

TOWN OF WOODWAY
COUNCIL MEETING AGENDA

Meeting held electronically due to the Governor's Stay-at-Home order

MONDAY, MAY 4, 2020
6:00 P.M.

- | | | |
|-----------|-----|--|
| 6:00 P.M. | | Call to Order, Flag Salute, Roll Call |
| 6:00 P.M. | I | Approval of Payments – <i>May 4, 2020 Claims, April 2020 Payroll</i> |
| 6:05 P.M. | II | Approval of Minutes – <i>March 2, 2020, March 16, 2020, April 20, 2020</i> |
| 6:10 P.M. | | Public Comments* |
| 6:15 P.M. | III | Council Reports |
| 6:20 P.M. | IV | Mayor's Report |
| 6:25 P.M. | V | Town Administrator's Report |
| 6:30 P.M. | VI | Bill payment procedure in lieu of May 18, 2020 meeting |
| 6:35 P.M. | | General Council Discussion-Choice of Subjects |
| 6:40 P.M. | | Adjournment |

** Public comments: Those who wish to submit public comments for the May 4 Town Council meeting need to send them to Heidi Napolitano, Clerk-Treasurer at heidi@townofwoodway.com. Comments received by noon on May 4 will be provided to the Council electronically for consideration at that evening's meeting. Comments received after that deadline will be provided to the Council after the meeting.*

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

Anyone with a disability requiring special accommodations should contact the Town Clerk's Office at Town Hall or call (206)542-4443 before 1:00 p.m. the Thursday preceding the Council Meeting. For TDD relay service, call (206)587-5500, or outside the Seattle area #1-800-833-6388.



TOWN OF WOODWAY
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 2020 payment:

Claims checks #13069 through 13077 and EFT #605\$17,496.63

This 20th day of April 2020.

Mayor

Councilmember

Councilmember

Councilmember

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

1. Vehicle Fuel: \$225.19 (PD – \$73.39, PW - \$151.80)
2. Printer & cartridges for remote work – Clerk-Treasurer: \$410.64
3. Printer for remote work – Deputy Clerk: \$253.44



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 2020 Payroll transactions are approved for 2020 payment:

EFT Transactions #567 through 571, 573 through 586, & Check #13068.....\$54,863.88

This 30th day of April 2020

Mayor

Councilmember

Councilmember

Councilmember

**TOWN OF WOODWAY
COUNCIL MEETING MINUTES**

23920 113th Place W. | Woodway, WA 98020

MONDAY, MARCH 2, 2020
6:00 P.M.

- | | | |
|-----------------------------------|--|--|
| Members Present | <input checked="" type="checkbox"/> Mayor Carla Nichols | <input checked="" type="checkbox"/> Councilmember Mike Quinn |
| | <input checked="" type="checkbox"/> Councilmember Elizabeth Mitchell | <input checked="" type="checkbox"/> Councilmember Brian Bogen |
| | <input checked="" type="checkbox"/> Councilmember Tom Whitson | <input checked="" type="checkbox"/> Councilmember Andrew DeDonker |
| Staff & Guests Present | <input checked="" type="checkbox"/> Town Administrator Eric Faison | <input checked="" type="checkbox"/> Clerk-Treasurer Heidi Napolitino |
| | <input type="checkbox"/> Public Works Director Terry Bryant | <input type="checkbox"/> Town Planner Bill Trimm |
| | <input type="checkbox"/> Police Chief Doug Hansen | <input type="checkbox"/> Town Engineer John Forba |

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
Call to Order, Flag Salute, Roll Call	Mayor Nichols called the meeting to order at 6:00 p.m. Councilmember Mitchell arrived at 6:29 p.m.	
I - Approval of Payments	<p><i>Councilmember Quinn</i> moved to approve the March 2, 2020 Claims Checks #13008 through 13016 and EFT 348 totaling \$15,199.58. <i>Councilmember Whitson</i> seconded the motion.</p> <p><i>Councilmember Whitson</i> moved to approve the February 2020 Payroll EFT Transactions #325 through 343 & Check #13007 totaling \$53,431.71. <i>Councilmember Quinn</i> seconded the motion.</p>	<p>The motion passed unanimously.</p> <p>The motion passed unanimously.</p>
Audience Comments	None.	

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
<p>II – Council Reports</p>	<p>Councilmember Bogen met with Cynthia Pruitt, coordinator of the Snohomish County Tomorrow organization.</p> <p>Councilmember Bogen asked if the Town could consider installing a barrier at the curve at the bottom of Wachusett Road to prevent cars from going off the road into the Olympic View property.</p> <p>Councilmember DeDonker shared that, due to significant cost, sewer installation in Twin Maples would likely not move forward.</p> <p>Councilmember DeDonker requested that the speed signs be recharged more regularly and that the Town publish speed information in an upcoming Woodway Whisper. Resident Bill Anderson commented on traffic speeds in Town and requested that the Council consider changing speed limits on all Town roads to 20 mph. Resident Kent Saltonstall also commented on traffic speeds in Town.</p> <p>Councilmember Quinn briefed the Council on a Snohomish County COVID-19 update and requested that a link to the Snohomish County COVID-19 web page be posted to the Town’s website. Mayor Nichols added additional information from the briefing.</p>	<p>Staff will collect and publish new speed data.</p> <p>Staff will add a link to the Town’s website.</p>

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
III – Mayor’s Report	<ul style="list-style-type: none"> • Shared that she recently sent an e-newsletter with information about the Council’s plan for code updates, including changes to tree cutting activities and steep slope stabilization procedures, and the tree removal in the Town’s rights-of-way. • Recognized Clerk-Treasurer Napolitano’s recent award from BIAS Software. • Asked Town Administrator Faison to notify the Housing Affordability Regional Taskforce (HART) that the Town passed a resolution relating to BH 1406 funding, which allows local communities to designate a small portion of state sales tax to affordable housing projects. • Requested excused absences for March 16 and April 6. 	
IV – Town Administrator’s Report	<ul style="list-style-type: none"> • Shared that Public Works recently got bids for tree removal throughout Town, including the large fir tree on Algonquin. • Notified the Council that the annexation bills recently passed out of the Washington State House & Senate and would be in committee soon. • Updated the Council on the progress of the working group with the City of Shoreline that had been working on creating new development codes for the Urban Village Zone District at Point Wells. 	

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
<p>V – Ordinance 2020-611: Changes to Woodway Municipal Code:</p> <ul style="list-style-type: none"> • Section 1.04.010: Definitions; • Chapter 16.08: Clearing and Grading; • Chapter 16.10: Environmentally Critical Areas; and • Chapter 16.12: Tree Preservation 	<p>Mayor Nichols introduced the Ordinance and presented the Exhibits one at a time, taking comments on each exhibit.</p> <p>Exhibit A - Section 1.04.010: Definitions</p> <ul style="list-style-type: none"> • No comments. <p>Exhibit B - Chapter 16.08: Clearing and Grading</p> <ul style="list-style-type: none"> • Staff clarified that no changes were made to the maximum depth of fill. <p>Exhibit C - Chapter 16.10: Environmentally Critical Areas</p> <ul style="list-style-type: none"> • Discussion included: <ul style="list-style-type: none"> • Whether to add Leyland Cypress to the list of exempt trees. • If a change were made that had an impact on sections in different chapters, the change would be made in all of the relevant sections in all three chapters. <p>Exhibit D - Chapter 16.12: Tree Preservation</p> <ul style="list-style-type: none"> • Discussion included <ul style="list-style-type: none"> • Whether to add Leyland Cypress to the list of exempt trees. • How hedge trees should be regulated. • Tree removal leading to windthrow and trees falling down unintentionally. • Red Alders, whether they should be exempt from needing a permit, and that, under the new code, they would not be classified as Exceptional Trees. • The process and timeline for reviewing how the updated codes have been working. 	

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
<p>V – Ordinance 2020-611: Changes to Woodway Municipal Code, Continued:</p> <ul style="list-style-type: none"> • Section 1.04.010: Definitions; • Chapter 16.08: Clearing and Grading; • Chapter 16.10: Environmentally Critical Areas; and • Chapter 16.12: Tree Preservation 	<p>The following Woodway residents provided comment:</p> <ul style="list-style-type: none"> • Lindsey Echelbarger – urged Council to include Leyland Cypress on the exempt tree list. • Kent Saltonstall - urged Council to retain existing restrictions on tree activity in front setbacks adjacent to public roads. • Bill Anderson – Commented on hazard trees in Town. <p><i>Councilmember Mitchell</i> to amend Ordinance 2020-611 to add Leyland Cypress to the list of species exempt from requiring a permit in all appropriate sections in all three chapters. <i>Councilmember Whitson</i> seconded the motion.</p> <p><i>Councilmember Quinn</i> to approve Ordinance 2020-611: Changes to Woodway Municipal Code:</p> <ul style="list-style-type: none"> • Section 1.04.010: Definitions; • Chapter 16.08: Clearing and Grading; • Chapter 16.10: Environmentally Critical Areas; and • Chapter 16.12: Tree Preservation. <p><i>Councilmember Bogen</i> seconded the motion.</p> <p>Mayor Nichols thanked residents Robert Pantley and Dan Lyon for initiating the conversation that led to the code updates.</p>	<p>The motion passed unanimously.</p> <p>The motion passed unanimously.</p>

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
VI - Resolution 2020-419: Fee Schedule	<p>Town Administrator Faison presented Resolution 2020-419: Fee Schedule, amending the fee schedule to:</p> <ul style="list-style-type: none"> • Add fees related to the newly adopted Clearing & Grading and Tree code updates • Make several housekeeping updates • Increase the Town Hall rental fees <p>Discussion of the new and amended fees followed, including the changes to the Town Hall rental fees. The consensus of the Council was to amend the following fees:</p> <ul style="list-style-type: none"> • Resident rental rate: \$100 for a 4-hour block • Non-resident rental rate: \$200 for a 4-hour block • Alcohol fee: \$100 	
VI - Resolution 2020-419: Fee Schedule, continued	<p><i>Councilmember DeDonker</i> moved to approve Resolution 2020-419: Fee Schedule as amended. <i>Councilmember Mitchell</i> seconded the motion.</p>	<p>The motion passed unanimously.</p>
VII - Ordinance 2020-612: Changes to Woodway Municipal Code Chapter 3.32: Fee Schedule	<p>Mayor Nichols presented Ordinance 2020-612: Changes to Woodway Municipal Code Chapter 3.32: Fee Schedule, authorizing the Mayor to waive late fees for accounts with a balance due of less than \$1.</p> <p><i>Councilmember DeDonker</i> moved to approve Ordinance 2020-612: Changes to Woodway Municipal Code Chapter 3.32: Fee Schedule. <i>Councilmember Mitchell</i> seconded the motion.</p>	<p>The motion passed unanimously.</p>

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
VIII - Ordinance 2020-613: Changes to Woodway Municipal Code Chapter 3.24: Funds	<p>Mayor Nichols presented Ordinance 2020-613: Changes to Woodway Municipal Code Chapter 3.24: Funds. The ordinance would merge the Transportation Fund into the General Fund and create a new Deposit Fund. Both the General Fund and Transportation Fund are supported by property taxes and are part of the Town's operating budget. Keeping them separate was an unnecessary administrative task.</p> <p><i>Councilmember Quinn</i> moved to approve Ordinance 2020-613: Changes to Woodway Municipal Code Chapter 3.24: Funds. <i>Councilmember DeDonker</i> seconded the motion.</p>	The motion passed unanimously.
Audience Comments	None.	
General Council Discussion - Choice of Subjects	The Council discussed the schedule for the Town's tree removal in public rights-of-way.	
Adjournment	<i>Councilmember Quinn</i> moved to adjourn the meeting. <i>Councilmember Whitson</i> seconded the motion.	The motion passed unanimously. The meeting was adjourned at 7:35 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 MEETING MINUTES**

23920 113th Place W. | Woodway, WA 98020

**MONDAY, MARCH 16, 2020
6:00 P.M.**

Members Present

- Mayor Carla Nichols
- Councilmember Elizabeth Mitchell
- Councilmember Tom Whitson
- Councilmember Mike Quinn
- Councilmember Brian Bogen
- Councilmember Andrew DeDonker

Staff & Guests Present

- Town Administrator Eric Faison
- Public Works Director Terry Bryant
- Police Chief Doug Hansen
- Clerk-Treasurer Heidi Napolitano
- Town Planner Bill Trimm
- Town Engineer John Forba

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
Call to Order, Flag Salute, Roll Call	Mayor Nichols called the meeting to order at 6:00 p.m. Councilmember Quinn and Town Administrator Faison were present at Town Hall. All other Councilmembers, Mayor Nichols, and Clerk-Treasurer Napolitano attended by phone.	
Amend the Agenda	<i>Councilmember Mitchell</i> moved to amend the agenda to add Resolution 2020-420: Authorizing the Mayor to Utilize the Emergency Powers Granted Under Chapter 2.36 Woodway Municipal Code and Chapter 38.52 RCW. <i>Councilmember Bogen</i> seconded the motion.	The motion passed unanimously.

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
<p>Added Agenda Item: Resolution 2020-420: Authorizing the Mayor to Utilize the Emergency Powers Granted Under Chapter 2.36 Woodway Municipal Code and Chapter 38.52 RCW</p>	<p><i>Councilmember Quinn</i> moved to amend the agenda to add Resolution 2020-420: Authorizing the Mayor to Utilize the Emergency Powers Granted Under Chapter 2.36 Woodway Municipal Code and Chapter 38.52 RCW. <i>Councilmember DeDonker</i> seconded the motion.</p> <p>Town Administrator Faison explained that the resolution was not legally required but recommended. Discussion followed, including the Mayor’s recent e-newsletter, the one positive COVID-19 case in Town, and the Mayor’s Proclamation.</p>	<p>The motion passed unanimously.</p>
<p>I - Approval of Payments</p>	<p><i>Councilmember Mitchell</i> moved to approve the March 16, 2020 Claims Checks #13017 through 13036 and EFTs 390-392 totaling \$141,555.42. <i>Councilmember Whitson</i> seconded the motion.</p> <p>The Council discussed several items including the refund for the Woodway Pointe development agreement and the settlement agreement with Chris Lyon for vehicle damage.</p>	<p>The motion passed unanimously.</p>
<p>III - Approval of Minutes</p>	<p><i>Councilmember Quinn</i> moved to approve the minutes of the February 12, 2020 Special Council Meeting. <i>Councilmember Whitson</i> seconded the motion.</p>	<p>The motion passed unanimously.</p>
<p>Audience Comments</p>	<p>No audience present.</p>	
<p>IV – Council Reports</p>	<p>Councilmember Quinn shared concerns over trees in the Deer Creek Park watershed noting that many of the alder trees were disrupting soil stability due to their weight. A brief discussion followed.</p> <p>Councilmember Mitchell attended the Policy Board Advisory Committee meeting remotely. They allocated the yearly funds and reported that a previously approved low income housing project would not be built and the funds would be reallocated in the future.</p>	<p>Town Administrator Faison will follow up with Olympic View Water and Sewer District re: tree management in the watershed parcels.</p>

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
V – Mayor’s Report	None.	
VI – Town Administrator’s Report	<ul style="list-style-type: none"> • Shared that he had talked to the City of Shoreline to discuss an extension of the timelines in the Point Wells agreement in light of the current health crisis and challenges of group meetings. • Town Hall is closed until further notice; staff will be available by phone and email during business hours. Phones are forwarded to the Clerk-Treasurer; the Deputy Clerk will continue to process permits. The public works crew will continue to work for the foreseeable future. 	
VII – Ordinance 2020-614: Employee Benefits Changes	<p>Town Administrator Faison presented Ordinance 2020-614: Employee Benefits Changes. It was broken into four sections:</p> <ol style="list-style-type: none"> 1. Ratify and confirm previously approved (by motion) changes in employee benefits. 2. Adding language to address the Washington State Paid Family Leave Act. 3. Adding Long Term Disability insurance for eligible employees. 4. Creating a new leave category: Mandatory Leave, which would allow the Mayor to place staff on paid leave under various circumstances, including a public health emergency, natural disaster, or other situation where it would be in the best interest of the Town for an employee to not report to work or work from an alternate location. <p><i>Councilmember Mitchell</i> to approve Ordinance 2020-614: Employee Benefits Changes. <i>Councilmember Whitson</i> seconded the motion.</p>	The motion passed unanimously.
Audience Comments	None.	

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
General Council Discussion - Choice of Subjects	None.	
Adjournment	<p><i>Councilmember Quinn</i> moved to adjourn the meeting. <i>Councilmember Whitson</i> seconded the motion.</p> <p><i>Councilmember Quinn</i> withdrew his motion. <i>Councilmember Whitson</i> withdrew his second.</p>	
	<p>Mayor Nichols outlined the standard bill payment procedure to be used in lieu of all meetings not held until the COVID-19 health crisis was over. The procedure involves the Clerk-Treasurer preparing the claims checks for payment, circulating the list of claims to the Mayor and Council, and allowing a few days for questions/comments about those claims before mailing the checks.</p> <p><i>Councilmember Mitchell</i> moved to approve the Bill Payment Procedure. <i>Councilmember Whitson</i> seconded the motion.</p>	The motion passed unanimously.
Adjournment	<i>Councilmember Quinn</i> moved to adjourn the meeting. <i>Councilmember Bogen</i> seconded the motion.	The motion passed unanimously. The meeting was adjourned at 6:44 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 MEETING MINUTES**

Meeting held via phone due to the Governor’s Stay-at-Home order
206.629.5816

MONDAY, APRIL 20, 2020
6:00 P.M.

- | | | |
|-----------------------------------|--|--|
| Members Present | <input checked="" type="checkbox"/> Mayor Carla Nichols | <input checked="" type="checkbox"/> Councilmember Mike Quinn |
| | <input checked="" type="checkbox"/> Councilmember Elizabeth Mitchell | <input checked="" type="checkbox"/> Councilmember Brian Bogen |
| | <input checked="" type="checkbox"/> Councilmember Tom Whitson | <input checked="" type="checkbox"/> Councilmember Andrew DeDonker |
| Staff & Guests Present | <input checked="" type="checkbox"/> Town Administrator Eric Faison | <input checked="" type="checkbox"/> Clerk-Treasurer Heidi Napolitino |
| | <input type="checkbox"/> Public Works Director Terry Bryant | <input type="checkbox"/> Town Planner Bill Trimm |
| | <input type="checkbox"/> Police Chief Doug Hansen | <input type="checkbox"/> Town Engineer John Forba |

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
Call to Order, Flag Salute, Roll Call	Mayor Nichols called the meeting to order at 6:01 p.m. Everyone attended by phone.	
I - Approval of Payments	<p><i>Councilmember Mitchell</i> moved to ratify the previously approved April 6, 2020 Claims Checks #13037 through 13062 and EFT #487 totaling \$76,098.14. <i>Councilmember Whitson</i> seconded the motion.</p> <p><i>Councilmember Quinn</i> moved to approve the April 20, 2020 Claims Checks #13063 through 13067 totaling \$8,391.49. <i>Councilmember Whitson</i> seconded the motion.</p> <p><i>Councilmember Mitchell</i> moved to approve the March 2020 Payroll EFTs #452 through 472 & Check #13037 totaling \$61,906.16. <i>Councilmember Bogen</i> seconded the motion.</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 Minutes	<i>Councilmember DeDonker</i> moved to approve the minutes of the February 18, 2020 Council Meeting. <i>Councilmember Quinn</i> seconded the motion.	The motion passed 4-0-1; Councilmember Mitchell abstained.
Audience Comments	No audience present.	
III – Council Reports	<p>Councilmember DeDonker recently virtually attended the Snohomish County 911 annual meetings, voting for the Small City Caucus representative.</p> <p>Councilmember Mitchell wanted to confirm that the new representatives to the Snohomish County Cities organization were being notified of meetings.</p> <p>Councilmember Quinn shared concerns about the number of people using Deer Creek Park.</p>	
IV – Mayor’s Report	<ul style="list-style-type: none"> • Participated in daily phone briefings with Snohomish Health District. Woodway still had only six reported cases. • Shared that she sent out an e-newsletter with a COVID-19 update and a reminder of the upcoming Gypsy Moth eradication spraying that will take place in Town sometime in May. 	
V – Town Administrator’s Report	<ul style="list-style-type: none"> • Shared that several Town staff members were continuing to work remotely, including issuing permits. Public Works was doing safety check three times per week in Town which includes walking the paths within Deer Creek Park and the upper Reserve. • The Council discussed construction and landscape work, what was essential work, and who was responsible for enforcement of the Governor’s order. 	

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
VI – Ordinance 2020-615: Amending Woodway Municipal Code Sections 3.32.010: Fee Schedule and 12.04.050: Permit Expiration	<p>Town Administrator Faison presented Ordinance 2020-615: Amending Woodway Municipal Code Sections 3.32.010: Fee Schedule and 12.04.050: Permit Expiration. These changes would allow the Town to extend permits for up to one year and, if appropriate, waive the renewal fees.</p> <p><i>Councilmember Mitchell</i> to approve Ordinance 2020-615: Amending Woodway Municipal Code Sections 3.32.010: Fee Schedule and 12.04.050: Permit Expiration. <i>Councilmember Whitson</i> seconded the motion.</p>	<p>The motion passed unanimously.</p>
VII – Amendment to Settlement and Interlocal Agreement with City of Shoreline	<p>Mayor Nichols presented the Amendment to Settlement and Interlocal Agreement with City of Shoreline, which extended deadlines contained in the agreement to December 2020 because the required meetings cannot be held due to the COVID-19 pandemic and the Governor’s Stay-at-Home order.</p> <p><i>Councilmember Mitchell</i> to authorize the Mayor to sign the Amendment to Settlement and Interlocal Agreement with City of Shoreline. <i>Councilmember Bogen</i> seconded the motion.</p>	<p>The motion passed unanimously.</p>
VIII – Amendment to ICMA-RC Agreement: New Optional Provisions to Provide Coronavirus-Related Relief	<p>Town Administrator Faison presented the Amendment to ICMA-RC Agreement: New Optional Provisions to Provide Coronavirus-Related Relief. The amendment would implement changes allowed under a federal COVID-19 relief bill. This change would provide Town employees with the option to secure funds from their personal retirement account for COVID-19-related expenses.</p> <p><i>Councilmember Mitchell</i> to authorize the Clerk-Treasurer to execute the Amendment to ICMA-RC Agreement: New Optional Provisions to Provide Coronavirus-Related Relief. <i>Councilmember Whitson</i> seconded the motion.</p>	<p>The motion passed unanimously.</p>

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
IX - 4 th Quarter 2019 Finance Report	<p>Mayor Nichols walked the Council through the 4th Quarter 2019 Finance Report. She noted that several revenue sources that were significantly higher than the budgeted amounts, including sales tax, building fees, and fines. Mayor Nichols also noted that, while several expense categories were higher than normal, including legal fees, overall expenses were slightly lower than budgeted. Discussion followed including messaging for future budget discussions with the public.</p>	
X – Revised 2020 Budget Estimates Due to COVID-19	<p>Town Administrator Faison outlined the amended budget estimates for several categories of revenues and expenses. Staff reviewed the budget line items, identifying revenue sources that were likely to be impacted and expenses that might be reduced to offset the lower expected revenues. He reminded the Council that projecting the revenue changes was very difficult, but that staff used amounts from 2010 as the basis for the reductions, which was the lowest point of the great recession. Discussion followed, including possible reduced expenses, a smaller Town Fair, and increased tree removal expenses.</p> <p>Town Administrator Faison shared information from the Government Finance Officers’ Association on best practices for reserve policies (two months operating expenses, which would be approximately \$330,000 for Woodway). He also surveyed several similar Puget Sound cities’ reserves and found that, in general, the smaller cities had larger reserves than the larger cities. Discussion followed, including maintaining a reserve to allow the Town to respond to emergencies, such as the current pandemic. A reserve fund in the amount of \$1,000,000 would be approximately 50% of the Town's operating budget. This percentage would be higher than some of the researched cities and lower than others. It was agreed that additional comparative information would be useful such as similar cities’ debt load and public safety obligations.</p>	<p>Staff will be refining results of their survey regarding operating reserves. A summary memo will be forthcoming.</p>

AGENDA ITEMS	COMMENTS & DISCUSSION	ACTION/ FOLLOW-UP
Audience Comments	None.	
General Council Discussion - Choice of Subjects	<p>Discussed possible increase in permit activity once the Stay-at-Home order is lifted.</p> <p>Suggested adding a pandemic response plan to the Woodway Ready! information.</p> <p>Discussed COVID-19 testing for the Woodway community and the lack of wide-spread testing availability.</p> <p>Town Administrator Faison shared that he was planning to contact the Governor's office to request being able to use REET revenue in different ways during the pandemic.</p>	
Adjournment	<i>Councilmember Whitson</i> moved to adjourn the meeting. <i>Councilmember Bogen</i> seconded the motion.	The motion passed unanimously. The meeting was adjourned at 7:17 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.)