



CITY OF LAKE FOREST PARK CITY COUNCIL REGULAR MEETING

Thursday, March 26, 2026 at 7:00 PM

Meeting Location: In Person and Virtual / Zoom

17425 Ballinger Way NE Lake Forest Park, WA 98155

INSTRUCTIONS FOR ATTENDING THIS MEETING VIRTUALLY:

Please note, this link works for both the Committee of the Whole (6:00 p.m.) and Regular Meeting (7:00 p.m.).

Join Zoom Webinar: <https://us06web.zoom.us/j/87276662793>
Call into Webinar: 253-215-8782 | **Webinar ID:** 872 7666 2793

The City Council is providing opportunities for public comment by submitting a written comment or by attending in person to provide oral public comment.

HOW TO PARTICIPATE WITH ORAL COMMENTS:

If you are attending the meeting in person, there is a sign-in sheet located near the entrance to the Council Chambers. Simply fill the form out and the Mayor will call your name at the appropriate time. Oral comments are limited to 3:00 minutes per speaker. Oral comments are not being accepted via Zoom.

The meeting is being recorded.

HOW TO SUBMIT WRITTEN COMMENTS:

Written comments will be submitted to the Council if received by 5:00 p.m. on the date of the meeting; otherwise, they will be provided to the City Council the next day. The City Clerk will read your name and subject matter into the record during Public Comments.

As allowed by law, the Council may add and take action on items not listed on the agenda. For up-to-date information on agendas, please visit the City's website at www.cityofflp.gov

Meetings are shown on the city's website and on Comcast channel 21 for subscribers within the Lake Forest Park city limits.

AGENDA

1. CALL TO ORDER: 7:00 PM
2. PLEDGE OF ALLEGIANCE
3. ADOPTION OF AGENDA
4. PUBLIC COMMENTS

*The Council will not be accepting online public comments. This portion of the agenda is set aside for the public to address the Council on agenda items or any other topic the Council might have purview or control over. However, the Mayor or Council may not respond to comments from the public. If the comments are of a nature that the Council does not have influence or control over, then the Mayor or presiding officer may request the speaker suspend their comments. The Council may direct staff to follow up on items brought up by the public. **Comments are limited to a three (3) minute time limit.***

5. PRESENTATIONS

[A.](#) End of 2025 Legislative Session Report

6. PROCLAMATIONS

[A.](#) Recognizing March 29, 2026 as Education and Sharing Day

[B.](#) Recognizing April 2026 as Sexual Assault Awareness Month

7. CONSENT CALENDAR

The following items are considered to be routine and non-controversial by the Council and will be approved by one motion. There will be no separate discussion of these items unless a Councilmember so requests, in which case the item will be removed from the Consent Calendar in its normal sequence on the agenda.

[A.](#) City Expenditures for the Period Ending March 26, 2026

[B.](#) Resolution 26-2065/Accepting the 33rd Ave NE Emergency Road Repair Project

8. ORDINANCES AND RESOLUTIONS FOR ACTION

[A.](#) Resolution 26-2066/Amending the Lake Forest Park Governance Manual

9. COUNCIL DISCUSSION AND ACTION

10. OTHER BUSINESS

11. COUNCIL COMMITTEE REPORTS

[A.](#) Councilmember Reports

B. Mayor's Report

C. City Administrator's Report

12. ADJOURN

FUTURE SCHEDULE

- Thursday, April 9, 2026, 6:00 p.m. City Council Work Session – *hybrid meeting (City Hall and via Zoom)*

- Thursday, April 9, 2026, 7:00 p.m. City Council Regular Meeting – *hybrid meeting (City Hall and via Zoom)*

- Thursday, April 16, 2026, 6:00 p.m. Budget & Finance Committee Meeting – *hybrid meeting (City Hall and via Zoom)*

- Monday, April 20, 2026, 6:00 p.m. Committee of the Whole Meeting – *hybrid meeting (City Hall and via Zoom)*

- Thursday, April 23, 2026, 7:00 p.m. City Council Regular Meeting – *hybrid meeting (City Hall and via Zoom)*

As allowed by law, the Council may add and take action on items not listed on the agenda.

Any person requiring a disability accommodation should contact city hall at 206-368-5440 by 4:00 p.m. on the day of the meeting for more information.



**City of Lake Forest Park
2026 End of Session Legislative Report
March 23, 2026**

Dear City of Lake Forest Park,

It was a pleasure to advocate on behalf of the City of Lake Forest Park throughout the 2026 Washington State legislative session.

The 2026 session marked the second year of the 2025–27 biennium and was largely defined by the Legislature’s responsibility to adopt supplemental operating, capital, and transportation budgets. Similar to previous years, this proved to be a challenging task. Lawmakers entered the short, 60-day session confronting a projected multi-billion-dollar budget gap driven by rising maintenance-level costs, caseload growth, inflationary pressures, and new obligations from recent policy expansions, even as revenue growth remained modest.

In response, the Legislature focused heavily on budget-balancing strategies, including targeted spending reductions, use of reserves, and adjustments to the tax code. A significant portion of the session was devoted to debates over tax fairness and affordability. Lawmakers also grappled with the downstream fiscal impacts of recent federal actions, as well as ongoing needs related to infrastructure, disaster response, housing affordability, and public safety.

Despite these headwinds, we were successful in advancing the conversation about the state’s obligation to maintain State Route 104 and have a plan of action to tackle during the interim months. Just as importantly, we worked to ensure the City’s perspective was well understood by legislators as they weighed difficult tradeoffs in an election-year environment.

With session now adjourned, legislators will turn their attention to the November 2026 elections, with all House seats and approximately half of the Senate on the ballot. This political dynamic will shape both the interim and the policy landscape heading into next year.

Looking ahead, the 2027 legislative session will be a 105-day session and the first year of the 2027–29 biennium. The Legislature will shift its focus to developing full biennial budgets and considering more expansive policy proposals. In an evolving fiscal and political climate, consistent, strategic advocacy will be essential. I look forward to continuing to work with the City of Lake Forest Park during the interim to advance its priorities, strengthen legislative relationships, and ensure we are well positioned for the 2027 session.

Thank you,

Shelly Helder
State Lobbyist
Gordon Thomas Honeywell Government Relations

Table of Contents

A. Session Overview 2
B. Legislative Agenda Items 3
C. Budget Summaries 4
D. Policy Positions 8
E. Additional Policy Outcomes 10
F. Bill Tracking List 13

Attachments:

- 1. AWC Budget Matrix
- 2. 2026 Bills Impacting Cities

A. Session Overview

The 2026 legislative session convened on January 12 and adjourned on schedule on March 12. During the 60-day short session, lawmakers focused on two primary responsibilities: adopting biennial operating, capital, and transportation budgets, and debating and advancing legislation.

From a city perspective, the results of the 2026 Session show there is still significant room for progress. During the session, the Legislature:

- Continued its pattern of passing land-use mandates without attached funding. However, in refining several proposals, lawmakers incorporated more city input than they have in recent years.
- Declined to offer broad financial support for cities facing budget pressures, though it did pass a modest fiscal-flexibility measure ([House Bill 2442](#)) that introduces a few new revenue options that may help a small number of municipalities.
- Preserved most, though not all, state accounts that share funds with cities, but did not fully compensate for the expected financial losses that will occur once tax exemptions tied to the millionaire’s tax go into effect.

The session was largely defined by Democrats’ push to overhaul the state’s tax structure. That effort culminated in final legislative approval of [Senate Bill 6346](#), which imposes a new 9.9% tax on household income above \$1 million. The bill passed the Senate late on the final night of the session and now heads to Governor Ferguson, who has indicated he will sign it. Supporters argued the measure begins to address Washington’s long-standing reliance on regressive revenue sources, while Republicans warned it could open the door to broader income taxation.

Democratic leaders also advanced a slate of bills aimed at insulating the state from shifting federal policies. Lawmakers approved measures restricting the release of voter data, prohibiting law enforcement officers from concealing their identities while performing official duties, and anchoring vaccine guidance to state-level health authorities rather than federal directives. Party leaders described these actions as necessary to protect civil rights and public health.

In total, legislators introduced 1,238 bills during the session and enacted 268 into law.

Despite declaring the short session largely successful, Democratic leaders acknowledged that several major issues remain unresolved and are likely to resurface next year. These include regulating data centers more comprehensively, managing rising legal costs facing the state, stabilizing funding for public defense, revisiting public school funding, and securing long-term funding for ferry construction.

For Republicans, the session was largely defined by opposition. With limited leverage as the minority party, lawmakers relied heavily on procedural tactics and amendment strategies to slow or challenge Democratic priorities. That approach was most visible during the marathon House debate over the income tax bill, which stretched more than 24 hours and ranked among the longest floor debates in state history.

B. Legislative Agenda Items

Lakefront Park

During the 2026 legislative session, the City used the development of Lakefront Park to demonstrate how combining multiple investments could bring to fruition a project that would otherwise have been out of reach for a small community. With a total project cost estimated at \$12.9 million, the City has secured more than \$10.7 million by layering funding from King County Parks, the Recreation Conservation Office, the State Legislature, and local and outside sources. The project stood as a clear example of how coordinated state, regional, and local partnerships made large-scale community investments possible. The City expressed deep appreciation for the State’s \$1 million investment in Phase 1 and kept legislative partners informed of the project’s progress as it pursues additional grants to close the remaining funding gap.

State Route 104: Complete Streets & Multimodal Connections

Complete Streets is a state-mandated approach that ensures safe access for pedestrians, bicyclists, motorists, and transit riders of all ages and abilities, and since 2022 state law has required WSDOT to incorporate these principles into any state route project costing more than \$500,000. While WSDOT has identified SR 104 as needing maintenance, limited resources have delayed the work.

During session, the City took the opportunity to highlight the fiscal strain complete streets requirements places on projects during a public hearing on [Senate Bill 5581](#). The bill aligns state transportation statutes with a “safe system” approach by strengthening protections for trails and shared-use paths, clarifying roundabout rules, and expanding complete streets requirements to better integrate active transportation and transit facilities into state, local, and tribal transportation planning and projects. Councilmember Tracy Furutani shared support for safety and definitional updates for walking and biking, with the caveat that the unfunded \$500,000 complete-streets trigger on WSDOT projects has repeatedly delayed essential maintenance on SR 104 because required sidewalks and bike facilities would cost millions that neither the state nor the city currently has.

The supplemental transportation budget includes \$1.5 billion in new bond authority, sufficient to provide capacity for \$200 million in highway maintenance, and \$1.3 billion in highway preservation through the 2029-31 biennium. It will require active engagement from the City to request that some of those resources be used on State Route 104. The City’s legislative delegation expressed willingness to support this effort. To maximize their efforts and time, there will need to be advanced work to gather information and equip them with facts and questions. This will be the emphasis of our work over the interim months.

City Financial Challenges

While the Legislature has been focused on establishing a more stable and progressive fiscal structure for the state budget, local government budgets have not received the same level of prioritization or attention.

During the first year of the legislative biennium, significant energy was invested in a proposal to lift the [1% property tax cap](#). However, at the very end of the 2025 legislative session, Governor Ferguson indicated that he was not interested in signing such a proposal into law. Instead, the Legislature approved a [councilmanic sales tax increase for public safety](#) (House Bill 2015). This change makes the local tax code more regressive and more vulnerable to the ups and downs of economic downturns and broader fiscal uncertainty.

During the 2026 legislative session, the Legislature continued this trend by approving yet another councilmanic sales tax increase—this time for children, youth, and families (House Bill 2442).

Additionally, if the proposed millionaire’s tax is upheld, several sales and use tax exemptions will take effect as the tax is implemented. While these exemptions are widely recognized as an opportunity to reduce cost burdens on low- and middle-income households, they will negatively impact local government revenues. The Legislature acknowledged this impact in a brief intent section that recognizes the potential reduction in local revenues and references \$200 million in mitigation funding in the four-year budget outlook. However, this amount would only partially offset the fiscal impacts of the proposal.

In the third and fourth quarters of 2026, cities will begin collecting sales tax revenues on services that became taxable under legislation enacted during the 2025 session. Many cities—though not all—will experience a modest increase in sales tax collections as a result. However, this revenue increase is temporary and will likely be repealed in 2029 if the millionaire’s tax is upheld.

C. Budget Summaries

Operating Budget

The 2026 legislative session commenced with lawmakers confronting a persistent multi-year challenge - balancing the state’s Operating Budget. Expenditures associated with state programs, many of which were expanded in recent years, continued to rise, while revenue growth softened. Additionally, changes to federal policies meant fewer resources were available for state services. The primary task of the short session was updating the 2025-27 biennial budget to account for these changes.

Although the February revenue forecast offered slightly improved expectations due to stronger-than-anticipated early collections from tax measures enacted in 2025, state economists cautioned that growth in K–12 education, health care, and long-term care costs continues to outpace projected revenues.

The supplemental operating budget authorizes an additional \$2.3 billion in spending, bringing the biennial budget to \$80.2 billion. To achieve a balanced Operating Budget, legislators relied on a combination of targeted program reductions, inter-account transfers, and new revenues generated by eliminating select tax preferences, including those affecting data centers, prescription drug wholesalers, and insurance carriers. The enacted budget uses \$880 million from the Budget Stabilization Account and transfers an additional \$375 million from the Public Works Assistance Account to the state general fund. It further assumes \$2.23 billion in new revenue over the four-year outlook from the recently adopted millionaire's tax and incorporates the fiscal impacts of repealing the estate-tax increase approved during the 2025 session. The Budget Stabilization Account is backfilled using funds from the LEOFF 1 retirement system. For a full list of account transfers and legislation impacting revenue, [click here](#).

Despite these adjustments, the state faces a projected \$878 million deficit in fiscal year 2027—a challenge for next year's legislature, pending updated revenue forecasts. This deficit would significantly expand if the millionaire's tax were invalidated by the courts or overturned by voters. The only reason the state is not required to have a four-year balanced budget is that it utilized the Budget Stabilization Account during this biennium, which temporarily exempts it from the statutory four-year balance requirement.

Local Government Fiscal Health

In the four-year outlook, the budget includes intent to transfer \$200 million from the state's general fund to a new account called Local Government Fiscal Health. The intent of this allocation is to help offset some of the local tax reductions from the implementation of the sales tax exemptions included in Senate Bill 6346, the millionaire's tax. The \$200 million would be shared between cities, counties and transit agencies.

Other notable expenditures in the supplemental operating budget include:

- Roughly \$1 billion to cover the state's self-insurance liability costs
- \$15 million for grants to permanent supportive housing providers for operations, maintenance and service costs
- \$25 million for Immigrant, Refugee, and New Arrival Supports
- \$18 million for state employee collective bargaining agreements
- \$82.4 million to the Disaster Response Account

To view the summary of expenditures and reductions included in the supplemental operating budget, [click here](#). To view the text of the supplemental budget, [click here](#).

Transportation Budget

Transportation Budget writers faced another challenging year in developing a balanced budget that meets the state's transportation needs now and into the future. In the 2025 session the Legislature adopted a 6-cent fuel tax increase and a variety of other fee increases. That resulted in an estimated \$4.4 billion increase for the next three biennia. However, in the last three revenue forecasts, that estimate has been lowered by \$843 million. In other words, 20% of the projected increase in resources from the 2025 session have been offset by decreases since

then. The primary reason for the lower projection is declining fuel consumption. Fuel tax collections represent 40% of the total forecasted revenues, which limits overall available transportation resources.

In developing the supplemental transportation budget, the top priority for both parties and both chambers was increasing investments in preservation and maintenance of the state's highway system. Additionally, to provide clarity and certainty for long-term planning, the supplemental budget plans for the next 3-biennia, through 2031.

The supplemental budget appropriates \$16.6 billion, an increase of \$1.2 billion over the biennial budget. Of the total, \$10.2 billion (61%) is dedicated to capital projects and programs and \$6.4 billion (39%) to operating programs. The budget includes \$1.5 billion in new bond authority, sufficient to provide capacity for \$200 million in highway maintenance, \$1.3 billion in highway preservation and \$28 million in ferries preservation through the 2029-31 biennium. Click [here](#) to access Supplemental Transportation Budget documents.

Highway Preservation and Maintenance

For the current biennium, the supplemental budget allocates an additional \$40 million for the WSDOT Highway Maintenance Program, \$300 million for the Highway Preservation Program. In addition to these amounts, there is \$65 million in federal funding for state highway flood recovery and \$45 million for local highway flood recovery (\$30 million for county and \$15 million for city). These funds are specified for transportation infrastructure damaged during the December 2025 weather events.

Ferries

The state's ferry system includes 20 marine terminals and 21 car and passenger ferries with an average age of over 33 years. The supplemental budget allocates an additional \$4 million for preservation of ferries in the current biennium and doubles that amount in each subsequent biennia, for a total of \$28 million over 6 years. The budget advances \$29 million of previously allocated Climate Commitment Act resources to complete the construction of new hybrid electric ferries, with the first ferry anticipated to be delivered by 2030.

In contrast to the Governor's budget which provided funding for three new ferries, the supplemental budget allocates \$750,000 to the Joint Transportation Committee to convene a work group to consider options for long-term, financially sustainable vessel preservation and replacement. The work group's initial report is due to the Governor and Legislature by December 15, 2026. The budget also includes \$500,000 for a feasibility study regarding the establishment of state owned or leased dry dock facilities which would enable WSDOT to control scheduling for maintenance of the ferry fleet.

Local Project Impacts

The supplemental budget makes relatively no new investments in capital projects at the state or local level. However, the budget includes intent to increase funding by \$107 million for the Regional Mobility Grant Program and the Rideshare Grant Program in the next two biennia. The application window for the Regional Mobility Grant Program is already open, and the signal of

increased investment means there will be additional funding awarded in the upcoming cycle. Click [here](#) to learn more about the Regional Mobility Grant Program.

The final budget also incorporates the budgeting tool referred to as “resource smoothing” which assumes a \$180 million underspend of the Local Programs project list for the current biennium. This amount is invested elsewhere in the budget.

Traffic Safety & Enforcement

The biennial budget reduced funding for the WA State Patrol (WSP) due to staff vacancies and the supplemental budget restores \$2.7 million of that reduction. An additional \$11 million is provided to WSP for capital and operational improvements. Other traffic safety-related investments include:

- \$250,000 for WSDOT to develop an implementation plan for a new Megaproject Safety Program
- \$234,000 to report crash data and wrong-way driving violations at locations where wrong-way driving prevention strategies have been implemented
- Establishment of an older driver reduced fee identocard program for currently licensed drivers aged 70 years or older who wish to replace their driver's license with an identocard or an enhanced identocard

Looking Ahead

The supplemental budget makes relatively few changes to the underlying budget and signals intent to make more sweeping changes in the 2027-29 budget. Minimal funding is provided to complete studies and provide recommendations on a variety of issues, including:

- \$100,000 for the Joint Transportation Committee to facilitate review of the long-term financial sustainability of the transportation budget.
- \$640,000 for the Joint Transportation Committee to continue to oversee a Climate Emission Reduction Account investments tracking tool.
- \$400,000 for a report on the state's maintenance and preservation needs, including recommendations for a sustainable and integrated delivery plan and a public education program on investment needs and options.

Capital Budget

The state’s Capital Budget funds infrastructure and building construction for state and local communities through direct appropriations and grant programs. A percentage of the operating budget is dedicated to paying bonds issued to fund the budget. Of the three budgets, revenues in the capital budget were the most stable although not as ample as in previous years when there was an influx of federal funding from the American Rescue Plan Act (ARPA). The 2026 supplemental capital budget relies on debt limit bond capacity, Climate Commitment Act (CCA) accounts, and minimal other cash resources.

The supplemental Capital Budget authorizes \$889 million in new expenditures for a total of \$8.5 billion over the 2025-27 biennium. To help balance the operating budget, the capital budget transferred roughly \$1 billion in cash resources typically dedicated to capital purposes. These resources included capital gains, public works and higher education building accounts, described in more detail below. To view the supplemental budget and the associated project lists and grant programs, [click here](#).

Notable investments in the final Capital Budget include:

- The operating budget utilized \$375 million of the Public Works Assistance Account (PWAA) resources and the capital budget backfills the account with \$279.5 million of bond funding. There is \$100 million in existing bond backfill and the capital budget allocates \$10 million for emergency grants to local governments for public works projects impacted by the December 2025 flooding event. This brings the total amount of funding available in PWAA to \$389.5 million.
- An additional \$123 million in Housing Trust Fund investments which includes \$50 million for multifamily/rental units, \$40 million for preservation and \$55 million for homeownership.

D. Policy Positions

Affordable Housing

Local governments have consistently emphasized that meeting housing needs across all income levels will require significantly greater investment in housing serving households at 50% of area median income (AMI) or below.

The state’s primary tool for funding affordable housing production is the Housing Trust Fund. In his capital budget proposal, Governor Ferguson recommended investing \$275 million in the program—an unusually large investment for a supplemental budget year. While the Legislature did not fully fund the Governor’s proposal, it approved a substantial allocation to the program, reflecting continued legislative commitment to affordable housing development. Even with this investment, however, the Housing Trust Fund alone will not produce the level of housing needed for Washington State to meet its housing supply goals.

Several proposals were introduced this session that would have provided new local revenue options to support housing production. These included proposals to:

- Allow local governments to impose a tax on short-term rentals ([House Bill 2559](#))
- Authorize all jurisdictions to seek voter approval for an additional 0.25% real estate excise tax, similar to authority currently available to San Juan County ([House Bill 1480](#))
- Allow local governments to waive local sales and use taxes on affordable housing construction ([House Bill 1717](#))
- Modify existing incentives to support redevelopment of parking lots and underutilized sites into housing ([Senate Bill 5755](#))

While these proposals received legislative attention, none advanced during the short legislative session.

The Legislature did, however, provide additional flexibility in how existing housing-related revenues may be used. In recent years, lawmakers created two local-option sales tax tools to support housing investments:

- Establish a sales tax credit that cities can use to fund affordable housing ([House Bill 1406](#) from 2019)
- Authorize a local sales tax dedicated to housing and related services ([House Bill 1590](#) from 2020)

Both programs included restrictions on how revenues could be spent. This year, the Legislature approved [Senate Bill 6027](#) and [House Bill 2442](#), expanding flexibility by allowing these funds to be used for rental assistance, providing jurisdictions with additional tools to address housing affordability.

The Governor has also continued to advance his executive order establishing a Washington State Department of Housing. An advisory committee has been formed and has begun meeting to guide the development of the new agency, with the Association of Washington Cities serving as a participant. As part of this effort, a [survey](#) is currently being circulated to gather stakeholder input on the mission and role of the future agency. The survey includes several questions about how the agency should interact with cities in advancing housing policy, including topics related to land use and permit reform. Local governments are encouraged to participate and provide input.

Fish Culverts

The state must identify approximately \$5 billion to eliminate state-owned culverts and remove other barriers hindering fish passage, as required by a federal court ruling. It seems unlikely that the state will meet the court’s 2030 deadline and is currently engaged in mediation with the Tribes who initiated the lawsuit. The ongoing mediation essentially eliminated this topic from discussion during the 2026 session. Neither the transportation budget nor the capital budget made new investments in fish barrier removal at the state or local level.

Neighborhood Cafes

A proposal to allow neighborhood cafés and small stores in residential areas gained early momentum this session, moving quickly through the Senate with bipartisan support. The bill, [House Bill 1175](#), sponsored by Rep. Mark Klicker (R–Walla Walla), reflected growing interest in encouraging walkable, neighborhood-scale businesses while maintaining local control over impacts.

Despite its swift progress in the Senate, that momentum did not carry over to the House. Once the measure crossed chambers, it stalled and ultimately failed to advance before the end of the session. Despite hearing from cities that actively supported the legislation, including the City of Lake Forest Park, the Chair of the Senate Local Government committee, Senator Jesse Salomon (D-Shoreline), opted not to schedule the bill for a public hearing. This is likely because the bill

still received mixed feedback from the broader city family since at its core, the bill preempts city authority.

E. Additional Policy Outcomes

Transportation

Lawmakers have been prioritizing policies that aim to increase safety for all road users. This session, the legislature passed [Senate Bill 6066](#), authorizing and defining crash prevention zones, and [Senate Bill 6110](#), addressing the increase of e-motos use and developing a workgroup to define e-motos. Introduced in 2025, [Senate Bill 5067](#) lowers the blood alcohol concentration (BAC) limit for the operator of a vehicle or watercraft from 0.08% to 0.05%. This effort continued into the 2026 legislative session, making its way through the Senate but ultimately stalling in the House.

To support communities with infrastructure funding, [Senate Bill 6262](#) increased the maximum weight of vehicles subject to a transportation benefit district fee from 6,000 pounds to 9,000 pounds. However, the bill did not pass. The Association of Washington Cities and others hope to see this bill reintroduced in the 2027 session.

Another concept that was debated but didn't make it over the finish line was changing the revenue distribution method for cities that operate traffic safety cameras. Current law says that cities must share 25% of net revenues from stationary cameras put in place after June 6, 2024. [House Bill 2711](#) would have changed it to require a city to remit \$5,000 annually for each device active in the previous 12 months, and an additional \$5,000 annually for each permanent camera that has been in place for at least four years. This shift was recommended by cities after a Senate concept proposed sharing 10% of gross revenues, which would have been far more costly to cities. This discussion was prompted by a desire for stable funding for the Cooper Jones Bicycle Safety Account, which is still needed. It is likely this issue will return in the 2027 session.

Public Safety

In recent years, legislative discussions have often been dominated by public safety issues. While the topic received considerable rhetorical attention during this session, relatively few significant policy changes were enacted.

Two bills passed this session with notable implications for public safety. The first, [Senate Bill 5974](#), establishes minimum qualifications for elected sheriffs creating background check requirements. The second, [Senate Bill 6002](#), regulates the use of automated license plate reader (ALPR) cameras, often referred to as "Flock cameras," which are increasingly used by local law enforcement agencies to investigate and prevent crime.

The Legislature also monitored—but did not take action on—the implementation of [House Bill 2015](#), adopted last year. That law created a \$100 million grant program and authorized a councilmanic sales tax to support local public safety investments. Several jurisdictions have expressed concern that the eligibility criteria and certification requirements established by the

Criminal Justice Training Commission have been burdensome and difficult to meet, limiting access to the funding. Approximately one month into the legislative session, the Commission approved the first jurisdictions for certification under the program. Click [here](#) to view the CJTC program page.

In recent years, the Legislature has also considered proposals aimed at reducing the number of individuals entering the criminal justice system, including efforts to decriminalize certain offenses or modify detention standards. Several such proposals were introduced this session but did not ultimately pass into law. One worth mentioning is [House Bill 2389](#), which expands alternatives to confinement and adjusts sentencing rules for juvenile offenders.

Land Use

The Legislature has continued its trend of preempting local governments in the name of increasing housing supply. During the first year of the biennium, lawmakers limited cities' authority to require housing developers to provide parking to reduce development costs. In the second year of the biennium, the Legislature advanced a similar proposal limiting cities' authority to require ground-floor retail or commercial space in new developments. The bill—requested by Governor Ferguson and Lieutenant Governor Heck—was supported by major employers such as Microsoft and Amazon, along with the Master Builders Association and the Sightline Institute. After several rounds of negotiations, the Legislature approved a final version of [Senate Bill 6026](#), which the Governor signed into law. While the bill limits local authority, the final version retained some ability for cities to require ground-floor commercial or retail uses in certain circumstances. Unless there is a significant political shift, legislative mandates affecting local land use authority in the name of increasing housing supply are likely to continue in future sessions.

For the second consecutive session, lawmakers considered legislation that would have significantly limited cities' authority to regulate or remove individuals occupying public rights-of-way, including individuals experiencing homelessness who are living in encampments. [House Bill 2489](#) was approved by the House Housing Committee but did not advance further in the legislative process. Despite not passing, the proposal generated significant attention and opposition. Each year this policy is introduced and debated, it draws substantial interest from local governments, advocacy groups, and legislators due to its potential impact on cities' ability to manage public spaces and address encampments within the public right-of-way.

The Legislature has also continued to focus on the regulation and siting of “step housing” types, including shelters, transitional housing, emergency housing, and permanent supportive housing. In 2021, the Legislature adopted [House Bill 1220](#), which required cities to allow these housing types in areas where hotels are permitted. The bill was influenced in part by events in Renton, where a Red Lion hotel was converted into a shelter and generated significant public debate about public safety impacts. At the time, cities were allowed to adopt reasonable occupancy, spacing, and health and safety regulations. However, local regulations adopted across the state have varied widely, and in some cases have been written narrowly enough to effectively prevent shelters from locating in a community.

To address these concerns, the Legislature adopted [House Bill 2266](#) this session. The bill modifies existing law by requiring cities to allow permanent supportive housing and transitional housing in all residential zones and requiring shelters and emergency housing in all zones where hotels are allowed. It also narrows the types of spacing, occupancy, and health and safety regulations that cities may adopt. One notable provision allows cities to impose additional operational requirements when a jurisdiction contributes general fund dollars or public land to a project. Proponents believe the bill will create greater statewide consistency in how these housing types are regulated.

In addition to land use mandates, lawmakers have also focused on local permitting processes. In 2021, the Legislature adopted [Senate Bill 5290](#), establishing permit review timelines for local governments. While jurisdictions may set their own timelines, they must meet statutory performance requirements. The law also requires the Department of Commerce to study permitting timelines statewide. Commerce released its first report shortly before the start of the legislative session, establishing baseline data and indicating that permit review timelines vary widely among jurisdictions.

Commented [HS1]: @Megan Taylor

This session, the Legislature adopted [House Bill 2418](#), which makes modest changes to local permitting requirements, including clarifying when an application is considered complete and requiring jurisdictions to designate a permit review office or point of contact. Lawmakers also considered [Senate Bill 5729](#), which would have required cities to accept architectural or engineering plans approved by licensed professionals, but that proposal did not advance. Governor Ferguson and other stakeholders have indicated that additional permit reform will likely be pursued in future sessions as part of ongoing efforts to reduce housing development timelines and costs.

Immigration

One of the major themes for the majority party this session was to respond to the actions of the federal government, particularly in relation to immigration enforcement. Democrats shared their goal of ensuring that immigrants and refugees, as well as all community members, feel safe in Washington state.

A slate of bills was introduced to make progress on this issue. Several bills were signed into law, including [House Bill 2105](#), which establishes immigrant worker protections; [Senate Bill 5855](#), which prohibits law enforcement at any level of government from wearing masks; and [House Bill 2165](#), which increases penalties for individuals who impersonate law enforcement officers. The legislature considered but did not approve many others including [House Bill 2464](#), addressing reporting requirements for private detention facilities; [House Bill 2597](#), strengthening immigration-related enforcement provisions; [House Bill 2641](#), updating standards for law enforcement hiring; [House Bill 2648](#), clarifying interactions between local agencies and federal immigration enforcement; [Senate Bill 5906](#), enhancing data and personal safety protections; [Senate Bill 6080/House Bill 2547](#), establishing new parameters for federal custody contracts; [Senate Bill 6109](#), concerning private detention investment restrictions; and [Senate Bill 6286](#), imposing fines on detention facilities, reflect ongoing legislative interest in regulating detention practices, increasing transparency, and setting clearer statewide standards

for how local governments interact with federal enforcement systems, even though none of these measures crossed the finish line this session.

Liability Reform

The 2026 session brought heightened attention to an increase in liability exposure for the state and local governments. After concerns from the Governor and legislators about the tens of millions spent annually on liability claims, Senator Manka Dhingra introduced [Senate Bill 6239](#) which would have required arbitration for tort claims against the state and its subdivisions. Originally, this was the only bill being considered on the topic but as the session progressed, the bill was watered down and eventually died after victim advocates expressed concerns with the delay of justice for those harmed by state or local governments. While no major reforms were passed, the session marked a clear shift toward confronting the growing financial strain tort exposure places on both the state and local governments, setting the stage for deeper work in the next biennium.

To support that work, the final Operating budget directs the Office of Administrative Hearings to convene a committee to recommend changes to the process for claims against the state or its political subdivisions for damages arising out of tortious conduct. The committee will provide a report by November 1, 2026.

On the flip side of the issue, the Legislature considered several bills that would have increased liability exposure for governments. One example is [House Bill 2095](#), which would expand civil liability when vulnerable road users are struck by automobiles. Although intended to protect vulnerable road users, such as people walking in a crosswalk or riding bicycles in a lane, the bill would expand cities' exposure to potential damages and attorneys' fees even if no city driver or vehicle was involved. The bill was ultimately halted in the Senate but the sponsor, Rep. Reed, plans to introduce similar legislation next year.

F. Bill Tracking List

Below is the list of bills that the City took a position on during the 2026 session. This list includes the bills that died and those that passed into law.

| Bill # | Abbrev. Title | Short Description | Status | Sponsor | Position |
|--|------------------------------|---|----------------|----------|----------|
| SHB 1015 (Dead) | Energy labeling/residential | Concerning energy labeling of residential buildings. | H Local Govt | Duerr | Support |
| E2SHB 1175 (Dead) | Small businesses/residential | Allowing small business establishments in residential zones. | H Rules 3C | Klicker | Support |
| HB 2233 (Dead) (2SSB 5965) | Retail bags | Reducing environmental impacts associated with bags provided to customers at retail establishments. | H Env & Energy | Parshley | Support |
| SSB 5798 (Dead) | Property tax | Concerning property tax reform. | S Ways & Means | Pedersen | Support |

| | | | | | |
|--|-------------------------|---|------------|---------|---------|
| SSB 5855 (HB 2173) | Law enf. face coverings | Concerning the use of face coverings by law enforcement officers. | Del to Gov | Valdez | Support |
| 2SSB 5965 (Dead) (HB 2233) | Retail bags | Reducing environmental impacts associated with bags provided to customers at retail establishments. | S Rules 2 | Bateman | Support |
| ESSB 6002 (HB 2332) | Driver privacy | Concerning driver privacy protections. | Del to Gov | Trudeau | Support |



Washington final supplemental budgets FY 2025-27: Selected impacts on cities

For more information, please visit the fiscal.wa.gov website for legislative budget proposals and the Office of Financial Management website at ofm.wa.gov for the Governor's proposed budget.

| | Final 2025-27 Budget | Final passed Supplemental 2025-27 budget |
|---|--|--|
| Operating budget – Shared revenues | | |
| Liquor profits (Liquor Revolving Account) | \$98.9 million | No change |
| Liquor taxes (Liquor Excise Tax Account) | \$88 million | No change. |
| Cannabis Excise Tax | \$44.2 million | Reduces by \$5.1 million. |
| Municipal Criminal Justice Assistance Account | <ul style="list-style-type: none"> • \$60.3 million • \$266,000 for reimbursement for mandatory arrest for repeat offenders. | No change. |
| City-County Assistance Account (6050) | \$43.8 million | Adds \$1.3 million. |
| Fire Insurance Premium Tax | \$16.9 million | Adds \$1.6 million. |
| Local Government Fiscal Health (SB 6346) | | Intent to transfer \$200 million from general fund to new account beginning in 2027-29 for local impacts of millionaire tax (SB 6346). |
| Operating budget – Programs | | |
| General Government | | |
| Pensions | <ul style="list-style-type: none"> • Select Committee on Pension Policy to study implications of possible Plans 1 merger (as suggested by SB 5085) or LEOFF 1 restatement (as suggested by HB 2034). Report by January 9, 2026. • Pension rates adjusted to take into account SB 5357. New employer rates: <ul style="list-style-type: none"> ▪ PERS 5.38% ▪ PSERS 6.91% ▪ LEOFF 2 employer rate: 5.32% | <ul style="list-style-type: none"> • Transfers \$880 million from pension funding stabilization account to budget stabilization account by Jun 30, 2029 (HB 2034). • Transfers \$539 million from Pension Surplus Holding Account to Climate Commitment Account in 2027-29. |
| PERS 1 COLA | No PERS 1 COLA included. | Adds \$10,000 for PERS plan 1 COLAs (SB 5862). |

| | Final 2025-27 Budget | Final passed Supplemental 2025-27 budget |
|---|--|--|
| Paid Family & Medical Leave Program | <ul style="list-style-type: none"> \$10.8 million for additional staff to process PFML customer and employer inquiries. \$8.9 million completing statutorily required PFML implementation. \$5 million to implement changes to PFML job protections. | Adds \$1.2 million to implement paid leave contributions (HB 2345). |
| Miscellaneous HR & labor provisions of interest | <ul style="list-style-type: none"> \$851,000 to implement restriction on including unnecessary driver requirements in job applications (SB 5501). \$852,000 to implement UI benefits for striking workers (SB 5041). \$102,000 to implement changes to public employee bargaining (SB 5503). | Adds \$19 million to support unemployment program due to projected federal revenue shortfall. |
| Municipal Research and Services Center | \$6.8 million | No change. |
| Municipal Revolving Account | Sweep of \$5 million from State Auditor municipal revolving account balance of local audit fees. | No change. |
| Elections | \$500,000 to UW to study local government compliance with voting and elections laws and recommend best practices. | No change. |
| Public Safety & Criminal Justice | | |
| Training for law enforcement | <ul style="list-style-type: none"> Funds 23 BLEA classes per year in 2026 and 2027, with two per year in each of four regional academies in Arlington, Pasco, Spokane, and Vancouver. Remaining classes in Burien. Reinstates 25% local match for BLEA and basic corrections officer training programs. | No change. |
| Crisis intervention training | \$1.8 million for <i>Trueblood</i> phase 1-3 regions. | No change. |
| Co-responder team funding | \$5.2 million for cities/counties alternative response, including: <ul style="list-style-type: none"> \$4 million to AWC to provide funds to cities to create alternative response team programs around the state. \$1.2 million to support Whatcom County alternative response team. | <ul style="list-style-type: none"> Reduced AWC alternative response grants by \$600,000. Reduced Whatcom alternative response team by \$176,000. |
| Law enforcement behavioral health & suicide prevention program | \$5 million to the CJTC for officer wellness programs, including: <ul style="list-style-type: none"> \$3 million for grants to local law enforcement agencies for wellness programs. \$2 million for a wellness app. | No change. |

| | Final 2025-27 Budget | Final passed Supplemental 2025-27 budget |
|--|---|---|
| Public safety funding | <ul style="list-style-type: none"> \$100 million for public safety funding grants to support recruiting, hiring, retaining, and training officers and co-responders (HB 2015). \$635,000 to CJTC to administer grants. | No change. |
| Organized retail crime program | | Adds \$500,000 for statewide organization to conduct a retail crime pilot program focused on diversion-oriented programs. |
| Auto theft prevention authority | Transfers \$1.8 million to general fund. | Transfers an additional \$2.1 million to general fund. |
| Drug & gang prevention | \$1 million grant program. | No change. |
| Impaired driver safety account | \$1.2 million | No change. |
| Small & rural court grants for increased security | \$1 million for grant matching funds to increase small rural court security. | No change. |
| Public defense grants | <ul style="list-style-type: none"> \$900,000 for grants to cities. Additional \$2.7 million for public defense grants to cities. | Reduced public defense grants to cities by \$180,000 due to state budget drafting error. |
| Vacating & resentencing under <i>State v. Blake</i> decision & refunding LFOs | <ul style="list-style-type: none"> \$5.9 million to AOC to refund legal financial obligations vacated under <i>Blake</i> and an additional \$1.7 million for the activities of the AOC including contracting with cities and counties to disburse legal financial obligations. \$7.6 million to AOC to assist cities and counties with costs to comply with <i>Blake</i>. \$8.6 million to the Office of Public Defense to assist cities and counties with public defense services related to <i>Blake</i>, including SPAR grants. | No change. |
| Human Services | | |
| Community Behavioral Health | <p>Continued investments in the community behavioral health system, including:</p> <ul style="list-style-type: none"> \$78.5 million for community treatment (PACT) teams. \$4.1 million for mental health services for mentally ill offenders in county or city jails and connection to services after release from confinement. \$38.1 million for clubhouse programs. \$17 million for substance use disorder peer support. \$61.2 million to support the housing needs of individuals with behavioral health disorders. \$9.5 million for health engagement hub pilot program sites (SB 5536). \$5.3 million to continue behavioral health street | <p>Reduces investments in the community behavioral health system, including:</p> <ul style="list-style-type: none"> \$5.7 million reduction for clubhouse programs. \$1.2 million reduction for health engagement hub pilot program sites (SB 5536). \$1 million reduction to distribution of naloxone to community health programs and community settings. Adds Clallam County to street medicine team eligibility. |

| | Final 2025-27 Budget | Final passed Supplemental 2025-27 budget |
|-----------------------------------|--|--|
| | <p>medicine teams for homeless individuals in Tacoma, Everett, and Spokane, plus King and Kitsap Counties.</p> <ul style="list-style-type: none"> • \$6.9 million to expand distribution of naloxone to community health programs and other community settings. | |
| Forensic mental health | <ul style="list-style-type: none"> • \$18.3 million to phase-in <i>Trueblood</i> settlement competency evaluations, competency restoration, forensic navigators, crisis diversion and supports, education and training, and workforce development. • \$14.3 million to improve the timeliness of competency evaluations for individuals in local jails. • \$8 million, including \$7 million for <i>Trueblood</i> phase one and phase two regions. • \$10.3 million to expand efforts to provide opioid use disorder and alcohol use disorder medication in city, county, regional, and tribal jails. | \$1.3 million reduction for phase-in <i>Trueblood</i> settlement competency evaluations, competency restoration, forensic navigators, crisis diversion and supports, education and training, and workforce development. |
| Foundational public health | \$300.2 million | Adds language directing \$2.5 million of existing funding to maintain core infrastructure and staff. |
| Housing & Homelessness | | |
| Housing and homelessness | <ul style="list-style-type: none"> • \$200 million for covenant homeownership program. • \$137 million for HEN program. • \$117.6 million for grants to local governments to maintain programs impacted by loss of document recording fees. • \$111 million for grants for local governments and NGOs for homeless housing programs and services. • \$90 million to transition those living in encampments to safer housing. • \$30.4 million for homeless families, youth prevention and diversion. • \$25 million for grants to support building operations, maintenance and service costs of permanent supportive housing projects. • \$22.5 million for housing assistance, including rental subsidies, permanent supportive housing, and low- and no-barrier housing beds for unhoused individuals. • \$6.5 million for Consolidated Homeless Grant Program. • \$1.2 million for foreclosure prevention assistance. • \$1 million for diversions services for those at risk of | <ul style="list-style-type: none"> • \$4.5 million reduction in permanent supportive housing for families that are chronically homeless with a disability. • Adds \$15 million for grants to permanent supportive housing providers for O&M. • Adds \$313,000 to support a task force to establish a state department of housing. |

| | Final 2025-27 Budget | Final passed Supplemental 2025-27 budget |
|--|--|--|
| | losing stable housing or are homeless that are determined to have a high probability of returning to stable housing. | |
| Land Use & Environment | | |
| Stormwater nonpoint pollution | <p>\$8.5 million for Ecology to address and mitigate 6PPD (tire chemical lethal to salmonids), including to identify effective management practices for stormwater treatment. Including:</p> <ul style="list-style-type: none"> \$4.4 million to identify effective best management practices to treat 6PPD in stormwater. \$2.7 million to develop a strategy and recommendations to eliminate 6PPD in consumer products. | No change. |
| PFAS and water quality | <ul style="list-style-type: none"> \$4 million to investigate and monitor sources and impacts of PFAS, including a study of how to manage discharges at municipal wastewater treatment facilities. \$196,000 to implement SB 5033, required PFAS testing of biosolids. | No change. |
| Growth Management Act Planning Grants | <ul style="list-style-type: none"> \$22.5 million for local government climate planning implementation. \$18 million for updating comprehensive plans and development regulations to comply with the Growth Management Act. \$3.8 million to support implementation of various land use bills (HB 1096 (lot splitting), HB 1183 (development regulations), HB 1491 (transit density), SB 5148 (housing element audits), SB 5509 (childcare zoning), SB 5559 (subdivision reform), & SB 5587 (housing gaps report & infill housing). \$1.7 million to increase middle housing. | <ul style="list-style-type: none"> Reduces 2027 GMA periodic update formula planning grants by \$2.9 million and repealed proviso allowing for a competitive grant cycle for unallocated funds. Adds \$500,000 for grants to local government to update permit review processes. |
| Clean energy technologies | <ul style="list-style-type: none"> \$5 million to support local governments in siting and permitting clean energy projects. \$13 million to assist owners of public buildings conduct energy audits. \$10 million to assist local governments, local organizations, and tribes to access federal tax incentives and grants. | <ul style="list-style-type: none"> Reduces assistance to local governments, local organizations, and tribes to access federal tax incentives and grants by \$2.5 million. Reduces assistance to owners of public buildings for conducting energy audits by \$1.6 million. |
| Climate mitigation and resiliency | \$1.9 million for coastal hazard monitoring and resilience, including grant technical assistance to local governments and tribes. | Adds \$10 million for community wildfire resilience per RCW 76.04.511(3)(c). |

| | Final 2025-27 Budget | Final passed Supplemental 2025-27 budget |
|--|--|--|
| Urban and Community Forest Grant Program | \$3 million. | No change. |
| Public Works & Infrastructure | | |
| Public Works Assistance Account (PWAA) | \$288 million transfer from PWAA to state general fund in FY 2026. <i>See also PWAA under Capital Budget.</i> | Adds \$375 million transfer from PWAA to state general fund on June 30, 2027. |
| Local Solid Waste Financial Assistance | \$24 million for Local Solid Waste Financial Assistance grants. | No change. |
| Utility assistance | \$25 million for grant funding through existing network of federal low-income home energy assistance. | Adds \$30 million for grant funding through existing network of federal low-income home energy assistance. |
| Capital budget | | |
| Public Works & Infrastructure | | |
| Public Works Assistance Account (PWAA) | <ul style="list-style-type: none"> \$365 million in new funding \$468 million in new and existing diversions: <ul style="list-style-type: none"> \$288 million to general fund (new) \$114 million (\$57 million/year) transfer to general fund (temporary redirection of existing transfers to the Move Ahead WA Account). \$41 million to Water Pollution Control Revolving Account. \$25 million to Drinking Water Assistance Account. <i>See also PWAA under Operating Budget.</i> | Adds \$14.5 million <ul style="list-style-type: none"> \$279.5 million in new bond revenue (backfilling sweeps) \$10 million for emergency grants to local governments impacted by 2025 weather events. \$381.9 in new diversions. <ul style="list-style-type: none"> \$375 million transfer to general fund in FY 2027. \$6.9 million transfer to Drinking Water Assistance Account. Reduces existing diversion to Water Pollution Control Revolving Account to \$20.5 million <i>See also PWAA under Operating Budget.</i> |
| Stormwater Financial Assistance Program | \$60 million | No change. |
| Puget Sound Nutrient Reduction WWTP Grant Program | \$10 million | No change. |
| Drinking Water State Revolving Fund Loan Program (DWSRF) | <ul style="list-style-type: none"> \$120 million for water system infrastructure construction projects through DWSRF. \$25 million for DWSRF state match dollars from PWAA. | Adds: <ul style="list-style-type: none"> \$3 million for DWSRF preconstruction loans. \$6.9 million for DWSRF state match dollars from PWAA. |

| | Final 2025-27 Budget | Final passed Supplemental 2025-27 budget |
|---|---|---|
| Water Pollution Control Revolving Loan Program | \$614 million: <ul style="list-style-type: none"> \$214 million federal \$400 million state \$41 million PWAA | No change. |
| Centennial Clean Water Grant Program | \$40 million | No change. |
| Community Economic Revitalization Board (CERB) | \$81.3 million for CERB Capital Construction. | No change. |
| Broadband grants and loans | \$1.3 billion, including: <ul style="list-style-type: none"> \$114 million as match for Broadband Equity, Access, and Deployment state grants program from IIJA. \$1.2 billion federal. | No change. |
| Regional Approaches Grant Program | \$2 million | No change. |
| Land Use & Environment | | |
| Puget Sound Restoration and Salmon Recovery Grants | <ul style="list-style-type: none"> \$105 million for Salmon Recovery Funding Board (SRF) grants, plus an additional \$20 million for riparian area grants. \$60.5 million for Puget Sound acquisition and restorations. \$9.6 million for Washington Coastal Restoration & Recovery. | No change. |
| PFAS & Water Quality | \$14.5 million to address PFAS cleanup. | No change. |
| Remedial Action Grants | \$84.4 million | No change. |
| Urban and Community Forest Grant Program | \$6.2 million | Adds \$3 million. |
| Floodplains by Design Grant Program | \$75.7 million | No change. |
| Aquatic Lands Enhancement Account | \$4.3 million | No change. |
| Washington Wildlife & Recreation Program | \$120 million | No change. |
| Youth recreational facilities | \$7.6 million for specific projects. | No change. |
| Youth and community outdoor athletic facilities | \$19.8 million for specific projects. | No change. |
| Fish Barrier Removal Board | \$32.5 million to fund identified projects and agency administration. | No change. |

| | Final 2025-27 Budget | Final passed Supplemental 2025-27 budget |
|---|--|---|
| Air quality & greenhouse gas reduction | <ul style="list-style-type: none"> \$10.1 million for landfill methane capture grants. \$4.1 million for community participatory budgeting program for mitigating climate change impacts on overburdened communities. | No change. |
| Clean energy & climate resilience and mitigation | <ul style="list-style-type: none"> \$35 million for Weatherization Plus Health grants. \$26 million for Clean Energy Fund program. \$23 million for Community EV charging grants. \$20 million for Solar and Energy Storage grants. \$11 million for Energy Retrofits for Public Buildings grants. \$10 million for Clean Energy Community grants. \$5 million for Clean Buildings Performance grants. <p><i>Extended 2023-25 appropriation of clean energy retrofit dollars for grants (administered by AWC) for energy audits of city-owned tier 1 & 2 buildings into FY 2026.</i></p> | Adds \$11 million for Weatherization Plus Health grants. |
| Housing & Homelessness | | |
| Housing Trust Fund | <p>\$605 million, including:</p> <ul style="list-style-type: none"> \$536 million for housing to benefit low-income and special needs populations, including permanent supportive housing, including: <ul style="list-style-type: none"> \$215 million multifamily rental housing. \$100 million for Apple Health & Homes. \$75 million for first-time low-income homeownership. \$62 million for identified projects. \$50 million for housing for those with developmental disabilities. \$50 million for affordable housing preservation. \$30 million for mobile home park preservation. \$10 million for rapid conversion or acquisition of housing to address extremely low-income and unhoused populations. \$5 million for farmworker housing. \$5 million for urgent repair grants. | <p>Adds \$123 million, including:</p> <ul style="list-style-type: none"> \$96 million, for housing to benefit low-income and special needs populations, including permanent supportive housing, including: <ul style="list-style-type: none"> Reduction in Apple Health & Homes by \$57 million. \$55 million for first-time low-income homeownership. \$49 million for multifamily rental housing projects. \$40 million for affordable housing preservation. Projects impacted by December 2025 atmospheric river and winter weather event are eligible. \$8 million for farmworker housing. \$21 million for identified projects. \$5 million for urgent repair grants or risk mitigation for affordable housing. |

| | Final 2025-27 Budget | Final passed Supplemental 2025-27 budget |
|--|--|---|
| Additional investments in housing and shelters | <ul style="list-style-type: none"> • \$90 million for Connecting Housing to Infrastructure (CHIP) grants to local governments. • \$22 million for identified projects. • \$14.7 million for recovery residences grants. • \$9 million for youth shelters and housing. • \$8 million for identified transit-oriented housing projects. • \$5 million for low-income home rehabilitation grants. | <ul style="list-style-type: none"> • Adds proviso to allow CHIP to fund deferred loans. • Adds \$37 million for identified projects. • Adds \$17 million for grants and technical assistance for mobile home communities. • Adds \$5 million for projects impacted by December 2025 atmospheric river and winter weather event. |
| Human Services | | |
| Behavioral Health Community Capacity | \$119.8 million, including: <ul style="list-style-type: none"> • \$70 million for competitive community behavioral health grants to address regional needs, including preventing closure of existing facilities, youth and adult bed capacity, facilities that serve specialized populations, and crisis relief centers. • \$49.8 million for 11 specific local crisis stabilization projects. | Reduced to \$74.3 million and allocated differently: <ul style="list-style-type: none"> • Reduces \$60 million from the competitive community behavioral health grants. • Adds \$14.5 million for 10 additional specific local crisis stabilization projects |
| Transportation budget | | |
| WSDOT Local Programs Capital budget | \$962.7 million | \$180 million temporary diversion from existing legislative appropriations to local projects; assumes delay in delivery of projects. |
| Statutory transfers to local governments | <ul style="list-style-type: none"> • \$494 million • Additional \$36.2 million over next 3 biennia for city distribution of 6-cent increase to motor vehicle fuel tax. | Adds \$14.5 million. |
| Transportation Improvement Board (TIB) | \$310.8 million, including: <ul style="list-style-type: none"> • \$3.9 million to Small City Pavement and Sidewalk Program. • \$24.6 million for Complete Streets grants. • \$9.3 in preservation funding for cities. Legislature intends to provide an additional \$21 million in 2027-29 for the Complete Streets Program. | Adds \$15 million in assistance for cities recovering from 2025 weather events. |
| Recovery from 2025 weather events | - | See Transportation Improvement Board . |
| Safe Routes to Schools Grants | \$83.4 million | Adds \$34 million. |
| Pedestrian and Bicycle Safety Programs & Grants | \$81.7 million | Adds \$33.4 million. |

| | Final 2025-27 Budget | Final passed Supplemental 2025-27 budget |
|---|---|--|
| Safety and Active Transportation | <ul style="list-style-type: none"> • \$33.2 million for the Sandy Williams Connecting Communities Pilot Program for projects to reconnect communities bifurcated by state highways. • \$500,000 for grants to local jurisdictions to implement network-wide traffic conflict screening programs. | Adds: <ul style="list-style-type: none"> • \$13.2 million for the Sandy Williams Connecting Communities Program. • \$500,000 for local jurisdictions to implement network-wide traffic conflict screening programs. • \$6.5 million for the Reducing Rural Roadway Departures Program, to which cities are now eligible to apply. |
| Freight Mobility Strategic Investment Board | <ul style="list-style-type: none"> • \$44.2 million for FMSIB recommended projects. • \$35.5 million in federal funds for recommended local preservation projects. | Adds: <ul style="list-style-type: none"> • \$4.9 million for FMSIB recommended projects. • \$8 million in federal funds for recommended local preservation projects. |
| Fish passage | <ul style="list-style-type: none"> • Retains proviso language to coordinate with Fish Barrier Removal Board on watershed approach to include local culverts. • Includes language allowing partnerships to leverage state and local funds to match opportunity for federal funding under BIL. | No change. |
| Homeless encampments | \$9.2 million to address homeless encampments on WSDOT-owned rights-of-way in coordination with local governments and social service organizations to direct people to housing and prevent future encampments. <ul style="list-style-type: none"> • A minimum of \$2 million dedicated to litter removal. • \$1 million in coordination with the City of Spokane. • \$1 million for safety improvements and debris cleanup in Seattle. • \$1 million in coordination with the City of Tacoma. • \$1.2 million to contract with the City of Fife. <i>See also Housing and Homelessness in Operating budget</i> | No change. |
| Rural mobility grant | \$32.2 million | No change. |
| Alternative fuel and electric vehicle infrastructure | <ul style="list-style-type: none"> • \$25 million for clean alternative fuel vehicle charging and refueling infrastructure program. • \$3.5 million for an e-bike lending library and ownership program offering competitive grants. | No change. |
| Federal fund exchange pilot program | \$17.5 million for a federal fund exchange pilot program of Transportation Block Grant population funding and state funds at an exchange rate of 95 cents in state funds per \$1 in federal funds. | No change. |

| | Final 2025-27 Budget | Final passed Supplemental 2025-27 budget |
|-------------------------------|--|---|
| Studies | <ul style="list-style-type: none"> • \$250,000 to update the 2013 memorandum of understanding between AWC and WSDOT for the construction, operations and maintenance responsibilities for city streets as part of state highways. • \$140,000 for the JTC to update the 2019 assessment of city transportation funding needs. • \$200,000 for the JTC to study alternative new methods for local governments to fund sidewalk improvements. | No change. |
| FHA bridge load rating | \$5 million for the County Road Administration Board to provide grant dollars to counties and cities for the costs associated with obtaining a new federal highway administration load rating. | No change. |



CITY OF LAKE FOREST PARK

2026 LEGISLATIVE SESSION



PURPOSE

Overview of the 2026 Legislative Session

Outcomes of City's Legislative Priorities

Additional Legislative Issues

Next steps



OVERVIEW

2026 LEGISLATIVE SESSION

- 60-day session
- Second year of the biennium
- Democrats held strong majorities
- Major themes: response to federal actions, affordability, tax/budget reform
- Supplemental budgets
- 1,238 bills introduced, 268 passed into law

OVERVIEW

2026 SUPPLEMENTAL BUDGETS



OUTCOMES

CITIES ACROSS THE STATE

Key Takeaway: There's room for improvement

- More unfunded mandates, but not as bad as previous years
- No relief for city budgets, but fiscal flexibility
- Maintained most - but not all - state-shared revenues
- New impacts from sales and use tax exemption in millionaire's tax



OUTCOMES

LAKE FOREST PARK PRIORITIES



| | |
|---------------------------|---|
| Lakefront Park | <ul style="list-style-type: none">• Sharing progress to demonstrate effort of multi-sourced investments to complete a project |
| State Route 104 | <ul style="list-style-type: none">• Maintenance & preservation investment creates opportunity |
| City Financial Challenges | <ul style="list-style-type: none">• Property tax removed from focus this session due to lack of support from the Governor |

ADDITIONAL LEGISLATIVE ISSUES



| | |
|---------------------------------|---|
| Affordable Housing | <ul style="list-style-type: none">• \$123 million for the Housing Trust Fund |
| Fish Culverts | <ul style="list-style-type: none">• No new funding for state or local culverts in supplemental budgets |
| Neighborhood Cafes | <ul style="list-style-type: none">• HB1175 passed the House 94-2 this session• Stalled in Senate |
| Preserve Traffic Safety Cameras | <ul style="list-style-type: none">• Senate Bill 6002 and ALPR technology• House Bill 2711 regarding transportation resources |

NEXT STEPS

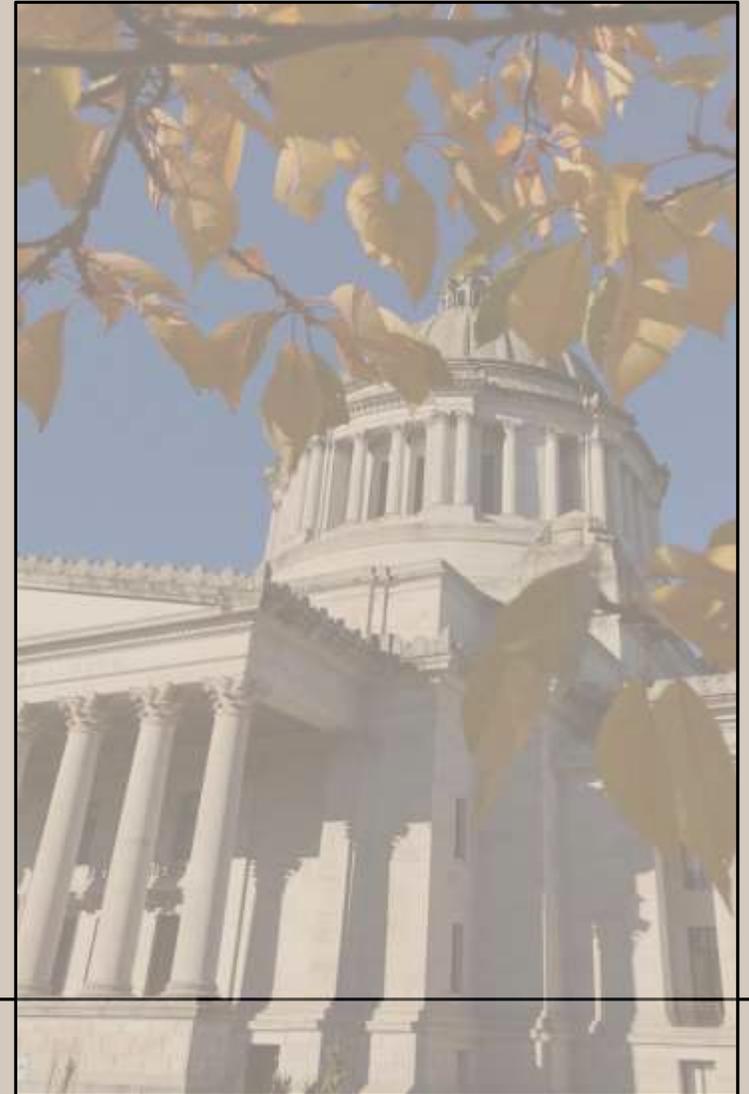
- Express gratitude
- Implement projects and policies
- Plan and educate
- 2027 Legislative Session begins January 11



QUESTIONS?

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Bills Impacting Cities 2026 Legislative Session

Below is a list of bills that passed this session that impact city operations and interests or will likely require a change in city code. We encourage you to review and prepare for the requirements outlined in the following bills. For reference, click [here](#) to view all bills approved by the Legislature, even those without a nexus to city government.

Child Care

Child Care Operational Flexibility: [House Bill 2219](#), sponsored by Rep. Lillian Ortiz-Self (D-Mukilteo), allows licensed child care centers to use limited mixed-age staffing ratios each day and permits returning or experienced staff to waive repeat completion of the state’s early learning orientation when certain conditions are met.

Early Learning Licensing Exemption: [House Bill 2317](#), sponsored by Rep. Carolyn Eslick (R-Sultan), revises the definition of “agency” under state early learning licensing law to exclude certain school- day Early Childhood Education and Assistance Program (ECEAP) and Head Start programs that are located in a public school building or community or technical college building, or on the premises of a public school or community or technical college. This change narrows which early learning programs require state child care licensing, reducing regulatory requirements for specified school- and college- based early childhood programs and aligning them more closely with K- 12 and higher education facility oversight.

Courts

Court System Unification Task Force: [House Bill 1909](#), sponsored by Rep. Jamila Taylor (D-Federal Way), creates a statewide Court Unification Task Force to evaluate how disparate local rules, technology, and funding create inefficiencies and inequities, and to recommend more unified approaches to improve access and consistency statewide. The task force must convene by October 1, 2026, report preliminary findings by June 30, 2027, submit a final strategic plan by June 30, 2028, hold at least one additional full meeting before June 30, 2029, and then sunset on December 31, 2029.

Court Procedures Update: [House Bill 2178](#), sponsored by Rep. My-Linh Thai (D-41st LD), updates civil infraction timelines by extending the response period to 30 days for personally served notices and 33 days for notices served by mail, changes the filing deadline for notices of infraction to five days excluding weekends and holidays and requires untimely notices to be dismissed without prejudice absent good cause shown, increases the damage threshold for aggregating certain malicious mischief charges to second degree from \$250 to \$750, enhances access to payment plans for civil infraction monetary obligations by allowing requests at any

time and requiring courts to enter into payment plans in specified circumstances while permitting discretionary plans after referral to collections, corrects a technical cross-reference related to litter penalties, repeals an obsolete legal financial obligations collection and distribution statute, and requires annual state treasurer distributions to counties for clerk collection budgets based on a formula recommended by the Washington Association of County Officials.

Energy

Clean Energy Tax Preferences: [House Bill 1210](#), sponsored by Rep. Stephanie Barnard (R-8th LD), seeks to extend targeted urban area property tax exemptions to clean energy transformation businesses and facilities requiring federal regulatory commission certification to promote economic growth and carbon-free energy goals. The bill defines “clean energy transformation business” to include businesses that create a product for sale that will aid in lowering Washington’s carbon emissions, while excluding government agencies and tribal nations. It introduces new requirements for tax exemption applications and post-construction documentation for facilities requiring federal regulatory commission certification, including community workforce or project labor agreements, compliance with labor standards, and consultation with the Department of Labor and Industries to confirm wage, apprenticeship, and labor law compliance, and allows for extended project completion deadlines specifically for those facilities. The bill also exempts the tax preferences from certain performance review provisions.

Renewable Energy Taxation and Siting: [House Bill 1960](#), sponsored by Rep. Alex Ramel (D-Bellingham), establishes a new state excise tax framework for large wind, solar, and battery storage facilities that replaces the existing renewable energy excise regime and property tax treatment, paired with optional local excise taxes, property tax exemptions for renewable energy personal property, a local community investment account with matching grants for jurisdictions hosting projects, tribal capacity grants funded in part from climate policy accounts, and minimum siting and wind facility decommissioning standards that counties and cities must meet to qualify for grant funding.

Coal Plant Greenhouse Gas and Tax Regulation: [House Bill 2367](#), sponsored by Rep. Joe Fitzgibbon (D-West Seattle), would end special greenhouse gas protections and coal sales and use tax exemptions for a specific coal-fired power plant, bringing its post- 2025 emissions under the state cap- and- invest program and allowing additional state or local greenhouse gas requirements after 2025.

Finance

Affordable Housing Revenue Flexibility: [Senate Bill 6027](#), sponsored by Sen. Emily Alvarado (D-West Seattle), expands eligible uses of sales and use tax authority and local state credit sales and use tax to include operations, maintenance, and rehabilitation of existing affordable and supportive housing, and revises document recording fee distributions and eligible activities to

prioritize households below 30% of area median income while directing Commerce to maintain stability for existing permanent supportive housing projects.

Tax Increment Financing Revisions: [House Bill 2451](#), sponsored by Rep. Davina Duerr (D-Bothell), addresses special district concerns while maintaining and tightening the tax increment financing (TIF) tool. The bill is the result of a stakeholder workgroup convened by AWC last year to discuss how TIF works, what the impacts are, and potential revisions to the tool. It makes multiple changes to local TIF rules to clarify project eligibility, require mitigation for affected taxing districts, restructure revenue apportionment, and limit the use of the mandatory multifamily property tax exemption in increment areas taking effect on or after June 2, 2026. The bill applies its changes prospectively, so existing increment areas are not modified.

Senior and Disabled Property Tax Relief and State Levy Consolidation: [Senate Bill 6162](#), sponsored by Sen. Deborah Krishnadasan (D-Gig Harbor), expands senior, disabled, and veteran property tax exemptions and deferrals by raising benefit tiers, redefining income eligibility with a standard deduction and rental income exclusions, and tying thresholds to higher percentages of county median income, while consolidating the state school property tax into a single “state school levy” that is subject to regular levy growth limits beginning with taxes levied for collection in 2028.

Fire Service

Wildfire Alleviation Support Funding: [House Bill 2089](#), sponsored by Rep. Shaun Scott (D-43rd LD) and titled the “Wildfire Alleviation Support Act,” modifies Washington’s business and occupation tax treatment of certain mortgage interest by redefining when interest earned by high volume mortgage lenders is taxed, with the additional general fund revenue annually transferred into the state’s wildfire response, forest restoration, and community resilience account to restore and support ongoing preparedness, mitigation, and community resilience activities beginning July 1, 2026. The bill responds to a reduction in the previously planned biennial investment in the wildfire response account by directing the Department of Revenue to estimate the increased general fund revenue attributable to the revised tax structure by October 15, 2027, and annually thereafter, and requiring the State Treasurer to transfer that amount to the wildfire response, forest restoration, and community resilience account by November 1 each year.

Wildland Firefighting Aviation: [House Bill 2104](#), sponsored by Rep. Tom Dent (R-13th LD) and Rep. Larry Springer (D-Kirkland), makes permanent the state’s aviation assurance funding program for wildland fire response, converting a successful pilot into an ongoing mechanism to support local firefighting aviation resources. The bill removes the prior sunset and affirms continued financial support through the Department of Natural Resources for local and tribal suppression efforts using aviation assets under trained air operations commanders, solidifying the program as a standing component of the state’s wildland fire strategy.

Ambulance Personnel Requirements: [House Bill 2110](#), sponsored by Rep. Joe Schmick (R-9th LD), allows qualified registered nurses, even without EMT certification, to staff interfacility

specialty care ambulance transports under specified conditions when paramedics or nurse-EMTs are unavailable, clarifying definitions of interfacility and specialty care transports to better address workforce shortages and providing that the sending hospital must coordinate with the ambulance service to ensure the nurse is familiar with the ambulance’s equipment and supplies before participating in a transport.

Fire Sprinkler Enforcement: [House Bill 2472](#), sponsored by Rep. Dan Bronoske (D-Lakewood), enhances enforcement of existing fire protection sprinkler licensing laws by authorizing investigations, stop work orders, documentation checks, payroll record reviews, and safety-based system replacement determinations to ensure only properly licensed contractors and certified fitters perform sprinkler work, including residential systems, and requiring contractors and fitters to provide proof of licensure or certification upon request from a fire code official.

EMT Recertification Intervals: [House Bill 2540](#), sponsored by Rep. Dan Bronoske (D-Lakewood), extends the recertification period for emergency medical technicians from three to six years for practitioners who have been certified in Washington for at least ten years, while retaining the three-year interval as the standard requirement for all others.

Wildfire Home Hardening in Common Interest Communities: [Senate Bill 6054](#), sponsored by Sen. Victoria Hunt (D-Issaquah), prohibits homeowner and condominium association governing documents from unreasonably restricting an owner’s installation, use, or maintenance of qualified fire-hardened building materials that meet specified wildfire safety standards, including ignition-resistant construction under the International Wildland Urban Interface Code, relevant NFPA wildland construction standards, or Insurance Institute for Business and Home Safety wildfire-prepared home criteria. Associations may adopt reasonable aesthetic or design regulations regarding the design, dimensions, placement, or appearance of these materials as long as such rules do not make their use impractical or significantly increase their cost compared to alternative fire-hardened materials, and the bill clarifies that owners do not gain any right to construct on property owned by others, on leased property without lessor permission, or in common areas. Any conflicting existing provisions are rendered unenforceable until the bill’s sunset on January 1, 2028.

Housing Affordability

Social Housing Framework: [House Bill 1687](#), sponsored by Rep. Julia Reed (D-36th LD), amends Washington’s housing cooperation statute to explicitly recognize social housing public development authorities (SHPDAs) and social housing within existing authority for state and local government support of housing projects. The bill defines “social housing” as subsidized and cross-subsidized rental housing available to households of any income level, publicly owned in perpetuity by a social housing developer, and adds related income and cross-subsidization definitions. SHPDAs are treated as housing authorities for cooperation purposes, allowing state public bodies to aid SHPDAs on the same basis as traditional housing authorities, including conveying or leasing property, providing adjacent public facilities and services, purchasing bonds or other obligations, entering into long-term agreements, making payments in lieu of taxes or no payments, and lending or donating money and support to boards of commissioners.

Key provisions include the introduction of cross-subsidization, where rents from high-income households offset lower rents for low- and moderate-income households, and streamlined procedural requirements for state public bodies to authorize housing-related actions.

Religious Organization Affordable Housing Density Bonuses: [House Bill 1859](#), sponsored by Rep. Osman Salahuddin (D-Redmond), modifies the current requirement that cities and counties must grant increased residential density for affordable housing developments on property owned or controlled by religious organizations by lowering the affordability set-aside threshold from 100% of units to either 50% of units to be affordable to low-income households or 20% of units to be affordable to very low-income households, and clarifies that affordability is based on monthly housing costs not exceeding 30% of a qualifying household's income. The bill also requires local jurisdictions to develop policies to implement these density bonus provisions upon request from a religious organization and allows them to require higher affordability set-asides as a condition of receiving the increased density bonus.

Homeless Youth Advisory Committee Membership: [Senate Bill 5957](#), sponsored by Sen. Tina Orwall (D-Des Moines), expands and diversifies the Office of Homeless Youth Prevention and Protection Programs advisory committee by specifying broader representation, clarifying appointment and staffing roles, and allowing young adult members who turn 25 to complete their terms, thereby strengthening the committee's capacity to advise on funding, policy, and practice to reduce youth homelessness.

Condominium Warranty Changes: [House Bill 2304](#), sponsored by Rep. Jamila Taylor (D-Federal Way), expands the types of small condominium buildings that can substitute insured express warranties for statutory implied warranties of quality by allowing this option for buildings with up to twelve units and four or fewer stories.

Nonprofit Housing Property Tax Exemptions Alignment: [House Bill 2610](#), sponsored by Rep. Chipalo Street (D-Seattle), revises property tax exemptions for nonprofit homeownership and affordable housing by aligning them with general nonprofit standards, clarifying exclusive-use requirements, and coordinating expiration dates through 2038.

Eviction Notice Service: [House Bill 2664](#), sponsored by Rep. April Connors (R-Kennewick), standardizes service of eviction and related notices by eliminating the certified mail requirement, directing mailed notices to the tenant's place of residence rather than their last known address, and clarifying that service by mail is complete when the notice is deposited in the U.S. mail from within Washington state, properly addressed with postage prepaid.

Flood Risk Disclosures for Rentals: [Senate Bill 6237](#), sponsored by Sen. Jessica Bateman (D-Olympia), expands landlord duties under the Residential Landlord-Tenant Act by requiring, for residential leases entered into after December 31, 2026, disclosure that a property may be located in a special flood hazard area or area of potential flooding, that the landlord's insurance

does not cover loss of the tenant’s personal possessions and that tenants should consider renter’s and flood insurance, and that information about hazards affecting the property, including potential flood risk, is available from the county government in which the property is located, and makes conforming renumbering changes to existing landlord duties without otherwise altering them.

Human Resources

Employee Information Sharing Expansion: [House Bill 2091](#), sponsored by Rep. Julia Reed (D-Seattle), expands the requirement to provide employee contact information to unions from a limited set of higher education institutions to all public employers covered under the state employee collective bargaining statute, standardizing disclosure obligations statewide by eliminating the prior limitation that applied only to certain four-year universities so that all employers subject to the chapter must provide specified employee information to exclusive bargaining representatives upon request; the bill also temporarily limits employer liability for failing to provide required information when an employer is unable to do so due to limitations of its current technological systems until the state’s One Washington human resources Phase 2 subproject is completed and fully implemented.

Workers’ Compensation Rate Transparency: [Senate Bill 6136](#), sponsored by Senator Curtis King (R-Yakima), requires the Department of Labor and Industries to publish actuarially indicated workers’ compensation premium rates and disclose any director-imposed limitations that cause cross-subsidization among risk classes. The bills also require this information to be posted online and transmitted to legislative committees and the workers’ compensation advisory committee to support more informed oversight of the program.

Workers’ Compensation Medical Access and Claims Management: [Senate Bill 5847](#), sponsored by Sen. Rebecca Saldaña (D-Seattle), expands injured workers’ access to workers’ compensation medical treatment and provider choice, eases access to nonnetwork providers when network access fails, tightens utilization review timelines, and authorizes additional claims managers to reduce caseloads and improve claim oversight. The bill also clarifies employer conduct standards around provider coercion, updates treatment duration and post-closure care rules including ongoing monitoring for accepted cancer conditions, modernizes provider network guidelines and appeal rights, and phases in these changes across all claims regardless of injury date through staggered effective dates.

Voluntary Layoff Unemployment Eligibility: [House Bill 2264](#), sponsored by Rep. Liz Berry (D-Seattle), clarifies that employees who volunteer for employer-initiated layoffs or reductions in force under a written workforce reduction plan are treated as unemployed through no fault of their own and may receive unemployment benefits if separated on or after June 14, 2026. The bill limits eligibility to situations meeting specified written notice and volunteer criteria, excluding early retirement or separation incentive programs that do not follow the formal reduction plan framework, while allowing employers to let workers rescind a volunteer offer

without jeopardizing eligibility as long as the core conditions are met.

Mandatory Microchip Ban: [House Bill 2303](#), sponsored by Rep. Brianna Thomas (D- West Seattle), prohibits employers from requesting, requiring, or coercing employees or job applicants to receive an implanted microchip and establishes a private right of action for violations. The bill adds a new section to employment law to regulate the use of implanted microchips in the workplace and authorizes courts to award injunctive relief, actual and punitive damages, and reasonable attorneys’ fees and costs to aggrieved employees.

Paid Family and Medical Leave Premium Allocation: [House Bill 2345](#), sponsored by Rep. Suzanne Schmidt (R-Spokane Valley), adjusts how paid family and medical leave premiums are split between employers and employees by reversing which portions of the premiums may be deducted from employee wages so that employers may now deduct up to the full amount of the required medical leave premium from employee wages and redefining the maximum employee- deductible share of the family leave premium through a new cross- referenced formula designed to keep the overall employer- employee split of the total premium unchanged, while leaving unchanged the overall premium rate structure and the ability of employers to cover part or all of the employee share.

PTSD Workers’ Compensation Pilot and Behavioral Health Grants: [House Bill 2405](#), sponsored by Rep. Suzanne Schmidt (R-Spokane Valley), expands workers’ compensation law by authorizing Labor and Industries to fund workplace behavioral health initiatives for trauma- exposed occupations and establishing a time- limited PTSD pilot program that provides pre- adjudication and limited post- closure treatment while easing administrative burdens and protecting certain treatment records from disclosure. House Bill 2405 further specifies use of existing Safety and Health Investment Project return- to- work funds for behavioral health workplace grants and clarifies how nonnetwork providers may deliver short- term PTSD care within the pilot.

Electronic Labor & Industries Communications Modernization: [Senate Bill 6039](#), sponsored by Sen. Curtis King (R-Yakima), authorizes the Department of Labor & Industries and related entities to use trackable electronic or nonelectronic methods for notices, standardizes deadlines when service is electronic versus nonelectronic, and modernizes notice requirements for workplace safety rulemaking.

Expanded Shared Leave Protections: [House Bill 2411](#), sponsored by Rep. Osman Salahuddin (D-Redmond), expands the state employee shared leave program to cover hate crime victims and absences related to immigration enforcement actions involving employees or their families, with confidentiality protections for immigration-related verification and updates to the definitions of eligible family members and victims.

LEOFF Survivor Medical Benefits: [House Bill 2441](#), sponsored by Representative Sam Low (R- Lake Stevens), expands and clarifies that surviving spouses, domestic partners, and dependent children of LEOFF members killed in the course of employment are entitled to reimbursement of medical and Medicare Part A and Part B premiums, including coverage for premiums paid

while a line- of- duty determination is pending and retroactive reimbursement for eligible premiums paid after June 10, 2010.

Wage Complaint Enforcement Discretion: [Senate Bill 6058](#), sponsored by Sen. Rebecca Saldaña (D-Seattle), aligns and modernizes the Department of Labor and Industries’ wage enforcement authority by broadening recoverable “wages” to “amounts,” capping administrative recoveries to three years, adding interest and penalties through a clearer administrative order framework, and making complaint investigations discretionary under a publicly documented prioritization process tied to complaint acceptance and clarified tolling of limitation periods.

Wage Recovery Program: [House Bill 2479](#), sponsored by Rep. Mary Fosse (D-Everett), revises wage complaint enforcement by changing the Department of Labor and Industries’ obligation from investigating all wage complaints to investigating complaints consistent with a publicly available prioritization process, expanding its authority to initiate and consolidate investigations, increasing and indexing civil penalties for wage violations beginning in 2030, and redirecting collected penalties into a new wage recovery account funded by civil penalties under wage and transportation network company statutes. The bill also creates a wage recovery program that can advance up to 85% of anticipated unpaid wages, capped at \$2,500 per employee, to qualifying low- wage workers beginning the later of July 1, 2028, or when the wage recovery account reaches \$130,000, and requires a long- term program and fiscal review by the Joint Legislative Audit and Review Committee; the bill repeals the existing statute addressing mandatory civil penalties for repeat willful violators and, under a new penalty framework, narrows penalty waivers while directing the Department to adopt a penalty matrix with enhanced penalties for repeat willful and other repeat violators.

Expanding Public Sector Employment Eligibility: [Senate Bill 5068](#), sponsored by Sen. John Lovick (D-44th LD), seeks to expand eligibility for certain public safety and prosecutorial positions in Washington state to all individuals legally authorized to work in the United States under federal law. The bill revises several sections of state law to ensure that roles in prosecuting attorneys’ offices and corrections officer positions in state correctional facilities and local jails are accessible to a broader pool of candidates, provided they meet federal work authorization requirements, while preserving existing citizenship, lawful permanent residence, or Deferred Action for Childhood Arrivals standards for peace officer positions. It maintains existing qualifications, such as language proficiency and suitability for specific roles, while requiring compliance with federal regulations, including verification of work authorization, and specifies that these standards must be applied consistently with federal law and may not be used to bypass federal employment verification requirements; it also clarifies that certain weapons prohibitions based solely on immigration status cannot, by themselves, be used to deny or revoke certification where federal law would otherwise allow lawful possession in an official capacity. The bill applies its new work-authorization requirements retroactively to individuals employed on and after the act’s effective date and takes effect immediately upon enactment as an emergency measure.

PFML Premium Rate Methodology: [Senate Bill 5292](#), sponsored by Sen. Steve Conway (D- Tacoma), replaces the current formula- based approach to calculating Paid Family and Medical Leave (PFML) premiums with actuarially determined rates aimed at ensuring long- term solvency and establishing a four- month reserve by the end of 2030, without changing the existing statutory cap of 1.2% on the total premium rate and with the changes taking effect January 1, 2028.

Retirement Benefits Adjustment: [Senate Bill 5862](#), sponsored by Sen. Perry Dozier (R-16th LD), provides a one-time 3% cost-of-living increase, capped at \$110 per month, to beneficiaries of Teachers’ Retirement System Plan 1 and Public Employees’ Retirement System Plan 1 who are receiving a monthly benefit on July 1, 2025, with the act taking effect July 1, 2026 and the increase effective that same date.

Unemployment Reporting Amendments: [Senate Bill 5874](#), sponsored by Sen. Drew MacEwen (R-35th LD), modernizes unemployment insurance tax and wage reporting penalty provisions by standardizing how monetary amounts and percentages are expressed in statute and expanding the Employment Security Department commissioner’s authority to waive penalties for minor or insignificant reporting errors, including inadvertent errors caused by software failures to correctly produce required job classification information. The bill clarifies that employers are subject to penalties for missing standard occupational classification or job title data only when they knowingly fail to report that information.

Layoff Notice Requirements and Tribal Exemption: [Senate Bill 6106](#), sponsored by Sen. Annette Cleveland (D-Vancouver), exempts Indian tribes from state layoff-notice requirements by excluding them from the definition of “employer” under the Securing Timely Notification and Benefits for Laid-Off Employees Act, and creates a new public records exemption shielding employee names and addresses submitted to the Employment Security Department for layoff notifications from disclosure. The bill also clarifies that written layoff notices must be provided to both the Employment Security Department and the affected employees or, if applicable, their bargaining representative, and that the names and addresses of employees in a mass layoff or business closure notice are required only in notices sent to the department and, if applicable, the employees’ bargaining representative.

Land Use/Permitting

Factory Built Housing Standards Modernization: [House Bill 2151](#), sponsored by Rep. Deb Manjarrez (R-Wapato), aligns factory built housing and commercial structure rules with updated international building, mechanical, and plumbing codes, clarifies approval and oversight of nongovernmental qualified inspection agencies, and exempts certain utility- owned prefabricated energy and electrical enclosures from state approval when tightly controlled by the utility and not used for occupancy.

Scissor Stair Code Study: Substitute [House Bill 2228](#), sponsored by Rep. Janice Zahn (D-Mercer Island), temporarily directs the State Building Code Council to convene a technical advisory

group to recommend 2027 code changes allowing scissor stairs in multi-unit, primarily permanent residential occupancies.

Permitting of STEP (Shelter, Transitional Housing, Emergency Housing, and Permanent Supportive Housing): [House Bill 2266](#), sponsored by Rep. Strom Peterson (D-Edmonds), standardizes statewide zoning and permitting rules to require most cities and counties planning under the Growth Management Act to allow transitional and permanent supportive housing in any urban growth area zones where residential dwelling units or hotels are allowed, and to allow indoor emergency shelters and indoor emergency housing in any urban growth area zones where hotels are allowed, while limiting local development, operating, and permitting standards for these uses to those that are no more restrictive than those applied to comparable lodging or residential development in the same zone. It also allows cities to impose additional operational requirements when a jurisdiction contributes general fund dollars or public land to a project.

Residential Required to Be Allowed in Commercial Zones: [Senate Bill 6026](#), sponsored by Sen. Emily Alvarado (D-West Seattle), is Governor-request legislation that requires jurisdictions with a population of 30,000 or more that plan under the Growth Management Act, and counties that plan under the Act and are not rural counties, to allow residential uses in most commercial and mixed-use zones and limits a city or county's ability to require ground-floor commercial. Under the latest version, a jurisdiction generally cannot impose ground-floor commercial or mixed-use requirements in more than 40% of the total area zoned for commercial or mixed use (with specified exceptions, including industrial areas, certain historic and Main Street areas, business improvement areas, and additional allowances in station areas and higher-height zones) and may not impose such requirements on publicly subsidized affordable housing projects; covered cities and counties must also provide an administrative process for applicants to seek reductions or waivers of ground-floor commercial or retail requirements, while grandfathering any jurisdiction that has a process already in place. Local governments have 18 months after the bill's effective date to adopt required ordinances and, if they do not, the state standards automatically preempt conflicting local regulations; they are not obligated to update growth and development assumptions until their first comprehensive plan update after January 1, 2031.

Sound Transit Permitting Streamlining: [Senate Bill 6309](#), sponsored by Sen. Marko Liias (D-Lynnwood), makes changes to local permitting, land use, and subdivision requirements for regional transit authorities, including Sound Transit, to expedite project delivery and reduce project costs. The bills allow earlier permit applications and exemptions for partial parcel acquisitions needed for transit facilities. The bills also clarify that local governments must accept land use, construction, or technical permit applications from a regional transit authority for projects on property the authority does not yet own, while requiring the authority to independently secure necessary property rights or permissions before proceeding with permitted work.

Elevator Safety Standards: [Senate Bill 5156](#), sponsored by Sen. Jesse Salomon (D-32nd LD), directs the State Building Code Council to adopt standards in the 2027 technical codes that will allow cities and counties to permit smaller passenger elevators in small apartment buildings, defined as buildings with up to six stories and no more than 24 units. The bill requires the State Building Code Council to adopt new rules ensuring that all passenger elevators in these buildings are minimally sized to meet federal accessibility requirements, while convening an expert technical advisory group to review hoistway opening protection and two-way visual emergency communication requirements and evaluate elevator safety and cost standards for small apartment buildings and to align state policy with national and international model code and competitiveness efforts.

Kit Home Building Codes: [Senate Bill 5552](#), sponsored by Sen. Jeff Wilson (R-19th LD), establishes a new category of building codes for “kit homes” to promote affordable introductory housing in Washington State. The bill defines kit homes as prefabricated residential structures of 800 square feet or smaller, comprised of prefabricated walls, floors, and roofs that are assembled on-site, and directs the State Building Code Council to perform rulemaking on the state building codes applicable to kit homes and to update those provisions over time, with rulemaking to be completed no later than March 31, 2027.

Miscellaneous

Derelict Vessel Management: [House Bill 2199](#), sponsored by Rep. Adison Richards (D-Gig Harbor), amends procedures for managing and disposing of derelict and abandoned vessels by updating and expanding the definition of a derelict vessel, including allowing a vessel to be classified as derelict if it has been in violation of state registration requirements for at least two full annual registration periods, and by removing ownership status and owner control as conditions for classifying a vessel as derelict.

Statewide Food Security Strategy: [House Bill 2238](#), sponsored by Rep. Kristine Reeves (D-Federal Way), modifies the Department of Agriculture’s responsibilities to monitor food system performance, coordinate statewide food security efforts, and lead a time-limited, multiagency planning effort to end hunger, reduce diet-related health disparities, and improve agricultural viability and supply chain resilience through 2028. The department must submit the finalized statewide food security strategy to the appropriate legislative committees by December 1, 2027, and, beginning June 30, 2030, must report to the Legislature at least once every four years on the competitiveness of Washington’s agricultural regulatory landscape, including metrics that monitor and quantify regulatory costs imposed by the state on fuel, packaging, and labor.

Restrictive Real Estate Agreements: [House Bill 2294](#), sponsored by Rep. Darya Farivar (D-Seattle), prohibits most new private real estate agreements that restrict otherwise-allowed use of property for grocery stores or pharmacies, declares such restrictions void as against public policy, and treats entering into or maintaining such agreements as unlawful practices. The bill provides limited exceptions for preexisting agreements, certain relocation arrangements within

specified distance and time limits that may be extended by local governments for good cause, and specified retail center covenants that lose enforceability if the use is discontinued beyond a set period, while authorizing enforcement by local governments and the Attorney General and requiring parties entering covered agreements to provide notice to the Attorney General and the relevant local government within ten days.

Commercial Truck Safety and Education Council: [House Bill 2410](#), sponsored by Rep. Jake Fey (D-Tacoma), creates the Washington State Commercial Truck Safety and Education Council within the Washington Traffic Safety Commission to address rising large-truck collisions and support coordinated public-private safety, training, and education initiatives, funded in part by increasing the commercial vehicle safety enforcement fee from \$16 to \$32 and directing a share of the revenue to a new commercial truck safety and education account overseen by the council.

Behavioral Health Training in the Trades: [House Bill 2492](#), sponsored by Rep. Greg Nance (D-Bainbridge Island), adds optional behavioral health and wellness content to existing continuing education requirements for plumbers and electricians and creates a mandatory behavioral health and wellness training component in all state-approved building and construction apprenticeships.

Community Reinvestment Governance and Planning: [House Bill 2523](#), sponsored by Rep. Kristine Reeves (D-Federal Way), revises Washington’s community reinvestment framework to add long-term planning, outcome reporting, and independent evaluation for funding targeted to communities disproportionately harmed by past drug laws.

Alien Terminology Replacement: [House Bill 2632](#), sponsored by Rep. My-Linh Thai (D-Bellevue), standardizes state law by defining “noncitizen,” replacing existing references to “alien” and related terms across multiple statutory titles without changing eligibility rules or program structures, and authorizing expedited rulemaking to implement those technical language updates. The bill also directs that, beginning July 1, 2026, new state and local enactments use “noncitizen” or another context-appropriate term instead of “alien,” unless federal law or funding conditions require the term “alien.”

Rural County Eligibility Expansion: [Senate Bill 6149](#), sponsored by Sen. Jeff Wilson (R-Longview), broadens the definition of “rural county” used for Community Economic Revitalization Board programs and the rural county public facilities sales and use tax by allowing eligibility for counties that either have a population density below 100 persons per square mile, have a population density of 100 persons per square mile or greater but no city larger than 45,000 people, or are smaller than 225 square miles.

Procurement

Small Works Roster Expansion: [House Bill 2420](#), sponsored by Rep. Janice Zahn (D-Bellevue), incrementally raises the maximum contract amount eligible for small works roster procurement, allowing the limit to increase from \$350,000 to \$650,000 over a phased period while clarifying that the thresholds are based on estimated cost not including sales tax and

retaining existing documentation, direct contracting, and public access provisions.

Public Works Independent Contractors: [Senate Bill 6302](#), sponsored by Sen. Steve Conway (D-Tacoma), creates a mandatory Department of Labor & Industries misclassification investigation process for certain finishing-trade independent contractors on public works projects by requiring the department to investigate potential misclassification when a contractor or subcontractor uses three or more independent contractors to perform the same type of covered finishing work—defined as drywall, flooring, tiling, painting, and glazier and glasswork—simultaneously on a public works project, upon referral from specified public entities, contractors or subcontractors on the project, labor organizations representing covered workers, or affected individuals performing covered finishing work, and, if misclassification is found, to apply all applicable prevailing wage requirements, liabilities, and penalties and refer the matter for appropriate industrial insurance and unemployment insurance actions.

Public Safety (Police and Corrections)

AI-Generated Child Sexual Exploitation Depictions: [Senate Bill 5105](#), sponsored by Senator Tina Orwall (D-Des Moines), expands existing child sexual exploitation crimes to clearly cover AI-generated and other digitally fabricated depictions of minors in sexually explicit conduct, including images where the minor is not identifiable but the material is obscene.

Transgender Jail Searches: [House Bill 1604](#), sponsored by Rep. Osman Salahuddin (D-48th LD), establishes specific statewide standards and procedures for searches and physical examinations of transgender, intersex, and gender nonconforming individuals in local jails and aligns related strip search laws with these requirements. Local jails are required to develop policies that comply with the federal Prison Rape Elimination Act (PREA) and include training for staff to ensure searches are conducted respectfully and in the least intrusive manner consistent with security needs. Key provisions include prohibiting searches solely to determine genital status, allowing individuals to choose the gender of the staff conducting strip searches or have them conducted by a medical professional, clarifying that lack of available trained female staff is not an exigent circumstance justifying cross-gender searches, and ensuring privacy protections during searches and daily activities such as showering, toileting, and changing clothes.

Attorney General Investigators: [House Bill 2156](#), sponsored by Rep. Edwin Obras (D-33rd LD), authorizes specially trained Attorney General’s Office investigators who handle economic and financial crime investigations to be designated as limited authority Washington peace officers for narrowly defined economic and financial crime investigations, while explicitly denying them detention, arrest, or firearms authority, limiting their search warrant authority to electronic service on businesses after judicial approval, prohibiting them from physically serving search warrants for business records, and preserving existing law enforcement powers.

Attorney General Civil Investigative Demands: [Senate Bill 5925](#), sponsored by Sen. Drew Hansen (D-Bainbridge Island), authorizes the Attorney General to issue civil investigative demands for specified civil rights, labor, and law enforcement oversight investigations, with confidentiality protections, judicial review, and limits to civil, noncriminal matters. The bill

further narrows use by excluding federal agencies and the Attorney General’s criminal justice division, and adds a four-year legislative reporting requirement on how the civil investigative demand authority is used.

False Identification as Peace Officers: [House Bill 2165](#), sponsored by Rep. Edwin Obras (D-SeaTac), is Governor-request legislation that creates a new gross misdemeanor offense for falsely identifying as a peace officer and removes peace officer impersonation from the existing criminal impersonation statute.

Law Enforcement Facial Covering Restrictions: [Senate Bill 5855](#), sponsored by Sen. Javier Valdez (D-Seattle), prohibits law enforcement officers from wearing facial coverings while interacting with the public in the performance of their duties, while allowing limited exceptions for officers working as undercover operatives or as part of a special weapons and tactics (SWAT) team, and establishes a civil cause of action for individuals detained in violation of these requirements. The bill also clarifies that personal protective equipment required or authorized under federal or state workplace safety rules, helmets used on certain vehicles, and religious head or face coverings are not subject to the ban.

Digital Firearm Manufacturing Restrictions: [House Bill 2320](#), sponsored by Rep. Osman Salahuddin (D-Redmond), expands Washington’s regulation of ghost guns by defining digital firearm manufacturing code and three-dimensional printers, expressly covering 3D printing and CNC milling within existing prohibitions on manufacturing untraceable and certain prohibited firearms and components. The bill further restricts who may possess, distribute, or use firearm-related digital design files and equipment.

Blue Envelope Program: [House Bill 2323](#), sponsored by Rep. Carolyn Eslick (R-Sultan), creates a voluntary “blue envelope program” to support safer traffic-stop interactions by providing drivers and passengers with disabilities or conditions that may affect interactions, including neurodiverse individuals, with a distinct envelope containing key documents, safety tips, and communication guidance for law enforcement. The program requires the Department of Licensing, in collaboration with stakeholders, to make blue envelopes available free of charge at driver licensing offices and to maintain program information on an existing website.

Automated License Plate Privacy Regulations: [Senate Bill 6002](#), sponsored by Sen. Yasmin Trudeau (D-Tacoma), establishes comprehensive limits on when agencies may use automated license plate reader (ALPR) systems, including exempting ALPR data from public records disclosure and tightly limiting authorized uses, retention, sharing, and enforcement to protect driver privacy. The bill clarifies that existing automated traffic safety, school bus, and toll camera systems that do not interface with ALPR beyond their current statutory purposes are excluded from the new rules, restricts agencies from using ALPR systems except in specified circumstances such as investigations involving stolen vehicles, missing or endangered persons, persons with felony or gross misdemeanor warrants, vehicles related to felonies or gross misdemeanors, commercial vehicle enforcement, and parking enforcement, and generally limits data retention to 21 days except in certain circumstances. The bill also prohibits specified surveillance practices and collection in sensitive locations, requires agencies to register ALPR

systems with the Attorney General, adopt policies consistent with model policies to be developed by 2027, conduct annual audits, and provide public reporting and oversight, with violations subject to gross misdemeanor penalties and civil remedies, including treatment as unfair trade practices under the consumer protection act and inadmissibility of unlawfully obtained ALPR data in court.

Police Use of Force Investigations: [House Bill 2508](#), sponsored by Rep. Debra Entenman (D- Kent), broadens and clarifies the Office of Independent Investigations’ jurisdiction over police use-of- force deaths and in- custody death cases, strengthens its authority over scene control and access to records (including certain fire and ambulance records, subject to consent or court order where they contain health care information), and narrows certain definitional references. The bill makes Office of Independent Investigations investigative records confidential until referral to a prosecutor for a charging decision and limits disclosure of certain non-investigative records to protect personal privacy through new exemptions under the Public Records Act.

Wrongful Conviction Compensation Expansion: [Senate Bill 5520](#), sponsored by Sen. Tina Orwall (D-Des Moines), broadens eligibility for wrongful conviction claims by tying compensation to an “actually innocent” standard based on a preponderance of the evidence, clarifies key definitions including “actually innocent,” “significant new exculpatory information,” and “wrongly convicted,” restructures filing and merits standards, increases and clarifies compensation and attorney fee provisions by setting attorneys’ fees at 10% of a claimant’s confinement- and community-custody-related monetary damages and capping fees and expenses at \$75,000, extends the statute of limitations and notice-related filing windows, authorizes structured settlements, and expands educational and reentry benefits and tuition waivers for exonerated individuals and their families.

DUI Toxicology Testing: [Senate Bill 5880](#), sponsored by Sen. Keith Wagoner (R-39th LD), expands who may conduct DUI toxicology testing by authorizing ISO/IEC 17025-accredited forensic toxicology laboratories to perform blood analyses as an alternative to individuals permitted by the state toxicologist, while retaining the toxicologist’s authority to approve testing methods and issue individual permits; the bill also clarifies that local governments may, but have no duty to, accept private donations to fund such analysis and includes delayed transition language with one section expiring June 30, 2027, and a successor section taking effect on that date to align with future statutory updates, and requires cities and counties that choose to use private laboratories for analysis of evidence previously submitted to the state toxicological laboratory to reimburse the Washington State Patrol for the cost of returning the evidence and prohibits the laboratory from releasing evidence unless a contract governing the release is in place, and further requires cities and counties that use private laboratories for blood analysis to contract with those laboratories in advance and mandates that such contracts include provisions for free, timely defense interviews with laboratory personnel, which may be conducted remotely, and acceptance by the laboratory of electronic service of pleadings, discovery, and subpoenas.

Law Enforcement Qualifications: [Senate Bill 5974](#), sponsored by Sen. John Lovick (D-Mill Creek), modernizes eligibility, certification, background investigation, and accountability standards for sheriffs, police chiefs, town marshals, and sheriff candidates, and regulates the use of volunteers, youth cadets, specially commissioned officers, and deputized process servers by law enforcement agencies in cities, code cities, and counties. The bill restores the right of officers, their attorneys, or representatives to review and copy confidential records held by the Criminal Justice Training Commission, updates eligibility and background check rules for sheriffs, police chiefs, and marshals by clarifying that non-vacated gross misdemeanors can disqualify candidates while vacated gross misdemeanors do not, adding experience and grandfathering provisions, requiring state and federal criminal history checks, and authorizing the Washington State Patrol to treat sheriff candidates as peace officer certification applicants to accelerate fingerprint-based eligibility verification processes. The changes specify that decertification or failure to meet eligibility requirements creates a vacancy in office for sheriffs, police chiefs, and marshals, adjust volunteer firearm restrictions for qualified retired officers, permit fixed cameras in facilities, allow limited supervisor data sharing, clarify that specially commissioned peace officers are not subject to volunteer limits and that deputized process servers may only perform non-law-enforcement-authority tasks unless they are certified peace officers, require sheriff, police chief, and marshal candidates to undergo a pre-appointment background investigation equivalent to peace officer certification standards, with an attestation of eligibility and suitability submitted to the Commission before appointment, and prohibit volunteers and youth cadets who are not fully trained and certified peace officers from exercising core law enforcement powers, including pursuits, arrests, use of force, carrying weapons, certain surveillance activities beyond fixed internal cameras, use of tracking or apprehension dogs, and immigration enforcement.

Transportation and Traffic Safety

Transit Lane Access: [House Bill 1980](#), sponsored by Rep. Janice Zahn (D-41st LD), allows private employer transportation services to use certain business access and transit-only lanes in counties with populations over 2,000,000 under a fee-for-use, two-year pilot permit system initiated before 2035, contingent on public transportation provider approval and performance standards to protect transit operations. The bill requires public transportation providers, in consultation with local authorities and representatives of one or more labor organizations representing transit employees, to establish operational performance measures for affected lanes, jointly prepare annual performance reports with labor input, and revoke permits if those standards are not met, with permit revenues first covering local administrative costs and any remaining revenues supplementing rather than replacing existing funding for transit-only lane maintenance and improvements.

Crash Prevention Zones: [Senate Bill 6066](#), sponsored by Sen. Nikki Torres (R- Pasco), authorizes and defines “crash prevention zones,” adjusts related enforcement, and links fine revenue to targeted safety improvements. The bill allows the creation of crash prevention zones on specified high- collision segments of US 395 and SR 12 prior to January 1, 2029, and beginning in 2029 authorizes counties, cities, towns, and the Washington State Department of Transportation to designate additional zones on high- collision road segments, require public

hearings and engineering and traffic investigations to identify safety improvements (including potential speed limit changes), and direct increased law enforcement presence within the zones. Monetary penalties for personal electronic device violations and automated camera-based speed violations committed within crash prevention zones may be doubled, with resulting revenues dedicated to zone-related engineering and traffic investigations, signage, and safety improvements, including deposits to local crash prevention zone accounts and, for certain state-established zones, the highway safety fund. The bill also authorizes the use of automated traffic safety cameras for speed enforcement in crash prevention zones and requires that any remaining camera revenue after program costs be spent only on safety purposes within the zone.

Traffic Fatality Review Confidentiality and Data Access: [House Bill 2192](#), sponsored by Representative Sam Low (R-Lake Stevens), expands the Washington Traffic Safety Commission’s role as a public health authority by authorizing confidential traffic fatality review committees, protecting related crash and health data from public disclosure, and enabling broader access to law enforcement, licensing, and medical records to analyze serious and fatal collisions and recommend safety improvements, while shifting detailed review and confidentiality functions from the Cooper Jones Active Transportation Safety Council to the commission.

Electric Motorcycle Regulations: [Senate Bill 6110](#), sponsored by Sen. Sharon Shewmake (D-Bellingham), clarifies that high-speed or easily modified electric bicycles are treated as motorcycles rather than electric-assisted bicycles, and establishes a temporary work group process to develop a new statutory framework for electric motorcycles, including enforcement tools and potential penalties related to youth operation and deceptive marketing or tampering, while also directing the work group to assess the regulatory landscape for other micromobility devices such as electric unicycles, scooters, and tricycles. An emergency clause allows the work group section of the bill to take effect immediately, with an interim report due by December 15, 2026, and a final recommendation, including any draft legislation, due by October 31, 2027.

Utilities

Industrial Symbiosis Incentives: [House Bill 1302](#), sponsored by Rep. Julio Cortes (D-38th LD), allows local utilities to waive or delay utility connection charges for organizations practicing industrial symbiosis, defined as collaboration among businesses or organizations to exchange materials, energy, water, and byproducts to optimize resource use and achieve measurable reductions in resource consumption or greenhouse gas emissions while supporting sustainable development and long-term community benefits. The bill requires that waived charges be covered by general funds or other revenue sources and mandates repayment if the property no longer qualifies.

Clean Energy Compliance Expansion: [Senate Bill 5982](#), sponsored by Sen. Victoria Hunt (D-Issaquah), broadens the Clean Energy Transformation Act to cover ports and nonresidential electricity consumers that self-generate or procure power outside traditional utilities, requiring affected market customers to report their retail electric load and comply with clean energy

standards enforced by the Utilities and Transportation Commission. Senate Bill 5982 additionally directs the Department of Commerce to tailor reporting for port districts and phases in enhanced contract disclosure requirements for consumer-owned utilities starting in 2026, with later timelines for port districts.

Energy Reporting Requirements: [House Bill 2575](#), sponsored by Rep. Zach Hall (D-Issaquah), reduces utility and energy strategy reporting requirements by shifting qualifying utilities' renewable portfolio compliance reports to the Department of Commerce from annual to biennial, lengthening state energy strategy reporting intervals, and eliminating multiple heat-related utility disconnection and energy planning-related reporting obligations while retaining underlying customer protections and disconnection rules, and adds nonbinding encouragement for utilities to use savings from the reduced reporting requirements to support low-income energy assistance programs.

Fish Barrier Coordination: [Senate Bill 5690](#), sponsored by Sen. Drew MacEwen (R-35th LD), directs the Washington State Department of Transportation (WSDOT) to adopt and maintain policies to proactively coordinate with utility owners and to maximize federal funding for utility relocation in state highway fish barrier removal projects. The bill requires WSDOT to provide utility owners with information about planned state highway fish barrier removal projects, with at least one year of advance notice where feasible, and to adopt agency procedures to ensure this coordination consistent with applicable federal rules and regulations. Additionally, WSDOT is directed to adopt policies aimed at maximizing the amount of federal funding available for fish barrier removal projects where such funding can also be used for utility relocation costs, whether incurred by WSDOT or by utilities, and is encouraged to deposit eligible federal awards into the multimodal transportation account and report recommendations to the Legislature and the Office of Financial Management on changes that would improve access to federal funding.

Utility Procurement Streamlining: [Senate Bill 6076](#), sponsored by Sen. Keith Goehner (R-Dryden), streamlines procurement processes for public utility districts and other consumer-owned utilities to more quickly procure and construct clean energy generation, storage, transmission, and distribution projects through 2045. The bill raises competitive bidding thresholds for specified clean energy projects to \$500,000, authorizes an intermediate quotation-based procurement pathway for certain mid-range purchases, clarifies that bids must be awarded to the lowest responsible and responsive bidder, increases from 15% to 25% the maximum amount by which an awarded contract may exceed the estimated cost, and adds temporary exemptions allowing a municipality's governing body to waive competitive bidding for proprietary or specialized technologies needed to meet reliability standards or for projects that are common facilities.

On-site Sewage Inspections: [Senate Bill 6291](#), sponsored by Sen. Liz Lovelett (D-Anacortes), extends from two to four years the period during which noncertified individuals may review designs and conduct inspections of on-site wastewater treatment systems under the supervision of a certified individual, while leaving all other qualification and oversight

requirements unchanged.



PROCLAMATION

WHEREAS, a quality education is one of the significant foundations for the continuing success of our state, country, and society at large. In the City of Lake Forest Park, we strive for the betterment of all our people through an increased focus on education and sharing; and

WHEREAS, through providing the possibility for an excellent education for all, especially children, we can create hope for a brighter, kinder, and more united and prosperous future in the lives of so many; and

WHEREAS, one of the leading global advocates of the advancement of education, the Lubavitcher Rebbe, Rabbi Menachem Mendel Schneerson, dedicated his life to promoting education and stressed the importance of moral and ethical education as the bedrock of humanity and the hallmark of a healthy society; and

WHEREAS, in recognition of the Rebbe’s outstanding and lasting contributions toward improvements in education, morality, and acts of charity, he was awarded the National Scroll of Honor and the Congressional Gold Medal. The United States Congress has established his birthday, the 11th day of the month of Nisan, as a national day to raise awareness and strengthen the education of our children; and

WHEREAS, March 29, 2026, will mark 124 years since the Rebbe’s birth and the date will be celebrated around the Nation and the globe in tribute to the Rebbe’s vision, guidance, and leadership; and

WHEREAS, for more than 40 years, the President of the United States has recognized the Rebbe’s contributions by proclaiming “Education and Sharing Day USA”.

NOW, THEREFORE, the Mayor and City Council of the City of Lake Forest Park do hereby proclaim March 29, 2026

EDUCATION AND SHARING DAY

and call upon all residents to reach out to the young people in our community, support the education of our youth, and work to create a better, brighter, and more hopeful future for all.

Signed this 26th day of March, 2026

Tom French, Mayor



PROCLAMATION

WHEREAS, sexual assault is pervasive: every 68 seconds, someone is sexually assaulted in the United States; and

WHEREAS, sexual violence impacts everyone. Anyone can be a victim of sexual violence, and people who commit sexual abuse, assault, and harassment exist in all of our communities. This underscores why it's important for all of us to care about sexual violence and take steps to promote the safety and well-being of others; and

WHEREAS, black, Indigenous and other people of color, people living in poverty, LGBTQ+ people, elders, people with disabilities and others who have been historically oppressed are disproportionately affected by sexual violence in significant and complex ways; and

WHEREAS, sexual assault is among the most underreported crimes for many reasons, but survivors who are already most marginalized face additional barriers to reporting, such as language, immigration status or disability; and

WHEREAS, ending sexual violence requires us to address racism, sexism, and all forms of oppression that contribute to the perpetration of sexual assault; and

WHEREAS, sexual violence exists on a continuum of behavior that includes racist, sexist, transphobic, homophobic, ableist or other hate speech. This ranges from rape jokes to verbal harassment to physical assaults; and

WHEREAS, survivors of sexual assault may never forget their victimization, but they can heal with support from family, friends and their communities. Sexual assault programs across King County and Washington state offer free and confidential support, advocacy, information and resources to survivors; and

WHEREAS, by working together as a community, we can alleviate the trauma of sexual violence by ensuring supportive resources are available to all survivors, while standing up to and actively disrupting harmful attitudes and behaviors that contribute to sexual violence.

NOW, THEREFORE, the Mayor and City Council of the City of Lake Forest Park do hereby proclaim April 2026 as

SEXUAL ASSAULT AWARENESS MONTH

joining advocates and communities throughout King County in taking action to prevent sexual violence by standing with survivors. Together, we commit to a safer future for all children, young people, adults, and families in our community.

Signed this 26th day of March 2026

Tom French, Mayor

City of Lake Forest Park
SORTED TRANSACTION CHECK REGISTER
03/26/26

VOUCHER CERTIFICATION AND APPROVAL

We, the undersigned members of the Finance Committee of the City of Lake Forest Park, Washington, do hereby certify that the merchandise or services hereinafter specified have been received, a Pre-paid Accounts Payable Dated 3/13/2026 CLAIM FUND Check Nos. 88945 through 88958 in the amount of \$66,737.03, an Accounts Payable Dated 03/26/2026 CLAIM FUND Check Nos. 88959 through 89021 in the amount of \$711,458.25, a 2/23/26 PAYROLL FUND ACH transaction in the amount of \$195,225.80, a 3/06/26 PAYROLL FUND ACH transaction in the amount of \$218,201.28 and a 3/06/26 DIRECT DEPOSIT transaction in the amount of \$234,612.02, are approved for payment this 26th day of March 2026.

- ACH transaction Elavon in the amount of \$1,184.27
- ACH transaction Invoice Cloud in the amount of \$1,491.85
- ACH transaction State of Washington in the amount of \$11,279.90

Total approved claim fund transactions: \$1,440,190.40

City Clerk

Mayor

Finance Committee

Accounts Payable

Check Register Totals Only

User: sschindele
 Printed: 3/13/2026 - 12:13 PM
 Batch: 00013.03.2026 - AP 03.13.26 Pre-Paid Batch



Section 7, Item A.

| Check | Date | Vendor No | Vendor Name | Amount | Voucher |
|--------------|------------|-----------|------------------------------|-----------|---------|
| 88945 | 03/13/2026 | ALWAYSAS | Always Active Services LLC | 38,420.00 | 88945 |
| 88946 | 03/13/2026 | BIOCLEAN | Bio Clean, Inc. | 552.00 | 88946 |
| 88947 | 03/13/2026 | CORRECT | Correct Equipment, Inc | 1,294.09 | 88947 |
| 88948 | 03/13/2026 | KCJAILWK | King County Finance | 4,347.15 | 88948 |
| 88949 | 03/13/2026 | KCROAD | King County Finance | 702.66 | 88949 |
| 88950 | 03/13/2026 | KCRECORD | King County Recorders Office | 913.50 | 88950 |
| 88951 | 03/13/2026 | NUHSA | North Urban H.S. Alliance | 1,090.00 | 88951 |
| 88952 | 03/13/2026 | OFFICEDE | Office Depot, Inc. | 33.69 | 88952 |
| 88953 | 03/13/2026 | PACOFFA | Pacific Office Automation | 540.72 | 88953 |
| 88954 | 03/13/2026 | PITBOWRE | Pitney Bowes-Reserve Acct. | 8,000.00 | 88954 |
| 88955 | 03/13/2026 | PLYWOOD | Plywood Supply, Inc. | 292.37 | 88955 |
| 88956 | 03/13/2026 | RESGROUP | RES Group NW LLC | 495.46 | 88956 |
| 88957 | 03/13/2026 | SLEDGESE | SLEDGE SEATTLE LLC | 9,891.15 | 88957 |
| 88958 | 03/13/2026 | WALLYS | Wally's Towing, Inc. | 164.24 | 88958 |
| Check Total: | | | | 66,737.03 | |

Accounts Payable

Check Register Totals Only

User: sschindele
 Printed: 3/23/2026 - 12:29 PM
 Batch: 00026.03.2026 - AP 03.26.26



| Check | Date | Vendor No | Vendor Name | Amount | Voucher |
|-------|------------|-----------|--------------------------------------|------------|---------|
| 88959 | 03/26/2026 | AGUIRRER | Raul Aguirre | 420.00 | 88959 |
| 88960 | 03/26/2026 | ALLBATT | All Battery Sales & Service Inc. | 107.81 | 88960 |
| 88961 | 03/26/2026 | ALWAYSAS | Always Active Services LLC | 0.00 | 88961 |
| 88962 | 03/26/2026 | AMERTRAF | American Traffic Solutions Inc. | 78,322.18 | 88962 |
| 88963 | 03/26/2026 | AMINEF | Amine EL Fajri | 140.00 | 88963 |
| 88964 | 03/26/2026 | BERNERE | Elias Berner | 140.00 | 88964 |
| 88965 | 03/26/2026 | BRAYCHRI | Christine Bray | 304.00 | 88965 |
| 88966 | 03/26/2026 | CINTASFI | Cintas First Aid & Safety | 436.39 | 88966 |
| 88967 | 03/26/2026 | BLACKDIA | City Of Black Diamond | 1,350.24 | 88967 |
| 88968 | 03/26/2026 | LFPCITY | City of Lake Forest Park | 87,216.00 | 88968 |
| 88969 | 03/26/2026 | NORMANDY | City of Normandy Park | 1,911.60 | 88969 |
| 88970 | 03/26/2026 | CREATIVH | Creative House Branding LLC | 9,042.88 | 88970 |
| 88971 | 03/26/2026 | DATABAR | Databar | 236.14 | 88971 |
| 88972 | 03/26/2026 | DATAQUES | DataQuest, LLC | 101.02 | 88972 |
| 88973 | 03/26/2026 | DOOLEY | Dooley Enterprises, Inc. | 5,875.66 | 88973 |
| 88974 | 03/26/2026 | DUNN | Dunn Lumber Company | 352.27 | 88974 |
| 88975 | 03/26/2026 | ESPINOZJ | Julie Espinoza | 495.00 | 88975 |
| 88976 | 03/26/2026 | GALLS | Galls, LLC | 1,087.89 | 88976 |
| 88977 | 03/26/2026 | GALTJ | John E. Galt | 1,456.00 | 88977 |
| 88978 | 03/26/2026 | GOLDMANL | Larry Goldman | 81.15 | 88978 |
| 88979 | 03/26/2026 | GORDONTH | Gordon Thomas Honeywell Gov't. Aff | 3,245.00 | 88979 |
| 88980 | 03/26/2026 | GRAY&OS | Gray & Osborne, Inc. | 8,108.96 | 88980 |
| 88981 | 03/26/2026 | JETCITY | Jet City Printing, Inc. | 71.70 | 88981 |
| 88982 | 03/26/2026 | JIMS | Jim's Northgate Towing | 328.33 | 88982 |
| 88983 | 03/26/2026 | JOHNSTON | Johnston Group, LLC | 3,925.00 | 88983 |
| 88984 | 03/26/2026 | KCVICTIM | King County Finance | 239.25 | 88984 |
| 88985 | 03/26/2026 | KCSEWER | King County Finance & Business | 255,903.44 | 88985 |
| 88986 | 03/26/2026 | KCPET | King County Pet License | 170.00 | 88986 |
| 88987 | 03/26/2026 | LFPWATER | Lake Forest Park Water Dist | 546.75 | 88987 |
| 88988 | 03/26/2026 | PUBSAFPS | LEPS-PSS, PLLC | 680.00 | 88988 |
| 88989 | 03/26/2026 | LINHH | Linh Huynh | 40.00 | 88989 |
| 88990 | 03/26/2026 | LOOMIS | Loomis | 547.90 | 88990 |
| 88991 | 03/26/2026 | MadroLaw | Madrona Law Group, PLLC | 33,640.50 | 88991 |
| 88992 | 03/26/2026 | MUILENBM | Matthew Muilenburg | 106.58 | 88992 |
| 88993 | 03/26/2026 | NAVIA-1 | Navia Benefit Solutions | 300.00 | 88993 |
| 88994 | 03/26/2026 | NORCOM | Norcom 911 | 102,255.01 | 88994 |
| 88995 | 03/26/2026 | NORTHUTI | Northshore Utility District | 12,599.33 | 88995 |
| 88996 | 03/26/2026 | OFFICEDE | Office Depot, Inc. | 39.73 | 88996 |
| 88997 | 03/26/2026 | PACEENG | PACE Engineers, Inc. | 10,510.85 | 88997 |
| 88998 | 03/26/2026 | PEERLESS | Peerless Network, Inc | 1,048.80 | 88998 |
| 88999 | 03/26/2026 | PRINTWE | Printwest, Inc. | 3,293.57 | 88999 |
| 89000 | 03/26/2026 | PSE | Puget Sound Energy | 483.43 | 89000 |
| 89001 | 03/26/2026 | PSESINC | Puget Sound Executive Services, Inc. | 348.00 | 89001 |
| 89002 | 03/26/2026 | PSREGION | Puget Sound Regional Council | 6,331.00 | 89002 |
| 89003 | 03/26/2026 | REDCARP | Red Carpet Building Maint. Inc. | 916.04 | 89003 |
| 89004 | 03/26/2026 | RCRA | Regional Crisis Response Agency | 29,232.50 | 89004 |
| 89005 | 03/26/2026 | SAFEBUIW | SAFEbuilt Washington, LLC | 8,142.90 | 89005 |
| 89006 | 03/26/2026 | SEAPUB | Seattle Public Utilities | 3,466.92 | 89006 |
| 89007 | 03/26/2026 | SHOREART | Shoreline/LFP Arts Council | 7,500.00 | 89007 |
| 89008 | 03/26/2026 | SNOCOBED | Snohomish Co Sheriff's Office | 12,171.10 | 89008 |

| Check | Date | Vendor No | Vendor Name | Amount | |
|--------------|------------|-----------|---------------------------------------|------------|-------|
| 89009 | 03/26/2026 | STAPLES | Staples Advantage | 332.95 | 89009 |
| 89010 | 03/26/2026 | STATEAUD | State Auditor's Office | 2,030.40 | 89010 |
| 89011 | 03/26/2026 | STEPHANB | Stephanie Butler LICSW, PLLC | 480.00 | 89011 |
| 89012 | 03/26/2026 | SMHINC | Stewart MacNichols Harmell, Inc., P.S | 11,250.00 | 89012 |
| 89013 | 03/26/2026 | SHERWIN | The Sherwin-Williams | 148.16 | 89013 |
| 89014 | 03/26/2026 | THOMSONR | Thomson Reuters - West | 772.79 | 89014 |
| 89015 | 03/26/2026 | UTILUND | Utilities Underground Location Ctr. | 60.72 | 89015 |
| 89016 | 03/26/2026 | VALERIEM | Valerie Marino | 221.70 | 89016 |
| 89017 | 03/26/2026 | VAUGHNL | Lindsey Vaughn | 39.86 | 89017 |
| 89018 | 03/26/2026 | VEDDERK | Kelly Vedder | 47.85 | 89018 |
| 89019 | 03/26/2026 | DEPTHEAL | Washington State Department of Healt | 55.00 | 89019 |
| 89020 | 03/26/2026 | DEPTLICC | Washington State Department of Licer | 165.00 | 89020 |
| 89021 | 03/26/2026 | WSPBCK | Washington State Patrol | 585.00 | 89021 |
| Check Total: | | | | 711,458.25 | |

Accounts Payable

Checks by Date - Summary by Check Date

User: sschindele
 Printed: 3/23/2026 1:01 PM



| Check No | Vendor No | Vendor Name | Check Date | Check Amount |
|---------------------------|-----------|--|------------|--------------|
| ACH | LEOFFTR | LEOFF TRUST | 02/23/2026 | 48,757.78 |
| ACH | NAVIA | Navia Benefit Solutions, Inc. | 02/23/2026 | 539.48 |
| ACH | NAVIAFSA | Navia - FSA | 02/23/2026 | 120.84 |
| ACH | PFLTRUST | LFP PFL Trust Account | 02/23/2026 | 3,479.84 |
| ACH | TEAMDR | National D.R.I.V.E. | 02/23/2026 | 4.45 |
| ACH | Z401AL | Vantagepoint Transfer Agents-107084 ICM | 02/23/2026 | 767.05 |
| ACH | Z457 | Vantagepoint Transfer Agents-304508 ICM | 02/23/2026 | 10,554.71 |
| ACH | ZAWC | AWC | 02/23/2026 | 1,834.90 |
| ACH | ZEMPSEC | Employment Security Dept. | 02/23/2026 | 615.89 |
| ACH | ZEMPWACA | Wa.Cares Tax | 02/23/2026 | 1,106.80 |
| ACH | ZGUILD | LFP Employee Guild | 02/23/2026 | 975.00 |
| ACH | ZICMA | Vantagepoint Transfer Agents-107084 ICM | 02/23/2026 | 37,098.20 |
| ACH | ZL&I | Washington State Department of Labor & I | 02/23/2026 | 11,014.98 |
| ACH | ZLEOFF | Law Enforcement Retirement | 02/23/2026 | 16,405.12 |
| ACH | ZLFPIRS | Lake Forest Park/IRS | 02/23/2026 | 40,564.90 |
| ACH | ZPERS | Public Employees Retirement | 02/23/2026 | 20,604.97 |
| ACH | ZTEAM | Teamsters Local Union #117 | 02/23/2026 | 286.67 |
| ACH | ZWATWT | Washington Teamsters Welfare Trust | 02/23/2026 | 494.22 |
| Total for 2/23/2026: | | | | 195,225.80 |
| Report Total (18 checks): | | | | 195,225.80 |

Accounts Payable

Checks by Date - Summary by Check Date

User: sschindele
 Printed: 3/23/2026 12:46 PM



| Check No | Vendor No | Vendor Name | Check Date | Check Amount |
|---------------------------|-----------|--|------------|--------------|
| ACH | LEOFFTR | LEOFF TRUST | 03/06/2026 | 1,285.11 |
| ACH | NAVIA | Navia Benefit Solutions, Inc. | 03/06/2026 | 629.54 |
| ACH | NAVIAFSA | Navia - FSA | 03/06/2026 | 120.84 |
| ACH | NAVIAHRA | Navia - HRA | 03/06/2026 | 291.67 |
| ACH | PFLTRUST | LFP PFL Trust Account | 03/06/2026 | 3,765.50 |
| ACH | TEAMDR | National D.R.I.V.E. | 03/06/2026 | 4.45 |
| ACH | Z401AL | Vantagepoint Transfer Agents-107084 ICM | 03/06/2026 | 767.05 |
| ACH | Z457 | Vantagepoint Transfer Agents-304508 ICM | 03/06/2026 | 10,545.73 |
| ACH | ZAWC | AWC | 03/06/2026 | 54,125.01 |
| ACH | ZEMPSEC | Employment Security Dept. | 03/06/2026 | 649.22 |
| ACH | ZEMPWACA | Wa.Cares Tax | 03/06/2026 | 1,205.57 |
| ACH | ZGUILD | LFP Employee Guild | 03/06/2026 | 975.00 |
| ACH | ZICMA | Vantagepoint Transfer Agents-107084 ICM | 03/06/2026 | 38,896.98 |
| ACH | ZL&I | Washington State Department of Labor & I | 03/06/2026 | 10,634.03 |
| ACH | ZLEOFF | Law Enforcement Retirement | 03/06/2026 | 17,348.02 |
| ACH | ZLFPIRS | Lake Forest Park/IRS | 03/06/2026 | 45,682.29 |
| ACH | ZPERS | Public Employees Retirement | 03/06/2026 | 20,758.42 |
| ACH | ZTEAM | Teamsters Local Union #117 | 03/06/2026 | 286.67 |
| ACH | ZWATWT | Washington Teamsters Welfare Trust | 03/06/2026 | 10,230.18 |
| Total for 3/6/2026: | | | | 218,201.28 |
| Report Total (19 checks): | | | | 218,201.28 |

Bank Reconciliation

Checks by Date

User: sschindele
 Printed: 03/23/2026 - 12:45PM
 Bank Accounts: PPOperat
 System:



Cleared and Not Cleared Checks
 Check Date: From 03/06/2026 To 03/08/2026
 Print ACH Checks: True

| Check No | Check Date | Name | Comment | Module | Clear Date | Amount |
|---------------------|------------|------|------------------|--------|------------|------------|
| 0 | 3/6/2026 | | DD 00506.03.2026 | PR | | 234,612.02 |
| Total Check Count: | | | | | | 1 |
| Total Check Amount: | | | | | | 234,612.02 |

Clearing House

Electronic AP Proof List

User: sschindele
 Printed: 03/23/2026 - 12:32PM
 Sort By: Vendor Name
 Batch: 00002.03.2026



| Source | Vendor | Name | Transfer/Route | Check Digit | Account Number | Amount |
|--------------------|-----------|----------------------|----------------|-------------|----------------|-----------|
| AP5 026-03-2026 | ELAVON | Elavon, | / | | | 1,184.27 |
| AP5 026-03-2026 | INV/CLOUD | Invoice Cloud, | / | | | 1,491.85 |
| AP5 026-03-2026 | STATETAX | State of Washington, | 1250/0010 | 5 | 153501701202 | 11,279.90 |
| Records Printed: 3 | | | | | | 13,956.02 |

Alternatives

| <i>Options</i> | <i>Results</i> |
|--|--|
| <ul style="list-style-type: none">• Adopt Resolution | The City will close out the public works contract with the Contractor for the Project. |
| <ul style="list-style-type: none">• No Action | The City will not close out the public works contract with the Contractor for the Project. |
| | |

Staff Recommendation

Move to adopt Resolution 26-2065 accepting the project as complete.

RESOLUTION NO. 26-2065

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, ACCEPTING THE 33RD AVE NE EMERGENCY ROAD REPAIR PROJECT.

WHEREAS, the City of Lake Forest Park (City) entered into a contract for the emergency repair of the 33rd Ave NE Emergency Road Repair Project (Project) with Always Active Construction, LLC (Contractor) dated January 8, 2026; and

WHEREAS, the City has accepted the work as complete; and

WHEREAS, the City has not received any disputed claims from the Contractor for additional compensation related to extra work, changed conditions, or extended overhead;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Lake Forest Park, as follows:

Section 1. ACCEPTANCE. The City Council of the City of Lake Forest Park resolves that the City gives final acceptance of the 33rd Ave NE Emergency Road Repair project performed under the contract with Always Active Construction, LLC, dated January 8, 2026, subject to all contractual warranties and that period in which liens against retainage must be filed commences as of the date of this Resolution.

Section 2. CORRECTIONS. The City Clerk is authorized to make necessary corrections to this resolution including, but not limited to, the correction of scrivener's/clerkal errors, references, ordinance numbering, section/subsection numbers, and any references thereto.

PASSED BY A MAJORITY VOTE of the members of the Lake Forest Park City Council this 26th day of March, 2026.

APPROVED:

Thomas French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 26-2065

RESOLUTION NO. 26-2066

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AMENDING THE CITY OF LAKE FOREST PARK GOVERNANCE MANUAL

WHEREAS, the City of Lake Forest Park adopted by Resolution 24-1943 an updated City Governance Manual; a manual of city governance, policies, procedures, and guidelines for the City’s Mayor-Council form of government; and

WHEREAS, the City Council desires to update the Governance Manual; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Lake Forest Park as follows:

Section 1. City Governance Manual, Amended. The City Council hereby adopts the Amended City Governance Manual, attached hereto as Exhibit A.

Section 2. CORRECTIONS. The City Clerk is authorized to make necessary corrections to this resolution including, but not limited to, the correction of scrivener’s/clerical errors, references, resolution numbering, section/subsection numbers and any references thereto.

PASSED BY A MAJORITY VOTE of the members of the Lake Forest Park City Council this 26th day of March, 2026.

APPROVED:

Thomas French
Mayor

ATTEST/AUTHENTICATED:

Matthew McClean
City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 26-2066



City Council Governance Manual

**Resolution No. 1420
Approved May 22, 2014
Ratified June 12, 2014**

**Updated August 13, 2015
by Resolution No. 1503**

**Updated April 28, 2016
by Resolution No. 1555**

**Updated December 14, 2023
by Resolution No. 23-1937**

**Updated January 25, 2024
By Resolution No. 24-1942**

**Updated February 8, 2024
By Resolution No. 24-1943**

Contents

- Article 1: PRINCIPLES OF GOVERNMENT5
 - 1.1 Form of Government.....5
 - 1.2 Legislative Branch.....5
 - 1.3 Executive Branch.....5
 - 1.4 Judicial Branch.....5
 - 1.5 Guiding Principles5
- Article 2: LEGISLATIVE BRANCH7
 - 2.1 Organization of City Council.....7
 - 2.2 Duties of the Council Chair7
 - 2.3 The Council Chair May Embody Other Leadership Roles.....7
 - 2.4 Duties of the Vice Chair7
 - 2.5 Service on Regional Bodies7
 - 2.6 Council Commissions Liaisons87
- Article 3: FUNCTIONING OF CITY COUNCIL9
 - 3.1 Importance of Open Public Meetings9
 - 3.2 Representatives of the City Act in Accordance with City Policies9
 - 3.3 Council is Mindful of Limited Resources9
 - 3.4 Council Authorizes Certain Grant Applications Before Submittal.....9
 - 3.5 Volunteers Play an Important Role9
 - 3.6 Cell phones9
 - 3.7 Council E-mail Policy.9
- Article 4: COUNCIL MEETINGS.....1140
 - 4.1 The “Three-Touch” Rule1140
 - 4.2 City Staff – Attendance at Meetings.....1140
 - 4.3 Special Council Meetings.....1240
 - 4.4 Public Notice1244
 - 4.5 Remote Attendance at Council Meetings.....1244
 - 4.6 Council Meetings Open to the Public.....1342
 - 4.7 Council Committees.....1342
 - 4.7.1 Council Committee of the Whole (COW):.....1442
 - 4.7.2 Budget and Finance Committee:.....1543
 - 4.7.3 Legislative Steering Committee.....1543

4.8 Council Work Sessions 1513

 4.8.1 Schedule of Work Sessions..... 1614

 4.8.2 Work Session Agendas 1614

4.9 Regular Business Meetings 1614

 4.9.1 Schedule of Regular Business Meetings..... 1714

 4.9.2 Public Comment 1715

 4.9.3 Public Hearings 1715

 4.9.4 Business Meeting Agendas 1815

 4.9.5 Councilmember Requested Agenda Items..... 1917

 4.9.6 Council’s Business Meetings Will Be Efficient and Businesslike 1917

 4.9.7 Inauguration 1917

 4.9.8 Organizational Meeting..... 1917

4.10 Goal Setting Retreats..... 2017

4.11 Public Meetings..... 2017

 4.11.1 Town Halls and other community forums 2017

Article 5: COUNCIL DELIBERATIONS..... 2118

 5.1 Effective Decision-Making Requires Finality..... 2118

 5.2 Council Meeting Agendas Are Set by a Team 2118

 5.3 Council Actions 2118

 5.3.1 Motion..... 2118

 5.3.2 Resolution 2118

 5.3.3 Ordinance..... 2219

 5.3.4 Motion to “Lay on the Table”..... 2219

 5.3.5 Reconsideration-Mayor’s Veto 2219

 5.3.6 Dissents and Protests 2219

 5.3.7 Comprehensive Plan Amendment..... 2219

 5.3.8 Budget Adoption..... 2219

 5.3.9 Capital Facilities Plan (CFP) Adoption or Amendment..... 2320

 5.3.10 Quasi-judicial Ruling..... 2320

 5.3.11 Confirmation of City Officials 2320

 5.4 Voting..... 2421

 5.5 Ordinance and Resolution Drafting Standard 2521

 5.6 Amendments to Ordinances and Resolutions..... 2722

 5.7 Appointment to Fill Council Vacancy..... 2923

Article 6: THE EXECUTIVE BRANCH 3125

 6.1 Mayor 3125

 6.2 City Administrator..... 3125

 6.2.1 Role of the City Administrator 3125

 6.3 Communications to the Public are Essential..... 3226

 6.4 Professional Standards are Respected 3226

 6.5 Regular and Understandable Financial Reporting 3226

 6.6 Mayor and Administration are Mindful of Risk Management..... 3226

 6.7 Public Information is Enhanced by Audio, Video, and Website Access..... 3226

 6.8 Correspondence 3226

 6.9 City Clerk - Minutes - Public Information Access 3327

Article 7: PUBLIC PARTICIPATION IN CITY GOVERNMENT..... 3428

 7.1 Public Comment Period at Business Meetings 3428

 7.2 Other Meetings with the Public Outside of City Hall..... 3428

 7.3 Additional Avenues for Public Participation 3428

 7.4 Commissions, Committees, and Boards 3428

 7.4.1 Alternates for Commissions, Committees, and Boards 3428

Article 8: RELATIONSHIP BETWEEN COUNCIL, MAYOR AND CITY ADMINISTRATOR, STAFF AND THE PUBLIC 3629

 8.1 Council and Administration Roles and Responsibilities Differentiated..... 3629

 8.2 Performance-Driven Management..... 3629

 8.3 City Attorney Is Legal Counsel to the City and Its Officials Collectively..... 3629

 8.4 Staff Communications Encouraged 3629

 8.5 City Administrator – Interference by Councilmembers..... 3729

 8.6 Complaints to Councilmembers 3730

 8.7 Administrative Complaints - "Best Practice" 3730

 8.8 Staff Provides Adequate Information for Council Legislative Policy-Setting..... 3830

 8.9 Public Documents Ensure Open And Transparent Government..... 3830

Purpose

The purpose of this Governance Manual is to provide structure and guidance to the city council and administration and transparency to the citizens. The manual identifies the duties and roles played by elected council members, senior administrators, and citizen volunteers. The manual sets the expectations for civil conduct and clarifies the rules for council meetings.

The Governance Manual should be reviewed regularly and updated to adapt to changing circumstances. [Questions regarding interpretation of this Governance Manual shall be resolved by the Council as a body, with advice from the City Attorney as needed.](#)

[In the event of a conflict with local, state, or federal law, the applicable law shall control over the governance manual.](#)

Article 1: PRINCIPLES OF GOVERNMENT

1.1 Form of Government

The City of Lake Forest Park was incorporated in 1961 and operates as a non-charter code city with a Mayor-Council form of government. The Mayor and seven [at-large](#) City Councilmembers are non-partisan elected officials who serve four-year terms. Municipal elections are held in November of odd-numbered years, and terms are staggered so that four positions are up for election every two years.

1.2 Legislative Branch

The City Council is the legislative body of the City. It enacts laws and regulations, establishes policy direction for the City, establishes tax and fee rates, adopts ~~an~~ [A Biennial Budget](#), and approves [contracts, franchise agreements, and](#) payments of all City moneys.

1.3 Executive Branch

The Mayor is the chief executive and administrative officer and ceremonial head of the City. The Mayor is in charge of all departments and employees and has authority to designate assistants and department heads.

1.4 Judicial Branch

Lake Forest Park has its own Municipal Court, which is organized under [Revised Code of Washington \(RCW\) 3.50](#) as a limited jurisdiction court to hear misdemeanor crimes and civil infractions committed within its geographical boundaries. The Presiding Judge is appointed by the Mayor and confirmed by the City Council for a four-year term.

1.5 Guiding Principles

Guiding principles establish the values that Lake Forest Park elected officials, employees, and volunteers embody.

Collaboration

We achieve greater results through collaborative engagement ~~with~~ each other, the residents of Lake Forest Park, and the surrounding communities ~~and the communities around us.~~

Equity

Our actions are fair and impartial to provide all people with access to a good quality of life.

Accountability

We are committed to addressing the concerns and priorities of Lake Forest Park through transparent community engagement, decisions, and actions.

Stewardship

We are effective, efficient, financially prudent, and innovative stewards of the public's resources and we strive to achieve sustainable results through continuous improvement.

Integrity

We uphold the high standards, skills, competencies, and integrity of our professions in doing the work of City government.

Article 2: LEGISLATIVE BRANCH

2.1 Organization of City Council

The Council shall, biennially in even years, elect a Chair and Vice Chair of the Council at its first regular Council meeting of the year.

2.2 Duties of the Council Chair

The Council Chair shall coordinate the business of the Council and is the primary liaison for the Council with the Mayor and City Administrator. The Chair's duties include, but are not limited to:

- A. Meet regularly with the Mayor and the City Administrator to review and approve Council agendas;
- B. Represent the Council at the Quarterly Commission Chairs meetings;
- C. Coordinate reporting on achievement of the Council's work plan;
- D. Serve as the Deputy Mayor and preside over meetings of the Council at which the Mayor is not present ([RCW 35A.12.110](#)); and
- E. Act as the City's ceremonial head in the Mayor's absence.

2.3 The Council Chair May Embody Other Leadership Roles

~~By consensus of its members, t~~he City Council may assign other roles and duties to the Council Chair pursuant to the authority granted to the Council in [RCW 35A.12.120](#) for the conduct of Council business. In doing so, the City Council is providing for its own efficiency and is not delegating or ceding its corporate legislative authority to the Chair of the Council.

2.4 Duties of the Vice Chair

The Vice Chair shall exercise the duties, powers, and prerogatives of the Council Chair in the event of the Chair's absence. [The Vice Chair shall immediately assume the role of Council Chair in the event that role is vacated for any reason.](#)

2.5 Service on Regional Bodies

~~Councilmembers and the Mayor are encouraged to serve on regional bodies. Council should discuss regional body applications at a public meeting or COW? COW? in early Fall to be prepared to respond to calls for volunteers and nominations.~~

- A. ~~Boards whose seats are chosen by Sound Cities Association (SCA) or other governmental organizations. These positions require an application due in Fall. Councilmembers should discuss who will apply for any positions to avoid any conflict.~~
- B. ~~Boards for which the city is entitled to seats. Councilmembers and the Mayor are encouraged to reach out to Council leadership to express interest in serving on these regional bodies.~~
- C. ~~At its organization meeting in January, the Council designates by motion the individuals to serve on regional bodies described in sections (A) and (B).~~

~~The Council designates by motion the individual(s) to serve in liaison roles based on the desire, qualifications, and skills of those interested. Councilmembers and the Mayor are encouraged to reach out to Council leadership to express interest in serving on regional bodies.~~

~~Council should discuss regional body applications in early Fall to be prepared to respond to calls~~

~~for volunteers and nominations.~~

2.6 Council Commissions Liaisons

The Council designates, by motion, members to serve as liaisons to each of the Commissions, Boards, and Committee listed in section 7.4 (a “Committee”) except for the salary commission and civil service commission.

- A. A Councilmember serving as liaison is not a member of the Committee, rather, the Councilmember is a positive resource to support the Committee in the completion of its work.
- B. The Councilmember liaison is acting as a representative of the full Council. subject to guidance of the full Council. The liaison shall not represent their personal views on a topic unless explicitly authorized by the full Council.
- C. The Councilmember liaison can provide context and background on approved policies and regulations while respecting the independence of the Committee in its discussions and recommendations. The Councilmember shall not participate in deliberations or direction-setting unless authorized by Council or requested by the Committee Chair. explicitly asked by the commission.
- D. The Councilmember liaison shall keep the Council updated on the work of the Committee at Council meetings and share requests or concerns from the Committee regarding changes to the annual workplan and resources needed to further its work.
- E. The Councilmember liaison shall facilitate timely reporting of the committee to the Council as appropriate.

Article 3: FUNCTIONING OF CITY COUNCIL

3.1 Importance of Open Public Meetings

Open and transparent governance is critical. The City and citizen commissions shall comply with the Open Public Meetings Act under Washington law ([RCW 42.30](#)).

3.2 Representatives of the City Act in Accordance with City Policies

It is a duty of City Councilmembers, the Mayor and City staff who represent the City to advocate positions that are consistent with the City Council’s adopted or approved policies, projects, and plans. Should the circumstance occur in which a staff member is in a position of leadership in a professional association, the staff member shall make it clear as to which entity (the City or the professional association) is being represented. On occasions that an elected official is expressing the official’s personal interest or that of another organization, the identity of the interest being expressed shall be made clear.

3.3 Council is Mindful of Limited Resources

Council expense reimbursement is limited by policy to budget and requires receipts. An annual Council Budget is determined each year during the Budget process.

3.4 Council Authorizes Certain Grant Applications Before Submittal

The Administration is authorized to submit grant applications that align with the goals and priorities of the City and adopted policy. If a grant would require material matching dollars affecting the current budget, impact policy, or require conditions inconsistent with current operations, the Administration will seek Council approval prior to applying. The Council may also initiate the process of pursuing a grant.

3.5 Volunteers Play an Important Role

The Mayor ~~will shall~~ [solicit applications for propose appointments to advisory committees, boards, and commissions, interview candidates, and decide which candidates to nominate to the Council.](#) The Council will then interview and ~~choose may then make a motion~~ [to confirm those appointees/nominees at a Business meeting.](#)

3.6 Cell phones

Cell phones are allowed in the Council Chambers when they are on silent or meeting mode. Cell phone calls will be answered outside the Council Chambers during meetings. In order to avoid the appearance of private discussions, elected officials shall refrain from using cell phones, including texting, during public meetings.

3.7 Council E-mail Policy.

[The Open Public Meetings Act prohibits discussion of City business by 4 or more Councilmembers outside of an open public meeting. “Discussion” can occur through an email exchange between 4 or more Councilmembers or an email exchange by one Councilmember individually with 3 other Councilmembers. E-mail viewed by four or more Councilmembers is not an appropriate venue for](#)

discussions of policy. Any e-mails, whether from a member of the Council or from City staff, that are to be viewed by at least four Councilmembers shall include a copy to the City Clerk so that they may be included as part of the City's official record.

Councilmembers shall not reply to all other Councilmembers or a quorum of the Council by e-mail to discuss policy; and, in no case, shall Councilmembers make decisions by e-mail.

~~E-mail viewed by four or more Councilmembers is not an appropriate venue for discussions of policy. Any e-mails, whether from a member of the Council or from City staff, that are to be viewed by at least four Councilmembers shall include a copy to the City Clerk so that they may be included as part of the City's official record.~~

~~Councilmembers shall not reply to all other Councilmembers or a quorum of the Council by e-mail to discuss policy; and, in no case, shall Councilmembers make decisions by e-mail.~~

3.8 Council Document Retention Policy

The Council will follow State law and the City's retention policy on retaining documents. Any questions on what documents do or do not need to be retained should be addressed to the City Clerk.

Article 4: COUNCIL MEETINGS

The Council is required to act as a corporate body in a very transparent manner. All meetings of the full Council, Committee of the Whole, and Budget and Finance Committee and Committee meetings are open to the public and have established rules for notification and process. Meetings of ad hoc Council committees comprising 3 or fewer Councilmembers acting only in an advisory capacity do not need to be open to the public or noticed.

4.1 The “Three-Touch” Rule

~~Decision makers and residents of the City should have adequate time to thoughtfully consider the issues prior to final decisions. It is the intent of the Council that the Council and Administration should abide by the “Three-Touch Rule” whenever possible (unless an exception applies). The following procedural guidelines are designed to avoid “surprises” to the Council, Administration and the public.~~

~~Any pending request or proposal for adopting or changing public policy, ordinances, resolutions or directives which will require a decision of the City Council or Administration should normally “touch” (oral, written or any combination thereof) the decision makers at least three separate times. Quasijudicial matters and any subject discussed in Executive Sessions are excluded from the application of the “Three-Touch Rule.” Touches may generally include city council meetings, work sessions, and committees of the whole.~~

4.1.1 Waiving the “Three Touch Rule”

~~To provide the community with the utmost transparency, waiving the “Three Touch Rule” requires an approved motion. The maker of the motion should indicate the reason for waiving the rule prior to a vote on the motion. The reason may be one of following or another compelling reason.~~

4.1.1A4.1.2B

~~It is recognized that the hands of decision makers should not be tied unnecessarily. Unexpected circumstances may arise wherein observance of the “Three-Touch Rule” is impractical or unnecessary, for example, for noncontroversial or time sensitive matters. However, when unusual circumstances arise which justify a “first discussion” decision, the persons requesting the expedited decision should also explain the timing need. The “Three-Touch Rule” excludes staff reports and other general communications not requiring a future Council decision.~~

4.21 City Staff – Attendance at Meetings

Attendance at meetings by City staff shall be at the discretion of the Mayor and the Council appreciates and respects staff time spent attending Council meetings. It is the intent of the Council that the Mayor schedule adequate administrative support for the business at hand while protecting the productive capability of department heads. ~~When a sound system or other monitoring capabilities exist, t~~The City Administrator may allow personnel to utilize time in their offices or other areas to monitor the meeting via Zoom or a similar mechanism, while waiting for the item of business for which appearance before the Council is required. It is expected that business items at council meetings will be presented by a relevant staff member who will present the topic and take questions from the Council. Staff is encouraged to use visual tools when appropriate to present material in a clear fashion.

4.32 Special Council Meetings

Special meetings shall be called as provided in the Open Public Meetings Act and as otherwise required by RCW. Special meetings will be strictly limited to time-sensitive matters that cannot be accommodated within regular business meetings or work/study sessions. The notice of a special meeting shall identify the agenda item(s). The notice of the meeting shall suffice as the meeting's agenda. The Council is discouraged from amending the posted agenda, and is strictly forbidden from taking final action on items not on the agenda. The council is encouraged to include public comment at special meetings.

4.43 Public Notice

Notice of all meetings and hearings shall be provided as required by the Open Public Meetings Act and as otherwise required by the RCW and Lake Forest Park Municipal Code (LFPMP). Notice of regular, special and study session meetings, along with draft agendas, shall be posted on City bulletin boards designated for public notice, any public library located in the City, Third Place Commons and the City website.

4.54 Remote Attendance at Council Meetings

1. From time to time, a Councilmember may not be able to be physically present at a Council meeting but will want to be involved in the discussion and/or decision of all items on the agenda or only on particular agenda items. The procedure and guidelines for permitting a Councilmember to attend a Council meeting by speakerphone or audio/video equipment are as follows.

Absent extraordinary circumstances such as an emergency, travel, or sickness, remote attendance should be the rare exception, not the rule.

2. Procedure and Guidelines Related to Remote Attendance of In Person Council Meetings:

A. The Councilmember should notify the Deputy Mayor or City Clerk ~~no later than the business day prior to the Council meeting which the Councilmember wishes to attend remotely~~ as soon as possible once they know they will attend remotely. If the Mayor attends remotely, ~~he or she~~ they may participate in discussions, but the Deputy Mayor, if physically present at the Council meeting, shall be the presiding officer.

B. A Council member may participate in some or all of the Council meeting remotely.

C. The presiding officer shall confirm and announce that all present at the meeting and in the remote location can clearly hear all other parties and (as appropriate) access visual content that may be presented.

D. With such confirmation, Councilmembers – whether they are physically at the meeting or at a remote location - ~~constituting a majority may~~ approve the use of remote communication for all or any specified portion of the meeting by default unless an objection is made.

~~E. Unless the Councilmember is participating remotely for the entire meeting when the portion of the Council meeting for which remote attendance has been approved has concluded, the presiding officer shall announce the same and the attendance of the Councilmember communicating remotely shall end. The City Clerk shall record the beginning and ending~~

~~times of the remote attendance.~~

F.E. In the event that a remote communication link is broken or significantly degraded such that it no longer meets the full requirements of this section, the presiding officer shall confirm the loss of service and announce the close of the remote attendance. The attendance of the Councilmember communicating remotely shall end. The City Clerk shall record the time of the closure.

3. Requirements of the System. The Councilmember attending remotely must be able to hear the discussion on the agenda item taking place in the Council Chambers and must be able to be heard by all present in Council Chambers.

4. For purposes of voting, remote attendance at a Council meeting shall be considered equal to being physically present at the meeting.

4.65 Council Meetings Open to the Public

Council differentiates among five types of public meetings: (1) committee meetings; (2) work/study sessions (and single-issue workshops); (3) business meetings; (4) goal-setting retreats; and (5) public meetings, forums, and town halls. All meetings of the Council and of any Committees thereof shall be open to the public or available remotely except as provided for in [RCW 42.30.110](#) or [RCW 42.30.140](#).

[When a quorum of Councilmembers are known or suspected to attend a non-City hosted meeting, notice may be made to ensure full transparency with the community.](#)

4.76 Council Committees

Council Committees are a part of the governance structure that extends the reach of the Council and makes it effective between meetings. Council Committees are established to inform and educate the Council on existing City programs and issues, to provide an opportunity to explore the implications of policy alternatives as part of the policy development process, and to serve in an advisory capacity to the Council in reviewing policy matters. ~~The full Council may make a motion to refer a matter to a committee, referred to them by the Council, and such other matters as the Council, by simple majority vote, may direct.~~ The Committees shall have no power or authority to commit the City or to take any binding action on their part without the express authorization of the Council. The Committees shall be concerned primarily with policy matters and matters vested in the legislative body of the City and shall not become involved in the administration of the City government.

- A. All Council Committee meetings shall be open to the public and posted at City Hall per the Open Public Meetings Act. Participation by Councilmembers not named to the Committee, the Mayor, other public officials and the public shall be at the discretion of the Chair of the Committee.
- B. It is the responsibility of the Chair of the Committee to notify the City Clerk of the date, time and place of any Council Committee meeting, and to provide a committee agenda at least seven calendar days prior to the committee meeting. The City Clerk will arrange for notice to be conveyed to the public, the Mayor and all Councilmembers.
- C. The Mayor will work with the Chair of each committee to assign staff to support Committee deliberations. The Chair of each Committee will report on their deliberations and recommendations to the Council after each Committee meeting.
- D. Council may change membership of Committees by majority consent.

D.E. Committees are advisory in nature and may not take final action on any item. While committees may make requests of staff, they should avoid providing explicit direction.

E.F. The following Council Committees and Committee responsibilities are currently established.

4.76.1 Council Committee of the Whole (COW):

All seven Councilmembers serve on the Committee of the Whole. The Council Chair shall chair the Committee. The Committee considers policy issues of concern to the entire Council, with the exception of issues of specific concern to other Council Committees that are charged with specific responsibilities, such as the Budget and Finance Committee.

The COW is generally the first touch for new policies that are proposed by councilmembers. If a Councilmember is interested in introducing a policy matter, they ~~should~~ shall first ensure a second Councilmember supports the policy, then reach out to Council leadership to request time to present the matter at a future COW meeting. When reaching out to Leadership, restrict the conversation to scheduling and resources (staff presence, specific technology, etc.) in order to avoid a potential serial ~~needs to avoid an Open Public Meeting.~~

Council Leadership should not be a gatekeeper for topics, even if they personally disagree with them. Council leadership should place requested items on the next available COW agenda.

The Committee of the Whole may send legislation and policy issues for final action by the Council during a Council business meeting.

The Committee is responsible for the Council’s annual work program, rules procedures and organization for council operations and city governance, the City’s state and federal legislative agenda, complex interdisciplinary issues that are beyond the scope of other policy committees and may host public meetings.

Public comment shall generally may be taken at the discretion of the Chair at COWs.

4.76.2 Budget and Finance Committee:

Three Councilmembers serve on the Committee. The Committee is responsible for the review and recommendations associated with current and projected financial conditions, supplemental budget considerations, finance, reserve and financial operational policies, audits, financial reports, the review and tracking of capital improvement projects, and salary schedules. The Chair is elected on a bi-annual basis at the Council Organizational meeting. The Chair of the committee or their designee on the committee will review and recommend approval of checks or warrants drawn on behalf of the City on a bi-weekly basis, or as needed, except for payroll.

The remaining councilmembers are welcome to attend the Committee, and their input will be solicited and welcomed, however, they will not be permitted to vote on Budget and Finance Committee related matters, with the exception of consideration of the Mayor’s bi-annual budget.

The Committee is responsible for reviewing the Mayor’s proposed biennial and interim budget and recommending a biennial and interim budget to the Council for consideration. For purposes of considering the Mayor’s proposed biennial and interim budget and recommending a biennial and interim budget, all seven Councilmembers shall be members of the Committee. The Chair is responsible for notifying the City Clerk of any Committee agenda that will contain consideration of the Mayor’s proposed biennial budget or recommendations related to a biennial budget.

4.76.3 Legislative Steering Committee

The Committee is responsible for interfacing with the City’s State and Federal legislative delegation as well as the associated lobbyist(s). They will provide timely updates on meetings and interactions with the above. Its members are the Mayor, Deputy Mayor, Vice Chair of the Council, ~~and~~ City Administrator, and Finance Director.

4.7.4 Ad Hoc Committees

The Council is encouraged to create ad hoc Committees to focus on a specific topic for a select amount of time. For example, amending the governance manual or developing specific ordinances or resolutions.

4.87 Council Work Sessions

Council work sessions are meetings of the Council at which legislative proposals and proposals relating to city administration, inter-governmental relations, or other city business are studied, discussed and evaluated by the Councilmembers. Work sessions are chaired by the Mayor and will normally be held in an informal, collegial setting conducive to discussion. Council work sessions are the primary venue for briefings and presentations. Public comment will not be taken at the work session.

The key difference between Work Sessions and the Committee of the Whole is that Work Sessions are for policy proposals brought to the council by staff and the Administration, while the Committee of the Whole is for policy proposals brought to the council by fellow councilmembers.

4.87.1 Schedule of Work Sessions

Work sessions of the Council of the City of Lake Forest Park shall be held on the second Thursday of each month, immediately before the regular council meeting. Council work sessions shall be held at 6:00 p.m. at Lake Forest Park City Hall, located at 17425 Ballinger Way NE, Lake Forest Park, Washington, 98155. When work sessions are held in another room it may adjourn 10-15 minutes early to allow staff and councilmembers to relocate to the Council Chambers for the following Business meeting.

4.87.2 Work Session Agendas

A. Work session agendas will include:

- 1. Call to Order
- 2. Adoption of Agenda
- 3. Staff presentations and Council Discussion
- 4. Council Discussion Topics
- 5. Adjourn

B. Agendas will list the following elements for each Council Discussion Topic:

- 1. Subject: The project designation or descriptive name for the item. The person requesting the item should use the same title in any subsequent business.
- 2. Identify the Discussion Leader: The person who will introduce the subject and give the background information; identify the discussion goal; and act as facilitator to keep the discussion focused toward the goal.
- 3. Activity: A brief description of the discussion necessary for the Council to speak to the question posed in the “Goal” column.
- 4. Goal: The reasonable outcome contemplated, whether a final action, advancement to a future agenda, just a “touch” according to the “Three-Touch Rule,” or for general information.

C. Board, Commission and Youth Council Engagement

Boards, Commissions and the Youth Council may request a place on the agenda in advance of the meeting. The specific date shall be within three work session meetings and coordinated through the agenda preparation and review meeting.

D. Joint meetings

From time to time, Council may schedule joint meetings with bodies such as the School Board, Fire Commission, or neighboring City Councils.

4.89 Regular Business Meetings

A regular business meeting is a meeting convened on a regular series of dates (and at a time) stated in City ordinance. A regular or special meeting of the Council is primarily for the purpose of voting on the City’s business, generally in the form of motions, resolutions or ordinances.

4.98.1 Schedule of Regular Business Meetings

Regular business meetings of the Council of the City of Lake Forest Park shall be held on the second and fourth Thursdays of each month, January through the second week of December each year. Regular business meetings shall be held at 7:00 p.m. at the City Hall Council Chambers, located at 17425 Ballinger Way N E, Lake Forest Park, Washington, 98155.

4.98.2 Public Comment

A regular business meeting includes public comment on the agenda, during which a member of the public may address the Council on any matter of public concern that the Council has purview, control or influence over (whether or not on the agenda) for up to three minutes. Overall limit on time allowed for individual public comment may be determined by the presiding officer and stated publicly at the beginning of the public comment period.

- A. Any member of the public wishing to address the Council is encouraged to do so in person or virtually. Individuals in person should fill in the sign-in sheet provided for that purpose. Speakers must be recognized by the chair, come forward to the microphone and identify themselves by name, and state the agenda item or topic they are addressing before proceeding. The presiding officer may offer an opportunity for comment to those in the chambers who wish to speak who are not on the sign-in sheet. ~~After members of the public in person have spoken, the presiding officer will take public comment from those participating virtually by asking virtual speakers to signal their intent to speak.~~
- B. Speakers shall abide by the time limits established for the particular comment period. The presiding officer shall announce this rule at the beginning of any regular meeting or hearing. Speakers shall respect the decorum of Council Meetings. If the speaker makes disruptive, slanderous or threatening remarks while addressing the Council they shall be asked to leave the Council Chambers by the presiding officer, or if the speaker is participating remotely, the presiding officer will request the City Clerk remove their permission to talk in the application. Members of the public who join a meeting remotely after the remote public comment begins shall not be permitted to make public comments.
- C. Written comments may also be submitted by emailing the City Clerk. These comments will be distributed to the whole Council, and their author, date of the email, and topic will be read into the public record by the City Clerk or designee. The City Administration will provide a written summary of all questions asked by citizens. The City Administrator or Mayor are responsible for providing a City response to the questions and will inform the Council of their follow-up actions.

4.98.3 Public Hearings

Public hearings required by State law shall be held before the Council, but legislative action shall not be taken during such a hearing. Public hearings may be scheduled during a regular meeting or a special meeting.

- A. The Chair shall open the hearing and state its subject, explain the rule governing public participation, limit the period for individual comments (3 to 5 minutes, depending on the subject), confirm the duration of the hearing, and, if necessary, arrange for continuation of the hearing. If appropriate, a City representative will provide background information, and then speakers will be recognized by the Chair in order according to the sign-in sheet. The public hearing typically occurs during a publicly noticed portion of a regular or special meeting of Council, where the time of the hearing has been stated in the prior public notice.
- B. The Council may request the Administration to respond to any question raised and not answered during the hearing.

4.98.4 Business Meeting Agendas

Proposed agendas shall state the date, time, and location of the Council meeting. Proposed agendas shall be delivered in electronic format to members of the Council no later than ~~two~~five days before the meeting date. Amendments made to the agenda or items on the agenda after it is published shall be clearly identified, dated, provided a Revision number. The latest agenda will be posted at city hall, the Council Chambers and the library by 5:00 p.m. on the Friday preceding the meeting.

Updated agendas will be posted by 12:00 noon on the day of the meeting.

A. Regular Meeting Agendas shall include:

1. Call to Order: 7:00 p.m.
2. Pledge of Allegiance
- ~~2. (As needed) Celebrations, Swearing Ins, and Retirements~~
3. Adoption of Agenda Proclamations
4. Public Comment Adoption of Agenda
5. Celebrations, Swearing-ins, and Retirements
- ~~5-6. Public Comment Hearings~~
- ~~6-7. Public Proclamations Hearings~~
- ~~7-8. Presentations Final Confirmation~~
- ~~8-9. Presentations Consent Calendar~~
- ~~9-10. Final Confirmation Consent Calendar~~
11. Old business - Ordinances and Resolutions for Action or Discussion (the cover page for each item should clearly state what touch it is and if staff is requesting action be taken)
- ~~10-12. Introduction/Referral~~
- ~~11. Ordinances and Resolutions for Council Discussion~~
- ~~12-13. New business - Ordinances and Resolutions for Action Introduction~~
- ~~13-14. Council Discussion and Action~~
14. Council Committee Reports Councilmember Reports
15. Council/Mayor/City Administrator Reports
16. Mayor's Report
17. City Administrator's Report
- ~~16-18. Other Business~~
- ~~17-19. Executive Session~~
- ~~18-20. Adjourn~~
21. Future Schedule (not a part of the meeting, but provided for reference)
- ~~19. Agenda items with no items shall be noted as "None"~~

B. The Consent Calendar is used for Council action items that do not need further discussion at the Regular Business meeting either because they are routine, such as contract renewal, or have been thoroughly vetted as a function of the Work Session. Councilmembers A councilmember may request that any item on the Consent Calendar be **removed** to Council Discussion and Action. This request does not require a second or a vote of the council.

C. ~~Business items on the agenda shall be annotated with the expected work and action of the Council for that item at that meeting.~~ There shall be a bold notice at the bottom of all agenda pages indicating that the council may take action on items not on the agenda or may take other actions on agenda items that are not annotated, as allowed by Washington State law and in the best interest of the City.

D. Public Comments shall be held at or as close to the beginning of the meeting as possible if changes to the Agenda are made. ~~Public Comment may be moved to the beginning of the meeting at the discretion of the Council and Chair, particularly if there are a large number of citizens present.~~

C.E. Appointment of members to regional boards

4.910 Goal Setting Retreats

A retreat is generally a Special Meeting called for the purpose of very informal discussion dealing with goals, objectives and guidelines for future activity of the organization. At a retreat, the Council may, for example, develop goals and objectives for its own organization for the year, consider priorities for the Council work plan, consider priorities and goals for the volunteer commissions, or set goals for the City.

~~These goals should be elements of annual performance evaluations. Although a detailed listing of the City's activity plan for a coming year may result from informal consensus, formal adoption should be made in a regular Council meeting by motion or resolution. Retreats are~~ should be held early in each year, open to the public and located within a reasonable distance from the city and for a reasonable cost. P; ~~but~~ participation is limited to Councilmembers and others that are designated by the Council, such as a facilitator.

4.110 Public Meetings

The Council may organize other meetings with the public in various settings outside of City Hall, such as public forums, presentations to community organizations, town halls, and so on. In such settings, the meeting shall ideally include one or more Councilmembers and one or more members of the Administration.

4.110.1 Town Halls and other community forums

When major public policy development warrants, and after adequate preparation of issues and alternatives, from time to time, Council may schedule public forums to help develop a public consensus on the issues. The general procedure would be to provide basic information, to explore alternatives and options and to receive verbal and written public comments.

Article 5: COUNCIL DELIBERATIONS

5.1 Effective Decision-Making Requires Finality

Effective decision-making results in finality and “moving on.” The process for reconsideration is such that immediately following a vote, if a Councilmember feels ~~she/he~~they voted incorrectly, ~~she/he~~they may immediately request a revote, stating the reason. A revote will be taken upon a majority vote to approve by the Council, and such consent shall not be unreasonably withheld. The Council will generally not take another vote on a matter for the sake of prolonging the debate unless significant events have transpired since the original vote.

5.2 Council Meeting Agendas Are Set by a Team

Agendas for Council Business Meetings and Work Sessions are routinely developed and refined by the Council Chair (Deputy Mayor), ~~Council Vice Chair, the Budget and Finance Committee Chair~~other individuals as approved by the members, the Mayor, and City Administrator or designee. The agenda-setting team shall review the next three months’ meeting topics and coordinate other meetings to ensure staff work and public notices support the Council’s work schedule.

The Administration shall establish a 12-month prospective calendar of agenda items for Council Business Meetings and Work Sessions, which shall be reviewed in the Committee of the Whole quarterly. Councilmembers should inform the Council Chair with regard to topic requests for upcoming agendas. The agenda setting team shall make every effort to reasonably accommodate requests in a timely manner.

5.3 Council Actions

Council actions take the form of motions, resolutions and ordinances in accordance with Robert’s Rules of Order. All actions require a motion and a second for discussion and then a majority vote of a quorum of the Council for adoption.

5.3.1 Motion

Only Councilmembers may discuss a motion pending before the Council. Others may address the Council only at the request of a Councilmember with the consent of the Council.

An adopted motion is a form of action taken by the Council to direct that a specific course of action be taken or executed on behalf of the municipality. A motion is similar to a resolution, but is generally oral, much shorter and worded in a more informal manner than a resolution. An adopted motion is the administrative equivalent of a resolution.

5.3.2 Resolution

An adopted resolution is a statement of legislative policy or direction concerning matters of special or temporary character. Council action shall be taken by resolution when required by law or in those instances where a written expression of legislative policy that is lengthier or more meticulously worded than a motion is desired. While resolutions are often just a statement of policy, a resolution may also have the force of law (e.g., a resolution setting permit fees or a resolution declaring certain City property to be surplus).

5.3.3 Ordinance

An enacted Ordinance is a local law (legislative act) prescribing general rules of conduct. Council action shall be taken by ordinance when required by law or where prescribed conduct may be enforced by penalty. An ordinance is a legislative act within the City Council’s law-making sphere, similar to the way in which a statute is a legislative act of the State Legislature. The general guiding principle is that actions relating to subjects of a permanent and general character are usually regarded as legislative and should be addressed through an ordinance, and those providing for subjects of a temporary and special character are regarded as administrative and should be addressed through a resolution.

5.3.4 Motion to “Lay on the Table”

The motion to “lay on the table” shall require that the main motion be brought back to the Council at that meeting immediately after the final action item or immediately after the City Administrator’s report, whichever comes first. This motion shall not be used to end discussion on an item. The proper motion to end discussion is to either move the previous question or to move to postpone indefinitely or to a definite time. In the latter case, the item remains on the agenda for the next meeting.

5.3.5 Reconsideration-Mayor’s Veto

The motion for reconsideration of an ordinance--Ordinance Veto Override--may be placed as the first item on the final action calendar at the next regular meeting or as an action item at a special meeting, following the filing of the Mayor’s veto message. The motion may not be tabled or postponed. The Deputy Mayor will chair the meeting during this agenda item. The Mayor, if present, may have up to three minutes to address the Council. Council discussion on the motion will follow. At the conclusion of discussion, if any, the Deputy Mayor shall put the motion to a vote. Councilmembers present shall cast an “aye” or “nay” vote unless they are recused. The vetoed ordinance must receive five affirmative votes to be adopted. Fewer than five votes for the ordinance shall mean that the veto is sustained.

5.3.6 Dissents and Protests

Any Councilmember shall have the right to express dissent from, or protest, orally or in writing, any motion, resolution or ordinance of the Council and have the reason therefore entered or retained in the minutes.

~~5.3.7 Comprehensive Plan Amendment~~

~~Such an amendment is a legislative act in which the Council amends all or part of the Comprehensive Plan after the Planning Commission has deliberated, held public hearings and made recommendation(s) to the Council. The Council likewise holds a public hearing before passage.~~

~~5.3.8 Budget Adoption~~

~~The Council adopts or amends the budget document for the City on an annual or biennial basis. Although the budget is a maximum spending plan, it must be managed by the Mayor and City Administrator to operate within actual revenue received for each fund.~~

5.3.9 Capital Facilities Plan (CFP) Adoption or Amendment

The CFP is a 6-year capital facility and infrastructure development and financing plan that is required by the Growth Management Act, RCW 36.70A.070(3). It is required to be kept up to date on an annual basis, and may by law be amended outside the regular Comprehensive Plan update process if the amendment occurs concurrently with the adoption of the City's budget, RCW 36.70A.130(2)(a)(iv). It is done in Lake Forest Park as a companion to the budgeting process and establishes priorities for construction or replacement of capital facilities of the City. A full update is on a two-year cycle that coincides with the mid-biennial budget review. The biennial budget also includes any project additions or updates as needed, such as new projects for which grants have been received.

5.3.10 Quasi-judicial Ruling

A quasi-judicial ruling is an administrative ruling made by the Council, Hearing Examiner, or Planning Commission wherein the process and facts to be heard and judged are prescribed by regulatory laws or ordinances and, as such, are appealable to a higher authority or court of law. The role of the deciding authority is carried out as a legal duty in the manner prescribed by the facts and applicable laws or regulations. The deciding authority's role in this regard is separate from the more usual role of legislative preference, and Council and the Planning Commission should be mindful of this role on the limited occasions during which a quasi-judicial decision is before it.

5.3.11 Confirmation of City Officials

The following procedure shall apply to all confirmation proceedings for senior-level city officials such as the City Administrator, Public Works Director, City Clerk, etc.:

- A. The Mayor and City staff will screen and arrange interviews with selected candidates. Councilmembers shall be invited to participate in these interviews and provide feedback. The HR director or designee will write questions for each panel to ask each candidate. These interviews are not open to the public.
- B. City staff will conduct relevant background checks and/or interviews with references. The Mayor will make a decision on which candidate, if any, to make an offer to.
- A-C. The Mayor will then nominate the candidate to the Council, providing each Councilmember with a copy of the nominee's application, resume, and other supporting information. In the publicly available meeting packet, personal information will be appropriately redacted. make nominations to the Council indicating the name and address of the nominee, commission or position of appointment, term expiration, and position number on the agenda for confirmation review.
- B. At the time of nomination, the Mayor will provide to each Councilmember a copy of the nominee's application and resume and a letter from the nominee (if any).
- C. The confirmation agenda item at a regular meeting will be divided into two items:

 - 1. Confirmation Review; and
 - 2. Final Confirmation Calendar
- D. All nominees shall appear on the agenda for the first time for confirmation review preferably during study sessions. After completion of the review process, final confirmation of the nominee shall be placed on the Consent Calendar for final confirmation during the regular meeting. Upon consent of the Council, the nominee may be confirmed at the same meeting as the confirmation review.
- E-D. Confirmation review process shall include:

- 1. Introduction of nominee by the Mayor or City Administrator.
- ~~2. The nominee may make a statement about their interest and qualifications. Three minute statement by the nominee that should address the following issues:

 - a. Why does the nominee seek to serve the City as a commissioner or official?
 - b. What qualifications, skills, or abilities does the nominee bring to the commission or position?~~
- ~~2. Questions The Council may ask questions to the nominee from Councilmembers for the nominee.~~
- 3. The Council may then make a motion to approve the appointment of the nominee.
- ~~F. Final Confirmation Calendar: The list of nominees for final confirmation may be a separate addendum sheet to the regular agenda, provided it is posted with the agenda for the public. The entire list may be confirmed as part of the Consent Calendar, except any one Councilmember may remove any name from such a motion and that nominee shall thereafter be voted upon by separate motion.~~
- ~~G. All nominees shall appear before the Council during confirmation review unless the nominee requests to be excused and such request is approved by the Council. An approved motion to suspend this rule and excuse the nominee from appearing shall allow the nominee to be scheduled for the final confirmation calendar. The confirmation review may be delayed no more than three consecutive meetings at the request of the Mayor, nominee or by majority consent of the Council.~~
- ~~H. Final confirmation may be delayed for one regular meeting at the request of the nominee, the Mayor or by majority consent of the Council. The majority of the Council may approve a second delay. The nomination may be withdrawn prior to the call for the question for final confirmation. This action must be by the nominee in writing or verbally at a Council meeting or by the Mayor verbally at a Council meeting. Once a nomination is withdrawn, a subsequent nomination of the same individual must begin at the start of the process.~~
- ~~I. Only Councilmembers and the Mayor may speak to a motion regarding final confirmation.~~

5.4 Voting

The votes during all meetings of the Council shall be transacted as follows:

- A. Unless otherwise provided by statute, ordinance, or resolution, all votes shall be taken by voice, except that at the request of any Councilmember, a roll call vote shall be taken and recorded by the City Clerk. The Presiding Officer shall determine the order of the roll call vote.
- B. In case of a tie vote on any proposal, the motion shall be considered lost. The Mayor shall have a vote only in the case of a tie in the votes of the Councilmembers with respect to matters other than the passage of any ordinance, grant, or revocation of franchise or license, or any resolution for the payment of money.
- C. Every Councilmember who was present for the meeting in person or remotely is eligible to vote. If any Councilmember abstains (for example, due to a conflict of interest), the result shall be determined in accordance with Robert’s Rules, which generally means that it shall be as if the individual who abstained from voting was not present for the vote.
- D. In the event that absences or abstentions reduce the number of voting councilmembers to five or fewer, it will be made clear whether a motion/ordinance requires a majority approval of those voting, or a majority approval of the total number of councilmembers.

5.5 The “Three-Touch” Rule

Decision makers and residents of the City should have adequate time to thoughtfully consider the issues prior to final decisions. It is the intent of the Council that the Council and Administration shall abide by the “Three-Touch Rule” whenever possible (unless an exception applies). The

following procedural guidelines are designed to avoid “surprises” to the Council, Administration and the public.

Any pending request or proposal for adopting or changing public policy, ordinances, resolutions or directives which will require a decision of the City Council or Administration shall normally “touch” the decision makers at least three separate times at public meetings. Quasijudicial matters, proclamations, confirmation to volunteer boards, and any subject discussed in Executive Sessions are excluded from the application of the “Three-Touch Rule.” Touches may generally include city council meetings, work sessions, and council committee meetings.

5.5.1 Waiving the “Three Touch Rule”

To provide the community with the utmost transparency, waiving the “Three Touch Rule” requires an approved motion. The maker of the motion should indicate the reason for waiving the rule prior to a vote on the motion. The reason may be one of following or another compelling reason.

A Noncontroversial matters

A councilmember should first make a motion along the lines of “I move to waive the 3-touch rule and open debate on ordinance 1234.

After debate, a councilmember should make a motion along the lines of “I move to place ordinance 1234 on the consent calendar for our next meeting.”

B Time sensitive matters

A councilmember should first make a motion along the lines of “I move to waive the 3-touch rule and open debate on ordinance 1234.

After debate, a councilmember should make a motion along the lines of “I move to approve ordinance 1234.”

5.56 Ordinance and Resolution Drafting Standard

A resolution shall be drafted using the same rules as an ordinance and shall be drafted as follows for consideration by the Council:

- A. The ordinance number shall be at the top, centered and in bold. On all pages, the ordinance number shall be placed in the footer, on the same line as the page number, right justified.
- B. The title shall be centered below the number in bold, capitalized letters.
- C. A straight line shall be placed below the title.
- D. The body of the document shall use 0.6-inch margins on the top, right, and bottom and 1-inch on the left. Indentation shall always be five spaces when used. Block justification should be used with continuous line numbering in the left-hand column. A line space should be used between paragraphs. Twelve-point font should be used.
- E. “Whereas” clauses shall be stated with only the first sentence indented and “Whereas” capitalized and in bold.
- F. The required ordaining clause is placed following the “Whereas” clause(s). The first

sentence will be indented. The clause is in capitalized bold lettering.

G. The section number and short title shall be bold lettering using sentence capitalization. The remaining section-amending or adding clause is to use normal lettering and capitalization. The words “new section,” when used, shall be stated in bold capital letters following the section number. The content section shall be at one indentation with hanging indentation after the section amending clauses.

H. The words being deleted from law shall be struck through with a line. Words being added shall be underlined. Words being added in a “new section” shall be in regular type.

~~I. Legislative history shall appear at the end of the ordinance, as follows:~~

- ~~1. Introduced by: (must be a Councilmember or by Executive Request)~~
- ~~2. Date Introduced:~~
- ~~3. Date Work Session (first and last dates only):~~
- ~~4. Date Redrafted (with Council-adopted amendments):~~
- ~~5. Date Final Action:~~
- ~~6. Date Posted:~~
- ~~7. Date Published:~~

I. All ordinances, except those adopting quasijudicial decisions, shall have an “Ordinance Information Summary.”~~Cover Sheet developed by staff.~~ This summary~~Agenda Cover Sheet~~ shall be formatted as the ordinance with the ordinance number and title immediately below the page heading of Ordinance Information Summary~~Agenda Cover Sheet~~. The headings for the summary information will be:

- a. Meeting Date
- b. Originating Department
- c. Contact Person
- d. Short Title (for Discussion)
- e. Long Title (to match the Ordinance when making motions and voting)
- f. Legislative History
- g. Attachments
- h. Executive Summary
- i. Background
- j. Fiscal and Policy Implications
- k. Council Action Alternatives
- l. Staff recommendation

~~a.m.~~ (1) Purpose; (2) Effect; (3) Estimated Financial Impact. The date and version shall be indicated at the end of the text of the summary~~Agenda Cover Sheet~~. The summary~~Agenda Cover Sheet~~ should be updated upon the adoption of major amendments to an ordinance.

5.67 Amendments to Ordinances and Resolutions

A. Once an ordinance or resolution is introduced it may only be changed by action of the Council.

~~B. A referral to the Ordinances and Resolutions calendar constitutes a main motion to adopt the ordinance. Amendments to an ordinance are in order during Ordinances and Resolutions. Adoption of the main motion (ordinance as amended) is in order only on the Council Action calendar.~~

~~C.B.~~ Amending the ordinance or resolution may be done in two ways: 1) line-by-line, section by section, etc., or 2) by striking the entire ordinance/resolution after the title and replacing it

with another entire version (this is known as a striking amendment). Line-by-line method is normally in order prior to a striking amendment unless by consent of Council. If a striking amendment is approved, the ordinance/resolution is considered automatically engrossed upon approval of the striking motion.

D.C. The format for line-by-line (can be section-by-section) amendments is the following:

Amendment to Ordinance XXX by Councilmember XXX

**On page _____, line _____ after the word “_____” Strike “_____” and Insert
“_____”**

E.D. Line numbering will be used on amendment pages.

F.E. Words that will be struck will be typed exactly as presented in the ordinance. It is also proper to state: “Strike all language in this section and insert,” if appropriate. Insertions will be typed exactly as required in ordinance standards. Striking language is always stated before insertion.

~~G.F.~~ In order to simplify amendments, only one strike and one insert may be put together in one amendment paragraph. The above example is one amendment paragraph. More than one amendment paragraph may be listed on a page.

~~H.G.~~ Drafting and copying of amendments, resolutions or ordinances for the Council by City staff shall be provided only upon the request of a Councilmember, the Mayor or by formal commission or board action.

5.78 Appointment to Fill Council Vacancy

- A. The City Council, pursuant to RCW 35A.12.050 and RCW 42.12.070, is authorized to fill a vacancy on the City Council by appointing a qualified person to fill the vacant position. A Council position shall be considered vacant upon the occurrence of any of the causes of vacancy set forth in RCW 42.12.010. A Councilmember who is vacating ~~his or her~~their position may not participate in the appointment process. The position should be filled at the earliest opportunity, but no later than ninety (90) days from the vacancy occurring.
- B. The City Council shall ask the Mayor to direct City staff to begin the administrative processes needed to fill the vacancy as provided below:
 - 1. The City Clerk or designee (“City Clerk”) shall advertise for the vacant Council position in the City’s Official newspaper once each week for two consecutive weeks. Courtesy copies of the advertisement shall be provided to other local media outlets and current members of City commissions and task forces.
 - 2. The advertisement shall include the qualifications needed for appointment to the vacant Council position consistent with the requirements to hold public office in the City: be a registered voter of the City; and have at least one year of residency in the City. The advertisement shall include the time period to be served in the vacant position, a summary of Councilmember duties, salary information, the deadline for submitting an application, projected interview and appointment schedules as determined by the City Council, and such other information as the City Council deems appropriate.
 - 3. The City Clerk shall solicit input from all Councilmembers and prepare an application form. Applications shall be available at City Hall, the King County library located in the City, and other locations the City Council deems appropriate.
 - 4. Completed applications and supporting materials received from applicants by the deadline shall be electronically distributed by the City Clerk to the City Council within two business days of close of the application period.
 - 5. The City Clerk shall publish the required public notice for meetings at which Council will be interviewing applicants, deliberating, and voting to fill the vacancy. Interviews may take place at either a regularly scheduled business meeting of the Council or a special meeting of the Council Committee of the Whole.
 - 6. The City Clerk shall notify all applicants that the Council has decided to interview of the location, date and time of the interviews.
- C. The City Council shall use the following interview process for filling vacant Council positions:
 - ~~1.~~ If the number of applications received by the deadlines is more than six (6), the Council ~~may shall~~ choose to interview ~~less than all six of the~~ applicants. The decision regarding which applicants to interview shall be made by a vote of the Council.
 - ~~4-2.~~ If the number of applications received by the deadline is six or fewer, the Council shall interview all applicants.
 - ~~2-3.~~ Prior to the interviews, the Council Chair shall accept one interview question from each Councilmember.
 - ~~3-~~The applicants’ order of appearance for the interviews ~~shall~~ be determined by random drawing by the City Clerk prior to the meeting.

4. Each interview shall last no longer than thirty (30) minutes, unless Council decides to reduce the allowed amount of time based on the number of applicants to be interviewed.
 - a. The applicant shall have up to five minutes to present his or her credentials to the Council. ~~(5 minutes)~~
 - b. The Council shall ask a predetermined set of questions to the applicants. Each applicant will be asked the same questions in the same order and will have up to two minutes to answer each question. The City Clerk will determine the order of questions to be asked. ~~(14-21 minutes)~~
 - c. After the predetermined questions, Councilmembers may ask and receive answer to miscellaneous questions from an applicant. ~~(4-11 minutes)~~
- D. The following shall govern the Council's process for voting on applicants to fill a vacant Council position:
 1. Upon completion of the interviews, Council may convene an executive session to discuss the qualifications of the applicants interviewed pursuant to RCW 42.30.110(1)(h). All interviews, deliberations, and votes taken by the Council shall be in open public session.
 2. In open public session, the Council Chair shall call for motions from Councilmembers for the purpose of voting on an appointment to a fill a vacant Council position.
 3. At any time during the appointment process, the City Council may postpone voting on the appointment if an affirmative majority vote has not been received for an applicant.
 4. Nothing in this policy shall prevent the Council from reconvening into executive session to further discuss applicant qualifications.
 5. The Council Chair shall declare the applicant receiving the affirmative majority vote as the new Councilmember who shall be sworn into office by the City Clerk at the earliest opportunity or no later than the next regularly scheduled Council meeting.

Article 6: THE EXECUTIVE BRANCH

6.1 Mayor

The Mayor shall be the chief executive and administrative officer of the City, in charge of all departments and employees, with authority to designate assistants and department heads. The Mayor may appoint and remove a chief administrative officer or assistant administrative officer, if so provided by ordinance or charter. ~~He or she~~ They shall see that all laws and ordinances are faithfully enforced and that law and order is maintained in the city, and shall have general supervision of the administration of City government and all City interests (see RCW 35A.12.100). Other duties include:

- Faithful performance of contracts; bonds approved/disapproved; may file lawsuits (with Council confirmation);
- Make recommendations for Council consideration and action;
- Prepare and propose a budget; may veto ordinances passed by the Council; and
- Serve as the official and ceremonial head of the City and shall represent the City on ceremonial occasions.

6.2 City Administrator

The City Administrator is the chief operating officer for the City with administrative, executive and liaison functions under the direction and authority of the Mayor as chief executive officer. Duties, powers and responsibilities are: supervise, administer and coordinate the activities and functions of the various City offices and departments in carrying out the policies of the City Council, and administer and supervise the carrying out of the decisions, regulations and policies of the various City departments and commissions; regularly report to the Mayor and City Council concerning the status of all assignments, duties, projects and functions of the various City offices and departments; serve as personnel officer for the City, including, without necessary limitation:

- The hiring and discharging (subject to the approval of the Mayor) of all City employees except those employees and officers required by state law or City ordinance to be appointed by the Mayor or elected by the voters of the City, and subject to any applicable civil service laws, ordinances or regulations;
- Supervise all purchasing by the various City offices, departments and commissions;
- Supervise all expenditures by the various City offices, departments and commissions for the purpose of keeping the same within the limitations of the annual budget of the City;
- Assist the Mayor and City Council generally in conducting the City's business in all matters; and
- Perform such other duties and assume such other responsibilities as the Mayor or City Council may direct, and as by ordinances and resolutions of the City Council may be required. (See LFPMC 2.04).

6.2.1 Role of the City Administrator

The City Administrator shall attend all meetings of the City Council, unless excused by the Mayor. Under the direction of the Mayor, the City Administrator may recommend for adoption by the Council such measures as ~~he/she~~ they may deem necessary or expedient, prepare and submit to the Council such reports or proposals as may be required by the body or as the City Administrator deems advisable to submit; keep the Council fully advised as to the business and finances of the City; and, when appropriate, shall take part in the Council's discussion on all matters concerning the welfare of the City. In the event that the City Administrator is unable to

attend a Council meeting, the City Administrator, with the consent of the Mayor, shall appoint a key staff member to attend the meeting as the representative of City Administration.

During Council meetings, the Presiding Officer ~~should~~ shall rely on the City Administrator to introduce the administrative participation on agenda items and ~~should~~ shall offer opportunity for comment or recommendation of the City Administrator before final vote on important matters.

6.3 Communications to the Public are Essential

The Mayor and City Administrator shall be responsible for the City communications function, but important and/or controversial communications shall be promptly copied to Council and other responses sent to Council pursuant to Council rules of procedure.

The Mayor is responsible for accurately communicating Council legislative policies. Prior to a final policy decision by the Council, the Mayor may also express the Administration's view as regarding a specific legislative policy but must clearly identify the Administration's view as separate from Council's proposed policy. When a final policy decision has been made, the policy of the City shall be clearly communicated.

6.4 Professional Standards are Respected

Through its personnel handbook, the City of Lake Forest Park encourages its key employees to participate in professional and trade organizations. City leaders support professional government and respect the professional association standards and model documents.

6.5 Regular and Understandable Financial Reporting

The City's regular financial reports enable the Council and community to understand the City's financial condition, and are in harmony with accounting standards for governmental organizations, applicable law and municipal best practices, taking into account brevity, cogency, and clarity.

6.6 Mayor and Administration are Mindful of Risk Management

Mayor and Administration assure the Washington Cities Insurance Authority (WCIA) member compact is followed. There is an annual review of risk management with WCIA. The interlocal agreement for WCIA membership provides for WCIA settlement of claims and lawsuits in consultation with the member. The Council empowers the Mayor and City Administrator to represent the City in claims administration, and the Council should be consulted on major claims and lawsuits or settlements involving direct payment of City resources. The Council will not interfere with the claims adjudication process. The Council will conduct its business equally mindful of risk management.

6.7 Public Information is Enhanced by Audio, Video, and Website Access

The City will strive to make its proceedings as accessible to the public as possible within the budget and technology available. Video, audio and/or approved minutes of meetings are concise and are approved and posted online in as timely a manner as possible.

6.8 Correspondence

The Mayor and Council recognize the value of the City speaking with one voice and have agreed

that, unless specifically otherwise determined, the Administration will prepare written responses to the public.

The Administration will make every reasonable effort to respond to all written correspondence addressed to the Mayor and Council and copy the Council within 14 days of receipt. Response to verbal testimony by the Administration will be at the specific request of the Council.

The City Administrator will report on correspondence from the Administration between Council meetings in their report. Copies of such responses should be provided to the Council in their next meeting packet.

In addition to an official response by the administration, individual Councilmembers are also welcome to respond to the public, so long as it is clear that their response does not represent the official position of the City.

6.9 City Clerk - Minutes - Public Information Access

The City Clerk shall adhere to the requirements of State law (RCW 35.23.121), and shall be the ex-officio Clerk-of-the-Council. The City Clerk shall keep minutes as required by law, and shall perform such other duties in the meeting as may be required by the Council, Presiding Officer or City Administrator. In the absence of the City Clerk, the City Clerk shall appoint a replacement to act as Clerk-of-the-Council. The Clerk-of-the-Council shall keep minutes, which identify the general discussion of the issue and complete detail of the official action ~~or consensus reached, if any~~. The City Clerk shall make an audio recording of the proceedings of all public hearings, regular business meetings, study sessions and workshops, and quasi-judicial proceedings. The Clerk shall keep, and make available, an agenda and date for each video recording, which will facilitate location of the recorded proceedings. The video recordings shall be posted publicly on the City website, ideally within 48 hours after the meeting.

Article 7: PUBLIC PARTICIPATION IN CITY GOVERNMENT

7.1 Public Comment Period at Business Meetings

The agenda for Council Business Meetings shall ~~generally~~ include a period of time known as the Public Comment Period. Within that time period, any member of the public may be recognized by the Presiding Officer and may address the full Council on any public issue—~~whether or not on the agenda~~. Unless Council determines otherwise, the Public Comment Period at a Business Meeting is reserved for comments by the public, rather than responses from the Council or the Administration.

Public comment is limited to items listed on the agenda and/or items within the purview of the Council, e.g., speeding concerns or requesting street lights on a particular street.

7.2 Other Meetings with the Public Outside of City Hall

Work sessions, committee meetings and retreat meetings may provide opportunities for public comment. Opportunities for public comment will be noted on individual agendas.

7.3 Additional Avenues for Public Participation

Public process activities may also incorporate a range of tools such as press releases, newspaper columns, fact sheets, Q&As, etc., as described in the City's documents and guidelines pertaining to public participation in various projects and processes.

7.4 Commissions, Committees, and Boards

Lake Forest Park has adopted a volunteer commission system (detailed in LFPMC 2.22) that provides for appointed individuals to make policy, program, and budget recommendations in specific issue areas. The following Commissions, Committees, and Boards ~~are~~ have been or are currently established for public engagement and participation:

- A. Planning Commission
- B. Civil Service Commission
- C. Salary Commission
- D. Tree Board
- E. Parks and Recreation Board
- E.F. Additional commissions may be created by the council as needed and subject to staff availability
- ~~F. Climate Action Committee~~

7.4.1 Alternates for Commissions, Committees, and Boards

Recognizing the importance of the contributions of volunteers in our community, the Mayor shall interview and recommend to the City Council two alternates per commission, committee, or board, subject to the following conditions:

In the absence, resignation or expiration of term by a member of a commission, committee, or board member, an alternate, if able to be present, will become a voting member of the body.

The seniority of the alternates is based upon their date of confirmation.

**Article 8: RELATIONSHIP BETWEEN COUNCIL, MAYOR AND CITY ADMINISTRATOR,
STAFF AND THE PUBLIC**

Council sets public policy to be carried out by the Administration and establishes budgetary authority for departments and positions, and may determine the duties and compensation of each, but does not interfere with the Mayor's and the City Administrator's management of City employees or the setting of internal operating policy.

8.1 Council and Administration Roles and Responsibilities Differentiated

Leaders adhere to the separate and distinct public policy and management roles of the Council and Administration. Administrative policy and complaints are handled by the Mayor, City Administrator and Department Heads (RCW 35A.12.100); legislative policy is established by Council for enactment by City Administration (RCW 35A.11.020).

8.2 Performance-Driven Management

The Mayor reviews the City Administrator's performance annually. The City Administrator is responsible for performance reviews of subordinates.

8.3 City Attorney Is Legal Counsel to the City and Its Officials Collectively

The City Attorney is retained by the Mayor, subject to the confirmation by a majority of the City Council, and represents the City. In that capacity, they provide legal advice to the Mayor, the Council, the City Administrator, and staff to the extent their interests coincide with the City's.

8.4 Staff Communications Encouraged

Members of the Council are encouraged to interact with City staff designated by the administration for the purpose of gathering information, obtaining progress reports on policies and programs or providing information to staff relevant to their Council office. Councilmembers should avoid giving direction or advice to members of City staff.

~~Councilmembers should be mindful of limited resources, and understand that larger requests for information may require additional time to fulfill. City staff should provide their supervisor with the same information shared with the Councilmember. Should the information provided relate to an actionable item on an upcoming agenda, Councilmembers should share the information with the Council.~~

- ~~A. Councilmembers should contact department directors as the main point of contact for questions. They will work with the appropriate staff for a response. Projects tend to have many components requiring expertise from more than one staff member and department directors can coordinate that. Councilmembers should include the City Administrator in their emails.~~
- ~~B. If councilmembers have complex questions, it's better to email department directors before a council or committee meeting. The more notice a Councilmember can provide, the better. Councilmembers should try to be as specific as you can about what information they are looking for.~~

- C. If after an email thread, there's still confusion about exactly what information the Councilmember is looking for, then consider a short phone or virtual call with department directors and/or the City Administrator. Another avenue is to bring up the question to the City Administrator during the Councilmember's monthly briefing with them.

- D. If the Councilmember's question is addressed before the meeting, and the Councilmember thinks that the information may be of particular interest to other councilmembers or the public, then at the meeting, the Councilmember is encouraged to ask the question again, framing it as a means to inform others.

- E. If department directors were not able to answer the Councilmember's question before the meeting, or if a brand-new question arises at a council meeting, and it's directly related to what is being discussed, then the Councilmember is encouraged to ask the question. But the Councilmember should be prepared that the department director's response may be to state that they will research the question and follow up later. If that's their response, then the Councilmember should table that particular question until after the department director has responded.

- F. All questions about staff performance should be privately directed to the Mayor.

8.5 City Administrator – Interference by Councilmembers

~~As provided by RCW 35A.13.120, neither the Council, nor any of its committees or members, shall direct the appointment of any person to, or his or her removal from, office by the Mayor or any of his or her subordinates. Except for the purpose of inquiry, the Council and its members shall deal with the administrative service solely through the Mayor and neither the Council nor any committee or member thereof shall give orders to any subordinate of the Mayor, either publicly or privately. The provisions of this section do not prohibit the Council, while in open session, from fully and freely discussing with the Mayor or the City Administrator anything pertaining to appointments and removals of City officers and employees and City affairs.~~

8.6 Complaints to Councilmembers

When performance complaints or complaints of non-action are made by members of the public about staff directly to an individual Councilmember or in a Council or committee meeting, the Council member or Council should then refer the matter directly to the Mayor for review and/or action. The individual Councilmember or the Council may request to be informed by the Administration of the action or response made to the complainant.

8.7 Administrative Complaints - "Best Practice"

Although public direct access to elected officials is to be encouraged to help develop public policy, City Councilmembers should not develop a "personal intervention" pattern in minor calls for service or administrative appeals which may actually delay a timely customer service response. The best policy is to get the member of the public into direct contact with the appropriate department or the City Administrator, unless an unsatisfactory result has occurred. In that case, refer to Section 8.6 above.

8.8 Staff Provides Adequate Information for Council Legislative Policy-Setting

Good information facilitates good decisions. Given the size of the City, the Council does not have its own separate research staff. Therefore, the Administration should assure that staff time is made available to the Council so that information provided to the Council is timely and sufficient for effective decision making.

- A. Information is adequate or sufficient when it provides a balanced background of the subject and gives the Council reasonable policy options and costs.
- B. Factual information requested by one member should be given to all members (within reason).
- C. Council will be notified in writing of delays in provision of information beyond one business meeting. This notification shall include a time line with regard to when and how a request will be handled.
- D. Subject to the foregoing, the Mayor, City Administrator and staff will work in good faith to respond to requests for information as thoroughly and as promptly as possible or refer the request to the Council for guidance.
- E. In the event that an information request is overly broad, the Mayor may request a narrowing of the scope of the request, and/or a reprioritization of current Council goals, which requires a majority vote of the Council.
- F. In addition to the foregoing procedures, each department head shall make a quarterly report to City Council on their department and outcomes of Council Legislation.

8.9 Public Documents Ensure Open And Transparent Government

The Council and Administration will adhere to laws on public access to documents.



City Council Governance Manual

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Contents

- Article 1: PRINCIPLES OF GOVERNMENT 5
 - 1.1 Form of Government 5
 - 1.2 Legislative Branch 5
 - 1.3 Executive Branch 5
 - 1.4 Judicial Branch 5
 - 1.5 Guiding Principles 5
- Article 2: LEGISLATIVE BRANCH 7
 - 2.1 Organization of City Council 7
 - 2.2 Duties of the Council Chair 7
 - 2.3 The Council Chair May Embody Other Leadership Roles 7
 - 2.4 Duties of the Vice Chair 7
 - 2.5 Service on Regional Bodies 7
 - 2.6 Council Commissions Liaisons 78
- Article 3: FUNCTIONING OF CITY COUNCIL 9
 - 3.1 Importance of Open Public Meetings 9
 - 3.2 Representatives of the City Act in Accordance with City Policies 9
 - 3.3 Council is Mindful of Limited Resources 9
 - 3.4 Council Authorizes Certain Grant Applications Before Submittal 9
 - 3.5 Volunteers Play an Important Role 9
 - 3.6 Cell phones 9
 - 3.7 Council E-mail Policy 9
- Article 4: COUNCIL MEETINGS 11
 - 4.1 The “Three-Touch” Rule Error! Bookmark not defined.44
 - 4.2 City Staff – Attendance at Meetings 11
 - 4.3 Special Council Meetings 1142
 - 4.4 Public Notice 1142
 - 4.5 Remote Attendance at Council Meetings 1142
 - 4.6 Council Meetings Open to the Public 1243
 - 4.7 Council Committees 1243
 - 4.7.1 Council Committee of the Whole (COW): 1344
 - 4.7.2 Budget and Finance Committee: 1415
 - 4.7.3 Legislative Steering Committee 1415

4.8 Council Work Sessions [1415](#)

 4.8.1 Schedule of Work Sessions [1546](#)

 4.8.2 Work Session Agendas..... [1546](#)

4.9 Regular Business Meetings..... [1546](#)

 4.9.1 Schedule of Regular Business Meetings..... [1617](#)

 4.9.2 Public Comment [1617](#)

 4.9.3 Public Hearings..... [1617](#)

 4.9.4 Business Meeting Agendas [1618](#)

 4.9.5 Councilmember Requested Agenda Items..... [1819](#)

 4.9.6 Council’s Business Meetings Will Be Efficient and Businesslike [1819](#)

 4.9.7 Inauguration..... [1819](#)

 4.9.8 Organizational Meeting [1819](#)

4.10 Goal Setting Retreats [1820](#)

4.11 Public Meetings..... [1920](#)

 4.11.1 Town Halls and other community forums [1920](#)

Article 5: COUNCIL DELIBERATIONS [2021](#)

 5.1 Effective Decision-Making Requires Finality..... [2021](#)

 5.2 Council Meeting Agendas Are Set by a Team [2021](#)

 5.3 Council Actions [2021](#)

 5.3.1 Motion..... [2021](#)

 5.3.2 Resolution..... [2021](#)

 5.3.3 Ordinance..... [2122](#)

 5.3.4 Motion to “Lay on the Table” [2122](#)

 5.3.5 Reconsideration-Mayor’s Veto [2122](#)

 5.3.6 Dissents and Protests [2122](#)

 5.3.7 Comprehensive Plan Amendment [Error! Bookmark not defined.22](#)

 5.3.8 Budget Adoption [Error! Bookmark not defined.22](#)

 5.3.9 Capital Facilities Plan (CFP) Adoption or Amendment ... [Error! Bookmark not defined.23](#)

 5.3.10 Quasi-judicial Ruling [2123](#)

 5.3.11 Confirmation of City Officials..... [2223](#)

 5.4 Voting..... [2224](#)

 5.5 Ordinance and Resolution Drafting Standard [2325](#)

 5.6 Amendments to Ordinances and Resolutions..... [2427](#)

 5.7 Appointment to Fill Council Vacancy [2629](#)

Article 6: THE EXECUTIVE BRANCH 2831

 6.1 Mayor 2831

 6.2 City Administrator 2831

 6.2.1 Role of the City Administrator 2831

 6.3 Communications to the Public are Essential 2932

 6.4 Professional Standards are Respected 2932

 6.5 Regular and Understandable Financial Reporting 2932

 6.6 Mayor and Administration are Mindful of Risk Management 2932

 6.7 Public Information is Enhanced by Audio, Video, and Website Access 2932

 6.8 Correspondence 2932

 6.9 City Clerk - Minutes - Public Information Access 3033

Article 7: PUBLIC PARTICIPATION IN CITY GOVERNMENT 3134

 7.1 Public Comment Period at Business Meetings 3134

 7.2 Other Meetings with the Public Outside of City Hall 3134

 7.3 Additional Avenues for Public Participation 3134

 7.4 Commissions, Committees, and Boards 3134

 7.4.1 Alternates for Commissions, Committees, and Boards 3134

Article 8: RELATIONSHIP BETWEEN COUNCIL, MAYOR AND CITY ADMINISTRATOR, STAFF AND THE PUBLIC 3236

 8.1 Council and Administration Roles and Responsibilities Differentiated 3236

 8.2 Performance-Driven Management 3236

 8.3 City Attorney Is Legal Counsel to the City and Its Officials Collectively 3236

 8.4 Staff Communications Encouraged 3236

 8.5 City Administrator – Interference by Councilmembers **Error! Bookmark not defined.**37

 8.6 Complaints to Councilmembers 3337

 8.7 Administrative Complaints - "Best Practice" 3337

 8.8 Staff Provides Adequate Information for Council Legislative Policy-Setting 3338

 8.9 Public Documents Ensure Open And Transparent Government 3438

Purpose

The purpose of this Governance Manual is to provide structure and guidance to the city council and administration and transparency to the citizens. The manual identifies the duties and roles played by elected council members, senior administrators, and citizen volunteers. The manual sets the expectations for civil conduct and clarifies the rules for council meetings.

The Governance Manual should be reviewed regularly and updated to adapt to changing circumstances. Questions regarding interpretation of this Governance Manual shall be resolved by the Council as a body, with advice from the City Attorney as needed.

In the event of a conflict with local, state, or federal law, the applicable law shall control over the governance manual.

Article 1: PRINCIPLES OF GOVERNMENT

1.1 Form of Government

The City of Lake Forest Park was incorporated in 1961 and operates as a non-charter code city with a Mayor-Council form of government. The Mayor and seven at-large City Councilmembers are non-partisan elected officials who serve four-year terms. Municipal elections are held in November of odd-numbered years, and terms are staggered so that four positions are up for election every two years.

1.2 Legislative Branch

The City Council is the legislative body of the City. It enacts laws and regulations, establishes policy direction for the City, establishes tax and fee rates, adopts a Biennial Budget, and approves contracts, franchise agreements, and payments of all City moneys.

1.3 Executive Branch

The Mayor is the chief executive and administrative officer and ceremonial head of the City. The Mayor is in charge of all departments and employees and has authority to designate assistants and department heads.

1.4 Judicial Branch

Lake Forest Park has its own Municipal Court, which is organized under [Revised Code of Washington \(RCW\) 3.50](#) as a limited jurisdiction court to hear misdemeanor crimes and civil infractions committed within its geographical boundaries. The Presiding Judge is appointed by the Mayor and confirmed by the City Council for a four-year term.

1.5 Guiding Principles

Guiding principles establish the values that Lake Forest Park elected officials, employees, and volunteers embody.

Collaboration

We achieve greater results through collaborative engagement with each other, the residents of Lake Forest Park, and the surrounding communities.

Equity

Our actions are fair and impartial to provide all people with access to a good quality of life.

Accountability

We are committed to addressing the concerns and priorities of Lake Forest Park through transparent community engagement, decisions, and actions.

Stewardship

We are effective, efficient, financially prudent, and innovative stewards of the public's resources and we strive to achieve sustainable results through continuous improvement.

Integrity

We uphold the high standards, skills, competencies, and integrity of our professions in doing the work of City government.

Article 2: LEGISLATIVE BRANCH

2.1 Organization of City Council

The Council shall, biennially in even years, elect a Chair and Vice Chair of the Council at its first regular Council meeting of the year.

2.2 Duties of the Council Chair

The Council Chair shall coordinate the business of the Council and is the primary liaison for the Council with the Mayor and City Administrator. The Chair's duties include, but are not limited to:

- A. Meet regularly with the Mayor and the City Administrator to review and approve Council agendas;
- B. Represent the Council at the Quarterly Commission Chairs meetings;
- C. Coordinate reporting on achievement of the Council's work plan;
- D. Serve as the Deputy Mayor and preside over meetings of the Council at which the Mayor is not present ([RCW 35A.12.110](#)); and
- E. Act as the City's ceremonial head in the Mayor's absence.

2.3 The Council Chair May Embody Other Leadership Roles

The City Council may assign other roles and duties to the Council Chair pursuant to the authority granted to the Council in [RCW 35A.12.120](#) for the conduct of Council business. In doing so, the City Council is providing for its own efficiency and is not delegating or ceding its corporate legislative authority to the Chair of the Council.

2.4 Duties of the Vice Chair

The Vice Chair shall exercise the duties, powers, and prerogatives of the Council Chair in the event of the Chair's absence. The Vice Chair shall immediately assume the role of Council Chair in the event that role is vacated for any reason.

2.5 Service on Regional Bodies

Councilmembers and the Mayor are encouraged to serve on regional bodies. Council should discuss regional body applications at a public meeting or COW in early Fall to be prepared to respond to calls for volunteers and nominations.

- A. Boards whose seats are chosen by Sound Cities Association (SCA) or other governmental organizations. These positions require an application due in Fall. Councilmembers should discuss who will apply for any positions to avoid any conflict.
- B. Boards for which the city is entitled to seats. Councilmembers and the Mayor are encouraged to reach out to Council leadership to express interest in serving on these regional bodies.
- C. At its organization meeting in January, the Council designates by motion the individuals to serve on regional bodies described in sections (A) and (B).

2.6 Council Commissions Liaisons

The Council designates, by motion, members to serve as liaisons to each of the Commissions, Boards, and Committee listed in section 7.4 (a "Committee") except for the

salary commission and civil service commission.

- A. A Councilmember serving as liaison is not a member of the Committee, rather, the Councilmember is a positive resource to support the Committee in the completion of its work.
- B. The Councilmember liaison is acting as a representative of the full Council. subject to guidance of the full Council. The liaison shall not represent their personal views on a topic unless explicitly authorized by the full Council.
- C. The Councilmember liaison can provide context and background on approved policies and regulations while respecting the independence of the Committee in its discussions and recommendations. The Councilmember shall not participate in deliberations or direction-setting unless authorized by Council or requested by the Committee Chair. .
- D. The Councilmember liaison shall keep the Council updated on the work of the Committee at Council meetings and share requests or concerns from the Committee regarding changes to the annual workplan and resources needed to further its work.
- E. The Councilmember liaison shall facilitate timely reporting of the committee to the Council as appropriate.

Article 3: FUNCTIONING OF CITY COUNCIL

3.1 Importance of Open Public Meetings

Open and transparent governance is critical. The City and citizen commissions shall comply with the Open Public Meetings Act under Washington law ([RCW 42.30](#)).

3.2 Representatives of the City Act in Accordance with City Policies

It is a duty of City Councilmembers, the Mayor and City staff who represent the City to advocate positions that are consistent with the City Council’s adopted or approved policies, projects, and plans. Should the circumstance occur in which a staff member is in a position of leadership in a professional association, the staff member shall make it clear as to which entity (the City or the professional association) is being represented. On occasions that an elected official is expressing the official’s personal interest or that of another organization, the identity of the interest being expressed shall be made clear.

3.3 Council is Mindful of Limited Resources

Council expense reimbursement is limited by policy to budget and requires receipts. An annual Council Budget is determined each year during the Budget process.

3.4 Council Authorizes Certain Grant Applications Before Submittal

The Administration is authorized to submit grant applications that align with the goals and priorities of the City and adopted policy. If a grant would require material matching dollars affecting the current budget, impact policy, or require conditions inconsistent with current operations, the Administration will seek Council approval prior to applying. The Council may also initiate the process of pursuing a grant.

3.5 Volunteers Play an Important Role

The Mayor shall solicit applications for advisory committees, boards, and commissions, interview candidates, and decide which candidates to nominate to the Council. The Council will then interview and may then make a motion to confirm those nominees at a Business meeting.

3.6 Cell phones

Cell phones are allowed in the Council Chambers when they are on silent or meeting mode. Cell phone calls will be answered outside the Council Chambers during meetings. In order to avoid the appearance of private discussions, elected officials shall refrain from using cell phones, including texting, during public meetings.

3.7 Council E-mail Policy.

The Open Public Meetings Act prohibits discussion of City business by 4 or more Councilmembers outside of an open public meeting. “Discussion” can occur through an email exchange between 4 or more Councilmembers or an email exchange by one Councilmember individually with 3 other Councilmembers. E-mail viewed by four or more Councilmembers is not an appropriate venue for discussions of policy. Any e-mails, whether from a member of the Council or from City staff, that are

to be viewed by at least four Councilmembers shall include a copy to the City Clerk so that they may be included as part of the City's official record.

Councilmembers shall not reply to all other Councilmembers or a quorum of the Council by e-mail to discuss policy; and, in no case, shall Councilmembers make decisions by e-mail.

3.8 Council Document Retention Policy

The Council will follow State law and the City's retention policy on retaining documents. Any questions on what documents do or do not need to be retained should be addressed to the City Clerk.

Article 4: COUNCIL MEETINGS

The Council is required to act as a corporate body in a very transparent manner. All meetings of the full Council, Committee of the Whole, and Budget and Finance Committee are open to the public and have established rules for notification and process. Meetings of ad hoc Council committees comprising 3 or fewer Councilmembers acting only in an advisory capacity do not need to be open to the public or noticed.

4.1 City Staff - Attendance at Meetings

Attendance at meetings by City staff shall be at the discretion of the Mayor and the Council appreciates and respects staff time spent attending Council meetings. It is the intent of the Council that the Mayor schedule adequate administrative support for the business at hand while protecting the productive capability of department heads. The City Administrator may allow personnel to utilize time in their offices or other areas to monitor the meeting via Zoom or a similar mechanism, while waiting for the item of business for which appearance before the Council is required. It is expected that business items at council meetings will be presented by a relevant staff member who will present the topic and take questions from the Council. Staff is encouraged to use visual tools when appropriate to present material in a clear fashion.

4.2 Special Council Meetings

Special meetings shall be called as provided in the Open Public Meetings Act and as otherwise required by RCW. Special meetings will be strictly limited to time-sensitive matters that cannot be accommodated within regular business meetings or work/study sessions. The notice of a special meeting shall identify the agenda item(s). The notice of the meeting shall suffice as the meeting's agenda. The Council is discouraged from amending the posted agenda, and is strictly forbidden from taking final action on items not on the agenda. The council is encouraged to include public comment at special meetings.

4.3 Public Notice

Notice of all meetings and hearings shall be provided as required by the Open Public Meetings Act and as otherwise required by the RCW and Lake Forest Park Municipal Code (LFPMC). Notice of regular, special and study session meetings, along with draft agendas, shall be posted on City bulletin boards designated for public notice, any public library located in the City, Third Place Commons and the City website.

4.4 Remote Attendance at Council Meetings

1. From time to time, a Councilmember may not be able to be physically present at a Council meeting but will want to be involved in the discussion and/or decision of all items on the agenda or only on particular agenda items. The procedure and guidelines for permitting a Councilmember to attend a Council meeting by speakerphone or audio/video equipment are as follows.

Absent extraordinary circumstances such as an emergency, travel, or sickness, remote attendance should be the rare exception, not the rule.

2. Procedure and Guidelines Related to Remote Attendance of In Person Council Meetings:

A. The Councilmember should notify the Deputy Mayor or City Clerk as soon as possible once they know they will attend remotely. If the Mayor attends remotely, they may participate in discussions, but the Deputy Mayor, if physically present at the Council meeting, shall be the presiding officer.

B. A Council member may participate in some or all of the Council meeting remotely.

C. The presiding officer shall confirm and announce that all present at the meeting and in the remote location can clearly hear all other parties and (as appropriate) access visual content that may be presented.

D. With such confirmation, Councilmembers – whether they are physically at the meeting or at a remote location - approve the use of remote communication for all or any specified portion of the meeting by default unless an objection is made.

E. In the event that a remote communication link is broken or significantly degraded such that it no longer meets the full requirements of this section, the presiding officer shall confirm the loss of service and announce the close of the remote attendance. The attendance of the Councilmember communicating remotely shall end. The City Clerk shall record the time of the closure.

3. Requirements of the System. The Councilmember attending remotely must be able to hear the discussion on the agenda item taking place in the Council Chambers and must be able to be heard by all present in Council Chambers.

4. For purposes of voting, remote attendance at a Council meeting shall be considered equal to being physically present at the meeting.

4.5 Council Meetings Open to the Public

Council differentiates among five types of public meetings: (1) committee meetings; (2) work/study sessions (and single-issue workshops); (3) business meetings; (4) goal-setting retreats; and (5) public meetings, forums, and town halls. All meetings of the Council and of any Committees thereof shall be open to the public or available remotely except as provided for in [RCW 42.30.110](#) or [RCW 42.30.140](#).

When a quorum of Councilmembers are known or suspected to attend a non-City hosted meeting, notice may be made to ensure full transparency with the community.

4.6 Council Committees

Council Committees are a part of the governance structure that extends the reach of the Council and makes it effective between meetings. Council Committees are established to inform and educate the Council on existing City programs and issues, to provide an opportunity to explore the implications of policy alternatives as part of the policy development process, and to serve in an advisory capacity to the Council in reviewing policy matters. The full Council may make a motion to

refer a matter to a committee. The Committees shall have no power or authority to commit the City or to take any binding action on their part without the express authorization of the Council. The Committees shall be concerned primarily with policy matters and matters vested in the legislative body of the City and shall not become involved in the administration of the City government.

- A. All Council Committee meetings shall be open to the public and posted at City Hall per the Open Public Meetings Act. Participation by Councilmembers not named to the Committee, the Mayor, other public officials and the public shall be at the discretion of the Chair of the Committee.
- B. It is the responsibility of the Chair of the Committee to notify the City Clerk of the date, time and place of any Council Committee meeting, and to provide a committee agenda at least seven calendar days prior to the committee meeting. The City Clerk will arrange for notice to be conveyed to the public, the Mayor and all Councilmembers.
- C. The Mayor will work with the Chair of each committee to assign staff to support Committee deliberations. The Chair of each Committee will report on their deliberations and recommendations to the Council after each Committee meeting.
- D. Council may change membership of Committees by majority consent.
- E. Committees are advisory in nature and may not take final action on any item. While committees may make requests of staff, they should avoid providing explicit direction.
- F. The following Council Committees and Committee responsibilities are currently established.

4.6.1 Council Committee of the Whole (COW):

All seven Councilmembers serve on the Committee of the Whole. The Council Chair shall chair the Committee. The Committee considers policy issues of concern to the entire Council, with the exception of issues of specific concern to other Council Committees that are charged with specific responsibilities, such as the Budget and Finance Committee.

The COW is generally the first touch for new policies that are proposed by councilmembers. If a Councilmember is interested in introducing a policy matter, they shall first ensure a second Councilmember supports the policy, then reach out to Council leadership to request time to present the matter at a future COW meeting. When reaching out to Leadership, restrict the conversation to scheduling and resources (staff presence, specific technology, etc.) in order to avoid a potential serial meeting.

Council Leadership should not be a gatekeeper for topics, even if they personally disagree with them. Council leadership should place requested items on the next available COW agenda.

The Committee of the Whole may send legislation and policy issues for final action by the Council during a Council business meeting.

The Committee is responsible for the Council’s annual work program, rules procedures and organization for council operations and city governance, the City’s state and federal legislative agenda, complex interdisciplinary issues that are beyond the scope of other policy committees and may host public meetings.

Public comment shall generally be taken at COWs.

4.6.2 Budget and Finance Committee:

Three Councilmembers serve on the Committee. The Committee is responsible for the review and recommendations associated with current and projected financial conditions, supplemental budget considerations, finance, reserve and financial operational policies, audits, financial reports, the review and tracking of capital improvement projects, and salary schedules. The Chair is elected on a bi-annual basis at the Council Organizational meeting. The Chair of the committee or their designee on the committee will review and recommend approval of checks or warrants drawn on behalf of the City on a bi-weekly basis, or as needed, except for payroll.

The remaining councilmembers are welcome to attend the Committee, and their input will be solicited and welcomed, however, they will not be permitted to vote on Budget and Finance Committee related matters, with the exception of consideration of the Mayor’s bi-annual budget.

The Committee is responsible for reviewing the Mayor’s proposed biennial and interim budget and recommending a biennial and interim budget to the Council for consideration. For purposes of considering the Mayor’s proposed biennial and interim budget and recommending a biennial and interim budget, all seven Councilmembers shall be members of the Committee. The Chair is responsible for notifying the City Clerk of any Committee agenda that will contain consideration of the Mayor’s proposed biennial budget or recommendations related to a biennial budget.

4.6.3 Legislative Steering Committee

The Committee is responsible for interfacing with the City’s State and Federal legislative delegation as well as the associated lobbyist(s). They will provide timely updates on meetings and interactions with the above. Its members are the Mayor, Deputy Mayor, Vice Chair of the Council, City Administrator, and Finance Director.

4.7.4 Ad Hoc Committees

The Council is encouraged to create ad hoc Committees to focus on a specific topic for a select amount of time. For example, amending the governance manual or developing specific ordinances or resolutions.

4.7 Council Work Sessions

Council work sessions are meetings of the Council at which legislative proposals and proposals relating to city administration, inter-governmental relations, or other city business are studied, discussed and evaluated by the Councilmembers. Work sessions are chaired by the Mayor and will normally be held in an informal, collegial setting conducive to discussion. Council work sessions are the primary venue for briefings and presentations. Public comment will not be taken at the work session.

The key difference between Work Sessions and the Committee of the Whole is that Work Sessions are for policy proposals brought to the council by staff and the Administration, while the Committee of the Whole is for policy proposals brought to the council by fellow councilmembers.

4.7.1 Schedule of Work Sessions

Work sessions of the Council of the City of Lake Forest Park shall be held on the second Thursday of each month, immediately before the regular council meeting. Council work sessions shall be held at 6:00 p.m. at Lake Forest Park City Hall, located at 17425 Ballinger Way NE, Lake Forest Park, Washington, 98155. When work sessions are held in another room it may adjourn 10-15 minutes early to allow staff and councilmembers to relocate to the Council Chambers for the following Business meeting.

4.7.2 Work Session Agendas

A. Work session agendas will include:

- 1. Call to Order
- 2. Adoption of Agenda
- 3. Staff presentations and Council Discussion
- 4. Council Discussion Topics
- 5. Adjourn

B. Agendas will list the following elements for each Council Discussion Topic:

- 1. Subject: The project designation or descriptive name for the item. The person requesting the item should use the same title in any subsequent business.
- 2. Identify the Discussion Leader: The person who will introduce the subject and give the background information; identify the discussion goal; and act as facilitator to keep the discussion focused toward the goal.
- 3. Activity: A brief description of the discussion necessary for the Council to speak to the question posed in the “Goal” column.
- 4. Goal: The reasonable outcome contemplated, whether a final action, advancement to a future agenda, just a “touch” according to the “Three-Touch Rule,” or for general information.

C. Board, Commission and Youth Council Engagement

Boards, Commissions and the Youth Council may request a place on the agenda in advance of the meeting. The specific date shall be within three work session meetings and coordinated through the agenda preparation and review meeting.

D. Joint meetings

From time to time, Council may schedule joint meetings with bodies such as the School Board, Fire Commission, or neighboring City Councils.

4.8 Regular Business Meetings

A regular business meeting is a meeting convened on a regular series of dates (and at a time) stated in City ordinance. A regular or special meeting of the Council is primarily for the purpose of voting on the City’s business, generally in the form of motions, resolutions or ordinances.

4.8.1 Schedule of Regular Business Meetings

Regular business meetings of the Council of the City of Lake Forest Park shall be held on the second and fourth Thursdays of each month, January through the second week of December each year. Regular business meetings shall be held at 7:00 p.m. at the City Hall Council Chambers, located at 17425 Ballinger Way N E, Lake Forest Park, Washington, 98155.

4.8.2 Public Comment

A regular business meeting includes public comment on the agenda, during which a member of the public may address the Council on any matter of public concern that the Council has purview, control or influence over (whether or not on the agenda) for up to three minutes. Overall limit on time allowed for individual public comment may be determined by the presiding officer and stated publicly at the beginning of the public comment period.

- A. Any member of the public wishing to address the Council is encouraged to do so in person or virtually. Individuals in person should fill in the sign-in sheet provided for that purpose. Speakers must be recognized by the chair, come forward to the microphone and identify themselves by name, and state the agenda item or topic they are addressing before proceeding. The presiding officer may offer an opportunity for comment to those in the chambers who wish to speak who are not on the sign-in sheet.
- B. Speakers shall abide by the time limits established for the particular comment period. The presiding officer shall announce this rule at the beginning of any regular meeting or hearing. Speakers shall respect the decorum of Council Meetings. If the speaker makes disruptive, slanderous or threatening remarks while addressing the Council they shall be asked to leave the Council Chambers by the presiding officer, or if the speaker is participating remotely, the presiding officer will request the City Clerk remove their permission to talk in the application. Members of the public who join a meeting remotely after the remote public comment begins shall not be permitted to make public comments.
- C. Written comments may also be submitted by emailing the City Clerk. These comments will be distributed to the whole Council, and their author, date of the email, and topic will be read into the public record by the City Clerk or designee. The City Administration will provide a written summary of all questions asked by citizens. The City Administrator or Mayor are responsible for providing a City response to the questions and will inform the Council of their follow-up actions.

4.8.3 Public Hearings

Public hearings required by State law shall be held before the Council, but legislative action shall not be taken during such a hearing. Public hearings may be scheduled during a regular meeting or a special meeting.

- A. The Chair shall open the hearing and state its subject, explain the rule governing public participation, limit the period for individual comments (3 to 5 minutes, depending on the subject), confirm the duration of the hearing, and, if necessary, arrange for continuation of the hearing. If appropriate, a City representative will provide background information, and then speakers will be recognized by the Chair in order according to the sign-in sheet. The public hearing typically occurs during a publicly noticed portion of a regular or special meeting of Council, where the time of the hearing has been stated in the prior public notice.
- B. The Council may request the Administration to respond to any question raised and not answered during the hearing.

4.8.4 Business Meeting Agendas

Proposed agendas shall state the date, time, and location of the Council meeting. Proposed

agendas shall be delivered in electronic format to members of the Council no later than five days before the meeting date. Amendments made to the agenda or items on the agenda after it is published shall be clearly identified, dated, provided a Revision number. The latest agenda will be posted at city hall, the Council Chambers and the library by 5:00 p.m. on the Friday preceding the meeting.

Updated agendas will be posted by 12:00 noon on the day of the meeting.

- A. Regular Meeting Agendas shall include:
 - 1. Call to Order: 7:00 p.m.
 - 2. Pledge of Allegiance
 - 3. Adoption of Agenda
 - 4. Public Comment
 - 5. Celebrations, Swearing-ins, and Retirements
 - 6. Public Hearings
 - 7. Proclamations
 - 8. Final Confirmation
 - 9. Presentations
 - 10. Consent Calendar
 - 11. Old business - Ordinances and Resolutions for Action or Discussion (the cover page for each item should clearly state what touch it is and if staff is requesting action be taken)
 - 12.
 - 13. New business - Ordinances and Resolutions for Introduction
 - 14. Council Discussion and Action
 - 15. Councilmember Reports
 - 16. Mayor's Report
 - 17. City Administrator's Report
 - 18. Other Business
 - 19. Executive Session
 - 20. Adjourn
 - 21. Future Schedule (not a part of the meeting, but provided for reference)

- B. The Consent Calendar is used for Council action items that do not need further discussion at the Regular Business meeting either because they are routine, such as contract renewal, or have been thoroughly vetted as a function of the Work Session. A councilmember may request that any item on the Consent Calendar be moved to Council Discussion and Action. This request does not require a second or a vote of the council.

- C. There shall be a bold notice at the bottom of all agenda pages indicating that the council may take action on items not on the agenda or may take other actions on agenda items that are not annotated, as allowed by Washington State law and in the best interest of the City.

- D. Public Comments shall be held at or as close to the beginning of the meeting as possible

- E. Each agenda item shall be annotated with the title of the item and placed under the agenda item for Hearing, Presentation, Action or Discussion . There shall also be a description of the legislative history for that item.

- F. Executive Sessions will be convened only for purposes allowed by state law. The Mayor may convene Executive Sessions at any time during a Council meeting. The Mayor shall announce the general purpose of the session and the associated RCW reference, its anticipated duration, and if the Council may take action after returning to the regular meeting. Staff or the Mayor shall notify the public of an extension and its estimated duration. At the conclusion of the Executive Session, the Mayor shall reconvene the Council meeting and resume Council business. No action shall be taken in an Executive Session. Only those staff members whose presence is required for the topic currently under discussion should

remain in the Council Chambers during an Executive Session.

- G. No less than five copies of proposed ordinances on the agenda shall be available to the public on the public information table before consideration of such ordinances by the Council during the meeting. Every effort shall be made to provide sufficient public copies in anticipation of the interest in specific issues at the meeting. A packet containing all ordinances will also be available electronically through the city’s website.
- H. The council is encouraged to consider modifying the order of agenda items to take into account who is present at the meeting, for example a large number of guests for a specific agenda item.
- I. The City Administrator is encouraged to include a written report in the council meeting packet that includes responses to public comment/questions, updates on contracts signed, and other matters of public interest

4.8.5 Councilmember Requested Agenda Items

Members should notify the Deputy Mayor by noon on the preceding Tuesday of requested agenda items, particularly those requiring final action at the same meeting. These should only be items of an emergent nature.

4.8.6 Council’s Business Meetings Will Be Efficient and Businesslike

The information exchange, review, deliberation, and vetting of issues during the prior Work Session enables Council business meetings to be expeditious. The Presiding Officer’s role, especially at the business meeting, is to keep Council business focused and expeditious.

4.8.7 Inauguration

Prior to the end of November of odd numbered years, the Council shall set a day and time for the official City inauguration of newly elected officials, which shall occur apart from the first regular meeting at the earliest available opportunity. The inauguration purpose is a public celebration of community unity and pride in Lake Forest Park with the beginning of a new biennial period in the City’s history.

4.8.8 Organizational Meeting

At the first regular meeting in January following an election, the Council shall begin the meeting with an organizational agenda as follows:

- A. Readoption of the current Governance Manual
- B. Election of Council Chair and Vice Chair
- C. Appointment of Committee Chairs and Vice Chairs
- D. Appointment of liaisons to volunteer boards and commissions
- E. Appointment of members to regional boards

4.9 Goal Setting Retreats

A retreat is generally a Special Meeting called for the purpose of very informal discussion dealing with goals, objectives and guidelines for future activity of the organization. At a retreat, the Council may, for example, develop goals and objectives for its own organization for the year, consider priorities for the Council work plan, consider priorities and goals for the volunteer commissions, or set goals for the City.

Retreats should be held early in each year, open to the public and located within a reasonable distance from the city and for a reasonable cost. Participation is limited to Councilmembers and others that are designated by the Council, such as a facilitator.

4.10 Public Meetings

The Council may organize other meetings with the public in various settings outside of City Hall, such as public forums, presentations to community organizations, town halls, and so on. In such settings, the meeting shall ideally include one or more Councilmembers and one or more members of the Administration.

4.10.1 Town Halls and other community forums

When major public policy development warrants, and after adequate preparation of issues and alternatives, from time to time, Council may schedule public forums to help develop a public consensus on the issues. The general procedure would be to provide basic information, to explore alternatives and options and to receive verbal and written public comments.

Article 5: COUNCIL DELIBERATIONS

5.1 Effective Decision-Making Requires Finality

Effective decision-making results in finality and “moving on.” The process for reconsideration is such that immediately following a vote, if a Councilmember feels they voted incorrectly, they may immediately request a revote, stating the reason. A revote will be taken upon a majority vote to approve by the Council, and such consent shall not be unreasonably withheld. The Council will generally not take another vote on a matter for the sake of prolonging the debate unless significant events have transpired since the original vote.

5.2 Council Meeting Agendas Are Set by a Team

Agendas for Council Business Meetings and Work Sessions are routinely developed and refined by the Council Chair (Deputy Mayor), Council Vice Chair, the other individuals as approved by the members, the Mayor, and City Administrator or designee. The agenda-setting team shall review the next three months’ meeting topics and coordinate other meetings to ensure staff work and public notices support the Council's work schedule.

The Administration shall establish a 12-month prospective calendar of agenda items for Council Business Meetings and Work Sessions, which shall be reviewed in the Committee of the Whole quarterly. Councilmembers should inform the Council Chair with regard to topic requests for upcoming agendas. The agenda setting team shall make every effort to reasonably accommodate requests in a timely manner.

5.3 Council Actions

Council actions take the form of motions, resolutions and ordinances in accordance with Robert’s Rules of Order. All actions require a motion and a second for discussion and then a majority vote of a quorum of the Council for adoption.

5.3.1 Motion

Only Councilmembers may discuss a motion pending before the Council. Others may address the Council only at the request of a Councilmember with the consent of the Council.

An adopted motion is a form of action taken by the Council to direct that a specific course of action be taken or executed on behalf of the municipality. A motion is similar to a resolution, but is generally oral, much shorter and worded in a more informal manner than a resolution. An adopted motion is the administrative equivalent of a resolution.

5.3.2 Resolution

An adopted resolution is a statement of legislative policy or direction concerning matters of special or temporary character. Council action shall be taken by resolution when required by law or in those instances where a written expression of legislative policy that is lengthier or more meticulously worded than a motion is desired. While resolutions are often just a statement of policy, a resolution may also have the force of law (e.g., a resolution setting permit fees or a resolution declaring certain City property to be surplus).

5.3.3 Ordinance

An enacted Ordinance is a local law (legislative act) prescribing general rules of conduct. Council action shall be taken by ordinance when required by law or where prescribed conduct may be enforced by penalty. An ordinance is a legislative act within the City Council's law-making sphere, similar to the way in which a statute is a legislative act of the State Legislature. The general guiding principle is that actions relating to subjects of a permanent and general character are usually regarded as legislative and should be addressed through an ordinance, and those providing for subjects of a temporary and special character are regarded as administrative and should be addressed through a resolution.

5.3.4 Motion to "Lay on the Table"

The motion to "lay on the table" shall require that the main motion be brought back to the Council at that meeting immediately after the final action item or immediately after the City Administrator's report, whichever comes first. This motion shall not be used to end discussion on an item. The proper motion to end discussion is to either move the previous question or to move to postpone indefinitely or to a definite time. In the latter case, the item remains on the agenda for the next meeting.

5.3.5 Reconsideration-Mayor's Veto

The motion for reconsideration of an ordinance--Ordinance Veto Override--may be placed as the first item on the final action calendar at the next regular meeting or as an action item at a special meeting, following the filing of the Mayor's veto message. The motion may not be tabled or postponed. The Deputy Mayor will chair the meeting during this agenda item. The Mayor, if present, may have up to three minutes to address the Council. Council discussion on the motion will follow. At the conclusion of discussion, if any, the Deputy Mayor shall put the motion to a vote. Councilmembers present shall cast an "aye" or "nay" vote unless they are recused. The vetoed ordinance must receive five affirmative votes to be adopted. Fewer than five votes for the ordinance shall mean that the veto is sustained.

5.3.6 Dissents and Protests

Any Councilmember shall have the right to express dissent from, or protest, orally or in writing, any motion, resolution or ordinance of the Council and have the reason therefore entered or retained in the minutes.

5.3.10 Quasi-judicial Ruling

A quasi-judicial ruling is an administrative ruling made by the Council, Hearing Examiner, or Planning Commission wherein the process and facts to be heard and judged are prescribed by regulatory laws or ordinances and, as such, are appealable to a higher authority or court of law. The role of the deciding authority is carried out as a legal duty in the manner prescribed by the facts and applicable laws or regulations. The deciding authority's role in this regard is separate from the more usual role of legislative preference, and Council and the Planning Commission should be mindful of this role on the limited occasions during which a quasi-judicial decision is before it.

5.3.11 Confirmation of City Officials

The following procedure shall apply to all confirmation proceedings for senior-level city officials such as the City Administrator, Public Works Director, City Clerk, etc.

- A. The Mayor and City staff will screen and arrange interviews with selected candidates. Councilmembers shall be invited to participate in these interviews and provide feedback. The HR director or designee will write questions for each panel to ask each candidate. These interviews are not open to the public.
- B. City staff will conduct relevant background checks and/or interviews with references. The Mayor will make a decision on which candidate, if any, to make an offer to.
- C. The Mayor will then nominate the candidate to the Council, providing each Councilmember with a copy of the nominee’s application, resume, and other supporting information. In the publicly available meeting packet, personal information will be appropriately redacted.
- D. Confirmation review process shall include:
 - 1. Introduction of nominee by the Mayor or City Administrator.
 - 2. The nominee may make a statement about their interest and qualifications. The Council may ask questions to the nominee.
 - 3. The Council may then make a motion to approve the appointment of the nominee.

5.4 Voting

The votes during all meetings of the Council shall be transacted as follows:

- A. Unless otherwise provided by statute, ordinance, or resolution, all votes shall be taken by voice, except that at the request of any Councilmember, a roll call vote shall be taken and recorded by the City Clerk. The Presiding Officer shall determine the order of the roll call vote.
- B. In case of a tie vote on any proposal, the motion shall be considered lost. The Mayor shall have a vote only in the case of a tie in the votes of the Councilmembers with respect to matters other than the passage of any ordinance, grant, or revocation of franchise or license, or any resolution for the payment of money.
- C. Every Councilmember who was present for the meeting in person or remotely is eligible to vote. If any Councilmember abstains (for example, due to a conflict of interest), the result shall be determined in accordance with Robert’s Rules, which generally means that it shall be as if the individual who abstained from voting was not present for the vote.
- D. In the event that absences or abstentions reduce the number of voting councilmembers to five or fewer, it will be made clear whether a motion/ordinance requires a majority approval of those voting, or a majority approval of the total number of councilmembers.

5.5 The “Three-Touch” Rule

Decision makers and residents of the City should have adequate time to thoughtfully consider the issues prior to final decisions. It is the intent of the Council that the Council and Administration shall abide by the “Three-Touch Rule” whenever possible (unless an exception applies). The following procedural guidelines are designed to avoid “surprises” to the Council, Administration and the public.

Any pending request or proposal for adopting or changing public policy, ordinances, resolutions or directives which will require a decision of the City Council or Administration shall normally “touch” the decision makers at least three separate times at public meetings. Quasijudicial matters, proclamations, confirmation to volunteer boards, and any subject discussed in Executive Sessions are excluded from the application of the “Three-Touch Rule.” Touches may generally include city council meetings, work sessions, and council committee meetings.

5.5.1 Waiving the “Three Touch Rule”

To provide the community with the utmost transparency, waiving the “Three Touch Rule” requires an approved motion. The maker of the motion should indicate the reason for waiving the rule prior to a vote on the motion. The reason may be one of following or another compelling reason.

A Noncontroversial matters

A councilmember should first make a motion along the lines of “I move to waive the 3-touch rule and open debate on ordinance 1234.

After debate, a councilmember should make a motion along the lines of “I move to place ordinance 1234 on the consent calendar for our next meeting.”

B Time sensitive matters

A councilmember should first make a motion along the lines of “I move to waive the 3-touch rule and open debate on ordinance 1234.

After debate, a councilmember should make a motion along the lines of “I move to approve ordinance 1234.”

5.6 Ordinance and Resolution Drafting Standard

A resolution shall be drafted using the same rules as an ordinance and shall be drafted as follows for consideration by the Council:

- A. The ordinance number shall be at the top, centered and in bold. On all pages, the ordinance number shall be placed in the footer, on the same line as the page number, right justified.
- B. The title shall be centered below the number in bold, capitalized letters.
- C. A straight line shall be placed below the title.
- D. The body of the document shall use 0.6-inch margins on the top, right, and bottom and 1-inch on the left. Indentation shall always be five spaces when used. Block justification should be used with continuous line numbering in the left-hand column. A line space should be used between paragraphs. Twelve-point font should be used.
- E. “Whereas” clauses shall be stated with only the first sentence indented and “Whereas” capitalized and in bold.
- F. The required ordaining clause is placed following the “Whereas” clause(s). The first sentence will be indented. The clause is in capitalized bold lettering.

- G. The section number and short title shall be bold lettering using sentence capitalization. The remaining section-amending or adding clause is to use normal lettering and capitalization. The words “new section,” when used, shall be stated in bold capital letters following the section number. The content section shall be at one indentation with hanging indentation after the section amending clauses.
- H. The words being deleted from law shall be struck through with a line. Words being added shall be underlined. Words being added in a “new section” shall be in regular type.
- I. All ordinances, except those adopting quasijudicial decisions, shall have a Cover Sheet developed by staff. This Agenda Cover Sheet shall be formatted with the ordinance number and title immediately below the page heading of Agenda Cover Sheet. The headings for the summary information will be:
 - a. Meeting Date
 - b. Originating Department
 - c. Contact Person
 - d. Short Title (for Discussion)
 - e. Long Title (to match the Ordinance when making motions and voting)
 - f. Legislative History
 - g. Attachments
 - h. Executive Summary
 - i. Background
 - j. Fiscal and Policy Implications
 - k. Council Action Alternatives
 - l. Staff recommendation
 - m. The date and version shall be indicated at the end of the text of the Agenda Cover Sheet. The Agenda Cover Sheet should be updated upon the adoption of major amendments to an ordinance.

5.7 Amendments to Ordinances and Resolutions

- A. Once an ordinance or resolution is introduced it may only be changed by action of the Council.
- B. Amending the ordinance or resolution may be done in two ways: 1) line-by-line, section by section, etc., or 2) by striking the entire ordinance/resolution after the title and replacing it with another entire version (this is known as a striking amendment). Line-by-line method is normally in order prior to a striking amendment unless by consent of Council. If a striking amendment is approved, the ordinance/resolution is considered automatically engrossed upon approval of the striking motion.
- C. The format for line-by-line (can be section-by-section) amendments is the following:

Amendment to Ordinance XXX by Councilmember XXX

On page _____, line _____ after the word “_____” Strike “_____” and Insert “_____”

- D. Line numbering will be used on amendment pages.
- E. Words that will be struck will be typed exactly as presented in the ordinance. It is also proper to state: “Strike all language in this section and insert,” if appropriate. Insertions will be typed

exactly as required in ordinance standards. Striking language is always stated before insertion.

- F. In order to simplify amendments, only one strike and one insert may be put together in one amendment paragraph. The above example is one amendment paragraph. More than one amendment paragraph may be listed on a page.
- G. Drafting and copying of amendments, resolutions or ordinances for the Council by City staff shall be provided only upon the request of a Councilmember, the Mayor or by formal commission or board action.

5.8 Appointment to Fill Council Vacancy

- A. The City Council, pursuant to RCW 35A.12.050 and RCW 42.12.070, is authorized to fill a vacancy on the City Council by appointing a qualified person to fill the vacant position. A Council position shall be considered vacant upon the occurrence of any of the causes of vacancy set forth in RCW 42.12.010. A Councilmember who is vacating their position may not participate in the appointment process. The position should be filled at the earliest opportunity, but no later than ninety (90) days from the vacancy occurring.
- B. The City Council shall ask the Mayor to direct City staff to begin the administrative processes needed to fill the vacancy as provided below:
 - 1. The City Clerk or designee (“City Clerk”) shall advertise for the vacant Council position in the City’s Official newspaper once each week for two consecutive weeks. Courtesy copies of the advertisement shall be provided to other local media outlets and current members of City commissions and task forces.
 - 2. The advertisement shall include the qualifications needed for appointment to the vacant Council position consistent with the requirements to hold public office in the City: be a registered voter of the City; and have at least one year of residency in the City. The advertisement shall include the time period to be served in the vacant position, a summary of Councilmember duties, salary information, the deadline for submitting an application, projected interview and appointment schedules as determined by the City Council, and such other information as the City Council deems appropriate.
 - 3. The City Clerk shall solicit input from all Councilmembers and prepare an application form. Applications shall be available at City Hall, the King County library located in the City, and other locations the City Council deems appropriate.
 - 4. Completed applications and supporting materials received from applicants by the deadline shall be electronically distributed by the City Clerk to the City Council within two business days of close of the application period.
 - 5. The City Clerk shall publish the required public notice for meetings at which Council will be interviewing applicants, deliberating, and voting to fill the vacancy. Interviews may take place at either a regularly scheduled business meeting of the Council or a special meeting of the Council Committee of the Whole.
 - 6. The City Clerk shall notify all applicants that the Council has decided to interview of the location, date and time of the interviews.
- C. The City Council shall use the following interview process for filling vacant Council positions:
 - 1. If the number of applications received by the deadlines is more than six (6), the Council shall choose to interview six applicants. The decision regarding which applicants to interview shall be made by a vote of the Council.
 - 2. If the number of applications received by the deadline is six or fewer, the Council shall interview all applicants.
 - 3. Prior to the interviews, the Council Chair shall accept one interview question from each Councilmember.
 - 4. The applicants’ order of appearance for the interviews shall be determined by random drawing by the City Clerk prior to the meeting. Each interview shall last no longer than

thirty (30) minutes, unless Council decides to reduce the allowed amount of time based on the number of applicants to be interviewed.

- a. The applicant shall have up to five minutes to present his or her credentials to the Council.
- b. The Council shall ask a predetermined set of questions to the applicants. Each applicant will be asked the same questions in the same order and will have up to two minutes to answer each question. The City Clerk will determine the order of questions to be asked.
- c. After the predetermined questions, Councilmembers may ask and receive answer to miscellaneous questions from an applicant.

D. The following shall govern the Council's process for voting on applicants to fill a vacant Council position:

- 1. Upon completion of the interviews, Council may convene an executive session to discuss the qualifications of the applicants interviewed pursuant to RCW 42.30.110(1)(h). All interviews, deliberations, and votes taken by the Council shall be in open public session.
- 2. In open public session, the Council Chair shall call for motions from Councilmembers for the purpose of voting on an appointment to a fill a vacant Council position.
- 3. At any time during the appointment process, the City Council may postpone voting on the appointment if an affirmative majority vote has not been received for an applicant.
- 4. Nothing in this policy shall prevent the Council from reconvening into executive session to further discuss applicant qualifications.
- 5. The Council Chair shall declare the applicant receiving the affirmative majority vote as the new Councilmember who shall be sworn into office by the City Clerk at the earliest opportunity or no later than the next regularly scheduled Council meeting.

Article 6: THE EXECUTIVE BRANCH

6.1 Mayor

The Mayor shall be the chief executive and administrative officer of the City, in charge of all departments and employees, with authority to designate assistants and department heads. The Mayor may appoint and remove a chief administrative officer or assistant administrative officer, if so provided by ordinance or charter. They shall see that all laws and ordinances are faithfully enforced and that law and order is maintained in the city, and shall have general supervision of the administration of City government and all City interests (see RCW 35A.12.100). Other duties include:

- Faithful performance of contracts; bonds approved/disapproved; may file lawsuits (with Council confirmation);
- Make recommendations for Council consideration and action;
- Prepare and propose a budget; may veto ordinances passed by the Council; and
- Serve as the official and ceremonial head of the City and shall represent the City on ceremonial occasions.

6.2 City Administrator

The City Administrator is the chief operating officer for the City with administrative, executive and liaison functions under the direction and authority of the Mayor as chief executive officer. Duties, powers and responsibilities are: supervise, administer and coordinate the activities and functions of the various City offices and departments in carrying out the policies of the City Council, and administer and supervise the carrying out of the decisions, regulations and policies of the various City departments and commissions; regularly report to the Mayor and City Council concerning the status of all assignments, duties, projects and functions of the various City offices and departments; serve as personnel officer for the City, including, without necessary limitation:

- The hiring and discharging (subject to the approval of the Mayor) of all City employees except those employees and officers required by state law or City ordinance to be appointed by the Mayor or elected by the voters of the City, and subject to any applicable civil service laws, ordinances or regulations;
- Supervise all purchasing by the various City offices, departments and commissions;
- Supervise all expenditures by the various City offices, departments and commissions for the purpose of keeping the same within the limitations of the annual budget of the City;
- Assist the Mayor and City Council generally in conducting the City’s business in all matters; and
- Perform such other duties and assume such other responsibilities as the Mayor or City Council may direct, and as by ordinances and resolutions of the City Council may be required. (See LFPMC 2.04).

6.2.1 Role of the City Administrator

The City Administrator shall attend all meetings of the City Council, unless excused by the Mayor. Under the direction of the Mayor, the City Administrator may recommend for adoption by the Council such measures as they may deem necessary or expedient, prepare and submit to the Council such reports or proposals as may be required by the body or as the City Administrator deems advisable to submit; keep the Council fully advised as to the business and finances of the City; and, when appropriate, shall take part in the Council’s discussion on all matters concerning the welfare of the City. In the event that the City Administrator is unable to

attend a Council meeting, the City Administrator, with the consent of the Mayor, shall appoint a key staff member to attend the meeting as the representative of City Administration.

During Council meetings, the Presiding Officer shall rely on the City Administrator to introduce the administrative participation on agenda items and shall offer opportunity for comment or recommendation of the City Administrator before final vote on important matters.

6.3 Communications to the Public are Essential

The Mayor and City Administrator shall be responsible for the City communications function, but important and/or controversial communications shall be promptly copied to Council and other responses sent to Council pursuant to Council rules of procedure.

The Mayor is responsible for accurately communicating Council legislative policies. Prior to a final policy decision by the Council, the Mayor may also express the Administration’s view as regarding a specific legislative policy but must clearly identify the Administration’s view as separate from Council’s proposed policy. When a final policy decision has been made, the policy of the City shall be clearly communicated.

6.4 Professional Standards are Respected

Through its personnel handbook, the City of Lake Forest Park encourages its key employees to participate in professional and trade organizations. City leaders support professional government and respect the professional association standards and model documents.

6.5 Regular and Understandable Financial Reporting

The City’s regular financial reports enable the Council and community to understand the City’s financial condition, and are in harmony with accounting standards for governmental organizations, applicable law and municipal best practices, taking into account brevity, cogency, and clarity.

6.6 Mayor and Administration are Mindful of Risk Management

Mayor and Administration assure the Washington Cities Insurance Authority (WCIA) member compact is followed. There is an annual review of risk management with WCIA. The interlocal agreement for WCIA membership provides for WCIA settlement of claims and lawsuits in consultation with the member. The Council empowers the Mayor and City Administrator to represent the City in claims administration, and the Council should be consulted on major claims and lawsuits or settlements involving direct payment of City resources. The Council will not interfere with the claims adjudication process. The Council will conduct its business equally mindful of risk management.

6.7 Public Information is Enhanced by Audio, Video, and Website Access

The City will strive to make its proceedings as accessible to the public as possible within the budget and technology available. Video, audio and/or approved minutes of meetings are concise and are approved and posted online in as timely a manner as possible.

6.8 Correspondence

The Mayor and Council recognize the value of the City speaking with one voice and have agreed

that, unless specifically otherwise determined, the Administration will prepare written responses to the public.

The Administration will make every reasonable effort to respond to all written correspondence addressed to the Mayor and Council and copy the Council within 14 days of receipt. Response to verbal testimony by the Administration will be at the specific request of the Council.

The City Administrator will report on correspondence from the Administration between Council meetings in their report. Copies of such responses should be provided to the Council in their next meeting packet.

In addition to an official response by the administration, individual Councilmembers are also welcome to respond to the public, so long as it is clear that their response does not represent the official position of the City.

6.9 City Clerk - Minutes - Public Information Access

The City Clerk shall adhere to the requirements of State law (RCW 35.23.121), and shall be the ex-officio Clerk-of-the-Council. The City Clerk shall keep minutes as required by law, and shall perform such other duties in the meeting as may be required by the Council, Presiding Officer or City Administrator. In the absence of the City Clerk, the City Clerk shall appoint a replacement to act as Clerk-of-the-Council. The Clerk-of-the-Council shall keep minutes, which identify the general discussion of the issue and complete detail of the official action . The City Clerk shall make an audio recording of the proceedings of all public hearings, regular business meetings, study sessions and workshops, and quasi-judicial proceedings. The Clerk shall keep, and make available, an agenda and date for each video recording, which will facilitate location of the recorded proceedings. The video recordings shall be posted publicly on the City website, ideally within 48 hours after the meeting.

Article 7: PUBLIC PARTICIPATION IN CITY GOVERNMENT

7.1 Public Comment Period at Business Meetings

The agenda for Council Business Meetings shall include a period of time known as the Public Comment Period. Within that time period, any member of the public may be recognized by the Presiding Officer and may address the full Council on any public issue. Unless Council determines otherwise, the Public Comment Period at a Business Meeting is reserved for comments by the public, rather than responses from the Council or the Administration.

Public comment is limited to items listed on the agenda and/or items within the purview of the Council, e.g., speeding concerns or requesting street lights on a particular street.

7.2 Other Meetings with the Public

Work sessions, committee meetings and retreat meetings may provide opportunities for public comment. Opportunities for public comment will be noted on individual agendas.

7.3 Additional Avenues for Public Participation

Public process activities may also incorporate a range of tools such as press releases, newspaper columns, fact sheets, Q&As, etc., as described in the City’s documents and guidelines pertaining to public participation in various projects and processes.

7.4 Commissions, Committees, and Boards

Lake Forest Park has adopted a volunteer commission system (detailed in LFPMC 2.22) that provides for appointed individuals to make policy, program, and budget recommendations in specific issue areas. The following Commissions, Committees, and Boards have been or are currently established for public engagement and participation:

- A. Planning Commission
- B. Civil Service Commission
- C. Salary Commission
- D. Tree Board
- E. Parks and Recreation Board
- F. Additional commissions may be created by the council as needed and subject to staff availability

7.4.1 Alternates for Commissions, Committees, and Boards

Recognizing the importance of the contributions of volunteers in our community, the Mayor shall interview and recommend to the City Council two alternates per commission, committee, or board, subject to the following conditions:

In the absence, resignation or expiration of term by a member of a commission, committee, or board member, an alternate, if able to be present, will become a voting member of the body. The seniority of the alternates is based upon their date of confirmation.

**Article 8: RELATIONSHIP BETWEEN COUNCIL, MAYOR AND CITY ADMINISTRATOR,
STAFF AND THE PUBLIC**

Council sets public policy to be carried out by the Administration and establishes budgetary authority for departments and positions, and may determine the duties and compensation of each, but does not interfere with the Mayor's and the City Administrator's management of City employees or the setting of internal operating policy.

8.1 Council and Administration Roles and Responsibilities Differentiated

Leaders adhere to the separate and distinct public policy and management roles of the Council and Administration. Administrative policy and complaints are handled by the Mayor, City Administrator and Department Heads (RCW 35A.12.100); legislative policy is established by Council for enactment by City Administration (RCW 35A.11.020).

8.2 Performance-Driven Management

The Mayor reviews the City Administrator's performance annually. The City Administrator is responsible for performance reviews of subordinates.

8.3 City Attorney Is Legal Counsel to the City and Its Officials Collectively

The City Attorney is retained by the Mayor, subject to the confirmation by a majority of the City Council, and represents the City. In that capacity, they provide legal advice to the Mayor, the Council, the City Administrator, and staff to the extent their interests coincide with the City's.

8.4 Staff Communications Encouraged

Members of the Council are encouraged to interact with City staff designated by the administration for the purpose of gathering information, obtaining progress reports on policies and programs or providing information to staff relevant to their Council office. Councilmembers should avoid giving direction or advice to members of City staff.

- A. Councilmembers should contact department directors as the main point of contact for questions. They will work with the appropriate staff for a response. Projects tend to have many components requiring expertise from more than one staff member and department directors can coordinate that. Councilmembers should include the City Administrator in their emails.
- B. If councilmembers have complex questions, it's better to email department directors before a council or committee meeting. The more notice a Councilmember can provide, the better. Councilmembers should try to be as specific as you can about what information they are looking for.
- C. If after an email thread, there's still confusion about exactly what information the Councilmember is looking for, then consider a short phone or virtual call with department directors and/or the City Administrator. Another avenue is to bring up the question to the City Administrator during the Councilmember's monthly briefing with them.

- D. If the Councilmember's question is addressed before the meeting, and the Councilmember thinks that the information may be of particular interest to other councilmembers or the public, then at the meeting, the Councilmember is encouraged to ask the question again, framing it as a means to inform others.
- E. If department directors were not able to answer the Councilmember's question before the meeting, or if a brand-new question arises at a council meeting, and it's directly related to what is being discussed, then the Councilmember is encouraged to ask the question. But the Councilmember should be prepared that the department director's response may be to state that they will research the question and follow up later. If that's their response, then the Councilmember should table that particular question until after the department director has responded.
- F. All questions about staff performance should be privately directed to the Mayor.

8.6 Complaints to Councilmembers

When performance complaints or complaints of non-action are made by members of the public about staff directly to an individual Councilmember or in a Council or committee meeting, the Council member or Council should then refer the matter directly to the Mayor for review and/or action. The individual Councilmember or the Council may request to be informed by the Administration of the action or response made to the complainant.

8.7 Administrative Complaints - "Best Practice"

Although public direct access to elected officials is to be encouraged to help develop public policy, City Councilmembers should not develop a "personal intervention" pattern in minor calls for service or administrative appeals which may actually delay a timely customer service response. The best policy is to get the member of the public into direct contact with the appropriate department or the City Administrator, unless an unsatisfactory result has occurred. In that case, refer to Section 8.6 above.

8.8 Staff Provides Adequate Information for Council Legislative Policy-Setting

Good information facilitates good decisions. Given the size of the City, the Council does not have its own separate research staff. Therefore, the Administration should assure that staff time is made available to the Council so that information provided to the Council is timely and sufficient for effective decision making.

- A. Information is adequate or sufficient when it provides a balanced background of the subject and gives the Council reasonable policy options and costs.
- B. Factual information requested by one member should be given to all members (within reason).
- C. Council will be notified in writing of delays in provision of information beyond one business meeting. This notification shall include a time line with regard to when and how a request will be handled.
- D. Subject to the foregoing, the Mayor, City Administrator and staff will work in good faith to respond to requests for information as thoroughly and as promptly as possible or refer the

request to the Council for guidance.

- E. In the event that an information request is overly broad, the Mayor may request a narrowing of the scope of the request, and/or a reprioritization of current Council goals, which requires a majority vote of the Council.
- F. In addition to the foregoing procedures, each department head shall make a quarterly report to City Council on their department and outcomes of Council Legislation.

8.9 Public Documents Ensure Open And Transparent Government

The Council and Administration will adhere to laws on public access to documents.

City Administrator Report

City of Lake Forest Park

Date: March 26, 2026

TO: Honorable Deputy Mayor and Councilmembers

FR: Phillip Hill, City Administrator

CC: Honorable Mayor Tom French
Leadership Team

The City Administrator Report is meant to provide the council, staff and community an update on the activities of the City and on issues that concern the City. This memo will be provided in each Council packet and is divided into key sections.

Please let me know if you have any questions or need additional information about any of the following items and please feel free to contact any of the department heads for additional information.

I. Intergovernmental and local issues update.

Police Department

Disturbance

A concerned community member called the police regarding a subject who appeared to be intoxicated and was walking (swaying) on Ballinger Way. Officers contacted the subject who refused to listen to the officers' commands. He was briefly detained but it was decided that he was not in danger for himself or others, so he was eventually released. One of the officers brought him to Third Place Books, per his request.

Officers were called by Fircrest personnel because one of their patients, who was outside the Town Center, was out of control. The officers were able to subdue the patient until additional caretakers arrived on scene and took care of the situation. Fircrest personnel were extremely happy about the officers' actions (the officers were able to detain the subject with minimum use of force).

Officers responded to a disturbance in progress in front of the Town Center where one small group of people were protesting the war in Iran and the other small group was counterprotesting. Officers separated the two groups and educated them about exercising their rights without creating a criminal issue.

Assist

LFP Elementary Principal contacted the police regarding the subject from the previous disturbance call (subject walking on Ballinger). Some students had told their parents that a person with a gun was arrested by the police, so the principal was asking why we did not notify the school. The sergeant explained that the person was just intoxicated and did not have any weapons on him.

Officers responded to the Woodland North Apt. complex regarding a resident being stalked by multiple people. Upon arrival, the officers determined that the caller is mentally ill. She did not meet the ITA criteria, so the officers contacted an RCR mental health professional. This continues to be an issue with multiple calls to 911 from this subject.

Fraud

Officers responded to a credit card fraud incident where \$3,000 was fraudulently taken from a bank account. Investigation in progress.

Officers responded to a fraud incident where the victim believed that somebody had installed a skimming device in one of the Arco gas station pumps. The pump was checked and nothing suspicious was found. From the preliminary investigation it appears that the fraud might have happened at the Safeway store in Shoreline. The investigation is in progress.

Domestic Violence

Officers responded to a DV in progress between a father and son. The son was arrested and booked in Lynnwood jail.

Officers responded to a DV in progress at the Lake Washington Heights Condos. It was determined that it was only an argument and nothing physical had happened.

Theft

Officers responded to a theft in progress at Safeway. They were able to find the subject at the bus stop, but the store manager could not positively identify the subject (although the subject had the stolen merchandise on his person). The subject was released.

Officers responded to a theft in progress at Safeway. Two suspects were contacted. They gave back the stolen items and were trespassed.

Warrants

A traffic stop revealed that the driver had several outstanding warrants. He was arrested and transported to Lynnwood jail.

An officer, who was conducting a traffic emphasis, initiated a traffic stop and realized that the driver had an outstanding warrant. The driver was arrested and booked into jail.

Welfare Check

A community member told the police that she was scared because she had just escaped from an abusive relationship, was living in her vehicle, and didn't know what to do. The officers conducted a search and ascertained that the reporting party was the victim of a domestic violence incident that had occurred in Snohomish and was under investigation by Snohomish County Sheriff's Department. Our officers contacted an RCR crisis responder who assisted in the case.

Officers responded to a vehicle stopped in the middle of SR 522. Upon arrival, they realized that the 71-year-old male driver was having a medical emergency. They smashed one of the windows, removed the person from the car and then gave care with the responding ambulance. He was transported to the hospital.

MV Prowl

Officers responded to a vehicle prowl in proximity to Taco Bell. A few items were taken but the victim did not want to collaborate with the police.

Recovery Property

An officer was conducting proactive patrol when she noticed that the driver of a U-Haul was driving oddly. An inquiry revealed that the U-Haul had been stolen in Tukwila a few days ago. Officers conducted a high-risk stop and both the driver and the passenger were arrested.

Found Property

An investigation was initiated by our officers regarding several cards (credit cards, Costco cards, mail, JC Penny cards, etc.) that were found during an unrelated investigation. The case is currently open, and the investigation is in progress.

Hit & Run

Officers responded to a hit & run near NE 185th St and Ballinger Way NE. There are no leads currently.

Suicide

Officers responded to a residence where a community member had found that his sister had committed suicide by hanging. Initial responding officers initiated CPR but were unable to resuscitate the subject. A detective checked the scene and did not find any sign of foul play. The King County Medical Examiner Officer took over the scene.

Death Report

As the officers were investigating the suicide (see above) they were called to another death report. A 99-year-old male had died in his sleep during the night, and nothing appeared suspicious with this case.

Officers responded to a CPR in progress where an 81-year-old male was having labored breathing. Unfortunately, the caregiver, who was the one who started CPR, could not resuscitate the patient.

Suspicious

Officers found a young couple in a vehicle in the Horizon View Park at 3:40 am. They were warned and they left.

Burglary

Officers responded to a commercial burglary at Zakks Smoke and Vape. The suspects had already left when the police arrived. The investigation is in progress.

Trespass

Officers responded to the Third Place Book where an adult subject was talking to a juvenile making her uncomfortable. He was trespassed.

Lake Forest Park



Traffic Safety

Traffic Safety Highlights

Hit and Run:

- An incident started out in the city of Bothell, where a driver reported their car had been hit by another and the suspect vehicle continued driving. The reporting party followed the driver of the other vehicle until they came to a stop, where the reporting party got out of their vehicle and proceeded to punch the window of the other vehicle, telling them to get out of their car. LFP officers assisted in an area check for the suspect vehicle. Bothell officers contacted the suspect vehicle at their Shoreline residence where the driver was found to be genuinely unaware of the incident and compliant. The Bothell officer determined that the front-end damage to the vehicles did not meet the threshold and assisted in an informational exchange to both parties.

Abandoned Vehicle:

- In the 20300blk of 30th Ave, a vehicle was found to qualify as a “junk vehicle” (per LFPMC 10.12.012 and 10.12.065) and 6-year expired tabs. An unknown individual came out of the house nearby stating they own the vehicle and were going to have it towed to

scrap. However, they were not the registered owner. The officer advised them of the violations and procedures, and the vehicle was towed.

Helmet violations:

- A bicyclist was seen riding without a helmet. Officer tried to stop the individual with negative response. The officer lost sight of the rider when they got onto the Burke Gillman Trail.

Notable Speed violations:

- 17200blk of Bothell Way NE – 55mph (in a 40mph)
- 14900blk of 55th Ave NE – 39mph (in a 25mph)
- 5700blk of NE 193rd St – 35mph (in a 25mph)
- 17100blk of Bothell Way NE – Driver stated he was, “just cruising and talking” while going 71mph in a 40mph

What you don't know may hurt you:

- A vehicle was pulled over for no license plate. The driver stated she was “test driving” this vehicle to decide if she wanted to buy it or not as she was not the owner. Upon further investigation, the driver also did not have insurance.

License plate cover:

- A driver opted to take their license plate cover off during traffic stop and was given a warning for obstructed license plate.

Collision:

- At 33rd Ave NE and NE 178th St, a vehicle was found abandoned and had appeared to have crashed into the guardrail. Public Works were first on scene. The vehicle was towed and the owner was contacted.

Always on the lookout...

- A vehicle was pulled over for driving 38mph in a 25mph zone. Upon contacting the driver, the officer detected the odor of intoxicants coming from the vehicle. After further investigation (which included having the driver step out of the vehicle to separate them from the three passengers), the officer did not find evidence pointing to the driver being under the influence, so the driver was released and cited for speeding.
- A vehicle was pulled over due to driving with high beams on and no license plate lights. Contacting the driver, the officer could smell an extreme odor of marijuana coming from the vehicle. When asked about the smell, the driver pulled a Ziplock bag from under the driver seat. The driver was not 21 years old and criminal charges were filed.

Lake Forest Park Police Department Launches 2nd Community Police Academy



The Lake Forest Park Police Department launched its 2nd Community Police Academy Wednesday, March 18, welcoming 10 community members for this interactive program designed to strengthen relationships between the police department and the community.



The Community Police Academy provides residents with an inside look at modern policing and the daily operations of the Lake Forest Park Police Department. Over the course of the program, participants learn about a variety of law-enforcement topics including patrol operations, investigations, traffic enforcement, use-of-force

decision making, crisis response, and specialized units such as K-9 and unmanned aerial systems (UAS).

Participants can engage directly with officers and staff, ask questions, and gain a deeper understanding of the policies, training, and responsibilities involved in providing public safety services to the community.

The program is designed to foster transparency, build trust, and encourage ongoing dialogue between residents and the police department. By offering this behind-the-scenes look at law enforcement, the department hopes to strengthen community partnerships and provide residents with a better understanding of how policing works in Lake Forest Park.

The Lake Forest Park Police Department looks forward to another successful academy and appreciates the community members participating in this program.

II. Internal City Information

The administration was notified of two upcoming disbursements related to the National Opioid Settlements.

Opioid Allocations

Walgreens Year 4: \$1,384.24
Kroger Year 3: \$ 986.54

- III. Council Information
- IV. Response to Citizen and Council Comments
- V. Contract Reporting
- VI. Legislative Update
- VII. Community Events
- VIII. Upcoming City Sponsored Events

Save The Date!
You are invited to the
LFP Green Fair, April 4!

Learn, Have Fun, & Go Green for FREE!!

Vendors from all different backgrounds will be in attendance supplied with giveaways and able to answer your questions!

Learn to save the Planet
Reduce, Reuse, Recycle, & Be Green!

When?!
Saturday,
April 4, 2026
10 AM to 2 PM

Where?!
Third Place Commons
17171 Bothell Way NE
Lake Forest Park WA 98155

Puget Sound Starts Here

NATURAL YARD CARE

Sponsored By:
King County
as part of the Local Hazardous Waste Management Program in King County

IX. Meetings Calendar

- Tree Board Meeting (hybrid meeting)
April 1, 2026, 7:00 PM - 9:00 PM
City Hall and via Zoom
- Parks and Recreation Advisory Board Meeting (hybrid meeting)
April 2, 2026, 4:00 PM - 6:00 PM

City Hall and via Zoom

City Council Work Session (hybrid meeting)

April 9, 2026, 6:00 PM - 7:00 PM City Hall and via Zoom

City Council Regular Meeting (hybrid meeting)

April 9, 2026, 7:00 PM - 9:00 PM

City Hall and via Zoom

Planning Commission Meeting (hybrid meeting)

April 14, 2026, 7:00 PM - 9:00 PM

City Hall and via Zoom

North King County Coalition on Homelessness

April 16, 2026, 1:00 PM - 2:30 PM

City Council Budget & Finance Committee Meeting (hybrid meeting)

April 16, 2026, 6:00 PM - 7:30 PM

City Hall and via Zoom

Committee of the Whole meeting (hybrid meeting)

April 20, 2026, 6:00 PM - 8:00 PM

City Hall and via Zoom

City Council Regular Meeting (hybrid meeting)

April 23, 2026, 7:00 PM - 9:00 PM

City Hall and via Zoom