.7%
660 Contract/Prof. Services - Other	2,083.00	2,130.75	(47.75)	102.3%
400 Public Safety	1,016,235.00	959,127.22	57,107.78	94.4%
Fund Expenditures:	2,434,242.00	1,922,110.62	512,131.38	79.0%

2023 BUDGET POSITION

Town Of Woodway

Time: 15:07:33 Date: 10/24/2023

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001 General Fund

Months: 01 To: 09

Fund Excess/(Deficit):	(199,939.00)	(547,052.31)
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2023 BUDGET POSITION

Town Of Woodway

Time: 15:07:33 Date: 10/24/2023

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002 Replacement Reserve Fund			Months: 01 To: 09	
Revenues	Amt Budgeted	Revenues	Remaining	
100 General				
010 Property Taxes	20,000.00	20,000.00	0.00	100.0%
100 General	20,000.00	20,000.00	0.00	100.0%
Fund Revenues:	20,000.00	20,000.00	0.00	100.0%
Expenditures	Amt Budgeted	Expenditures	Remaining	
100 General				
580 New Equipment	10,710.00	3,076.85	7,633.15	28.7%
100 General	10,710.00	3,076.85	7,633.15	28.7%
Fund Expenditures:	10,710.00	3,076.85	7,633.15	28.7%
Fund Excess/(Deficit):	9,290.00	16,923.15		

2023 BUDGET POSITION

Town Of Woodway

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004 Deposit Fund			Months: 01 To: 09	
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	400.00	(400.00)	0.0%
100 General	0.00	400.00	(400.00)	0.0%
Fund Expenditures:	0.00	400.00	(400.00)	0.0%
Fund Excess/(Deficit):	0.00	200.00		

2023 BUDGET POSITION

Town Of Woodway

Time: 15:07:33 Date: 10/24/2023

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

Revenues	Amt Budgeted	Revenues	Remaining
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100 General

030 Sales/Excise Taxes	1,700.00	1,134.92	565.08	66.8%
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100 General	1,700.00	1,134.92	565.08	66.8%
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Fund Revenues:	1,700.00	1,134.92	565.08	66.8%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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100 General

520 Operating Expenses	1,700.00	0.00	1,700.00	0.0%
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100 General	1,700.00	0.00	1,700.00	0.0%
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Fund Expenditures:	1,700.00	0.00	1,700.00	0.0%
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Fund Excess/(Deficit):	0.00	1,134.92
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2023 BUDGET POSITION

Town Of Woodway

Time: 15:07:33 Date: 10/24/2023

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301 Capital Projects Fund (REET)			Months: 01 To: 09	
Revenues	Amt Budgeted	Revenues	Remaining	
100 General				
020 REET	120,000.00	108,952.22	11,047.78	90.8%
100 General	120,000.00	108,952.22	11,047.78	90.8%
Fund Revenues:	120,000.00	108,952.22	11,047.78	90.8%
Expenditures	Amt Budgeted	Expenditures	Remaining	
100 General				
720 Debt Service	60,000.00	19,170.63	40,829.37	32.0%
100 General	60,000.00	19,170.63	40,829.37	32.0%
300 Public Works & Parks				
620 Facility Management	0.00	1,394.48	(1,394.48)	0.0%
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	1,394.48	204,941.52	0.7%
Fund Expenditures:	266,336.00	20,565.11	245,770.89	7.7%
Fund Excess/(Deficit):	(146,336.00)	88,387.11		

2023 BUDGET POSITION

Town Of Woodway

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420 Stormwater Utility Fund		Months: 01 To: 09		
Revenues	Amt Budgeted	Revenues	Remaining	
300 Public Works & Parks				
040 Utility Taxes/Fees	82,000.00	83,901.86	(1,901.86)	102.3%
100 Fines	0.00	786.00	(786.00)	0.0%
110 Other Revenue	0.00	2,952.00	(2,952.00)	0.0%
130 Interfund Loans & Transfers	90,000.00	90,000.00	0.00	100.0%
300 Public Works & Parks	172,000.00	177,639.86	(5,639.86)	103.3%
Fund Revenues:	172,000.00	177,639.86	(5,639.86)	103.3%
Expenditures	Amt Budgeted	Expenditures	Remaining	
300 Public Works & Parks				
520 Operating Expenses	4,600.00	4,157.19	442.81	90.4%
550 Governmental Services	5,151.00	5,002.85	148.15	97.1%
560 Supplies	999.00	895.96	103.04	89.7%
620 Facility Management	10,000.00	0.00	10,000.00	0.0%
660 Contract/Prof. Services - Other	88,000.00	44,503.76	43,496.24	50.6%
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	73,768.59	80,109.41	47.9%
Fund Expenditures:	153,878.00	73,768.59	80,109.41	47.9%
Fund Excess/(Deficit):	18,122.00	103,871.27		

2023 BUDGET POSITION

Town Of Woodway

Time: 15:07:33 Date: 10/24/2023

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645 Custodial Fund Months: 01 To: 09

Revenues	Amt Budgeted	Revenues	Remaining
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100 General

030 Sales/Excise Taxes	0.00	9.94	(9.94)	0.0%
100 Fines	0.00	7,526.39	(7,526.39)	0.0%
100 General	0.00	7,536.33	(7,536.33)	0.0%

200 Building & Planning

050 Development Permits/Fees	0.00	136.50	(136.50)	0.0%
200 Building & Planning	0.00	136.50	(136.50)	0.0%

Fund Revenues:	0.00	7,672.83	(7,672.83)	0.0%
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Expenditures	Amt Budgeted	Expenditures	Remaining
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100 General

550 Governmental Services	0.00	5,034.04	(5,034.04)	0.0%
100 General	0.00	5,034.04	(5,034.04)	0.0%

200 Building & Planning

550 Governmental Services	0.00	97.50	(97.50)	0.0%
200 Building & Planning	0.00	97.50	(97.50)	0.0%

Fund Expenditures:	0.00	5,131.54	(5,131.54)	0.0%
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Fund Excess/(Deficit):	0.00	2,541.29
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TREASURER'S REPORT

Fund Totals

Town Of Woodway

09/01/2023 To: 09/30/2023

Date: 10/24/2023

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Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
001 General Fund	2,214,452.07	83,683.43	333,022.67	1,965,112.83	153,244.18	19,469.71	-370.75	2,137,455.97
002 Replacement Reserve Fund	73,941.65	0.00		73,941.65	0.00	0.00	0.00	73,941.65
004 Deposit Fund	0.00	200.00		200.00	0.00	0.00	0.00	200.00
107 Affordable Housing Sales Tax Fund	5,444.26	193.24		5,637.50	0.00	0.00	0.00	5,637.50
301 Capital Projects Fund (REET)	541,989.86	20,000.72		561,990.58	0.00	0.00	0.00	561,990.58
420 Stormwater Utility Fund	125,796.60	638.98	4,116.44	122,319.14	0.00	0.00	-211.80	122,107.34
645 Custodial Fund	1,779.27	762.02		2,541.29	0.00	0.00	0.00	2,541.29
	<u>2,963,403.71</u>	<u>105,478.39</u>	<u>337,139.11</u>	<u>2,731,742.99</u>	<u>153,244.18</u>	<u>19,469.71</u>	<u>-582.55</u>	<u>2,903,874.33</u>

TREASURER'S REPORT

Account Totals

Town Of Woodway

09/01/2023 To: 09/30/2023

Date: 10/24/2023

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Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 US Bank Checking Account	410,842.48	103,216.71	334,616.97	179,442.22	-467.10	172,713.89	351,689.01
3 LGIP Pool	551,226.10	2,439.93	0.00	553,666.03	0.00	0.00	553,666.03
5 Xpress	3,863.63	1,164.59	3,864.98	1,163.24	-115.45	0.00	1,047.79
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:	2,963,403.71	106,821.23	338,481.95	2,731,742.99	-582.55	172,713.89	2,903,874.33
	2,963,403.71	106,821.23	338,481.95	2,731,742.99	-582.55	172,713.89	2,903,874.33

TOWN OF WOODWAY

QUARTERLY INVESTMENT REPORT

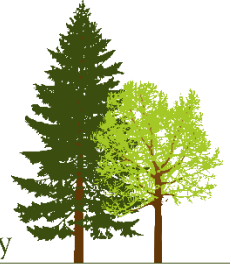
AS OF Q.3 - SEPTEMBER 30, 2023

Investment Type	Ending balance/ Principal Cost	Net Earnings Rate/ Yield	Final Maturity Date
LGIP	\$ 553,666.03	5.3854%	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	\$ 2,551,037.53		

For comparison on	9/30/2023	6 month Treasury bill	5.32%
		12 month Treasury bill	5.19%

TOWN OF WOODWAY
SEPTEMBER 2023
INVESTMENT TRANSACTION REPORT

Investment Type	Transaction Type	Transaction Date	Amount
LGIP	Net Interest	9/30/2023	\$ 2,439.93
Agency Bond	Interest Payment	9/12/2023	\$ 21,875.00



CASH HANDLING POLICY

Purpose

This cash handling policy is intended to describe best practices and establish internal controls to safeguard the receipt and disbursement of Town cash, and to timely and accurately record revenues and payments.

Responsibility

Clerk-Treasurer

The Clerk-Treasurer is the custodian of all Town monies. The Clerk-Treasurer is responsible for protecting the Town's monies through effective cash handling processes. The Clerk-Treasurer is authorized and directed to:

- Ensure that the Town's cash handling policies are followed.
- Develop and implement procedures for documenting all cash transactions, including collecting, depositing, recording, and transporting cash.
- Review department cash handling processes and assist departments in implementing proper cash handling procedures.
- Review, investigate, and report as required all cash overages/shortages and any theft of cash.
- Administer cash handling training to Town employees.
- Ensure compliance with federal/state/local laws, as well as changing business conditions and/or processes.

Department Directors and Managers

Department directors and managers are responsible for following the Town's cash handling policies and procedures, including:

- Ensuring that all employees responsible for any step in the cash handling, reconciliation, and reporting process employees are aware of and trained on the Town's cash handling policies and procedures.
- Preparing and implementing additional departmental procedures, as needed, consistent with these policies and Town cash handling procedures, to ensure the safety of Town monies within their specific areas of responsibilities.

- Providing for the proper control of cash by assigning cash handling responsibilities only to employees who have received training regarding the cash handling policies and procedures.
- Notifying the Clerk-Treasurer of any theft or suspected theft of cash upon discovery.

Town Employees

Town employees responsible for any step within the cash handling process shall:

- Read the Town's cash handling policies and procedures and have received cash handling training related to their department-specific cash handling procedures.
- Sign an acknowledgement form, stating that they have read and agree to abide by the Town's policies and procedures. Violation of the Town's policies and procedures may be subject to disciplinary action, up to and including termination.

Internal Controls

Internal controls should be implemented to provide efficient and effective security measures for cash handling, and to protect the Town's cash from waste, fraud, and theft. Strong internal controls should address both cash receipts and cash disbursements. Due to financial and staff constraints, however, the internal control procedures should not be unduly burdensome.

The Clerk-Treasurer should develop procedures that provide for the following:

General

- Responsibility for a series of related transactions (e.g., collecting money, depositing money, maintaining accounting records, and performing timely reconciliations) should be divided between individuals (segregation of duties), to the extent reasonably possible.
- Periodic reviews or audits should be conducted to ensure the adequacy of procedures and compliance.

Cash Receipting

- Customers should always be provided with a receipt.
- A single cash transaction of \$1,000 or more should require a second employee to count the cash before the transaction is finalized and the customer provided a receipt.
- All cash received should be properly protected during operating hours. Access to the cashiering area should be restricted to Town personnel while cash is being processed.
- Town employees shall not cash personal checks out of cash on hand.
- Refunds must be approved by the Clerk-Treasurer.

Receiving payment through third-party vendors

- The Town should establish contractual agreements for all arrangements where a third-party vendor is directed to accept payments on behalf of the Town. The contract should include details of the payment remittance process to support compliance with state law (RCW 43.09.240). Funds should be remitted through direct card settlement or EFT from the vendor to the Town's bank account.
- The Town should adopt contracting policies that implement effective internal controls over funds collected through a third-party vendor, including safeguards to protect the funds from loss and contractual responsibilities for protecting credit card numbers and transactions.
- Receipt by a third party on behalf of the Town or a deposit in a transmittal account should be recognized the same as receipt and deposit at Town Hall.

Deposits

- The Town Council has found that, given financial and staffing limitations, daily transfers are not administratively practical or feasible (Resolution 18-396). As a result, in accordance with RCW 43.09.240, cash deposits shall be made at least once a week.
- The checks and cash listed on the deposit slip should be reviewed by someone other than the employee who prepared the deposit to ensure that the deposit slip matches the related receipt records.
- A reconciliation should be conducted, comparing deposits to recorded receipting transactions in the general ledger.
- Corrections and/or adjustments should be verified and approved by the Clerk-Treasurer.

Compliance

- Implementing procedures shall ensure compliance with applicable laws and regulations, including identification of requirements, controls to prevent and detect non-compliance, and assignment of responsibility to those controlling the assets.
- The Clerk-Treasurer shall immediately report to the Town Police Department and to the State Auditor's Office known or suspected loss of public funds or assets or other illegal activity (RCW 43.09.185).

Approved by:

Effective date: