Hot topics

Grants created by HB 1923 for housing-related planning close soon!
For cities over 20,000 the deadline is September 30. For cities under 20,000 the deadline is October 15 and the pre-application survey must be completed in advance.

Watch AWC’s webinar on transportation-related Initiative 976
AWC recently hosted a webinar on Initiative 976 (I-976). The measure proposes to reduce car tab fees, repeal the authority for transportation benefit districts to impose fees, and reduce Sound Transit revenues. A recording of the webinar and the slides are now available to learn more about the initiative, how it could impact your city, and ways for you to engage on the issue headed to the ballot in November.

AWC launches 2020 Census resource page
The Census is critical for Washington’s cities and towns. AWC has developed a 2020 Census landing page to provide cities with information, resources, recommendations, and tools to help ensure that everyone in their community gets counted.

Things you can do

Register for Cities on Tap!
11 locations | October & November dates
AWC is excited to introduce Cities on Tap, a brand-new event for Washington’s city leaders. Held this fall in cities throughout the state, Cities on Tap is a revamped and reimagined take on Regional Meetings. This new event is more than just a name change: Cities on Tap will bring vital information and networking opportunities to Washington’s city leaders in an energetic, informal environment. View the locations and register now!

Complete the 2018 GMA impact fee survey by Sept. 25
The Joint Legislative Audit and Review Committee (JLARC) extended the deadline to complete the 2018 GMA impact fees survey to September 25. Department of Commerce and JLARC are required to report information on the use of impact fee deferrals. RCW 82.02.050(3)(i) requires that cities, counties, and towns provide this data annually. These cities have already completed the survey for 2018 data.

The survey should only take between 5 and 10 minutes to complete. The information that you report will be made publicly available on an annual basis by the Department of Commerce and once by JLARC in a performance audit that will be completed in 2021.

What you need to know

Affordable housing: New online resource for affordable housing planning.

Budget & finance: State Auditor’s Office hosting local free training.

City B&O tax model ordinance update almost complete and public stakeholder meetings scheduled on draft service apportionment interpretation rule. B&O cities must adopt mandatory model ordinance changes by January 1, 2020.

Cannabis: AWC needs your input on draft cannabis legislation.

Energy: Register for the Department of Commerce webinar to learn about community clean energy planning and the new opportunities that the implementation of the Clean Energy Transition Act (CETA) will bring.

continued
View from the hill

Preview the 2020 City Legislative Priorities

Contact: Candice Bock

AWC’s Legislative Priorities Committee has wrapped up its work. The Committee met on September 5 and adopted recommend priorities for 2020. The recommendations now go to the AWC Board of Directors for review and final adoption.

Here is a snapshot of the Committees’ 2020 recommended priorities:

- Pursue a comprehensive city transportation bill that provides new resources and options
- Pursue full funding for the Public Works Trust Fund
- Pursue the creation of a tax increment financing option for cities
- Preserve city fiscal health with secure funding sources.
- Behavioral health – Support statewide medication assisted treatment (MAT) services in city and regional jails if fully funded by the state and feasible in local jurisdictions.
- Continue to advance a watershed-based approach and strategic plan to address local fish-blocking culverts along with state culverts, and provide significant local funding.
- Continue to pursue new resources and policies to increase affordable housing both at the state and local level.

While the slate of issues the committee has recommended are all crucial to cities, it is important to keep our expectations for 2020 realistic. 2020 is a short session (60 days) and the Legislature will only be making limited changes to the 2019-2021 budget through the supplemental budget process. Additionally, it is a major election year with all of the House positions and half of the Senate positions up for election. Typically, in an election year, legislators are unwilling to take on controversial issues that could distract come November.

However, even with limited expectations, 2020 is an important time to bring forward this list of priorities. By focusing on these issues in 2020 we may achieve some positive outcomes during the session, but we can also educate legislators, bring together stakeholders, and build more momentum for the 2021 session when they will again be adopting the next biennial budget and more inclined to take on major policy issues.

Once the Board approves AWC’s final 2020 priorities, we will share those with the full membership. We will also talk about them and advise how you can be a strong city advocate at AWC’s Cities on Tap events this fall. We hope we will see you at one of these fun and educational evenings.

Time to adopt your city’s legislative agenda

Each month we have been reminding you about the importance of being strong city advocates. Fall is a good time to develop and adopt your own city legislative agenda. Your city’s legislative agenda should focus on the policy issues and capital requests that your city supports and needs. Be specific and keep it short and simple. It is a real benefit if you can also include support for AWC’s priority issues.

Once you have your adopted agenda – share it. Make sure to sit down and review it with your legislators as soon as possible – they will need time to work with you on how best to support your needs. You should also share it with your residents, other local stakeholders and your local news media.

continued
Federal action
While we tend to joke about the in-action of Congress in the other Washington, this is a good time to reflect on the impact Congress can have on cities. The National League of Cities (NLC) recently shared its five priorities for Congress this fall.
1. Prevent a federal government shutdown
2. Stop the looming infrastructure cuts
3. Reauthorize flood insurance
4. Empower local broadband leadership
5. Invest in infrastructure

AWC will be convening our Federal Priorities Committee this fall to review and update AWC’s federal agenda for 2020.

State of the Cities survey
Thank you to all of those cities that completed the State of the Cities survey. We know how much work it was and we are grateful! AWC’s State of the Cities project takes a look at the issues facing Washington’s cities and towns and identifies common issues and trends, as well as what cities need to succeed. We expect to have the completed report available by the end of the year.

Affordable housing
Grants for HB 1923 close soon
Contact: Carl Schroeder, Shannon McClelland

Commerce is still accepting housing-related grant applications with fast-approaching deadlines this fall.

The Washington Department of Commerce is currently accepting grant applications for $5 million available for eligible activities that increase residential building capacity, streamline permitting, or create a housing action plan. Deadlines are as follows:
- Applications from cities over 20,000 in population are due September 30.
- For cities with less than 20,000 in population, applications are due October 15.

Application materials are on the Growth Management Grants web page. For more information, please contact Commerce’s Paul Johnson at (360) 725-3048.

New online resource for affordable housing planning
Contact: Carl Schroeder, Shannon McClelland

The Department of Commerce just launched a one-stop-shop online resource for affordable housing planning.

Check out the new resource portal (https://www.ezview.wa.gov/site/alias__1976/37311/default.aspx) that provides one source for housing reports, action strategies, comp plan elements, grant programs, presentations, events, and more.

Commerce is interested in your feedback and whether there are other resources that are missing. Contact Anne Fritzel at anne.fritzel@commerce.wa.gov with suggestions.
Budget & finance

State Auditor’s Office hosting free local training

Contact: Candice Bock, Maggie Douglas

The Office of the Washington State Auditor (SAO) will host their fall outreach event, “SAO Roadshow” beginning in October. The SAO Roadshow will offer a full day of assistance and training, including:

- A 3-hour, free training for CPE credits with SAO’s Local Government Support Team on updates to the BARS Manuals, including important accounting and reporting updates, annual report filing changes, opportunities for small group discussions, and more;
- Dedicated time to connect with the audit team who oversees your government’s regular audits; and
- An interactive session with SAO’s Center for Government Innovation, where SAO will highlight the most recent tools they’ve developed and welcome input for what additional tools you and your city may need.

You can sign up separately for the BARS training and the session with the Center for Government innovation.

The SAO Roadshow will be at the following locations:

- Oct. 2 in Spokane, 8:30 am - 4 pm
- Oct. 3 in Richland, 8:30 am - 4 pm
- Oct. 8 in Mount Vernon, 8:30 am - 4 pm
- Oct. 9 in Bellingham, 8:30 am - 4 pm
- Oct. 10 in Lynwood, 8:30 am - 4 pm
- Oct. 16 in Quincy, 8:30 am - 4 pm
- Oct. 17 in Yakima, 8:30 am - 4 pm
- Oct. 30 in Vancouver, 9:30 am - 4:30 pm
- Oct. 31 in Olympia, 8:30 am - 4 pm

The BARS Manual update training will also be offered via webcast in November. You may also earn CPE credit if you participate in the live webcast.

The Center for Government Innovation will host additional workshops at the following locations from 9 am - 12 pm:

- Oct. 1 in Ritzville/Moses Lake
- Oct. 4 in Walla Walla
- Oct. 15 in Omak
- Oct. 29 in Kelso
- Nov. 6 in Sequim/Port Angeles
- Nov. 7 in Grays Harbor
- Nov. 13 in Sumner
- Nov. 14 in Bremerton

To register for any of these workshops, click here (https://www.signupgenius.com/go/70a0c48a5a82da7fe3-2019). If your session is full, please email Heidi Walter at Heidi.Waler@sao.wa.gov or call 360-725-5621 to be placed on a waiting list.
City B&O tax model ordinance update almost finalized
Contact: Candice Bock, Sheila Gall

The city B&O tax model ordinance update process is almost complete, and public stakeholder meetings have been scheduled this fall on the draft implementation guidance rule (https://wacities.org/docs/default-source/resources/bando-taxes/2019-09-03-draft-model-rule.pdf?sfvrsn=4) to get feedback on interpretation from the business community. The stakeholder meetings are scheduled for September 18 in Seattle (https://wacities.org/docs/default-source/resources/bando-taxes/bostakeholdersmeet0919seattle.pdf?sfvrsn=0) and October 9 (https://www.cityoftacoma.org/cms/One.aspx?portalId=169&pageId=130112) in Tacoma.

Once the work group of city finance directors and tax managers has finalized the city B&O tax model ordinance, all cities with a local B&O tax will need to adopt the mandatory city B&O tax model ordinance changes by January 1, 2020. The draft rule will provide uniform implementation guidance on the changes to service income apportionment.

We anticipate sending the finalized model to B&O tax cities by the end of September and we plan to provide education materials on the changes later this fall.

Cananbis
AWC needs your input on draft cannabis legislation
Contact: Sharon Swanson, Brandon Anderson

The Washington State Liquor and Cannabis Board (LCB) is requesting stakeholder feedback on two cannabis-related draft bills. The first draft legislation (Z-0571 - https://wacities.org/docs/default-source/Legislative/z0571medicallsmallproducer.pdf?sfvrsn=0) aims to improve access to medical marijuana products and increase small producer (Tier I) sustainability. The bill allows small producers to apply to LCB for a license to deliver medical cannabis products via home delivery. The bill also authorizes small marijuana producers to apply to engage in limited retail sales and would permit small marijuana producers to share retail space in very limited situations.

The second draft bill (Z-0569 - https://wacities.org/docs/default-source/Legislative/z0569socialequity.pdf?sfvrsn=0) aims to increase the number of marijuana businesses owned by communities of color, women, veterans and other protected classes. The bill would allow additional marijuana retail licenses with prioritization of applicants whose ownership group represents communities of color, veterans, and women. As drafted, the language requires local governments to determine whether to allow for the increase in licenses in order to accomplish the state's social equity goals.

Please have someone within your city look at the draft legislations and provide AWC with any feedback your city may have on these draft bills.

continued
Energy

Clean Energy Transition Act webinar
Contact: Logan Bahr, Maggie Douglas

The Department of Commerce is hosting a webinar to discuss community clean energy planning and the new opportunities that the implementation of the Clean Energy Transition Act (CETA) will bring. The webinar details are as follows:

Community Grid Modernization and Workforce Development: Lessons from Tenino
Monday, September 23 | 10-11:30 am
Webinar – No preregistration required

The webinar will feature members from the Tenino community, as they discuss the designs to modernize the local energy grid through the use of solar panels, lithium-ion battery storage, and other methods of generating clean power.

Tenino was recently awarded the “Visionary of the Year” (https://sepapower.org/knowledge/sepas-2019-power-player-award-winners/) award by the Smart Electric Power Alliance for their innovative approach to advance community evolution in the energy sector.

For more information, please visit the Department of Commerce’s CETA web page (https://www.commerce.wa.gov/growing-the-economy/energy/ceta/), or email ceta@commerce.wa.gov.

Environment & natural resources

Update on statewide Drug Take-back Program implementation
Contact: Carl Schroeder, Shannon McClelland

The Washington State Department of Health (DOH) has wrapped up its rulemaking process for implementing the WA Secure Drug Take-Back Act of 2018 (RCW 69.48; HB 1047 in 2018). WAC 246-480 took effect on August 1, 2019. The underlying statute is quite detailed; therefore, the rule is fairly simple. It primarily clarifies issues and processes related to DOH’s oversight and administration of the pharmaceutical industry provided program.

Mid-2020 launch
DOH is now reviewing a proposed program plan submitted by MED-Project, LLC on behalf of participating drug manufacturers. DOH has until the end of October to accept or reject the proposal as meeting the requirements of the law and the rule. If the proposal is rejected, MED-Project has 90 days to submit a revised proposal. Depending on the length of the plan review process, DOH projects that the statewide drug take-back program will be launched in the summer or fall of 2020.
**Integrating a statewide system**

MED-Project, LLC is already operating secure drug take-back programs in seven counties in our state under local ordinances. To see program services, go to their website (https://med-project.org/locations/) and look under Washington State. These local ordinances remain in effect until one year after an approved statewide drug take-back program begins operations. The local programs will then be integrated into the statewide program, creating a uniform system for all state residents.

DOH’s Safe Medication Return Program website (https://www.doh.wa.gov/ForPublicHealthandHealthcareProviders/HealthcareProfessionsandFacilities/DrugTakeBackProgram) has more information, including links to MED-Project’s program proposal and FAQs for the public.

**Rulemaking proposed for Oil Spill Contingency Rule – New hearing scheduled**

Contact: Carl Schroeder, Shannon McClelland

The Department of Ecology is formally proposing an update to the Oil Spill Contingency Plan Rule (Chapter 173-182 WAC) and opening the public comment period. The rule requires large commercial vessels, oil handling facilities, and pipelines to have detailed contingency plans and contracts for appropriate equipment and trained personnel to respond to spills that may occur.

Public hearings will be held in September and public comments are due by October 6.

**Please share your comments with AWC**

If you make formal comments on this rule, please share them with Carl Schroeder and Shannon McClelland so we can be aware of your city’s perspective on this issue.

This rulemaking will:

- Establish requirements for review and approval of Spill Management Teams, including entities providing wildlife rehabilitation and recovery services;
- Enhance requirements for readiness for spilled oils that may submerge or sink;
- Update drill requirements to reflect legislative direction;
- Update planning standards to align vessel and facility requirements and ensure best achievable protection is maintained in contingency plans;
- Enhance planning standards for oiled wildlife response; and
- Make other edits to address inconsistent or unclear direction in the rule, or other administrative edits.

**Background information**

In 2018, the Legislature directed Ecology to update its contingency plan rule to enhance preparedness for spills of non-floating oils, require facilities to participate in large-scale multiplan holder drills, and require Spill Management Teams to apply to and be approved by Ecology in order to be cited in contingency plans. Ecology is conducting rulemaking to meet the legislative deadline of December 31, 2019.
Public hearings

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 17, 2019</td>
<td>1 pm</td>
<td>Courtyard Seattle-Everett Downtown 3003 Colby Avenue Everett, WA 98201</td>
<td>Presentation, question and answer session followed by the hearing.</td>
</tr>
<tr>
<td>September 19, 2019</td>
<td>1 pm</td>
<td>Ramada by Wyndham Spokane Airport 8909 West Airport Drive Spokane, WA 99224</td>
<td>Presentation, question and answer session followed by the hearing.</td>
</tr>
<tr>
<td>September 24, 2019</td>
<td>1 pm</td>
<td>Webinar and in-person at: Hilton Vancouver Washington 301 W. 6th Street Vancouver, WA 98660</td>
<td>Presentation, question and answer session followed by the hearing.</td>
</tr>
<tr>
<td>New** September 26, 2019</td>
<td>6 pm</td>
<td>Webinar only</td>
<td>Presentation, question and answer session followed by the hearing.</td>
</tr>
</tbody>
</table>

How can I provide comments?

Formal comments on this rulemaking will be accepted in the following ways:

- At the public hearings or during the webinar:
  - Comments are accepted verbally by those who attend in person or during the webinar. Comments will not be accepted through the webinar chat box.
  - Written comments are accepted submitted by those who attend in person.
- Any time during the comment period:
  - By mail to Sonja Larson, Department of Ecology Spills Program, P.O. Box 47600, Olympia, WA 98504-7600 or 300 Desmond Drive, Lacey, WA 98504.
  - Submitted through Ecology’s online comment tool at http://cs.ecology.commentinput.com/?id=W6ATc.

Timeline

October 6, 2019: Comments must be submitted before midnight

December 18, 2019: The rule is expected to be adopted on this day

January 18, 2020: The effective date, if the rule is adopted

For more information

For more information about the rulemaking, documents available for review, and public hearings, visit Ecology’s website (https://ecology.wa.gov/Regulations-Permits/Laws-rules-rulemaking/Rulemaking/WAC-173-182). For questions, contact Sonja Larson at 360-407-6682 or sonja.larson@ecy.wa.gov.
Federal

AWC launches 2020 Census resource page
Contact: Brandon Anderson

Every 10 years, the United States conducts a “decennial Census,” as mandated by the U.S. Constitution. The goal of the Census is to count every person who lives in the country.

The Census directly impacts the funding your city or town will receive over the next decade
The federal government uses U.S. Census data to help decide where money should go. Over $600 billion per year is distributed to communities across the U.S. based on Census data. While many financial assistance programs and block grants, like the Community Development Block Grant (CDBG), are distributed to cities based on American Community Survey (ACS) statistics, the benchmark for all ACS data is the U.S. Census.

An accurate Census helps ensure fair representation at all levels of government
The primary constitutional purpose for the decennial Census is to determine how many congressional representatives each state will have for the next decade and to ensure equal representation in the redistricting process. Based on 2010 Census data, Washington State’s population grew 14.1% from 2000. With that growth, Washington earned an additional (10th) seat in Congress.

AWC Census landing page
Because the Census is so critical for Washington’s cities and towns, AWC has developed a 2020 Census landing page (https://wacities.org/data-resources/2020-census) to provide cities with information, resources, recommendations, and tools to help ensure that everyone in their community is counted. We encourage cities and towns that have not yet engaged to check out our landing page and get involved with the 2020 Census efforts in your community.

Tell us: What is your city doing for the 2020 Census?
AWC supports a complete count for the upcoming 2020 Census and we are interested to know how individual cities are supporting the effort. Perhaps you’ve put a notice in a newsletter, shared something on social media, or are participating in a Complete Count Committee. Whether large or small, we would like to hear about your efforts. Take this short survey (https://awc.co1.qualtrics.com/jfe/preview/SV_72vsOcjhhRsCNYb?Q_CHL=preview) to let us know.

continued
**General government**

**Auditor rolls out tips to help local governments #BeCyberSmart**

Contact: Sharon Swanson, Brandon Anderson

Local governments in Washington face ever-evolving cybersecurity threats to their systems and data. As part of its cybersecurity resources, the Washington State Auditor’s Office has prepared a one-page handout (https://www.sao.wa.gov/beCyberSmart/) describing the top three things a local government can do to respond to the cybersecurity threats to their systems and data.

The state Auditor’s Office also offers a cybersecurity audit program (https://www.sao.wa.gov/about-audits/about-cybersecurity-audits/) to provide local governments with safety tips, training, and recommendations to better protect their city from threats. Cybersecurity audits are provided at no cost to state and local governments, thanks to 2005’s voter-approved Initiative 900 (https://www.sos.wa.gov/elections/initiatives/text/i900.pdf). Unfortunately, this program has a waitlist of well over one year. AWC will continue advocating for additional resources for this critical program.

**HR & labor relations**

**L&I extends public comment period on new overtime rules**

Contact: Candice Bock, Brandon Anderson

The Department of Labor & Industries (L&I) has extended its public comment period on proposed rules updating the executive, administrative, professional, and outside salesperson (EAP) exemptions from Washington’s Minimum Wage Act. Comments will now be accepted until 11:59 pm on Friday, September 20, 2019.

Cities can also comment by emailing the Overtime Rule Program, or by mail to:

Employment Standards Program
P.O. Box 44510
Olympia, WA 98504-4510

Cities with concerns or comments regarding the proposed overtime rules are also encouraged to contact AWC in addition to providing input to L&I.

Currently, overtime exemption rules require most workers to meet a “duties test” and be paid a minimum salary of at least $455 per week or the equivalent of about $24,000 a year to qualify. L&I’s new proposed rules would raise this salary threshold beginning on July 1, 2020. The final phase takes place on January 1, 2026 when the salary threshold would increase to 2.5 times the state minimum wage (roughly $80,000 per year).
Public works

FCC cable order effective date set
Contact: Logan Bahr, Maggie Douglas

The Federal Communications Commission's (FCC) most recent order (https://www.federalregister.gov/documents/2019/08/27/2019-18230/local-franchising-authorities-regulation-of-cable-operators-and-cable-television-services) regarding cable franchising will go into effect on September 26, 2019. The order will eliminate local authority over non-cable services and infrastructure provided by cable companies. In addition, the order will allow providers to deduct the value of franchise obligations from their cash franchise payments to communities, and consequentially impact local public, governmental, and educational (PEG) channels. This is the most substantial change to cable franchising in the last 35 years and will preempt local governments to instead provide concessions to industry.

The National League of Cities held a webinar (recording available by registering here - https://register.gotowebinar.com/register/8357605986606592269) to outline provisions of the order and provisions cities should take to prepare for implementing the order. The recommendations include:

- Conduct in-depth reviews of existing franchises, side letters, settlements, and service agreements.
- Examine [Washington State] laws to assess the impact of the order before it goes into effect this month.
- Proactively communicate with community stakeholders and congressional delegations before the effective date of the order, to help them understand what may change in the community as a result of reduced funding.

Click here (https://www.nlc.org/sites/default/files/users/user52651/Boston-NLC-3rdR%26O-Franchising_20190827_MJL.pdf?_ga=2.5459379.1023731070.1568230561-696765616.1568230561) for NLC’s presentation on the Third Report and Order.

Applications open for Drinking Water State Revolving Fund
Contact: Logan Bahr, Maggie Douglas

The Drinking Water State Revolving Fund (DWSRF) 2019 construction loan cycle will accept applications from October 1 to November 30.

The DWSRF has roughly $20 million available this cycle for new construction loan projects, along with $1.5 million in grant funding for consolidation construction projects. The DWSRF also allocated $3 million for water main projects that coincide with a transportation improvement project or a fish passage barrier removal project.

Further details about the 2019 Construction Loan Guidelines can be found here. The Department of Health’s DWSRF department will hold an informational webinar September 18, from 10 am to noon.

To attend the webinar, follow DWSRF’s link to the Go To Meeting webinar.
Public safety & criminal justice

JLARC extends law enforcement mapping survey
Contact: Sharon Swanson, Brandon Anderson

Law enforcement: Look for your unique survey link from WSU and complete a JLARC survey as soon as possible.

The 2019 Washington State Legislature directed staff of the Joint Legislative Audit and Review Committee (JLARC) to study K-12 school mapping systems used to facilitate responses to schools during incidents or emergencies (HB 1216). Mapping systems include Rapid Responder, as well as alternatives that school districts purchase. JLARC staff are working with Washington State University (WSU) to survey all school districts and law enforcement agencies in the state.

All law enforcement agencies should have received a survey link from WSU in early August. Please complete the survey as soon as possible. You will receive a letter, postcard, and email to remind you. Each agency will have a unique link and an access code.

If you have any questions, visit the JLARC web site at http://leg.wa.gov/jlarc/Pages/K-12map.aspx.

$2 million in mental health field response grants awarded to local law enforcement
Contact: Candice Bock, Brandon Anderson

Nine Washington communities, including several city police departments, have been awarded grants to expand behavioral health field response capabilities for law enforcement. The funds were awarded by the Washington Association of Sheriffs and Police Chiefs (WASPC) as part of a program established by the Washington State Legislature. The funds will help law enforcement agencies establish and expand the utilization of behavioral health professionals to humanely, skillfully, and safely respond to law enforcement encounters involving persons with mental health issues.

The grants were awarded to the following agencies:
• Kirkland, Shoreline, Bothell, Lake Forest Park, and Kenmore Police Departments (joint proposal)
• Spokane Police Department and Spokane County Sheriff’s Office (joint proposal)
• Wenatchee & East Wenatchee Police Departments and Chelan & Douglas County Sheriff’s Offices (joint proposal)
• Olympia Police Department
• Port Angeles Police Department
• Redmond Police Department
• Vancouver Police Department
• Pierce County
• Kitsap County

Congratulations to all the Washington cities that were awarded grant funding! AWC will continue to advocate for additional resources to support this critical program.
Transportation

Personal delivery devices can now be licensed
Contact: Logan Bahr, Shannon McClelland

The personal delivery device legislation that passed last session (HB 1325) went into effect September 1.

A personal delivery device (PDD) is an electrically powered, semi-automated device weighing less than 120 pounds and intended primarily to transport property on a sidewalk or crosswalk at speeds of six miles per hour or less. Companies may operate a PDD after meeting certain conditions, including filing a self-certification form with the Washington State Department of Licensing (DOL) and paying a $50 per device fee. Companies must recertify annually and report any incidents resulting in personal injury or property damage that meets the accident reporting threshold for property damage under RCW 46.52.030(5).

What does this mean for law enforcement?
- You may begin to see these devices in your jurisdictions. DOL knows of two, possibly three companies ready to deploy devices.
- Companies will have to report incidents (per the law) to local law enforcement agencies and to DOL on an annual basis.
- DOL will maintain self-certification forms listing the unique identifiers that the company assigns to a device. These forms have personal information on them so you will need to go through public disclosure to request these.
- Devices will have the unique ID and responsible party information on it in case the device caused the incident and should be cited. The tickets will need to be mailed so the responsible party information must be included on the infraction.
- Tickets will be processed at the court in a similar matter as a parking ticket or photo enforced infraction.
- If a ticket is issued, the court should contact the Administrative Office of the Courts to get instructions on how to proceed with the ticket.

Although a designated website is not yet live, DOL is prepared to begin receiving the self-certification forms and payments. If you have questions please feel free to reach out to DOL at: autonomousvehicles@dol.wa.gov.
AWC Legislative Contacts
During the legislative session, AWC’s lobbyists often are unable to return your phone calls immediately. If you have a legislative or specific issue question, please request AWC’s analyst staff, or send them an email.

Call AWC at (360) 753-4137 or 1-800-562-8981

Candice Bock
Director of Government Relations
candiceb@awcnet.org
Issues areas: Economic development; finance; human resources, labor relations & pensions; open government

Logan Bahr
Government Relations Advocate
loganb@awcnet.org
Issue areas: Economic development; energy; public works; telecommunications; transportation

Carl Schroeder
Government Relations Advocate
carls@awcnet.org
Issue areas: Building codes; environment & natural resources; housing & homelessness; land use & planning

Sharon Swanson
Government Relations Advocate
sharons@awcnet.org
Issue areas: Cannabis; emergency management & cybersecurity; general government; human services & behavioral health; liability; open government; public safety & criminal justice

Brandon Anderson
Government Relations Analyst
brandona@awcnet.org
Issue areas: Cannabis; emergency management & cybersecurity; general government; human resources, labor relations & pensions; human services & behavioral health; liability; open government; public safety & criminal justice

Maggie Douglas
Government Relations Analyst
Issues areas: Economic development; energy; finance; public works; telecommunications

Shannon McClelland
Government Relations Analyst
shannonm@awcnet.org
Issue areas: Environment & natural resources; housing & homelessness; land use & planning; transportation

Regina Adams
Government Relations Coordinator
reginaa@awcnet.org
Issues areas: Building codes, Federal

AWC Officers
President Don Britain, Mayor, Kennewick
Vice President Ed Stern, Councilmember, Poulsbo
Secretary Soo Ing-Moody, Mayor, Twisp
Immediate Past President Pat Johnson, Mayor, Buckley
Past President Jim Restucci, Councilmember, Sunnyside
Large City Representative Sally Bagshaw, Councilmember, Seattle
For a complete list of AWC Board of Directors, visit wacities.org/boardofdirectors.

continued