

**TOWN OF WOODWAY  
COUNCIL SPECIAL MEETING AGENDA**

**WEDNESDAY, JANUARY 10, 2024  
BEGINS AT NOON**

**Woodway Town Hall | 23920 113<sup>th</sup> Place W. | Woodway, WA**

The Council will hold discussions on the items listed below. No action will be taken at the meeting.

Call to Order, Roll Call

- I Budget
  - a. Reserve Policy
  - b. Staffing – Administrative & Public Works
  - c. Public safety - Flock cameras
  - d. Levy
- II Stormwater Utility
- III Traffic Calming Policy
- IV General Council Discussion – Choice of Subjects

Adjournment

*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.*

# I – Budget

## a - Reserve Policy

## TOWN OF WOODWAY

### RESOLUTION 2024-\_\_\_\_

#### A RESOLUTION OF THE TOWN COUNCIL FOR THE TOWN OF WOODWAY, WASHINGTON, AMENDING THE TOWN'S RESERVE POLICY.

WHEREAS, the Government Financial Officers Association ("GFOA") recommends that governments establish a formal policy on the level of unrestricted fund balance that should be maintained in the general fund for budgetary purposes; and

WHEREAS, GFOA states that the adequacy of an unrestricted fund balance in the general fund should take into account each government's own unique circumstances; and

WHEREAS, GFOA recommends, at a minimum, that governments, regardless of size, maintain an unrestricted fund balance in the general fund of no less than two months (16.67%) of regular general fund operating revenues or regular general fund operating expenditures; and

WHEREAS, in Resolution 12-361, the Town Council for the Town of Woodway ("Town") expressed a desire to continue its past practice of conservative fiscal management and to maintain an unallocated cash reserve equivalent to four months (33%) of the Town's budgeted Current Expense and Streets Funds expenditures; and

WHEREAS, the Town Council recognizes a distinction between the need for adequate budgetary flexibility and available financial resources to address emergencies; and

WHEREAS, the Town Council desires to maintain sufficient unallocated cash reserves and unrestricted fund balances to ensure stable service delivery, to meet future needs, and to protect against financial instability; and

WHEREAS, the Town Council also desires to maintain sufficient unallocated cash reserves to provide monies for emergency situations and catastrophic events.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WOODWAY.

Section 1. To protect against financial instability and ensure stable service delivery in the event of unforeseen circumstances, in its annual budget, the Town shall budget within its General Fund a contingency equivalent to two months (17%) of the Town's budgeted expenditures.

Section 2. The Town shall attempt to maintain unallocated cash reserve equivalent of two months (17%) of the Town's budgeted General Fund expenditures for declared emergency situations and catastrophic events.

PASSED this 16<sup>th</sup> day of January 2024 by the Town Council of the Town of Woodway.

TOWN OF WOODWAY

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Michael S. Quinn, Mayor

ATTEST:

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Heidi K. S. Napolitano, Clerk-Treasurer

# I – Budget

## b – Staffing - Administrative & Public Works

Information on this item will be provided  
and discussed at the meeting.

# I – Budget

c - Public safety - Flock cameras

# THE COURIER-HERALD

## Black Diamond license plate readers help recover four vehicles, assist in homicide investigation

Police Chief Kiblinger said the first 30 days of the program have been a “great success”.

By [Ray Miller-Still](#) • October 27, 2023 12:11 pm

Black Diamond Police Chief Jamey Kiblinger said the first 30 days of using automatic license plate readers has been a “great success.”

The City Council began talking with Flock Safety about using automatic license plate readers (ALPRs) on well-traveled roads last spring, and installed them about a month ago.

These ALPRs are stationary — not installed on police vehicles or worn on police officers — and only takes photos of license plates and vehicles, not faces. They also do not record vehicle speeds.



When a Flock Safety ALPR takes a photograph of a license plate, that information is cross-referenced with a databank of information to identify vehicles that have been reported stolen or otherwise implicated in a suspicious circumstance or a crime, from being nearby a recent break-in or even involved in an AMBER Alert.

Officers are then alerted to the vehicle and dispatched.

No other personal information is stored in the databank of plate numbers, and law enforcement can't use the database to search by name, date of birth, social security number, gender, race, owner of a vehicle, or “anything to do with a person,” a spokesperson said. Additionally, all data is “hard deleted” after 30 days, according to the Georgia-based company.

There was no way to determine what sort of success the cameras could have in a city like Black Diamond.

In a February meeting with the City Council, Kiblinger said that the city doesn't have a high crime rate — which includes 19 vehicle theft reports, 83 shoplifts, and 2,399 suspicious vehicle stops in 2022 — but that she saw an opportunity for her officers to be able to develop actual

leads on crimes that would normally be cold from the get-go, like for burglaries, vehicle thefts, and hit and runs.

Her optimism appears well-placed; during an Oct. 19 council meeting, Kiblinger was able to tell the City Council that the Flock Safety ALPRs tracked 28 stolen vehicles traveling through the city, helped officers recover four stolen vehicles, and even assisted outside agencies that were investigating a homicide (the investigation into this incident is ongoing) — all within a month's time.

"I would consider it a great success," Kiblinger said in a recent interview, noting that 70% of crimes involve a vehicle.

The cost of the five cameras is \$15,000 a year.

"Any technology that we can leverage that ultimately helps solve, deter, and prevent crime, assists victims, and provides leads in investigations, I would say is worth the cost," she continued. "Our job is to keep our community safe. This is a piece of technology that can help us do that."

## **Flock Safety + WA - Woodway PD**

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Flock Group Inc.  
1170 Howell Mill Rd, Suite 210  
Atlanta, GA 30318

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### **MAIN CONTACT:**

Mack Larkin  
mack.larkin@flocksafety.com  
3603912071

Created Date: 12/21/2023  
Expiration Date: 03/29/2024  
Quote Number: Q-52479  
PO Number:



## Budgetary Quote

This document is for informational purposes only. Pricing is subject to change.

Bill To: 23920 113th PI W Woodway, Washington 98020

Ship To: 23920 113th PI W Woodway, Washington 98020

Billing Company Name: WA - Woodway PD

Billing Contact Name:

Billing Email Address:

Billing Phone:

Subscription Term: 24 Months

Payment Terms: Net 30

Retention Period: 30 Days

Billing Frequency: Annual Plan - First Year Invoiced at Signing.

### Hardware and Software Products

Annual recurring amounts over subscription term

| Item                             | Cost     | Quantity | Total              |
|----------------------------------|----------|----------|--------------------|
| <b>Flock Safety Platform</b>     |          |          | <b>\$27,000.00</b> |
| <b>Flock Safety Flock OS</b>     |          |          |                    |
| FlockOS <sup>TM</sup>            | Included | 1        | Included           |
| <b>Flock Safety LPR Products</b> |          |          |                    |
| Flock Safety Falcon ®            | Included | 9        | Included           |

### Professional Services and One Time Purchases

| Item  | Cost     | Quantity | Total      |
|---|----------|----------|------------|
| <b>One Time Fees</b>                                |          |          |            |
| <b>Flock Safety Professional Services</b>           |          |          |            |
| Professional Services - Standard Implementation Fee | \$650.00 | 9        | \$5,850.00 |

**Subtotal Year 1:** \$32,850.00

**Annual Recurring Subtotal:** \$27,000.00

**Estimated Tax:** \$6,284.25

**Contract Total:** \$59,850.00

*Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This is not an invoice – this document is a non-binding proposal for informational purposes only. Pricing is subject to change.*

| Billing Schedule              | Amount (USD) |
|-------------------------------|--------------|
| Year 1                        |              |
| At Contract Signing           | \$32,850.00  |
| Annual Recurring after Year 1 | \$27,000.00  |
| Contract Total                | \$59,850.00  |

\*Tax not included

Product and Services Description

| Flock Safety Platform Items | Product Description   |
|-----------------------------|---|
| Flock Safety Falcon ®       | An infrastructure-free license plate reader camera that utilizes Vehicle Fingerprint® technology to capture vehicular attributes. |

| One-Time Fees                                       | Service Description  |
|---|--|
| Installation on existing infrastructure             | One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.       |
| Professional Services - Standard Implementation Fee | One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief. |
| Professional Services - Advanced Implementation Fee | One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.       |

FlockOS Features & Description

Package: Essentials

| FlockOS Features                                      | Description   |
|---|---|
| Community Cameras (Full Access)                       | Access to all privately owned Flock devices within your jurisdiction that have been shared with you.  |
| Unlimited Users                                       | Unlimited users for FlockOS   |
| State Network (LP Lookup Only)                        | Allows agencies to look up license plates on all cameras opted in to the statewide Flock network.   |
| Nationwide Network (LP Lookup Only)                   | Allows agencies to look up license plates on all cameras opted in to the nationwide Flock network.  |
| Direct Share - Surrounding Jurisdiction (Full Access) | Access to all Flock devices owned by law enforcement that have been directly shared with you. Have ability to search by vehicle fingerprint, receive hot list alerts, and view devices on the map.  |
| Time & Location Based Search                          | Search full, partial, and temporary plates by time at particular device locations   |
| License Plate Lookup                                  | Look up specific license plate location history captured on Flock devices   |
| Vehicle Fingerprint Search                            | Search footage using Vehicle Fingerprint™ technology. Access vehicle type, make, color, license plate state, missing / covered plates, and other unique features like bumper stickers, decals, and roof racks.  |
| Flock Insights/Analytics page                         | Reporting tool to help administrators manage their LPR program with device performance data, user and network audits, plate read reports, hot list alert reports, event logs, and outcome reports.  |
| ESRI Based Map Interface                              | Flock Safety's maps are powered by ESRI, which offers the ability for 3D visualization, viewing of floor plans, and layering of external GIS data, such as City infrastructure (i.e., public facilities, transit systems, utilities), Boundary mapping (i.e., precincts, county lines, beat maps), and Interior floor plans (i.e., hospitals, corporate campuses, universities) |
| Real-Time NCIC Alerts on Flock ALPR Cameras           | Alert sent when a vehicle entered into the NCIC crime database passes by a Flock camera   |
| Unlimited Custom Hot Lists                            | Ability to add a suspect's license plate to a custom list and get alerted when it passes by a Flock camera  |

# I – Budget

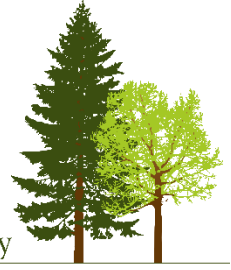
d – Levy

Information on this item will be provided  
and discussed at the meeting.

## II - Stormwater Utility

Information on this item will be provided  
and discussed at the meeting.

# III - Traffic Calming Policy



## TRAFFIC CALMING POLICY & PROGRAM

### Purpose

The Town of Woodway Traffic Calming Policy & Program is designed to assist residents and Town staff in responding to neighborhood traffic issues related to speeding and pedestrian safety.

### Policy

It is the policy of the Town to consistently and impartially review and address neighborhood traffic concerns. This policy is implemented by the Traffic Calming Program outlined in this document.

### Program

Implementation of a traffic calming program allows neighborhood traffic concerns to be addressed consistently, and traffic calming measures to be efficiently developed and implemented. The Traffic Calming Program considers traffic volume, traffic speed, accident history, and cost and consists of a three-phase process:

- Phase 1 – Application and Review for Qualification.
- Phase 2 – Education and Enforcement.
- Phase 3 – Installation of Traffic Calming Device.

#### **Phase 1 – Application and Review for Qualification**

To begin the process, residents submit an application for the Program. The application must be signed by four (4) residents from different addresses and identify a specific traffic speeding or safety concern. The Town's Public Works Director will review the application and investigate the identified concern. To qualify for the Program, the identified concern must:

- Be on a street with a minimum average weekly traffic volume of 250 vehicles
- And have either
  - An average weekly traffic speed (85<sup>th</sup> percentile) above the posted speed limit; or
  - A history of at least one accident in the last ten years.

If the application qualifies for the Program, the application will move forward to Phase 2. If the application does not meet the minimum qualifications, the application must be denied.

## **Phase 2 – Education and Enforcement**

The Education and Enforcement Phase of the Program addresses speeding and safety concerns by informing drivers of safety issues, by applying enforcement techniques, and/or by adding signage or pavement markings to change driver behavior. These solutions can be an effective way to address speeding within neighborhoods by residents themselves. The Town also can implement these less restrictive solutions more easily and quickly than physical traffic calming devices. It is recognized, however, that these solutions may produce benefits that are only temporary, and that conditions need to be monitored.

### *Strategies*

Town staff may use the baseline traffic data, along with insights and suggestions from area residents, to determine which solutions could be used to improve the traffic issues.

### *Implementation*

Once appropriate education and enforcement strategies are identified, the solutions may be implemented for at least six months to provide a traffic adjustment period and to allow adequate time to evaluate effectiveness.

### *Evaluation*

Six to 12 months after the Phase 2 strategies have been implemented, Town staff may re-evaluate conditions. The results may be compared with the previous data to measure the effectiveness of these traffic calming solutions, with three possible outcomes:

1. If the daily 85<sup>th</sup> percentile speed is less than 5 mph over the posted speed limit, no further action will be taken, and the Town will notify the requestor by letter.
2. If the daily 85<sup>th</sup> percentile speed is 6 – 9 mph over the posted limit another Phase 2 solution may be considered for implementation. The Town staff will meet with the requestor and neighborhood residents to review if other solutions might be more effective.
3. If the daily 85<sup>th</sup> percentile speed is ten (10) mph, or more, over the posted limit, then the process moves to Phase 3.

## **Phase 3 – Installation of Traffic Calming Device**

Phase 3 of the program involves modifying the physical geometry of the roadway by installing a traffic calming device. Traffic calming devices are more expensive and more

restrictive to local traffic than the Phase 2 education and enforcement strategies. As a result, traffic calming devices require a much greater level of resident involvement and agreement for implementation.

Due to economic considerations, Town streets that are ineligible for the Traffic Calming Program include:

1. Streets scheduled for resurfacing within the next two years.
2. Streets with grades, curvatures or other physical conditions where addition of any device would create unsafe conditions.

Phase 3 consists of the following steps.

#### *Data Collection*

Before determining if a device should be installed, Town staff will collect baseline traffic data within the study area. This data may be used:

- For scoring the application as outlined below.
- To evaluate whether traffic shifted from the subject street to adjacent streets and to what extent the traffic shifted after a device was installed.
- For future comparison and effectiveness evaluation.

#### *Town Staff Review*

Town staff will define the study area to ensure it includes all residents who could be affected by a traffic calming device. Staff will conduct a preliminary review and complete the following tasks:

1. Staff will score the application by using the Scoring Criteria shown in Table 2. Because traffic calming devices are more expensive to implement than Phase 2 solutions, the Town will use the score to decide the priority to fund a traffic calming device. Applications will be processed in order of priority, as identified by the Town, and in accordance with available funding.
2. Staff will identify the technical feasibility and constraints of potential traffic calming devices. The following are technical aspects that may be considered when reviewing the proposed placement of a traffic calming device:
  - Possible traffic rerouting.
  - Adequate provisions should be made for school buses, garbage collection, moving vans, construction equipment, pedestrians, and bicyclists, where traffic calming devices are installed.
  - Staff may coordinate with emergency service providers to ensure that a device does not interfere with adequate access and response times, either by itself or cumulatively with other devices.
  - Drainage.

- If curbs and gutters are not present, the design of an individual device may need to be modified to restrict drivers from using the shoulders to avoid the device.
- Proximity to other traffic calming devices and intersections.
- Roadway surface conditions.
- Roadway grade. Some traffic calming devices should not be used on grades exceeding 8%.
- Effect of the devices on street sweeping, snow plowing, and other maintenance activities.
- Potential loss of parking.
- Potential changes to community character.
- Sight distance obstructions related to landscaping, fences, roadway alignment, grade, etc.
- Potential impact on residential driveways.

**Table 2. Scoring Criteria for Traffic Calming Devices**

| Criteria                                | Points |
|---|--------|
| Average Weekly Traffic Volume           |        |
| 1 – 499 vehicles/week                   | 1      |
| 499 – 999 vehicles/week                 | 2      |
| 1,000+ vehicles/week                    | 3      |
| Average Traffic Speed (85th Percentile) |        |
| 10 - 14 mph above posted limit          | 2      |
| More than 15 mph above posted limit     | 4      |
| Accident History of Past 10 Years       |        |
| 1 accident                              | 0      |
| 2 accidents                             | 1      |
| 3 accidents                             | 2      |
| More than 3 accidents                   | 4      |
| Parks                                   |        |
| Within 0 to ¼ mile                      | 2      |
| Between ¼ mile to ½ mile                | 1      |
| More than ½ mile                        | 0      |
| Street Conditions Sidewalks             |        |
| Walking path on one side of street      | 0      |
| No shoulder/walking path                | 2      |

### *Development of Traffic Calming Solutions*

The Town may hold a public meeting for all residents within the study area. In conjunction with neighborhood volunteers, staff will organize the meeting and ensure the neighborhood residents are notified of the meeting.

The Town staff may evaluate the technical feasibility of the identified traffic calming devices during the community meeting. Table 3 provides a summary of traffic calming devices that could be considered, and a comparison of their advantages, disadvantages, and potential effectiveness.

**[Insert Table 3]**

*Approval for Preferred Device*

After the Town selects a preferred traffic calming device, Town staff will send out a voting sheet to each of the affected households. For a traffic calming device to be implemented, 60% of the households, based on returned ballots, must approve the installation of the proposed traffic calming device.

*Installation of Traffic Calming Device*

Once funding for the approved traffic calming device is available, the Town will begin the design and construction of the approved traffic calming device.

A temporary device may be installed for traffic calming measures, such as diverter, full closure, partial closure, or temporary speed humps/bumps.

*Evaluation*

6 to 12 months after the traffic calming device has been installed, Town staff may collect traffic data on surrounding streets to ensure the device did not shift traffic from the subject street to adjacent local access streets. If it is determined that the device resulted in a shift of the problem to another street, the Town may modify the traffic calming strategy to address this issue.

*Removal of a Traffic Calming Device*

An installed device may be removed by the Town if the Town determines that:

1. The device creates a safety issue; or
2. The device is ineffective; or
3. The device interferes with the installation of future traffic control devices; or
4. Removal of the device is in the best interest of the Town.

Approved by:

Effective date: