

TOWN OF WOODWAY
COUNCIL MEETING AGENDA

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

MONDAY, NOVEMBER 2, 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>November 2, 2020 Claims, October 2020 Payroll</i> |
| 6:05 P.M. | | Public Comments* |
| 6:10 P.M. | II | Council Reports |
| 6:15 P.M. | III | Mayor's Report |
| 6:20 P.M. | IV | Town Administrator's Report |
| 6:25 P.M. | V | Public Hearing: Final 2021 Budget |
| 6:55 P.M. | VI | Request for Temporary Order or Code Amendment -- Home Occupations
(Pandemic response) |
| 7:15 P.M. | | General Council Discussion-Choice of Subjects |
| 7:20 P.M. | | Adjournment |

* *Public comments: Those who wish to submit public comments for the October 19 Town Council meeting need to send them to Heidi Napolitano, Clerk-Treasurer at heidi@townofwoodway.com. Comments received by noon on October 19 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.*

** *Public Hearing Comments: Those who wish to submit written testimony or would like to speak during the public hearings should register their request with the Clerk-Treasurer before 12 pm on the day of the October 19 Council meeting. Once you register, the Clerk will send you instructions on connecting to the meeting to give testimony. During the meeting, the Clerk will call on you by name or telephone number when it is your turn to speak.*

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 #13219 through 13231 and EFT #1457\$16,360.09

This 2nd day of November 2020.

Mayor

Councilmember

Councilmember

Councilmember

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

- 1. Fuel: \$410.31
- 2. Postage: \$335.00
- 3. Office supplies: \$95.00



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 2020 Payroll transactions are approved for 2020 payment:

EFT Transactions #1438 through 1456.....\$55,973.75

This 30th day of October 2020

Mayor

Councilmember

Councilmember

Councilmember

Town of Woodway | Budget Summary

<i>General Fund</i>					
	2020 Budget	2020 Proj. YE	2021 Proposed		
Beginning Fund Balance	1,606,869	1,606,869	1,515,155	2020	
Revenues	1,759,867	1,980,578	1,864,018	Difference in revenue:	220,711
Expenses	1,949,850	2,072,292	1,977,021	Difference in expenses:	122,442
Ending Fund Balance	1,416,886	1,515,155	1,402,152		
<i>Replacement Reserve Fund</i>					
	2020 Budget	2020 Proj. YE	2021 Proposed		
Beginning Fund Balance	32,174	32,174	52,174	2020	
Revenues	20,000	20,000	20,000	Difference in revenue:	-
Expenses	28,000	-	28,000	Difference in expenses:	(28,000)
Ending Fund Balance	24,174	52,174	44,174		
<i>Deposit Fund</i>					
	2020 Budget	2020 Proj. YE	2021 Proposed		
Beginning Fund Balance	-	-	-	2020	
Revenues	-	81,677	-	Difference in revenue:	81,677
Expenses	-	81,677	-	Difference in expenses:	81,677
Ending Fund Balance	-	-	-		
<i>Transportation Fund (Combined with General Fund in 2020)</i>					
	2020 Budget	2020 Proj. YE	2021 Proposed		
Beginning Fund Balance	88,060	88,060	n/a	2020	
Revenues	-	-	n/a	Difference in revenue:	-
Expenses	-	88,060	n/a	Difference in expenses:	88,060
Ending Fund Balance	88,060	-	n/a		
<i>Affordable Housing Sales Tax Fund</i>					
	2020 Budget	2020 Proj. YE	2021 Proposed		
Beginning Fund Balance	-	-	500	2020	
Revenues	-	500	1,700	Difference in revenue:	500
Expenses	-	-	1,700	Difference in expenses:	-
Ending Fund Balance	-	500	500		
<i>Capital Projects Fund (REET)</i>					
	2020 Budget	2020 Proj. YE	2021 Proposed		
Beginning Fund Balance	711,429	711,429	857,437	2020	
Revenues	120,000	214,510	120,000	Difference in revenue:	94,510
Expenses	185,000	68,501	263,000	Difference in expenses:	(116,499)
Ending Fund Balance	646,429	857,437	714,437		
<i>Stormwater Utility Fund</i>					
	2020 Budget	2020 Proj. YE	2021 Proposed		
Beginning Fund Balance	88,199	88,199	55,155	2020	
Revenues	80,000	95,399	100,000	Difference in revenue:	15,399
Expenses	153,434	128,443	152,134	Difference in expenses:	(24,991)
Ending Fund Balance	14,765	55,155	3,021		

Town of Woodway | 2021 Final Budget Revenues

	2018 Actual	2019 Actual	2020 Budget	2020-10-30 ytd	2020 Projected	2021 Proposed
General Fund	1,580,140	1,678,600	1,759,867	1,383,514	1,980,578	1,864,018
Transportation Fund	284,310	314,582	-	-	-	-
Replacement Reserve Fund	20,000	20,000	20,000	20,000	20,000	20,000
Deposit Fund	-	-	-	81,677	81,677	-
Affordable Housing Sales Tax Fund	-	-	-	143	500	1,700
Capital Projects Fund (REET)	176,709	347,102	120,000	214,510	214,510	120,000
Stormwater Utility Fund	87,719	85,840	80,000	95,399	95,399	100,000
Agency Fund	81,016	9,455	-	5,394	5,394	-
Grand Total	2,229,895	2,455,580	1,979,867	1,800,635	2,398,057	2,105,718

Notes

	2018 Actual	2019 Actual	2020 Budget	2020-10-30 ytd	2020 Projected	2021 Proposed
General Fund	1,580,140	1,678,600	1,759,867	1,383,514	1,980,578	1,864,018
General	1,430,396	1,539,357	1,593,146	1,129,364	1,716,875	1,675,004
Property Tax	883,931	906,648	1,133,346	639,388	1,133,346	1,142,372
Sales/Excise Taxes	241,149	235,681	189,000	182,077	189,000	191,130
Utility Taxes/Fees	197,410	183,458	184,500	162,232	184,500	290,845
Licenses/Other Permits/Fees	10,565	11,337	8,250	9,634	9,734	8,250
Intergovernmental Revenue	35,699	34,042	28,350	27,549	90,252	28,707
Interest	40,130	50,567	42,200	14,352	15,510	7,200
Fines	8,678	25,365	5,400	4,204	4,604	4,400
Other Revenue	12,834	8,652	2,100	1,869	1,869	2,100
Facility Rental	-	-	-	-	-	-
Interfund Loans & Transfers	-	83,607	-	88,060	88,060	-
Building & Planning	149,744	139,244	93,013	187,300	194,549	111,888
Development Permits/Fees	52,648	108,360	58,013	139,922	139,922	76,888
Development Permits/Fees - Reimbursements	97,096	30,197	35,000	47,378	54,627	35,000
Licenses/Other Permits/Fees	-	688	-	-	-	-
Public Works & Parks	-	-	73,708	66,699	69,005	77,126
Development Permits/Fees	-	-	6,300	8,760	8,783	6,300
Development Permits/Fees - Reimbursements	-	-	-	-	-	-
Licenses/Other Permits/Fees	-	-	500	-	-	250
Intergovernmental Revenue	-	-	30,524	21,555	23,838	30,708
Interfund Loans & Transfers	-	-	36,384	36,384	36,384	39,868
Public Safety	-	-	-	150	150	-
Other Revenue	-	-	-	150	150	-
Transportation Fund	284,310	314,582	-	-	-	-
Public Works & Parks	284,310	314,582	-	-	-	-
Property Tax	220,983	226,662	-	-	-	-
REET	-	-	-	-	-	-
Development Permits/Fees	9,386	7,518	-	-	-	-
Licenses/Other Permits/Fees	50	400	-	-	-	-

Notes

2nd half 2020 property tax is due at the beginning of November

Includes sales tax on building materials and items delivered to Woodway

Includes new franchise fees and utility taxes

Includes our CARES Act reimbursement

All items for the transportation fund were rolled into the General Fund per ordinance

Town of Woodway | 2021 Final Budget Revenues

	2018 Actual	2019 Actual	2020 Budget	2020-10-30 ytd	2020 Projected	2021 Proposed
Intergovernmental Revenue	31,223	46,763	-	-	-	-
Other Revenue	2,669	-	-	-	-	-
Interfund Loans & Transfers	20,000	33,239	-	-	-	-
Replacement Reserve Fund	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
Property Tax	20,000	20,000	20,000	20,000	20,000	20,000
Deposit Fund	-	-	-	81,677	81,677	-
General	-	-	-	81,677	81,677	-
Facility Rental	-	-	-	-	-	-
Interfund Loans & Transfers	-	-	-	81,677	81,677	-
Affordable Housing Sales Tax Fund	-	-	-	143	500	1,700
General	-	-	-	143	500	1,700
Sales/Excise Taxes	-	-	-	143	500	1,700
Capital Projects Fund (REET)	176,709	347,102	120,000	214,510	214,510	120,000
General	172,371	319,402	120,000	214,510	214,510	120,000
REET	159,241	276,240	120,000	214,510	214,510	120,000
Intergovernmental Revenue	-	-	-	-	-	-
Interest	130	-	-	-	-	-
Interfund Loans & Transfers	13,000	43,162	-	-	-	-
Public Works & Parks	4,338	27,700	-	-	-	-
Intergovernmental Revenue	4,338	27,700	-	-	-	-
Stormwater Utility Fund	87,719	85,840	80,000	95,399	95,399	100,000
Public Works & Parks	87,719	85,840	80,000	95,399	95,399	100,000
Utility Taxes/Fees	87,719	85,840	80,000	95,339	95,339	80,000
Fines	-	-	-	60	60	-
Interfund Loans & Transfers	-	-	-	-	-	20,000
Agency Fund	81,016	9,455	-	5,394	5,394	-
General	80,713	9,273	-	5,192	5,192	-
Sales/Excise Taxes	40	-	-	-	-	-
Intergovernmental Revenue	47,500	-	-	-	-	-
Fines	6,732	9,273	-	5,192	5,192	-
Other Revenue	26,441	-	-	-	-	-
Facility Rental	-	-	-	-	-	-
Building & Planning	303	182	-	202	202	-
Development Permits/Fees	303	182	-	202	202	-
Grand Total	2,229,895	2,455,580	1,979,867	1,800,635	2,398,057	2,105,718

Notes

It looks like a loan will be necessary in 2021 due to the estimated cost of the stormwater comprehensive plan update

Town of Woodway | 2021 Final Budget Expenses

	2018 Actual	2019 Actual	2020 Budget	2020-10-30 ytd	2020 Projected	2021 Proposed
General Fund	1,487,480	1,525,754	1,949,850	1,753,499	2,072,292	1,977,021
Transportation Fund	326,933	393,630	-	88,060	88,060	-
Replacement Reserve Fund	20,731	47,932	28,000	-	-	28,000
Deposit Fund	-	-	-	81,677	81,677	-
Affordable Housing Sales Tax Fund	-	-	-	-	-	1,700
Capital Projects Fund (REET)	134,006	129,516	185,000	29,871	68,501	263,000
Stormwater Utility Fund	58,227	47,762	153,434	58,709	128,443	152,134
Agency Fund	18,686	136,225	-	3,018	3,018	-
Grand Total	2,046,063	2,280,818	2,316,284	2,014,834	2,441,991	2,421,855

Notes
Includes 0.9% cost of living adjustment for staff - total cost: \$5400
Road overlays, Town Hall debt service, loan to Stormwater fund, access to Pavilion
Includes Stormwater Comprehensive Plan Update

	2018 Actual	2019 Actual	2020 Budget	2020-10-30 ytd	2020 Projected	2021 Proposed
General Fund	1,487,480	1,525,754	1,949,850	1,753,499	2,072,292	1,977,021
General	399,850	453,131	454,578	375,132	516,329	462,471
Salaries & Benefits	184,895	191,036	212,700	168,748	212,619	214,916
Operating Expenses	32,755	34,703	64,687	39,399	48,439	56,808
Utilities	21,303	23,017	26,600	20,146	25,800	25,478
Insurance	9,394	10,901	10,650	10,767	10,767	18,648
Governmental Services	6,570	27,198	9,600	8,802	9,886	32,520
Supplies	6,008	4,627	5,500	6,097	7,746	5,550
New Equipment	3,038	5,751	4,500	2,839	5,839	4,500
Equipment Maintenance	1,595	1,832	1,800	954	1,800	1,800
Contract/Prof. Services - Legal	74,084	93,076	48,000	35,402	58,716	40,000
Contract/Prof. Services - Other	-	-	12,000	-	-	-
Fairs & Events	4,667	6,149	5,500	-	-	5,610
Debt Service	55,541	54,741	53,041	300	53,041	56,641
Facility Rental	-	100	-	-	-	-
Interfund Loans & Transfers	-	-	-	81,677	81,677	-
Building & Planning	244,729	170,244	182,835	188,881	242,974	177,997
Salaries & Benefits	81,461	95,299	110,900	89,548	108,561	111,062
Operating Expenses	95	632	1,435	305	385	1,435
Supplies	90	-	-	-	-	-
Contract Services - Fire & BLS	2,000	3,135	-	-	799	500
Contract/Prof. Services - Other	76,063	49,089	35,500	48,398	65,729	35,000
Contract/Prof. Services - Other - Reimbursible	85,020	22,090	35,000	50,630	67,500	30,000
Public Works & Parks	46,062	31,730	414,174	321,565	415,732	415,252
Salaries & Benefits	-	-	284,500	236,086	285,454	294,088
Operating Expenses	-	-	3,550	443	1,533	3,550
Insurance	-	-	12,174	12,270	12,270	13,569
Supplies	-	-	1,500	3,322	3,500	1,530

Notes
Includes move to cloud-based accounting software - net cost of change: \$5200
2021 insurance increase for non-hourly workers
2021 includes State Auditor costs
Includes Deputy Clerk/Permit Tech, Building Official, & Building Inspector
Includes engineering, planning, and hearing examiner costs. 2020 includes updates to tree and clearing & grading codes

Town of Woodway | 2021 Final Budget Expenses

	2018 Actual	2019 Actual	2020 Budget	2020-10-30 ytd	2020 Projected	2021 Proposed
Facility Rental	-	-	-	-	-	-
Building & Planning	-	-	-	81,677	81,677	-
Other Expenses	-	-	-	81,677	81,677	-
Affordable Housing Sales Tax Fund	-	-	-	-	-	1,700
General	-	-	-	-	-	1,700
Operating Expenses	-	-	-	-	-	1,700
Capital Projects Fund (REET)	134,006	129,516	185,000	29,871	68,501	263,000
General	60,000	67,240	60,000	21,371	60,000	83,000
Capital Projects	-	7,240	-	-	-	3,000
Debt Service	60,000	60,000	60,000	21,371	60,000	60,000
Interfund Loans & Transfers	-	-	-	-	-	20,000
Public Works & Parks	74,006	62,275	125,000	8,501	8,501	180,000
Capital Projects - Grants	34,705	51,600	-	8,501	8,501	-
Capital Projects	39,301	10,675	125,000	-	-	180,000
Stormwater Utility Fund	58,227	47,762	153,434	58,709	128,443	152,134
Public Works & Parks	58,227	47,762	153,434	58,709	128,443	152,134
Operating Expenses	4,788	2,833	3,100	2,384	3,100	4,700
Governmental Services	-	-	-	-	-	5,100
Supplies	650	525	950	559	959	966
Facility Management	7,150	10,133	7,000	2,570	7,000	8,500
Contract/Prof. Services - Other	12,509	1,032	26,000	-	1,000	93,000
Other Expenses	130	-	-	-	-	-
Capital Projects	-	-	80,000	16,813	80,000	-
Interfund Loans & Transfers	33,000	33,239	36,384	36,384	36,384	39,868
Agency Fund	18,686	136,225	-	3,018	3,018	-
General	18,458	136,043	-	2,953	2,953	-
Governmental Services	6,852	9,273	-	2,953	2,953	-
Other Expenses	11,606	-	-	-	-	-
Facility Rental	-	-	-	-	-	-
Interfund Loans & Transfers	-	126,769	-	-	-	-
Building & Planning	228	182	-	65	65	-
Governmental Services	-	182	-	65	65	-
Contract Services - Fire & BLS	228	-	-	-	-	-
Grand Total	2,046,063	2,280,818	2,316,284	2,014,834	2,441,991	2,421,855

Notes

Estimated cost of access/bridge to pavilion

Town Hall bond payments

Loan to Stormwater fund

Road overlays

The original stormwater comprehensive plan was created in 2006; update was moved to 2021 and the cost estimate was updated.

Transfer to general fund for public works staff time

Town of Woodway
Financial Forecast
10/30/2020

Beginning Fund Balances	2019	2020	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
001 - General Fund	1,454,022	1,606,869	1,606,869	1,515,155	1,402,152	1,291,976	1,117,137	945,135	700,615	437,005	90,754	(284,494)	(749,294)
002 - Replacement Reserve Fund	60,107	32,174	32,174	52,174	44,174	64,174	84,174	104,174	124,174	144,174	164,174	184,174	204,174
102 - Transportation Fund (Combined with General Fund in 2020)	167,107	88,060	88,060	-	-	-	-	-	-	-	-	-	-
004 - Deposit Fund	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Operating Funds Beginning Balances	1,681,236	1,727,103	1,727,103	1,567,330	1,446,327	1,356,150	1,201,312	1,049,309	824,790	581,180	254,929	(100,319)	(545,119)

Operating Funds	2019	2020 Budget	2020 Projected	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Revenues	2,013,183	1,779,867	2,082,255	1,884,018	1,913,748	1,932,030	1,950,672	1,970,269	1,989,822	2,009,718	2,029,469	2,049,472	2,069,266
Expenses	(1,967,315)	(1,977,850)	(2,242,029)	(2,005,021)	(2,003,924)	(2,086,868)	(2,102,675)	(2,194,788)	(2,233,431)	(2,335,969)	(2,384,718)	(2,494,272)	(2,548,239)
	45,868	(197,983)	(159,774)	(121,003)	(90,176)	(154,839)	(152,002)	(224,520)	(243,610)	(326,251)	(355,248)	(444,800)	(478,972)

Beginning Fund Balances	2019	2020	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
301 - Capital Projects (REET) Fund	493,842	711,429	711,429	857,437	714,437	699,437	704,437	764,437	824,437	884,437	944,437	1,004,437	1,064,437

October 23, 2020

TOWN OF WOODWAY

23920 113TH PLACE WEST, WOODWAY, WA 98020

Dear Mayor and Town Council,

I am writing requesting the Town Council and Mayor address codes 4.01.060.B.2 and 4.01.060.C in response to the pandemic.

The pandemic is impacting the need for residents of Woodway to Work and Learn from home. These impacts include the need for residents (adults and children) to conduct business and learning on/from their residential property.

I propose the mayor and council consider the following **amendment of code or emergency temporary order during the time of the pandemic**:

- 4.01.060.B.2
 - o Loosening of number of 1-way vehicle trips per day to 15
 - o Activities and trips associated with home-based caregiving and learning for youth be excluded from 4.01.060.B.2
- 4.01.060.C
 - o Consideration the Town **wave home occupation fees or issue “Temporary Home Occupation Permits”** for residents and families required to occupy the home for work or learning during the pandemic. [Such permitting can offer protection to the Town and its residents.]

SINCERELY,



LISA MCANDREW MARQUART