

TOWN OF WOODWAY
COUNCIL MEETING AGENDA

23920 113th Place West, Woodway, WA 98020

MONDAY, MAY 7, 2018

7:00 P.M.

- 7:00 P.M. Call to Order, Flag Salute, Roll Call
- 7:00 P.M. I Approval of Minutes – *March 26, April 2, April 16*
Approval of Checks – *Claims, Payroll*
- 7:10 P.M. Audience Comments*
- 7:15 P.M. II 4th Quarter 2017 Financial Report
- 7:20 P.M. III 1st Quarter 2018 Financial Report
- 7:25 P.M. IV Council Reports
- 7:30 P.M. V Mayor’s Report
- 7:35 P.M. VI Administrator’s Report
- 7:45 P.M. VII Resolution 18-400: Authorized Signers on US Bank Account
- 7:50 P.M. VIII Resolution 18-401: SERS
- 7:55 P.M. IX Shoreline Master Program update contract with Bill Trimm
- 8:00 P.M. X Memorial Bench Program
- 8:05 P.M. Audience Comments*
- 8:10 P.M. General Council Discussion-Choice of Subjects
- 8:15 P.M. XI Executive Session for Approximately 15 Minutes to Discuss Potential
Litigation
- 8:30 P.M. Adjournment

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

**TOWN OF WOODWAY
COUNCIL MINUTES**

**Meeting Date: March 26, 2018
Location: Woodway Town Hall - 23920 113th Place W.**

- | | | |
|-----------------------------------|--|--|
| Members Present | <input type="checkbox"/> Mayor Carla Nichols | <input checked="" type="checkbox"/> Councilmember Elizabeth Mitchell |
| | <input checked="" type="checkbox"/> Councilmember William Anderson | <input type="checkbox"/> Councilmember Tom Whitson |
| | <input type="checkbox"/> Councilmember Kent Saltonstall | <input checked="" type="checkbox"/> Councilmember Tom Howard |
| Staff & Guests Present | <input checked="" type="checkbox"/> Town Administrator Eric Faison | <input type="checkbox"/> Clerk-Treasurer Heidi Napolitano |
| | <input type="checkbox"/> Public Works Director Terry Bryant | <input type="checkbox"/> |
| | <input type="checkbox"/> Police Chief Doug Hansen | <input type="checkbox"/> |

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
Call to Order, Flag Salute, Roll Call	Mayor Pro Tem Anderson called the meeting to order at 10:00 a.m. Mayor Nichols, Councilmember Saltonstall, and Councilmember Whitson had excused absences.	
I - Police Services Interlocal Agreement Extension – City of Edmonds	Town Administrator Faison introduced the one-month extension to the Police Services Interlocal Agreement with the City of Edmonds. <i>Councilmember Mitchell</i> moved to authorize the Mayor to sign the one-month extension to the Police Services Interlocal Agreement with the City of Edmonds. <i>Councilmember Howard</i> seconded the motion.	The motion passed unanimously.
II - Ordinance 18-590: 2018 Budget Amendment	The Council discussed Ordinance 18-580, which would amend the 2018 budget to allow additional expenditures in the general fund (reimbursable expenses associated with the Upper Bluff development proposal) and in the replacement reserve fund (taxes on the purchase of the Public Works gator).	Action was postponed until the April 2, 2018 meeting.

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
III - Executive Session for Approximately 10 Minutes to Discuss Potential Litigation	At 10:26 a.m., Mayor Pro Tem Anderson recessed to executive session for approximately 10 minutes to discuss potential litigation. At 10:36 a.m., Mayor Pro Tem Anderson reconvened the meeting.	
Adjournment	<i>Councilmember Mitchell</i> moved to adjourn the meeting. <i>Councilmember Howard</i> seconded the motion.	The motion passed unanimously. The meeting was adjourned at 10:36 a.m.

Respectfully Submitted,

APPROVED BY THE TOWN COUNCIL

Heidi K. S. Napolitano, Clerk-Treasurer

Carla A. Nichols, 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 MINUTES**

Meeting Date: April 2, 2018

Location: Woodway Town Hall - 23920 113th Place W.

Members Present	<input checked="" type="checkbox"/> Mayor Carla Nichols	<input checked="" type="checkbox"/> Councilmember Elizabeth Mitchell
	<input checked="" type="checkbox"/> Councilmember William Anderson	<input checked="" type="checkbox"/> Councilmember Tom Whitson
	<input checked="" type="checkbox"/> Councilmember Kent Saltonstall	<input checked="" type="checkbox"/> Councilmember Tom Howard
Staff & Guests Present	<input 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"/>
	<input type="checkbox"/> Police Chief Doug Hansen	<input type="checkbox"/>

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
Call to Order, Flag Salute, Roll Call	Mayor Nichols called the meeting to order at 7:00 p.m.	
I - Presentation: New Emergency Radio System – Ralph Krusey, SERS	Snohomish County Emergency Radio System staff members Ralph Krusey, Chief Administrative Officer, and Brad Steiner, Executive Director, presented information on the current emergency radio system which includes 20 radio towers that transmit microwave radio signals. This radio system supports the 911 emergency call program. SERS supports 50 local agencies and has been in place since 1999. The agency has initiated a process for replacing the system, which is deteriorating. Mr. Krusey shared that SERS has been working with Snohomish County cities and fire districts and the County itself to gather their support for either property or sales tax funding to cover the replacement costs. Discussion followed.	SERS officials requested that the Council adopt a resolution to support the upgraded radio system. Council agreed to consider the resolution at a later date.

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
II - Approval of Checks	<p><i>Councilmember Mitchell</i> moved to approve Claims Checks #12178 through 12190 and EFT #547 totaling \$300,508.10. <i>Councilmember Whitson</i> seconded the motion. Mayor Nichols noted that the total included fire and emergency medical services for the first half of 2018 and a new public works vehicle.</p> <p><i>Councilmember Mitchell</i> moved to approve Payroll Check #12177 and EFTs #514 through 539 totaling \$54,542.62. <i>Councilmember Howard</i> seconded the motion.</p>	<p>The motion passed unanimously.</p> <p>The motion passed unanimously.</p>
Audience Comments	None.	
III - Council Reports	<p><i>Councilmember Mitchell:</i></p> <ul style="list-style-type: none"> • Attended a recent Snohomish County Cities and Towns meeting that included a legislative update. • Attended a Snohomish County Tomorrow (SCT) meeting where Town Administrator Faison made a presentation regarding the City of Shoreline’s request to create an overlapping Municipal Urban Growth Area (MUGA) consisting of the Point Wells waterfront parcels. The SCT board unanimously recommended to the Snohomish County Council that the request be denied. <p><i>Councilmember Saltonstall:</i></p> <ul style="list-style-type: none"> • Shared that he followed up with staff about the gravel recently installed at the Deer Creek Park parking lot. • Expressed concerns over Town reader boards not being updated regularly or maintained well. 	<p>Council members volunteered to post the most recent Whisper edition to the Town’s reader boards.</p>

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
IV – Mayor’s Report	<ol style="list-style-type: none"> 1. The next Woodway Whisper will be mailed in April. 2. A Woodway Ready! emergency preparedness coordinator meeting will be held on April 12 at Town Hall. 3. Woodway submitted a Small Capital Projects Partnership (SCPP) grant proposal to Snohomish County requesting County Real Estate Excise Tax funds to create a historical pavilion which would be located on the front lawn of Town Hall. 	
V - Ordinance 18-590: 2018 Budget Amendment	<p>Mayor Nichols presented Ordinance 18-590, which would amend the 2018 budget to allow additional expenditures in the general fund (reimbursable expenses associated with the Upper Bluff development proposal) and in the replacement reserve fund (taxes on the purchase of the Public Works gator).</p> <p><i>Councilmember Mitchell</i> moved to approve Ordinance 18-590: 2018 Budget Amendment. <i>Councilmember Anderson</i> seconded the motion.</p>	The motion passed unanimously.
Audience Comments	None.	
General Council Discussion – Choice of Subjects	<p>Councilmember Howard requested that several trees on North Dogwood Lane be evaluated as they are leaning severely over the roadway.</p> <p>Mayor Nichols requested that the Council discuss at a future meeting the Town’s relationship with the City of Shoreline vis a vis Point Wells.</p> <p>Councilmember Saltonstall shared that he would likely be moving out of Woodway and would be retiring from the Council at that time. He wanted the Council and Mayor to start planning for transition of Council membership.</p>	

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
Adjournment	<i>Councilmember Mitchell</i> moved to adjourn the meeting. <i>Councilmember Howard</i> seconded the motion.	The motion passed unanimously. The meeting was adjourned at 8:30 p.m.

Respectfully Submitted,

APPROVED BY THE TOWN COUNCIL

Heidi K. S. Napolitano, Clerk-Treasurer

Carla A. Nichols, 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 MINUTES

Meeting Date: April 16, 2018
Location: Woodway Town Hall - 23920 113th Place W.

Members Present	<input checked="" type="checkbox"/> Mayor Carla Nichols	<input checked="" type="checkbox"/> Councilmember Elizabeth Mitchell
	<input checked="" type="checkbox"/> Councilmember William Anderson	<input checked="" type="checkbox"/> Councilmember Tom Whitson
	<input checked="" type="checkbox"/> Councilmember Kent Saltonstall	<input type="checkbox"/> Councilmember Tom Howard
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"/>
	<input type="checkbox"/> Police Chief Doug Hansen	<input type="checkbox"/>

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
Call to Order, Flag Salute, Roll Call	Mayor Nichols called the meeting to order at 7:02 p.m. Councilmember Howard had an excused absence. Councilmember Saltonstall had an excused late arrival. He arrived at 7:12 p.m. and departed at 9:00 p.m.	
II - Approval of Minutes	<p><i>Councilmember Mitchell</i> moved to approve the minutes of January 16, 2018. <i>Councilmember Whitson</i> seconded the motion.</p> <p><i>Councilmember Whitson</i> moved to approve the minutes of February 5, 2018. <i>Councilmember Mitchell</i> seconded the motion.</p> <p><i>Councilmember Anderson</i> moved to approve the minutes of February 21, 2018. <i>Councilmember Mitchell</i> seconded the motion.</p> <p><i>Councilmember Whitson</i> moved to approve the minutes of March 5, 2018. <i>Councilmember Anderson</i> seconded the motion.</p> <p><i>Councilmember Mitchell</i> moved to approve the retreat minutes of March 5, 2018. <i>Councilmember Anderson</i> seconded the motion.</p>	<p>The motion passed unanimously.</p> <p>The motion passed unanimously.</p> <p>The motion passed unanimously.</p> <p>The motion passed unanimously.</p> <p>The motion passed unanimously.</p>

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
II - Approval of Checks	<i>Councilmember Mitchell</i> moved to approve Claims Checks #12191 through 12205 totaling \$15,530.92. <i>Councilmember Whitson</i> seconded the motion.	The motion passed unanimously.
V - Interlocal Agreement with Snohomish County	<p>Town Administrator Faison presented the addendum to the Interlocal Annexation Agreement with Snohomish County as it relates to the Town’s MUGA, which includes Point Wells waterfront parcels. In the event that the Town wanted to annex Point Wells, this document would guide the tasks associated with annexation. Mr. Faison explained that the addendum was substantially similar to the original agreement and made no major changes.</p> <p><i>Councilmember Mitchell</i> moved to authorize the Mayor to sign the addendum to the Interlocal Annexation Agreement with Snohomish County substantially in the form presented.</p> <p><i>Councilmember Saltonstall</i> seconded the motion.</p>	The motion passed unanimously.
I - Alliance for Housing Affordability - Chris Collier	<p>Chris Collier, Program Manager for Alliance for Housing Authority (AHA), presented information on the Alliance’s work on affordable housing throughout Snohomish County including:</p> <ol style="list-style-type: none"> 1. Housing trends over a 17-year period. 2. Tools for local governments and the greater region to increase affordable housing opportunities. 3. AHA’s funding sources, both in-kind and direct contributions. <p>Discussion of funding and programs followed. AHA is requesting that all participating municipalities consider an annual donation above membership dues. This donation would assist local efforts to secure state and federal funding and would fast track the development of new housing units.</p>	
Audience Comments	None.	

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
III - Council Reports	<p><i>Councilmember Saltonstall:</i></p> <ul style="list-style-type: none"> • Reported on the upcoming Snohomish County Emergency Radio System (SERS) board meeting and the potential SERS/Snohomish County 911 merger. <p><i>Councilmember Anderson:</i></p> <ul style="list-style-type: none"> • Shared that the City of Edmonds Housing Committee will hold a public meeting in May to discuss recommended changes to their zoning code to encourage more affordable housing. 	
IV – Mayor’s Report	<ol style="list-style-type: none"> 1. Shared that Snohomish County Councilmember Brian Sullivan spoke at the recent South County Mayors’ Meeting about changes to County budget strategies, including annual financial forecasting. 2. Recommended that the Council wait to act on the suggested resolution in support of the SERS funding request. 3. Shared a brief synopsis of the recent Woodway Ready! emergency preparedness meeting with the neighborhood co-captains. Portable emergency radios were distributed. The group agreed to meet quarterly to continue preparedness work. Snohomish County Department of Emergency Management officials pledged to attend these meetings. 	
Added Agenda Item: Administrator’s Report	<ol style="list-style-type: none"> 1. Public Works Director Terry Bryant applied for an additional five-year NPDES stormwater waiver, which was recently granted. This represents a huge savings to the Town since stringent compliance activities will not be required. 	

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
VI - Police Services Interlocal Agreement with City of Edmonds	<p>Town Administrator Faison presented various budget scenarios and a summary of the proposed interlocal agreement. Discussion of the proposed services, budget considerations, and service areas followed.</p> <p><i>Councilmember Mitchell</i> moved to authorize the Mayor to sign the Police Services Interlocal Agreement with City of Edmonds substantially in the form presented. <i>Councilmember Whitson</i> seconded the motion.</p>	The motion passed unanimously.
VII - Police Services Interlocal Agreement Extension with City of Edmonds	<p>Town Administrator Faison presented the contract amendment, which simply extends the current police services interlocal agreement with the City of Edmonds through the end of 2018.</p> <p><i>Councilmember Whitson</i> moved to authorize the Mayor to sign the Police Services Interlocal Agreement Extension with City of Edmonds substantially in the form presented. <i>Councilmember Saltonstall</i> seconded the motion.</p>	The motion passed unanimously.
VIII - Resolution 18-399: LGIP Authorization	<p>Mayor Nichols presented Resolution 18-399, which authorizes Clerk-Treasurer Napolitano to make changes to the list of persons allowed to invest and withdraw in the Local Government Investment Pool (LGIP).</p> <p><i>Councilmember Mitchell</i> moved to approve Resolution 18-399: LGIP Authorization. <i>Councilmember Anderson</i> seconded the motion</p>	The motion passed unanimously.
IX - Memorial Bench Program	Moved to next meeting.	
Added Agenda Item: Executive Session for Approximately 15 Minutes to Discuss Potential Litigation	At 9:00 p.m., Mayor Nichols recessed to executive session for approximately 15 minutes to discuss potential litigation. At 9:16 p.m., Mayor Nichols reconvened the meeting.	

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
Audience Comments	None.	
General Council Discussion – Choice of Subjects	Councilmember Anderson requested that the Council consider including an additional \$5,000 in the 2018 budget for affordable housing services.	
Adjournment	<i>Councilmember Mitchell</i> moved to adjourn the meeting. <i>Councilmember Whitson</i> seconded the motion.	The motion passed unanimously. The meeting was adjourned at 9:19 p.m.

Respectfully Submitted,

APPROVED BY THE TOWN COUNCIL

Heidi K. S. Napolitano, Clerk-Treasurer

Carla A. Nichols, 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
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 2018 payment:

Claims checks #12206 through 12238 and EFT transaction #678\$77,403.20

This 7th day of May 2018.

Mayor

Councilmember

Councilmember

Councilmember

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

1. Vehicle fuel: \$537.63 – PD: \$263.00, PW: \$274.63
2. Light bar for Public Works vehicle: \$330.89
3. Hotel travel expense for BIAS Conference – H. Napolitano: \$216.36

CHECK REGISTER

Town Of Woodway
MCAG #: 0700

04/17/2018 To: 05/07/2018

Time: 18:29:45 Date: 05/04/2018
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
678	05/07/2018	Claims	1	EFT	US Bank	1,455.68	Lightbar, Travel Expenses - H. Napolitano, 2018 Dues, Off-site Backup, Fuel: PD - 263, PW - 274.63
617	04/19/2018	Claims	1	12206	Norseman Door	1,312.57	Garage Door Sensor Replacement - Three Doors
679	05/07/2018	Claims	1	12207	ABC Forms	431.99	5,000 Window Envelopes
680	05/07/2018	Claims	1	12208	Aggressive Consulting	95.00	4/05/2018 - New Employee Set Up
681	05/07/2018	Claims	1	12209	American Data Guard	50.00	Shred Bin Fee
682	05/07/2018	Claims	1	12210	Associated Earth Sciences, Inc.	22,218.81	Woodway Pointe EIS Geological Work - Through 03-18-2018. Reimbursible.
683	05/07/2018	Claims	1	12211	BERK Consulting	400.00	March 2018 Woodway Pointe EIS Work
684	05/07/2018	Claims	1	12212	City Of Edmonds	12,393.19	1st Quarter 2018 Police Services Contract
685	05/07/2018	Claims	1	12213	Code Publishing	75.94	Web Codification - Ordinances 18-589-18-590
686	05/07/2018	Claims	1	12214	Comcast	171.70	Internet And Basic TV Service - 4/30-5/29/2018
687	05/07/2018	Claims	1	12215	Day Wireless Systems	154.42	Radar Calibration
688	05/07/2018	Claims	1	12216	Dog Waste Depot	234.00	Case Of Dog Waste Bags
689	05/07/2018	Claims	1	12217	Edmonds Auto Parts	5.50	Headlight Bulbs
690	05/07/2018	Claims	1	12218	Fluent Tree Professionals, LLC	1,651.50	Remove 2 Alder Trees
691	05/07/2018	Claims	1	12219	Frontier	190.75	Elevator And Alarm System Phone Lines: 4/22- 5/21/2018
692	05/07/2018	Claims	1	12220	Home Depot Credit Services	84.22	Trash Bags, Light Bulbs, Maintenance Supplies
693	05/07/2018	Claims	1	12221	Housing Authority of Snohomish County	1,688.00	Alliance For Housing Affordable Annual Assessment 7/1/2018-6/30/2019
694	05/07/2018	Claims	1	12222	Interface Technologies NW	68.94	Technical Assistance - 02/12/2018 System Maintenance
695	05/07/2018	Claims	1	12223	Landau Associates	2,013.25	Reimbursible Geotechnical Peer Review Services - Upper Bluff
696	05/07/2018	Claims	1	12224	Miller's Equipment	348.41	Cordless Hedger, Pruner, Edger
697	05/07/2018	Claims	1	12225	Ogden Murphy Wallace	14,298.90	Legal Services - General: 1086.50, General (Town Hall): 2019.00, Ronald: 5893.40, MUGA: 5300.00
698	05/07/2018	Claims	1	12226	Pace Engineers Inc	7,167.00	March 2018 Engineering Services: Reimb. \$2822., Stormwater \$3182., General \$943., Reimb. - Upper Bluff \$220.
699	05/07/2018	Claims	1	12227	Puget Sound Energy	75.60	Natural Gas Service - 3/23-4/20/2018
700	05/07/2018	Claims	1	12228	R&R Star Towing	181.06	Tow Bill - Police Case #18-119
701	05/07/2018	Claims	1	12229	Snohomish County 911	2,677.75	May 2018 Police Dispatch Services
702	05/07/2018	Claims	1	12230	Snohomish County District Court	156.73	March 2018 Billing For Cases Filed
703	05/07/2018	Claims	1	12231	Snohomish County Finance	1,417.32	1st Half 2018 800 Mhz Billing; Overlay
704	05/07/2018	Claims	1	12232	Snohomish County PUD	401.94	03/10-04/11/2018 Electric Service
705	05/07/2018	Claims	1	12233	Sound Safety Products Co., Inc.	360.33	Public Works Clothing
706	05/07/2018	Claims	1	12234	Sound Telecom	19.95	April 2018 Building Inspector Voicemail
707	05/07/2018	Claims	1	12235	Town Of Woodway Petty Cash	15.00	Fingerprint Fee - J. McCammon
708	05/07/2018	Claims	1	12236	Bill Trimm, FAICP	4,503.75	Town Planner Services: Reimb - \$390.00, Reimb (Upper Bluff) - \$2340.00; General: - \$1732.50, Pt. Wells - \$41.25



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 April 2018 Payroll transactions are approved for 2018 payment:

EFT Transactions #641-667.....\$54,493.86

This 7th day of May 2018

Mayor

Councilmember

Councilmember

Councilmember

4th Quarter 2017 Finance Report
Town of Woodway Budget Summary

<i>General Fund - 001</i>	2017 Budget	2017 Actual	
Beginning Fund Balance	1,447,783	1,447,783	
Revenues	1,351,755	1,523,341	113%
Expenses	1,630,246	1,609,863	99%
Ending Fund Balance	1,169,292	1,361,261	
 <i>Replacement Reserve - 002</i>	 2017 Budget	 2017 Actual	
Beginning Fund Balance	44,983	44,983	
Revenues	20,000	20,000	100%
Expenses	10,000	4,145	41%
Ending Fund Balance	54,983	60,838	
 <i>Transportation Fund - 102</i>	 2017 Budget	 2017 Actual	
Beginning Fund Balance	270,430	270,430	
Revenues	272,300	266,619	98%
Expenses	358,027	327,318	91%
Ending Fund Balance	184,703	209,730	
 <i>Capital Reserve - 104</i>	 2017 Budget	 2017 Actual	
Beginning Fund Balance	345,170	345,170	
Revenues	200,600	178,910	89%
Expenses	73,000	72,940	100%
Ending Fund Balance	472,770	451,140	
 <i>Stormwater Utility Fund - 420</i>	 2017 Budget	 2017 Actual	
Beginning Fund Balance	12,076	12,076	
Revenues	93,000	98,076	105%
Expenses	104,050	89,523	86%
Ending Fund Balance	1,026	20,629	

Town of Woodway
4th Quarter 2017 Finance Report
Expenses - As of 12/31/2017

	2017		% Collected
	Budget Amount	YTD	
General	1,630,246	1,609,863	98.75%
Transportation	358,027	327,318	91.42%
Replacement Reserve	10,000	4,145	41.45%
Capital	73,000	72,940	99.92%
Stormwater	104,050	89,523	86.04%
Pass Through	-	22,449	

	2017		% Expended
	Budget Amount	YTD	
General	1,630,246	1,609,863	98.75%
Mandatory Services	447,980	395,300	88.24%
Salaries & Benefits	229,400	193,107	84.18%
Facility Management	56,475	56,946	100.83%
Operating Expenses	25,313	26,047	102.90%
Governmental Services	23,292	21,387	91.82%
Contract/Prof. Services - Other	113,500	97,812	86.18%
General Gov't	299,230	311,744	104.18%
Salaries & Benefits	82,400	83,068	100.81%
Facility Management	45,300	52,386	115.64%
Operating Expenses	30,630	27,051	88.31%
Equipment	6,200	11,580	186.77%
Governmental Services	1,700	1,639	96.41%
Contract/Prof. Services - Other	133,000	136,021	102.27%
Other Expenses	-	-	
Public Safety	800,336	799,247	99.86%

Notes

Mandatory Services:

Salary & Benefits include:

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

Contract/Prof. Services include:

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

General Gov't:

Salary & Benefits include:

- A. Town Administrator

Contract/Prof. Services include:

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

Notes

The budget originally included the Deputy Clerk/Permit Technician as full-time through 2017

Includes Town Hall debt service

Includes legal services

Includes approximately \$40,000 Town Hall investigation costs

Includes new computers for council chambers

Much of this is MUGA-related work

Town of Woodway
4th Quarter 2017 Finance Report
Expenses - As of 12/31/2017

	2017		% Collected
	Budget Amount	YTD	
Salaries & Benefits	159,000	145,717	91.65%
Facility Management	900	480	53.35%
Operating Expenses	15,151	14,029	92.59%
Equipment	5,250	729	13.88%
Contract Services - Fire & BLS	511,505	511,501	100.00%
Contract Services - Police/Dispa	99,515	112,519	113.07%
Contract/Prof. Services - Other	4,550	9,813	215.68%
Other Expenses	4,465	4,459	99.86%
Public Works/Parks	7,700	3,977	51.65%
Facility Management	4,200	3,977	94.69%
Contract/Prof. Services - Other	3,500	-	0.00%
N/o	75,000	99,595	132.79%
Equipment	-	-	
Contract/Prof. Services - Other	75,000	99,595	132.79%
Transportation	358,027	327,318	91.42%
Public Works/Parks	353,027	322,887	91.46%
Salaries & Benefits	261,700	261,978	100.11%
Facility Management	14,000	3,136	22.40%
Operating Expenses	43,577	37,373	85.76%
Equipment	12,750	7,467	58.57%
Contr/Prof Serv - Other	21,000	12,932	61.58%
N/o	5,000	4,431	88.63%
Capital Projects	5,000	4,431	88.63%
Replacement Reserve	10,000	4,145	41.45%
N/o	10,000	4,145	41.45%
Equipment	10,000	4,145	41.45%
Capital	73,000	72,940	99.92%
Facility Management	60,000	60,000	100.00%

Notes

Includes beach investigation

Includes data entry position

Increased consultant fees due to high permit volumes

Includes \$10,000 for road striping that was not used

No overlays scheduled for 2017 - this was for work done in 2016 and paid in 2017

Town Hall debt service

Town of Woodway
4th Quarter 2017 Finance Report
Expenses - As of 12/31/2017

	2017		% Collected
	Budget Amount	YTD	
N/o	13,000	12,940	99.54%
Capital Projects	-	(60)	
Other Expenses	13,000	13,000	100.00%
Stormwater	104,050	89,523	86.04%
Public Works/Parks	23,450	8,923	38.05%
Facility Management	7,000	-	0.00%
Operating Expenses	9,450	8,923	94.43%
Cont./Prof. Services - Other	7,000	-	0.00%
N/o	80,600	80,600	100.00%
Capital Projects	-	-	
Other Expenses	80,600	80,600	100.00%
Pass Through	-	22,449	
N/o	-	22,449	
Governmental Services	-	12,596	
Other Expenses	-	9,853	

Notes

Loan to stormwater utility fund
Purchase of utility billing software
Transfer to transportation fund, Interfund loan repayment to capital fund

1st Quarter 2018 Finance Report
Town of Woodway Budget Summary

<i>General Fund - 001</i>	2018 Budget	2018 Actual	
Beginning Fund Balance	1,361,261	1,361,261	
Revenues	1,373,410	252,111	18%
Expenses	1,646,595	203,937	12%
Ending Fund Balance	1,088,076	1,409,436	
<i>Replacement Reserve - 002</i>	2018 Budget	2018 Actual	
Beginning Fund Balance	60,838	60,838	
Revenues	20,000	-	0%
Expenses	21,000	-	0%
Ending Fund Balance	59,838	60,838	
<i>Transportation Fund - 102</i>	2018 Budget	2018 Actual	
Beginning Fund Balance	209,730	209,730	
Revenues	275,600	28,626	10%
Expenses	410,270	90,100	22%
Ending Fund Balance	75,060	148,256	
<i>Capital Reserve - 104</i>	2018 Budget	2018 Actual	
Beginning Fund Balance	451,140	451,140	
Revenues	133,130	23,018	17%
Expenses	60,000	-	0%
Ending Fund Balance	524,270	474,157	
<i>Stormwater Utility Fund - 420</i>	2018 Budget	2018 Actual	
Beginning Fund Balance	20,629	20,629	
Revenues	80,000	39,405	49%
Expenses	46,180	3,354	7%
Ending Fund Balance	54,449	56,679	

Town of Woodway
1st Quarter 2018 Finance Report
Revenues - As of 3/30/2018

	2018		% Collected
	Budget Amount	YTD	
General	1,373,410	252,111	18.36%
Transportation	275,600	28,626	10.39%
Replacement Reserve	20,000	-	0.00%
Capital	133,130	23,018	17.29%
Stormwater	80,000	39,405	49.26%
Pass Through	-	2,548	

Notes

	2018		% Collected
	Budget Amount	YTD	
General	1,373,410	252,111	18.36%
Property Tax: 80%	885,000	73,599	8.32%
Other Taxes	327,500	134,750	41.14%
Sales/Excise Taxes	144,000	66,933	46.48%
Utility Taxes/Fees	183,500	67,816	36.96%
Other Revenue	48,610	16,033	32.98%
Licenses/Other Permits/Fees	-	-	
Intergovernmental Revenue	29,510	6,328	21.44%
Fines	8,400	2,233	26.59%
Interest	8,100	7,187	88.72%
Other Revenue	2,600	285	10.96%
Fees & Permits	62,300	16,362	26.26%
Development Permits/Fees	53,000	8,192	15.46%
Licenses/Other Permits/Fees	9,300	8,170	87.85%
N/o	50,000	11,368	22.74%
Development Permits/Fees	50,000	11,368	22.74%

Notes

First-half 2018 tax payments due 4/30/2018

As of March 30, LGIP has a 1.56% return rate

Most businesses have renewed their license for the year

Reimbursement of development expenses

Town of Woodway
 1st Quarter 2018 Finance Report
 Revenues - As of 3/30/2018

	2018		% Collected
	Budget Amount	YTD	
Transportation	275,600	28,626	10.39%
Property Tax: 20%	221,000	18,400	8.33%
Other Revenue	29,100	9,626	33.08%
Intergovernmental Revenue	29,100	6,957	23.91%
Other Revenue	-	2,669	
Fees & Permits	5,500	600	10.91%
Development Permits/Fees	5,000	600	12.00%
Licenses/Other Permits/Fees	500	-	0.00%
N/o	20,000	-	0.00%
Other Revenue	20,000	-	0.00%
Replacement Reserve	20,000	-	0.00%
Property Tax	20,000	-	0.00%
Capital	133,130	23,018	17.29%
N/o	133,130	23,018	17.29%
REET	120,000	23,018	19.18%
Other Revenue	13,130	-	0.00%
Stormwater	80,000	39,405	49.26%
Fees & Permits	80,000	39,405	49.26%
Utility Taxes/Fees	80,000	39,405	49.26%
N/o	-	-	
Other Revenue	-	-	
Pass Through	-	2,548	
N/o	-	2,548	
Development Permits/Fees	-	9	
Licenses/Other Permits/Fees	-	-	
Fines	-	2,539	
Other Revenue	-	-	

Notes

First-half 2018 tax payments due 4/30/2018

Transfer in from stormwater (will happen after July billing)

First-half 2018 tax payments due 4/30/2018

Loan payment from stormwater utility fund (will happen after July billing)

Most of the January 2018 billing has been paid

Town of Woodway
1st Quarter 2018 Finance Report
Expenses - As of 3/30/2018

	2018		% Collected
	Budget Amount	YTD	
General	1,646,595	203,937	12.39%
Transportation	410,270	90,100	21.96%
Replacement Reserve	21,000	-	0.00%
Capital	60,000	-	0.00%
Stormwater	46,180	3,354	7.26%
Pass Through	-	6,572	

	2018		% Expended
	Budget Amount	YTD	
General	1,646,595	203,937	12.39%
Mandatory Services	336,207	76,187	22.66%
Salaries & Benefits	181,800	40,330	22.18%
Facility Management	55,841	-	0.00%
Operating Expenses	20,510	21,441	104.54%
Governmental Services	11,556	5,073	43.90%
Contract/Prof. Services - Other	66,500	9,343	14.05%
General Gov't	250,570	38,846	15.50%
Salaries & Benefits	85,450	21,629	25.31%
Facility Management	47,350	8,483	17.92%
Operating Expenses	23,930	4,916	20.54%
Equipment	7,800	802	10.28%
Governmental Services	3,040	-	0.00%
Contract/Prof. Services - Other	83,000	3,016	3.63%
Other Expenses	-	-	
Public Safety	853,318	60,856	7.13%

Notes

Mandatory Services:

Salary & Benefits include:

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

Contract/Prof. Services include:

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

General Gov't:

Salary & Benefits include:

- A. Town Administrator

Contract/Prof. Services include:

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

Notes

Includes Town Hall debt service, paid late November

Most of this category includes items that are only billed once a year and have already been paid.

Many of these items are only billed once a year and have already been paid.

Includes legal services

Many of these items are only billed once a year and have not been paid yet.

Town of Woodway
1st Quarter 2018 Finance Report
Expenses - As of 3/30/2018

	2018		% Collected
	Budget Amount	YTD	
Salaries & Benefits	168,400	37,294	22.15%
Facility Management	900	80	8.89%
Operating Expenses	14,110	8,016	56.81%
Equipment	5,250	1,302	24.81%
Contract Services - Fire & BLS	526,850	-	0.00%
Contract Services - Police/Dispatch	128,433	13,755	10.71%
Contract/Prof. Services - Other	4,935	409	8.28%
Other Expenses	4,440	-	0.00%
Public Works/Parks	6,500	5,675	87.30%
Facility Management	3,000	932	31.06%
Contract/Prof. Services - Other	3,500	4,743	135.51%
N/o	200,000	22,373	11.19%
Equipment	-	-	
Contract/Prof. Services - Other	200,000	22,373	11.19%
Transportation	410,270	90,100	21.96%
Public Works/Parks	340,270	90,100	26.48%
Salaries & Benefits	270,850	59,871	22.10%
Facility Management	5,800	-	0.00%
Operating Expenses	39,470	17,138	43.42%
Equipment	12,150	3,054	25.14%
Contr/Prof Serv - Other	12,000	10,037	83.64%
N/o	70,000	-	0.00%
Capital Projects	70,000	-	0.00%
Replacement Reserve	21,000	-	0.00%
N/o	21,000	-	0.00%
Equipment	21,000	-	0.00%
Capital	60,000	-	0.00%
Facility Management	60,000	-	0.00%

Notes

This includes the yearly insurance payment

The first half of the year is paid in April.

This includes the yearly insurance payment

Tree removal

Includes Town Hall debt service, paid late November

TOWN OF WOODWAY

RESOLUTION 18-400

**A RESOLUTION ADOPTING AUTHORIZED SIGNATURES FOR THE TOWN OF
WOODWAY’S US BANK ACCOUNTS**

The Town Council of the Town of Woodway does hereby resolve as follows:

Section 1. The Person(s) whose names and signatures appear on the reverse hereof, is/are hereby authorized to sign, on behalf of the Town of Woodway, orders for payment or withdrawal from the Town of Woodway’s account, whether payable to any of the authorized signees or otherwise; such orders shall require the signature(s) of any two (2) of said persons. All prior authorizations are hereby superseded. This authority shall remain in effect until the Town of Woodway terminates said authority in writing to the Bank.

PASSED this 7th day of May 2018 by the Town Council of the Town of Woodway.

TOWN OF WOODWAY

Carla A. Nichols, Mayor

ATTEST:

Heidi K. S. Napolitano, Clerk-Treasurer

Carla A. Nichols, Mayor

William W. Anderson, Mayor Pro Tem

Heidi K. S. Napolitano, Clerk-Treasurer

Jill McCammon, Deputy Clerk/Permit Technician

Eric A. Faison, Town Administrator

TOWN OF WOODWAY

RESOLUTION 18-401

A RESOLUTION SUPPORTING A NEW COUNTYWIDE EMERGENCY RADIO SYSTEM

WHEREAS, the Town of Woodway provides police, fire, and emergency medical services to its residents who depend on those high quality and speedy emergency services; and

WHEREAS, public safety depends on having reliable and effective emergency communications; and

WHEREAS, since 1999, SERS, the Snohomish County Emergency Radio System, has provided a dependable countywide emergency radio service that is used to effectively respond to 911 call emergencies; and

WHEREAS, the SERS existing analogue 800 MHz radio system is now outdated and will reach its end-of-life in 2020. When that happens, it will be increasingly difficult and eventually impossible to maintain reliable radio service between 911 call dispatchers and emergency responders; and

WHEREAS, independent expert analysis has determined that a new replacement P25 radio system using modern digital technology will substantially reduce the risk of future failure and provide better audio voice quality for simulcast, two-way, interoperable emergency communications; and

WHEREAS, other counties of similar size in our region have already acted to replace their outdated 800 MHz radio system with a new P25 digital radio system; and

WHEREAS, a county competitive bidding procurement process was begun on November 17, 2017 to select a qualified vendor to provide a new countywide radio system; and

WHEREAS, a countywide funding strategy for a new radio system must be identified and successfully obtained to replace the existing SERS system with an estimated replacement cost of \$60-\$75 million; and

WHEREAS, as Councilmembers governing this Town, our preferable funding source for a new emergency radio system would be a proposed, voter-approved countywide sales tax increase of one-tenth of one percent (as specifically authorized for this sole purpose by RCW 82.14.420).

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

Section 1. We support this small and dedicated county sales tax increase that would only fund local emergency communications equipment and infrastructure and would not negatively impact future property tax revenue that supports junior taxing district' operations. The permanent sales tax increase would ensure that SERS would have funding for future improvements as well as the current system upgrade.

Section 2. We respectfully urge that Snohomish County government take necessary actions as soon as possible in 2018 to fund replacing the outdated countywide SERS 911 emergency radio system. We support a Snohomish County funding measure to acquire and install a new P25 emergency radio system in 2018.

PASSED this 7th day of May 2018 by the Town Council of the Town of Woodway.

TOWN OF WOODWAY

Carla A. Nichols, Mayor

ATTEST:

Heidi K. S. Napolitano, Clerk-Treasurer

AGREEMENT FOR PROFESSIONAL PLANNING SERVICES

This Agreement, entered into under the authority of Title 35A, Revised Codes of Washington, is made by and between the Town of Woodway, a Washington municipal corporation (the "Town"), and William G. Trimm, FAICP, Snohomish, Washington (the "Consultant").

1. Professional Planner Retained. The Town hereby contracts with and retains the Consultant as an independent contractor to perform the scope of work set forth in Section 2 below.
2. Scope of Work. The Consultant will work with Town staff, and as is necessary, any local, State and/or Federal agencies to prepare background information, review recommendations, and prepare the environmental review and any necessary amendments to the Town's Shoreline Master Program (the "SMP"), pursuant to WAC 173-26-090. The scope of work shall include any updates to associated development regulations that reference or regulate the Town's shoreline jurisdiction, and presentation to the Planning Commission and the Town Council.
3. Fee Schedule and Payments. Town shall compensate Consultant for the work in amounts as shown in Fee Schedule attached hereto as Exhibit 1. The Consultant will maintain accurate time records describing the activities performed and the dates upon which such services were provided and shall provide invoices to the Town setting forth the time and services performed.
4. Term. This Agreement shall commence on May 1, 2018 and shall continue in effect until the work is complete, but no later than December 31, 2019. This Agreement may be extended by written consent of the parties and on such terms as is mutually agreeable.
6. Termination. Either party may terminate this Agreement at any time, with or without cause, upon thirty (30) days' written notice.

IN WITNESS WHEREOF, we the undersigned have executed the Agreement this ____ day of May 2018.

TOWN OF WOODWAY

CONSULTANT

Carla Nichols, Mayor

William Trimm, FAICP

Exhibit 1

Shoreline Master Plan Periodic Update

Fee Schedule

Task Title	Task Cost
Review SMP and draft revision, as needed	\$6,500
Public Participation Plan	\$1,500
Project Oversight/Coordination/Management/Admin.	\$1,000
Local SMP Findings of Adequacy/Adoption Process	<u>\$1,000</u>
Total	\$10,000