

Second Council Meeting of the month Zoom link.

You are invited to a Zoom webinar.

When: Feb 22, 2022, 05:30 PM Pacific Time (US and Canada)

Topic: Council Meeting 2nd

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84942834088?pwd=YjdpM1dRSVI3Qmt6ZHAraGc0Vkdwdz09>

Passcode: 283347

Or One tap mobile:

US: +12532158782,84942834088#,,,,*283347# or
+13462487799,,84942834088#,,,,*283347#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 253 215 8782 or +1 346 248 7799 or +1 669 900 6833 or +1 929 205 6099 or +1
301 715 8592 or +1 312 626 6799

Webinar ID: 849 4283 4088

Passcode: 283347

International numbers available: <https://us02web.zoom.us/j/84942834088?pwd=YjdpM1dRSVI3Qmt6ZHAraGc0Vkdwdz09>

**DRAFT AGENDA
CITY OF LANGLEY COUNCIL MEETING
Tuesday February 2022 @ 5:30pm**

NOTE: Times listed are estimates, not limitations

1. CALL TO ORDER

- a. Roll Call-2 minutes

2. CONSENT AGENDA (See below)-3 minutes

- a. Council Meeting Minutes of 07/07/2022.....4-7
- b. Approval of Claim warrants Nos.40542-40565 and EFTs in the amount of \$46,727.82.....8-17
- c. Approval of Payroll warrant Nos.40541 and EFT in the amount of \$44,026.70.....18
- d. Approval of Heather Ogilvy and JL (Yana) Viniko to Cemetery Board and reappointment of Bob Dalton to Design Review Board, Chair.....19-20

3. APPROVAL OF AGENDA-2 minutes

4. PUBLIC COMMENT-30 minutes

5. EXECUTIVE SESSION-Personnel Issue-RCW 42.30.110-to discuss qualifications of an applicant for public employment-20 minutes

6. PUBLIC HEARING-NONE

7. ORDINANCES AND RESOLUTIONS

- a. Ordinance 1091- Updating Municipal Code 2.04.010-time of meeting-Council Member Harolynne Bobis-10 minutes.....21
- b. Ordinance 1092-2022 Budget Adjustment-Monica Felici, Clerk/Treasurer-10 minutes.....22-25

8. UNFINISHED BUSINESS

- a. Appointment of Marianne Edain to Parks and Open Space-Mayor Scott Chaplin-5 minutes
- b. Uniform policies and procedures for committees-Mayor Scott Chaplin-15 minutes
- c. 2022 workplan-Council Member Salerno-15 minutes

9. NEW BUSINESS

- a. Story Poles Status in Seawall Park-Council Member Cyr-15 minutes.....26-38

10. MAYOR'S REPORT -5 minutes

11. STAFF REPORTS-

- a. Randi Perry, Interim Public Works Director-5 minutes.....39-40
- b. Meredith Penny, Planning Director-5 minutes.....41-45
- c. Monica Felici, Clerk/Treasurer-5 minutes.....46-65

12. COUNCIL REPORTS-15 minutes

- a. Council Member Harolynne Bobis-3 minutes
- b. Council Member Rhonda Salerno-3 minutes
- c. Council Member Thomas Gill-3 minutes
- d. Council Member Craig Cyr-3 minutes
- e. Council Member Gail Fleming-3 minutes

13. ADJOURNMENT

***Citizen Comments:** We welcome comments on subjects of concern or interest that are not on the agenda. Please state your name and address so this can be recorded and limit your comments to 5 minutes. Questions will be answered immediately if the answer is brief, and the information is available. Otherwise, answers will be provided as soon as possible. Thank you for participating! **If reasonable accommodation of a disability is needed, please contact Monica Felici at (360) 221-4246 at least 48 hours prior to this meeting.**

Statement regarding Potential Conflicts of Interest - Officials, employees, consultants, volunteers, and vendors are obliged to withdraw from any involvement in a matter where there is a conflict or perceived conflict, even if they feel certain they can act impartially. If a conflict, or potential conflict exists, the affected party shall declare so at the first public meeting when the matter is being considered. And shall withdraw from the meeting or future meetings for the duration of the discussion of the issue.

Langley is a Civility First City and conducts its governance abiding by the Civility First Pledge:

1. Value honesty and good will while striving to solve problems.
2. Attempt genuinely to understand the point of view of others
3. Model civil behavior and tone, online as well as in public by:
 - a. Being kind while maintaining the right to vigorously disagree
 - b. Acting respectfully toward others, including opponents.
 - c. Listening to those who disagree with us, as well as supporters
 - d. Making only accurate statements when defending a position
 - e. Refraining from characterizing adversaries as evil
 - f. Challenge disrespectful behavior, courteously
 - g. encourage any person or organization working on our behalf to meet these same standards from civil discourse

Council Special Meeting Minutes
Monday February 7, 2022

Meeting was called to order by Mayor Scott Chaplin at 5:30pm

Started meeting with Land Acknowledgement

ROLL CALL

In attendance: Council Member Harolynne Bobis; Council Member Rhonda Salerno; Council Member Thomas Gill; Council Member Craig Cyr; Council Member Gail Fleming; Darlene Baldwin, Assistant Clerk; Monica Felici, Clerk/Treasurer; Meredith Penny, Planning Director; Randi Perry, Public Works Director and Mayor Scott Chaplin

APPROVAL OF CONSENT AGENDA

Motion to Approve Consent Agenda

Motion: Council Member Thomas Gill

2nd: Council Member Harolynne Bobis

Discussion: item g-Approval of Marianne Edain to Parks and Open Space was removed from consent agenda

Motion Passed unanimously with adjustment

APPROVAL OF AGENDA

Motion to Approve Agenda

Motion: Council Member Thomas Gill

2nd: Council Member Craig Cyr

Discussion:

Times listed on agenda are guidelines to keep the meeting on track

Motion Passed

PUBLIC COMMENT

Nancy Rowan-Concern about preparedness for natural disaster

Stef Christensen-Emergency preparedness and Coles Valley

David Stenberg-Coles Valley

ORDINANCES AND RESOLUTIONS-NONE

PUBLIC HEARING-NONE

UNFINISHED BUSINESS

1. Discussion of committees-Mayor Scott Chaplin
 - a. Each Council member spoke in regard to their opinion on review of Committees
 - i. Would like to make sure to talk to all boards/committee/commissions before going farther
 - ii. Another workshop
 - iii. Need better commonality-make sure covers all city stakeholders
 - iv. Utilize Liaisons to address committees
 - v. What is a realistic time to complete?
 - vi. Have a couple of council members review code and clean up-to bring to entire council
 - vii. ALERT-City Disaster Response Committee needs to happen
 - viii. Don't wait to start advertising for Finance Committee

Motion: move ahead seeking applications for Finance Commission

Motion: Council Member Gail Fleming
2nd: Council Member Craig Cyr

Motion passed unanimously

2. Work Plan Discussion-Mayor Scott Chaplin
 - a. Is this work plan for 2023?
 - b. Most items have no budgetary effect
 - c. Moving forward match with comp plan
 - d. Budget for Broadband update-working with CLEAR
 - e. Reviewed council's role in Coles Valley

NEW BUSINESS

1. Us of Unimproved Anthes Right-of-Way at Seawall Park-Meredith Penny, Planning Director
 - a. Conversation with property owners around Anthes
 - b. Doghouse looking to update property
 - c. Walked through previous steps up to this point in the permitting process

2. Janice Kleiner, Owner of Doghouse
 - a. Read statement from Charles Kleiner
 - b. Read statement from Janice Kleiner

3. Parks and Open Space (POS)-Kent Hanson
 - a. Recommendation for improvements to develop Park Avenue
 - i. Improve entrance
 - ii. Remove vegetation
 - iii. Install bench
 - iv. Sign at bottom of slope
 - v. Hedge separating property

Motion to accept proposal

Motion: Council Member Harolynne Bobis

2nd: Council Member Rhonda Salerno

Motion Passed-Council Member Craig Cyr abstained, Council Member Thomas Gill voted no.

4. Rental Inspections-Council Member Thomas Gill
 - a. Start process for all rentals to have an inspection to make sure quality is sustained
 - b. Maybe work with County
 - c. Would like legal opinion before moving forward
 - d. Could citizens afford long term rent if this was added to building owners?
 - e. Meredith Penny, Planning Director has experience with this and will speak at a later date

MAYOR'S REPORT

Created a newsletter

Council Member Craig Cyr is liaison for Island Transit

COUNCIL REPORTS-

1. Council Member Craig Cyr
 - a. Has previously kept Council up to date regarding pandemic
 - b. Now has COVID himself
2. Council Member Rhonda Salerno
 - a. Planning Advisory Board (PAB)
 - b. Affordable Housing Ad-Hoc
 - c. Climate Crisis Action Committee
3. Council Member Gail Fleming
 - a. Public Works Advisory Committee

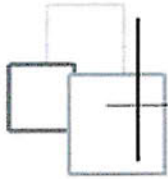
EXECUTIVE SESSION-Potential on-going litigation-15 minutes

Started session at 7:42 pm

Requested additional 15 minutes at 8:12pm

Session ended at 8:27p,

ADJOURNMENT-Mayor Scott Chaplin adjourned meeting at 8:27 p.m.



Voucher Directory

Fiscal : 2022 - February
 Council Date : 2022 - February - Feb 2nd Council Meeting

Vendor	Number	Reference	Account Number	Description	Amount
Airgas USA LLC	40542			2022 - February - Feb 2nd Council Meeting	
		Invoice - 9986221339			
			402-000-000-535-10-30-01	Supplies	\$14.95
		Total Invoice - 9986221339			\$14.95
		Invoice -9122064881			
			402-000-000-535-10-30-01	Supplies	\$2,281.66
		Total Invoice -9122064881			\$2,281.66
	Total 40542				\$2,296.61
Total Airgas USA LLC					\$2,296.61
American Public Works Assn	40543			2022 - February - Feb 2nd Council Meeting	
		Invoice -02/02/2022			
			ID 620584		
			101-000-000-543-30-42-02	Training Registration	\$420.00
		Total Invoice -02/02/2022			\$420.00
	Total 40543				\$420.00
Total American Public Works Assn					\$420.00
Arbor Dreams	40544			2022 - February - Feb 2nd Council Meeting	
		Invoice - 2163			
			001-000-150-576-80-40-01	Tree Cutting	\$1,902.25
		Total Invoice - 2163			\$1,902.25
	Total 40544				\$1,902.25
Total Arbor Dreams					\$1,902.25
AT&T Mobility	40545			2022 - February - Feb 2nd Council Meeting	
		Invoice -02082022			
			001-000-010-513-10-41-02	Telephone	\$52.50
			001-000-010-513-10-41-02	Telephone	\$39.15
			001-000-110-558-60-41-02	Telephone	\$52.50
			001-000-120-558-50-41-02	Telephone	\$52.50
			001-000-120-558-50-41-02	Telephone	\$39.15
			101-000-000-543-10-41-02	Phone	\$68.52
			AT&T Inv. 287253933793X		

Vendor	Number	Reference	Account Number	Description	Amount
			401-000-000-534-10-41-02	Telephone	\$68.52
			AT&T		
			402-000-000-535-10-41-02	Telephone	\$68.52
			AT&T		
			403-000-000-531-10-41-02	Telephone	\$68.52
			AT&T		
		Total Invoice -02082022			\$549.03
	Total 40545				\$549.03
Total AT&T Mobility					\$549.03
De Lage Landen Financial Services					
	40546			2022 - February - Feb 2nd Council Meeting	
		Invoice - 75310504			
			001-000-010-513-10-40-01	Professional Services	\$29.46
			001-000-030-514-20-40-02	Professional Services	\$135.50
			001-000-070-521-20-40-01	Professional Services	\$129.61
			001-000-100-518-30-40-01	Professional Services	\$17.67
			001-000-110-558-60-40-00	Professional Services	\$35.35
			001-000-120-558-50-40-00	Professional Services	\$29.46
			001-000-150-576-80-40-00	Professional Services	\$11.78
			001-000-180-518-80-40-01	Professional Services	\$5.89
			101-000-000-543-10-40-01	Professional Services	\$41.24
			104-000-000-536-10-40-00	Professional Services	\$5.89
			401-000-000-534-10-40-01	Professional Services	\$64.81
			402-000-000-535-10-40-01	Professional Services	\$64.81
			403-000-000-531-10-40-01	Professional Services	\$17.68
		Total Invoice - 75310504			\$589.15
	Total 40546				\$589.15
Total De Lage Landen Financial Services					\$589.15
I-Com					
	40547			2022 - February - Feb 2nd Council Meeting	
		Invoice - Q2 2022-03			
			001-000-070-521-20-40-02	Dispatch Services/icom	\$5,755.74
		Total Invoice - Q2 2022-03			\$5,755.74
	Total 40547				\$5,755.74
Total I-Com					\$5,755.74
Invoice Cloud					
	Jan 2022			2022 - February - Feb 2nd Council Meeting	
		Invoice - 384-2022-1			
			401-000-000-534-10-40-01	Professional Services	\$66.70
			Monthly fee		
			402-000-000-535-10-40-01	Professional Services	\$66.70

Vendor	Number	Reference	Account Number	Description	Amount
				Monthly fee	
		Total Invoice - 384-2022-1			\$133.40
	Total Jan 2022				\$133.40
	EFT Cloud 0122			2022 - February - Feb 2nd Council Meeting	
		Invoice -384-2022-1			
			401-000-000-534-10-40-01	Professional Services	\$66.70
			Cloud		
			402-000-000-535-10-40-01	Professional Services	\$66.70
			Cloud		
		Total Invoice -384-2022-1			\$133.40
	Total EFT Cloud 0122				\$133.40
Total Invoice Cloud					\$266.80
Isl County Human Services					
40548				2022 - February - Feb 2nd Council Meeting	
		Invoice - 4th QTR 2021			
			001-000-125-566-00-48-06	Island Co. Alcohol Program	\$85.91
		Total Invoice - 4th QTR 2021			\$85.91
	Total 40548				\$85.91
Total Isl County Human Services					\$85.91
Island Cleaning Service					
40549				2022 - February - Feb 2nd Council Meeting	
		Invoice - 11626			
		December 2021			
			001-000-000-511-60-40-02	Professional Services	\$135.34
			Cleaning		
			001-000-010-513-10-40-01	Professional Services	\$45.46
			Cleaning		
			001-000-030-514-20-40-02	Professional Services	\$281.16
			Cleaning		
			001-000-070-521-20-40-01	Professional Services	\$152.99
			Cleaning		
			001-000-110-558-60-40-01	Professional Fees/reimbursible	\$48.27
			Cleaning		
			001-000-120-558-50-40-00	Professional Services	\$48.03
			Cleaning		
			001-000-150-576-80-40-00	Professional Services	\$21.33
			Cleaning		
			001-000-180-518-80-40-01	Professional Services	\$11.27
			Cleaning		
			101-000-000-543-10-40-01	Professional Services	\$4.00
			401-000-000-534-10-40-01	Professional Services	\$3.81
			402-000-000-535-10-40-01	Professional Services	\$3.81

Vendor	Number	Reference	Account Number	Description	Amount
			403-000-000-531-10-40-01	Professional Services	\$3.81
		Total Invoice - 11626			\$759.28
	Total 40549				\$759.28
Total Island Cleaning Service					\$759.28
Island Defense					
	40550			2022 - February - Feb 2nd Council Meeting	
		Invoice - Randall			
			001-000-040-515-21-40-00	Attorney - Criminal	\$300.00
		Total Invoice - Randall			\$300.00
	Total 40550				\$300.00
Total Island Defense					\$300.00
Island Disposal Inc					
	40551			2022 - February - Feb 2nd Council Meeting	
		Invoice -695882S144			
			001-000-150-576-80-46-04	Parks-Utilities/waste Disposal	\$619.03
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$619.04
		Total Invoice -695882S144			\$1,238.07
	Total 40551				\$1,238.07
Total Island Disposal Inc					\$1,238.07
Island Shakespeare Festival					
	40552			2022 - February - Feb 2nd Council Meeting	
		Invoice - 2021 Festival			
			105-000-000-557-30-49-03	Island Shakespeare Festival	\$7,500.00
		Total Invoice - 2021 Festival			\$7,500.00
	Total 40552				\$7,500.00
Total Island Shakespeare Festival					\$7,500.00
Madrona Law Group, PLLC					
	40553			2022 - February - Feb 2nd Council Meeting	
		Invoice - 11172			
			001-000-010-513-10-40-01	Professional Services	\$1,204.00
				Committee Review	
		Total Invoice - 11172			\$1,204.00
	Total 40553				\$1,204.00
Total Madrona Law Group, PLLC					\$1,204.00

Vendor	Number	Reference	Account Number	Description	Amount
Pitney Bowes Inc	40554			2022 - February - Feb 2nd Council Meeting	
		Invoice -Feb 2022			
			Postage		
			001-000-010-513-10-40-01	Professional Services	\$12.00
			Postage		
			001-000-030-514-20-40-02	Professional Services	\$66.00
			Postage		
			001-000-070-521-20-40-01	Professional Services	\$66.00
			Postage		
			001-000-110-558-60-40-00	Professional Services	\$30.00
			Postage		
			001-000-120-558-50-40-00	Professional Services	\$6.00
			Postage		
			001-000-150-576-80-40-00	Professional Services	\$18.00
			Postage		
			001-000-180-518-80-40-01	Professional Services	\$6.00
			Postage		
			101-000-000-543-10-40-01	Professional Services	\$66.00
			Postage		
			104-000-000-536-10-40-00	Professional Services	\$6.00
			Postage		
			105-000-000-557-30-40-00	Professional Services	\$42.00
			Postage		
			401-000-000-534-10-40-01	Professional Services	\$138.00
			Postage		
			402-000-000-535-10-40-01	Professional Services	\$96.00
			Postage		
			403-000-000-531-10-40-01	Professional Services	\$48.00
			Postage		
		Total Invoice -Feb 2022			\$600.00
	Total 40554				\$600.00
Total Pitney Bowes Inc					\$600.00
Puget Sound Energy	40555			2022 - February - Feb 2nd Council Meeting	
		Invoice - 020422			
			101-000-000-542-63-46-01	Street Lighting Utilities	\$2,532.98
			PSE		
		Total Invoice - 020422			\$2,532.98
	Total 40555				\$2,532.98
Total Puget Sound Energy					\$2,532.98

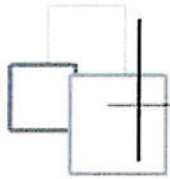
Vendor	Number	Reference	Account Number	Description	Amount
Quill Corporation	40556			2022 - February - Feb 2nd Council Meeting	
		Invoice - 22602976			
			001-000-010-513-10-30-01	Office/operational Supplies	\$7.82
			001-000-030-514-20-30-01	Supplies	\$35.98
			001-000-070-521-20-30-01	Supplies-Printing	\$35.98
			001-000-100-518-30-30-01	Facilities Maint. Supplies	\$4.69
			001-000-110-558-60-30-01	Supplies	\$9.39
			001-000-120-558-50-30-01	Supplies	\$7.82
			001-000-150-576-80-30-01	Supplies	\$3.13
			001-000-180-518-80-30-01	supplies	\$1.56
			101-000-000-543-10-30-01	Supplies	\$12.51
			104-000-000-536-10-30-01	Supplies	\$1.56
			401-000-000-534-10-30-01	Supplies	\$17.21
			402-000-000-535-10-30-01	Supplies	\$17.21
			403-000-000-531-10-30-01	Supplies	\$1.56
		Total Invoice - 22602976			\$156.42
		Invoice - 22847331			
			001-000-010-513-10-30-01	Office/operational Supplies	\$0.89
			001-000-030-514-20-30-01	Supplies	\$4.11
			001-000-070-521-20-30-01	Supplies-Printing	\$4.11
			001-000-100-518-30-30-01	Facilities Maint. Supplies	\$0.54
			001-000-110-558-60-30-01	Supplies	\$1.07
			001-000-120-558-50-30-01	Supplies	\$0.89
			001-000-150-576-80-30-01	Supplies	\$0.36
			001-000-180-518-80-30-01	supplies	\$0.18
			101-000-000-543-10-30-01	Supplies	\$1.43
			104-000-000-536-10-30-01	Supplies	\$0.18
			401-000-000-534-10-30-01	Supplies	\$1.97
			402-000-000-535-10-30-01	Supplies	\$1.97
			403-000-000-531-10-30-01	Supplies	\$0.18
		Total Invoice - 22847331			\$17.88
	Total 40556				\$174.30
Total Quill Corporation					\$174.30
Sebo's DO IT Center	40557			2022 - February - Feb 2nd Council Meeting	
		Invoice - A1345930			
			001-000-150-576-80-30-01	Supplies	\$3.85
				2nd st bench	
		Total Invoice - A1345930			\$3.85
	Total 40557				\$3.85
Total Sebo's DO IT Center					\$3.85

Vendor	Number	Reference	Account Number	Description	Amount
Sound Publishing Inc					
	40558			2022 - February - Feb 2nd Council Meeting	
		Invoice - 8053456			
			001-000-030-514-20-40-02	Professional Services	\$53.40
				New hours	
		Total Invoice - 8053456			\$53.40
		Invoice - WNT947814			
			001-000-110-558-60-40-00	Professional Services	\$136.50
				SPX-22-001	
		Total Invoice - WNT947814			\$136.50
	Total 40558				\$189.90
Total Sound Publishing Inc					\$189.90
State Auditor's Office					
	40559			2022 - February - Feb 2nd Council Meeting	
		Invoice - L146553			
			001-000-030-514-20-40-01	Audit	\$3,541.02
		Total Invoice - L146553			\$3,541.02
	Total 40559				\$3,541.02
Total State Auditor's Office					\$3,541.02
TeamViewer					
	40560			2022 - February - Feb 2nd Council Meeting	
		Invoice - 002530023			
			402-000-000-535-10-40-01	Professional Services	\$665.24
		Total Invoice - 002530023			\$665.24
	Total 40560				\$665.24
Total TeamViewer					\$665.24
Treasurer's Checks					
	Excise tax			2022 - February - Feb 2nd Council Meeting	
		Invoice -Excise Taxes			
			401-000-000-534-10-49-02	Excise Tax	\$41.24
			402-000-000-535-10-49-02	Excise Tax	\$10.43
			403-000-000-531-10-49-02	S/S Excise Tax	\$3.30
		Total Invoice -Excise Taxes			\$54.97
	Total Excise tax				\$54.97
Total Treasurer's Checks					\$54.97
United Business Machines					
	40561			2022 - February - Feb 2nd Council Meeting	
		Invoice - INV467185			
			001-000-010-513-10-40-01	Professional Services	\$14.35
			001-000-030-514-20-40-02	Professional Services	\$63.15
			001-000-070-521-20-40-01	Professional Services	\$66.02
			001-000-100-518-30-40-01	Professional Services	\$8.61

Vendor	Number	Reference	Account Number	Description	Amount
			001-000-110-558-60-40-00	Professional Services	\$17.22
			001-000-120-558-50-40-00	Professional Services	\$14.35
			001-000-150-576-80-40-00	Professional Services	\$5.74
			001-000-180-518-80-40-01	Professional Services	\$2.87
			101-000-000-544-90-40-01	Professional Services	\$20.09
			104-000-000-536-10-40-00	Professional Services	\$2.87
			401-000-000-534-10-40-01	Professional Services	\$31.57
			402-000-000-535-10-40-01	Professional Services	\$31.57
			403-000-000-531-10-40-01	Professional Services	\$8.63
		Total Invoice - INV467185			\$287.04
	Total 40561				\$287.04
Total United Business Machines					\$287.04
Utilities Underground					
	40562			2022 - February - Feb 2nd Council Meeting	
		Invoice - 2010173			
			402-000-000-535-10-40-01	Professional Services	\$41.58
		Total Invoice - 2010173			\$41.58
	Total 40562				\$41.58
Total Utilities Underground					\$41.58
VISA					
	40563			2022 - February - Feb 2nd Council Meeting	
		Invoice - 1279024769			
		Felici			
			001-000-180-518-80-32-04	Software and IT Felici-Network Solutions	\$46.73
		Total Invoice - 1279024769			\$46.73
		Invoice - 1297-2837			
		Chaplin			
			001-000-010-513-10-42-02	Training Registration Cost offset by donation for training	\$188.00
		Total Invoice - 1297-2837			\$188.00
		Invoice - 1642-2873			
		Chaplin			
			001-000-010-513-10-42-02	Training Registration Cost offset by donation for training	\$94.00
		Total Invoice - 1642-2873			\$94.00
		Invoice - 3392			
		Penny			
			001-000-120-558-50-49-01	Association Dues Penny-WABO	\$99.09
		Total Invoice - 3392			\$99.09

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - 642-12729085			
		Penny			
			001-000-120-558-50-40-00	Professional Services	\$379.36
				Penny-bldg software	
		Total Invoice - 642-12729085			\$379.36
		Invoice - Adobe Jan 22			
		Felici			
			001-000-010-513-10-40-01	Professional Services	\$8.15
				Adobe	
			001-000-030-514-20-40-02	Professional Services	\$8.14
				Adobe	
			001-000-110-558-60-40-00	Professional Services	\$8.14
				Adobe	
			401-000-000-534-10-40-01	Professional Services	\$2.72
				Adobe	
			402-000-000-535-10-40-01	Professional Services	\$2.72
				Adobe	
			403-000-000-531-10-40-01	Professional Services	\$2.71
				Adobe	
		Total Invoice - Adobe Jan 22			\$32.58
		Invoice - Jan 2022			
		Felici			
			001-000-010-513-10-40-01	Professional Services	\$59.77
				Felici-zoom	
		Total Invoice - Jan 2022			\$59.77
		Invoice -12236			
		Perry			
			401-000-000-534-10-42-02	Training Registration Cost	\$42.00
				Perry-Hamilton	
		Total Invoice -12236			\$42.00
		Invoice -21-68221			
		Felici			
			001-000-030-514-20-49-01	Association Dues	\$50.00
				Felici-WTPA	
		Total Invoice -21-68221			\$50.00
		Invoice -36451			
		Felici			
			001-000-030-514-20-42-02	Training Registration Costs	\$35.00
				Tax increment	
		Total Invoice -36451			\$35.00
		Invoice -6589-Cetrix			
		Felici			
			001-000-030-514-20-30-01	Supplies	\$120.94
				masks for office	
		Total Invoice -6589-Cetrix			\$120.94

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice -7016			
		Penny			
			001-000-120-558-50-49-01	Association Dues	\$95.00
				Penny-WACO-Austin	
		Total Invoice -7016			\$95.00
		Invoice -Jan 22 mailchimp			
		Felici			
			001-000-010-513-10-40-01	Professional Services	\$33.69
				felici-mailchimp	
		Total Invoice -Jan 22 mailchimp			\$33.69
	Total 40563				\$1,276.16
Total VISA					\$1,276.16
Vision Municipal Solutions					
40564					
				2022 - February - Feb 2nd Council Meeting	
		Invoice - 09-9995			
			001-000-180-518-80-32-04	Software and IT	\$12,593.00
				yearly renewal	
		Total Invoice - 09-9995			\$12,593.00
		Invoice -09-9963			
			001-000-070-521-20-32-03	Small Equipment Police	\$1,318.95
		Total Invoice -09-9963			\$1,318.95
	Total 40564				\$13,911.95
Total Vision Municipal Solutions					\$13,911.95
Western Facilities Supply					
40565					
				2022 - February - Feb 2nd Council Meeting	
		Invoice - 041638			
			001-000-150-576-80-30-01	Supplies	\$46.75
			105-000-000-557-30-30-01	Public Restrooms-R&M/Misc'l, Supplies.	\$192.90
			402-000-000-535-10-30-01	Supplies	\$342.34
		Total Invoice - 041638			\$581.99
	Total 40565				\$581.99
Total Western Facilities Supply					\$581.99
Grand Total		Vendor Count	26		\$46,727.82



Payroll Register

Number	Name	Fiscal Description	Cleared	Amount
<u>40541</u>	CITY OF LANGLEY	2022 - February - Feb 2nd Council Meeting		\$10,252.84
<u>DCP 0201-0215 22</u>	STATE TREASURER	2022 - February - Feb 2nd Council Meeting		\$883.78
<u>Direct Deposit Run - 2/16/2022</u>	Payroll Vendor	2022 - February - Feb 2nd Council Meeting		\$26,969.38
<u>DRS 0201-0215 22</u>	DEPT OF RETIREMENT	2022 - February - Feb 2nd Council Meeting		\$5,670.70
<u>Support 02/01-02/15</u>	WA State Support Registry	2022 - February - Feb 2nd Council Meeting		\$250.00
				\$44,026.70

RECEIVED
FEB 10 2022



VOLUNTEER APPLICATION

CITY OF LANGLEY

112 Second St./PO Box 366 Langley, Washington 98260 (360) 221-4246

approved
BY: *Heather Ogilvy*

2/14/22

member *Cemetery* *2/10/22*

Position _____ Board/Department _____ Date _____

Name: Last *OGILVY* First *HEATHER* Middle _____

Street Address _____

Mailing Address (if different) _____ Email Address _____

City *Langley* State *WA* Zip *98260* Daytime Phone _____

Are at least 18 years old? Yes No If not, please specify your age _____

BACKGROUND:

Education *PhD The Wright Institute Berkeley, BA Bennington Col/Wellesley Col*

Occupation (s): *retired clinical psychologist, specialty child play therapy*

Other Volunteer Positions: *former board member of Red Bay Children's Theatre*

Hobbies: *Theatre, kayak, write fiction & memoir, hike*

Other applicable experience: *mediation, teacher of group dynamics*

SKILLS:

List Applicable Skills *listening, cleaning up gravesites in the cemetery, working with luminary night*

DESIRE:

Briefly describe why you are interested in volunteering:

I love our cemetery, have a grave plot there, visit often since many friends are buried there

Signature: *Heather Ogilvy* Date: *2/10/22*

RECEIVED
FEB 09 2022



VOLUNTEER APPLICATION

CITY OF LANGLEY

112 Second St./PO Box 366 Langley, Washington 98260 (360) 221-4246

BY: *approved by
Scott Clark
2/16/22*

Member	City of Langley Cemetery Board	02/07/2022
Position	Board/Department	Date
Viniko	JL "Yana"	
Name: Last	First	Middle
[Redacted]	(inside city limits)	[Redacted]
Street Address	[Redacted]	Home Phone
Mailing Address (if different)	Email Address	

City	State	Zip	Daytime Phone
Are at least 18 years old?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	If not, please specify your age _____

BACKGROUND:

Education North Seattle CC, UW, Conservatorio di Musica, Italy

Occupation (s): (retired) self-employed as retail business owner, property mgr, real estate broker

Other Volunteer Positions: WICA, Unity Church, condo board president (15 years), Compass Center (Seattle)

Hobbies: Interests in music, the arts, social dance, walking/hiking, reading, gardening, travel, yoga, general self-improvement philanthropy and fund-raising

Other applicable experience: _____

SKILLS:

List Applicable Skills Clear and respectful communicator, creative, problem-solving oriented, "plays well with others".

DESIRE:

Briefly describe why you are interested in volunteering:

I recognize that LWC is a very special, necessary and historical asset for Langley, also the place for my eventual green burial "residency".

I'd be honored to be involved in the stewardship as one way to give back to the community I'm grateful to live in.

Signature: *[Handwritten Signature]* Date: 02/07/2022

**CITY OF LANGLEY
ORDINANCE No. 1091**

**AN ORDINANCE OF THE CITY OF LANGLEY, WASHINGTON
AMENDING ORDINANCE NO. 492, 592, 605, 641, 653, 710, 909, and 951
and Langley Municipal Code 2.04.010 relating to date and time of regular
City Council Meetings.**

THE CITY COUNCIL OF THE CITY OF LANGLEY, WASHINGTON, DO ORDAIN
as follows:

Section 1. Ordinance Nos. 492, 592, 605, 641, 653, 710, 909, and 951 and Langley
Municipal Code, Section 2.04.010 is hereby amended to read as follows:

2.04.010 Regular Meetings

The Langley city council and mayor shall meet regularly on the first and third Monday of
each and every month at Five pm. Whenever Monday falls on a legal holiday, regular
meetings will be held the following Tuesday
(ord.710, 1996)(ord. 909, 2008)(Ord. 653, 1993)(Ord. 641, 1993)(Ord. 605, 1991)(Ord. 591, 1191)(Ord. 492, 1866)(Ord.
951, 2010)

Section 2. Severability. If any section, paragraph, subsection, clause or phrase of this
ordinance is held invalid for any reason, such decision shall not affect the validity of the
remaining portion of this ordinance.

Section 3. Effective date. This ordinance shall take effect five (5) days after the date of
posting and publication of an approved summary thereof, consisting of the title.

**PASSED BY THE CITY COUNCIL OF THE CITY OF LANGLEY,
WASHINGTON**, and approved by the Mayor at a regular meeting held this day of
November 2022.

Scott Chaplin, Mayor

ATTEST:

Monica M. Felici
Director of Finance/City Clerk

APPROVED AS TO FORM:

Michael R. Kenyon
City Attorney

City of Langley



To: City of Langley Council

From: Monica Felici, Clerk/Treasurer-Finance

Re: Budget

Attached is the budget update to record the added wages for an Administrative Assistant that Council Approved at the January 10, 2022 Council meeting.

I made the adjustments with Roberta's time and added the new Administrative Assistant and it is an increase of \$37,633 to the City of Langley's expenditures

I am asking Council to approve the ordinance as 1st and 2nd reading

CITY OF LANGLEY, WASHINGTON

ORDINANCE NO. 1092

An ordinance OF THE City of Langley, Washington amending the 2022 Annual City Operating Budget and Ordinance No. 1089

WHEREAS, the City of Langley passed Ordinance No. 1089 (12-20-2021) Adopting a budget pursuant to State Statute for the year 2022 based upon estimated revenues and amounts of moneys required to meet the public expenses, bond retirement and interest, reserve and construction funds and expenses of City government; and

WHEREAS, the City of Langley approved the 2022 with two part-time Front desk employees; and

WHEREAS, one of the part-time employees has terminated employment

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LANGLEY, WASHINGTON, DO HEREBY ORDAIN AS FOLLOWS:

The part-time position will be filled with a full-time Administrative Assistant

Attachment is the updated expenditure appropriations for each separate fund

PASSED BY THE CITY COUNCIL OF THE CITY OF LANGLEY, WASHINGTON, and approved by the Mayor this day of July 2022

Scott Chaplin, Mayor

ATTEST:

Monica M. Felici, Clerk/Treasurer

APPROVED AS TO FORM:

Mike Kenyon, City Attorney

Fund Number	Fund Name	Expenditure Appropriations
001	General Fund	1,810,908
101	Street Fund	180,741
104	Cemetery Fund	35,684
105	Tourism Fund	195,384
202	LIP Bond Fund	144,738
303	Capital Reserve Fund	80,000
306	Water Improvement Project Fund	63,857
401	Water Fund	448,953
402	Sewer Fund	465,788
403	Stormwater Fund	158,716
405	Water Capital Reserve Fund	150,000
407	Stormwater Capital Reserve Fund	50,000
408	Sewer Expansion and Improvement Fund	55,000
501	Public Works Vehicle Reserve Fund	0
625	Scott Memorial Fund	0
Total		3,839,768

Re: Story Poles in Seawall Park

Hello Langley City Council,

In September of 2020, just months after the formation of Dismantling Systemic Racism Commission (DSR), the DSR received an email with the following message:

"To the Mayor and Langley City Council,

I live in Langley, and am a long time homeowner in our town. I'd like to bring to your attention an issue that can easily be addressed.

We are a town that thinks of ourselves as an "artist community". What a wonderful identity. It is time for us to look closely at the art in our town and evaluate if that is fitting in the lens of 2020 and our growing understanding of racism and cultural appropriation. We have two totem poles by a beloved local artist in the city park by the waterfront. If these two totem poles were part of a Native American ceremony and given to the city by Native Americans, then we need a sign by the poles explaining this rich historic event.

If this was not the case, then I would like the council to recognize that these totem poles mean something in the Native American tradition and if we want totem poles, we can ask the Native carvers at Tulalip if they would be willing to carve totem poles and sell them to the city of Langley. I could connect you to the Native American artists at Tulalip for this conversation.

Whether or not we decide to purchase replacement Totem poles is a discussion the council needs to have. If the Totem Poles were not part of a Native American ceremony with the city of Langley, then it is time to take the poles down.

Thank you for taking time to thoughtfully consider this issue. I look forward to hearing from you how this issue will be addressed."

The DSR considered this request and decided to prioritize it after the DSR had had time to organize itself into a mature, functioning Commission. A thank you was sent to the sender of the message. And I followed up with a phone call to the sender explaining that the DSR was interested and would consider it at the appropriate time. I also spoke with the carver of one of the poles as well as family members. The carver believes it is time for the pole that he carved decades ago (1975) to come down for several reasons not necessarily related to cultural appropriation.

The DSR believes now is the time for the DSR to advise the Council on the deeply complex issue of cultural appropriation in the context of racial justice. And, in addition, an equally important public safety issue has emerged around the story poles as a result of the work of the DSR.

- **Racial Justice / Cultural Appropriation:** Please see the memo from the DSR Commission which follows below. It provides an analysis of the issue. It is important to understand that the Story Poles at Seawall Park have inadvertently harmed Langley's relations with indigenous peoples. This was made clear to me in conversations with local tribal members as well as tribal leadership. **For context**, the American Indian Religious Freedom Act was passed in 1978 to restore the rights of Indigenous Peoples to practice their religion. This is relevant to a discussion about the Seawall Park Story Poles because totem poles are a part of the spiritual practice of the Snohomish Tribe. And it was essentially illegal for tribal members to carve prior to 1978. The poles at Seawall Park were carved in 1975. So there is awkwardness that the City of Langley displays poles on its waterfront, carved by whites at a time that Federal Laws were on the books making it illegal for natives to carve totem poles. In addition, one of the poles was dedicated to the 'settlers of Langley' (according to information provided by Bob Waterman, Historical Commission Chair).

- **Public Safety:** Upon examining the Story Poles with a local arborist, it was observed that the Story Poles have suffered considerable damage due to the passage of time, and most especially due to the onslaught of wind, sea spray (and the accompanying salt), and the long passage of time. This damage is visually illustrated by viewing the following video: <https://www.youtube.com/watch?v=AhvEHBCGSfU>. It is clear from viewing the video that the Story Poles have decayed significantly both on the exterior and perhaps more concerning in the interior. The arborist stated that they do represent a public safety hazard and should come down soon.

The DSR Commission is considering how to redress this harm and will have a recommendation for the Council in a future meeting.

It is important to note that the DSR Commission relied upon historical documents and newspaper articles provided by the Historical Commission and is grateful to it. And, because the Story Poles are located in a City park, the DSR Commission presented the cultural appropriation issue to the Parks and Open Space Commission at one of its meetings last fall.

The Council is not being asked to act today because we do not vote on operational public safety issues. Public Works will assess the best path forward to remove the poles. It will happen soon due to the public safety issue.

Respectfully submitted,
Craig Cyr
Councilmember Position 4

What Is Cultural Appropriation?

By [Arlin Cuncic](#) | Updated on August 29, 2020

✓ Medically reviewed by [Akeem Marsh, MD](#)

Table of Contents

- [What Is Cultural Appropriation?](#)
- [Elements of Cultural Appropriation](#)
- [Understanding Context](#)
- [Examples](#)
- [Questions to Ask Yourself](#)

VIEW ALL

What Is Cultural Appropriation?

Cultural appropriation refers to the use of objects or elements of a non-dominant culture in a way that doesn't respect their original meaning, give credit to their source, or reinforces [stereotypes](#) or contributes to oppression.

In this way, cultural appropriation is a layered and nuanced phenomenon that many people may have trouble understanding—or may not realize when they are doing it themselves.

It may be natural to merge and blend cultures as people from different backgrounds come together and interact. In fact, many wonderful inventions and creations have been born from the merging of such cultures, such as country music. However, the line is drawn when a dominant

cultural group makes use of elements of a non-dominant group in a way that the non-dominant group views as exploitative.

In this way, cultural appropriation can be most easily recognized by asking the question of the non-dominant group: *Does the use of this element of your culture in this way bother you?*

Elements of Cultural Appropriation

Taking a step backward, how do we define cultural appropriation? Let's first consider what is meant by each of the terms in the phrase as well as some related terms that are important to understand.

Culture

Culture refers to anything associated with a group of people based on their ethnicity, religion, geography, or social environment. This might include beliefs, traditions, language, objects, ideas, behaviors, customs, values, or institutions. Most often, culture is thought of as belonging to particular ethnic groups.

Appropriation

Appropriation refers to taking something that doesn't belong to you and most often refers to an exchange that happens when a dominant group takes or borrows something from a minority

group that has historically been exploited or oppressed.

In this sense, appropriation involves a lack of understanding of or appreciation for the historical context that influences the act of what is being taken. For example, taking a sacred object from a culture and producing it as part of a Halloween costume.

Cultural Denigration

Cultural denigration refers to when someone adopts an element of a culture with the sole purpose of humiliating or putting down people of that culture.

The most obvious example of this is blackface, which originated as a way to put down people of color as having certain undesirable personality traits.

Cultural Appreciation & Respect

Cultural appreciation is the respectful borrowing of elements from another culture with an interest in sharing ideas and diversifying oneself.

Examples would include learning martial arts from an instructor with an understanding of the practice from a cultural perspective or eating Indian food at an authentic Indian restaurant.

When done correctly, cultural appreciation can result in creative hybrids that blend cultures together.

Context of Cultural Appropriation

Learning about the context of cultural appropriation is important for understanding why it is a problem. While you might not think twice about adopting a style from another culture, such as wearing your hair in cornrows, the non-dominant group has historical experiences that make your actions insensitive to their past and current suffering.

Although it is just one example, the history of racism in America, that has been codified into law means that there are still artifacts of racism that exist to this day.

A person of color might be discriminated against because of a hairstyle that relates to their culture, while you as part of the dominant group can get away with appropriating that same

hairstyle, making it trendy, and never understanding the experiences that contributed to the invention of the hairstyle in the first place.

In other words, you've jumped on a trend because it seems cool, but in doing so you show insensitivity to the people for whom that trend is their life and not the latest fad.

Examples of Cultural Appropriation

What are some examples of cultural appropriation? First, let's consider the types of items that tend to be the target of cultural appropriation.

- Intellectual property

- Artifacts
- Dance
- Clothing and fashion
- Language
- Music
- Food
- Religious symbols
- Decorations
- Medicine
- Makeup
- Hairstyle
- Tattoos
- Wellness practices

Now, let's consider the groups that are typically targeted in terms of cultural appropriation in the United States. They include the following groups of people:

- African Americans
- Asian Americans
- Hispanic Americans
- Native Americans

Finally, what are some examples of cultural appropriation from popular culture? Below are some to consider.

Rock 'N' Roll

In the 1950s, white musicians "invented" rock and roll; however, the musical style was borrowed from Black musicians who never received credit.

Music executives chose to promote white performers over Black performers, reinforcing the idea that cultural appropriation involves impact on a non-dominant group.

Sweat Lodge

In 2011, motivational entrepreneur [James Arthur Ray](#) was convicted of three counts of negligent homicide after the death of three participants in his pseudo sweat lodge. This is an extreme example of the cultural appropriation of Native American traditions.

Voguing

Do you remember the "voguing" craze made popular by Madonna back in the 1990s? Voguing as a dance actually had its roots in the gay clubs of New York City, and was pioneered by the Black and Latinx communities.

Madonna defends her right to artistic expression but the question remains—how many people still think [Madonna invented voguing](#)?

Team Mascots

Major sports teams in the United States and Canada are involved in [cultural appropriation](#) because of the names of the teams.

Past and present team name examples include the Chicago Blackhawks, Cleveland Indians, Washington Redskins, and Edmonton Eskimos. (The Redskins and Eskimos have since undergone a name change.)

'Redskin' is a derogatory term for Indigenous people and the term 'eskimo' has been rejected by the Inuit community. Once again, if you aren't sure if something is considered cultural appropriation, you need look no further than the reaction of the group from whom the cultural element was taken.

How to Know If Something Is Cultural Appropriation

Are you unsure how to decide if something is cultural appropriation? Here are some questions to ask yourself in this situation:

- What is your goal with what you are doing?
- Are you following a trend or exploring the history of a culture?
- Are you deliberately trying to insult someone's culture or being respectful?
- Are you purchasing something that is a reproduction of a culture or an original? (e.g., artwork)
- How would people from the culture you are borrowing an item from feel about what you are doing?
- Are there any stereotypes involved in what you are doing?
- Are you using a sacred item in a flippant or fun way? (e.g., headdress)
- Are you borrowing something from an ancient culture and pretending that it is new?
- Are you crediting the source or inspiration of what you are doing?
- If a person of the original culture were to do what you are doing, would they be viewed as "cool" or could they possibly face discrimination?
- Are you wearing a costume that represents a culture? (e.g., Geisha girl, tribal wear)
- Are you ignoring the cultural significance of something in favor of following a trend?

Explore these questions and always aim to show sensitivity when adopting elements from another culture. If you do realize that something you have done is wrong, it's OK to accept that

as a mistake and then work to change it and/or apologize for it.

How to Avoid Cultural Appropriation

How do you avoid cultural appropriation? Below are some steps to take.

- Ask yourself the list of questions above to begin to explore the underlying motivation for what you are doing.
- Give credit or recognize the origin of items that you borrow or promote from other cultures rather than claiming them to be your own original ideas.
- Take the time to learn about and truly appreciate a culture before you borrow or adopt elements of that culture. Learn from those who are members of the culture, visit venues run by actual members of a culture (such as restaurants), and attend authentic events (such as going to a real luau).
- Support small businesses run by original members of a culture rather than buying mass-produced items from big box stores that are made to represent a culture.

A Word From Verywell

Cultural appropriation is the social equivalent of plagiarism with an added dose of denigration. It's something to be avoided at all costs, and something to educate yourself about.

In addition to watching your own actions, it's important to be mindful of the actions of corporations and be choosy about how you spend your dollars, as that is another way of supporting members of the non-dominant culture. Do what you can when you can, as you learn to do better.

0 Sources

Verywell Mind uses only high-quality sources, including peer-reviewed studies, to support the facts within our articles. Read our [editorial process](#) to learn more about how we fact-check and keep our content accurate, reliable, and trustworthy.

- National Institutes of Health. [Cultural Respect](#).
- Thagard P. [Cultural Appropriation, Appreciation, and Denigration](#).

- Williamson T. [Yes, Cultural Appropriation Can Happen Within the Indigenous Community and Yes, We Should Be Debating It.](#)

Link to youtube video : <https://www.youtube.com/watch?v=AhvEHBCGSfU>



From: Dismantling Systemic Racism Advisory Group (DSR)
To: Langley City Council Re: Imitation “Totem” Poles at Seawall Park
Date: December 15, 2021

The DSR recommends the removal of the imitation “totem” poles at Seawall Park. They are a clear example of cultural appropriation. Specifically, the DSR recommends that the City Council:

1. Read and come prepared to substantively discuss, at its next meeting, the following article explaining cultural appropriation: Cuncic, Arlin. “What Is Cultural Appropriation.” (Very Well Mind, 29 August 2020, verywellmind.com. Accessed 6 November 2021.)
2. Discuss the above article in Council, using the imitation “totem” poles in Seawall Park as practical illustration to help deepen understanding.
3. Develop at least a working communal understanding of cultural appropriation and its implications for Langley as an anti-racist city.
4. Vote to remove the imitation poles from Seawall Park as soon as possible and no later than February 28, 2022. [Craig – a vote is not required due to the public safety issue.]
5. Work with the DSR to develop and implement a relationally-based process of apology to the local tribes for Langley’s history of culturally appropriated Indigenous art in public spaces.
6. Work with the DSR to develop and implement a permanent community education action plan focused on the poles, the reason for their removal, and defining cultural appropriation versus cultural appreciation.
7. Work with the DSR and Langley arts community to ensure other current and all future installations in public spaces are not culturally appropriative.



City of Langley

MEMORANDUM

To: Langley City Council and Mayor Scott Chaplin
From: Randi Perry, Public Works Director
Re: Staff Report
Meeting Date: February 15, 2022

This memo provides to council an overview of Public Works activity between 1/13/2022 – 2/15/2022.

General

- Lead and Copper Rule Revision Webinar
 - o Possible requirement for pipe inventories on the customer side. Asked for clarification from Department of Health.
 - o Inventories of all service lines and replacement of mains with lead containing fittings
 - Possibly including brass containing lead.
- Langley Infrastructure Project
 - o Review JARPA Package (pending planning department review)
 - o Working on 60% deliverable review and staff comments
 - Includes total funding evaluation and planning
 - o Mayor Chaplin and I applied for funding through the Local Community Project
- Puget Sound General Nutrient Permit grant application – working with PACE to submit
 - o Permit requirements went into effect
 - Work with Crew to get sampling schedule and procedure established.
 - Sampling requirements doubled
- Asset Management Program –
 - o Aktivov contract to Attorney for review.
 - o Implementation planning– significant undertaking. Ongoing.
- Met with First Street property owners (east of Anthes) to discuss access.
 - o Email request 6-month access to bring in equipment to fill gravel, remove boy and dog trash, and locate sewer line. Discussion continues regarding access needs and boundaries.
- Reservoir Cleaning/level indicator repair - Bid open
- Stormwater Issue on 4th Street. Crew dug to repair issue; problem persists.
- Annual Biosolids Report submitted to Washington State Department of Ecology
- Annual Drinking Water Use (pumped water) reported to Washington State Department of Ecology
- Cross connection Backflow Master list- ongoing
- Review Annexation documents- Determine Road responsibilities in preparation for Island County Meeting
- Investigate Island County \$118,229 outstanding bill from ADA- installation and overhead. (Pending Communication with New Public Works Director)

Development

- PSE- Melson Alley Right of Way permit review- remove old pole
- Service installation 5095 Saratoga

- Preapplication meeting for Second Street Property
- Plan review and comment – 325 Wharf
- Received Payment for water connection

Emergencies

- Call outs
 - o Edgecliff Water Leak – Customer service side

Public Works Advisory Commission Meeting 2/9/2022

The February PWAC meeting.

- Langley Infrastructure Project (LIP) Financial report
- Discussed Phase 1 Geotech report in response to community questions
- Detention and Treatment discussion
- Edgecliff residents requested a neighborhood meeting
 - o PWAC members will work with them to determine purpose, goals, and agenda for the meeting
- Regular meeting schedule changed to the 3rd Wednesday of the month 3pm-5pm



To: The Langley City Council

From: Meredith Penny, Community Planning Director

Meeting Date: February 22, 2022

Subject: Update on Ongoing Projects and Active Permit Applications

1. Update on Ongoing Projects

a. Affordable Housing Ad Hoc Advisory Committee

On April 5, 2021, Council adopted a Planned Unit Development (PUD) Code, Ch. 18.26. As part of this process, the PAB recommended Council consider the following: That a committee be formed to define appropriate levels of affordable housing and define criteria that would be used in negotiations with a developer as part of any development agreement and PUD application. Property owners, South Whidbey LLC have been working towards submitting an application for a PUD located off of Coles Rd and referred to as Coles Valley. The Ad Hoc Committee has been meeting regularly in anticipation of this application, to establish the affordable housing parameters required for that PUD. The Ad Hoc Committee will be presenting a progress report to Council on March 7th.

b. Housing Action Plan

The Planning Department received a grant award from the Washington State Department of Commerce for \$65,625 to adopt a new Housing Action Plan and to implement some of the strategies from that plan. The grant will run through June of 2023. The following objectives were included in the grant application:

- Grant Objective #1: Develop a Housing Action Plan
- Grant Objective #2: Adopt an Inclusionary Zoning Ordinance
- Grant Objective #3: Raise SEPA exemption levels for minor new construction to reduce barriers to housing development

Staff will be working with former Director Brigid Reynolds of Compass Rose Planning Services on the public participation plan. In addition to Compass Rose, staff have issued an RFP for another consultant with expertise in housing and economics to assist with grant objectives 1 and 2. The City received two responses to the RFP and after deliberation with the PAB Chair, the PAB Council liaison, and the Mayor, staff have elected to recruit the services of EconW. Authorization of contract approval will be coming back to Council.

2. Update on Permit Applications

a. Land Use Permits

i. Active Land Use Permits

Boundary Line Adjustment – 1

Shoreline Permits – 2

Zoning Compliance – 1

Pre-app - 1

Tree Removal – 1

Design Review - 1

A. Nest Cottage Development – BSP-21-001 – 673 Third St

This permit application was to demolish an existing duplex and construct 9 units under the multifamily infill code. The nine units are to be sold as airspace condominiums and includes 5 cottage units and two duplexes. Staff issued the preliminary binding site plan decision on this first project developed under the multi-family infill code. Staff are working to schedule a pre-construction meeting before the applicants begin the site preparation and infrastructure installation work. After that work is complete, the applicants will need to submit for their final binding site plan.

B. Proposed Restaurant – AA-22-001 – 105 1st St

Bazaar Oath LLC is proposing to convert the upstairs of the existing building from retail to a restaurant. This change requires a zoning compliance and SEPA review. The owner of the building will be applying for design review and a building permit separately, for changes they would like to make to the façade.

C. 2nd St Cabins – SPR-22-001 – S3745-00-03004-0

A pre-application conference was held on February 1st with the applicant to discuss their proposal for the construction of three cottage housing units under the new multi-family infill code. The application once submitted, will be reviewed as a Type I Site Plan Review.

D. Shoreline Permits

Staff have recently received the submittal of two shoreline permits. The first is an application for the installation of a roof over and the expansion of existing decks attached to an existing single-family residence. The second, is an application to bore a 110' long conduit for Comcast under the parking lot of 105 1st St. Both applications are shoreline exemptions and therefore include a 14-day public comment period but are administrative decisions.

E. Tree-Removal – 619 3rd St

An application for the removal of 5 Leyland Cypress trees is being requested. An arborist's report was submitted which details that the trees are causing adverse impacts to the neighboring development. Their roots are affecting the homes' foundations and branches are affecting the siding. The trees were planted at the same time as the neighboring development for screening purposes. Leyland Cypress trees are known problem trees, with their hybrid vigor, meaning they grow much faster and larger than their parentage (Alaskan Yellow Cedar and Monterey Cypress). When they are small and young, they can be trained into a formal hedge, but are very expensive and rarely maintained as such. Ideally, Leyland Cypress would prefer

to grow to around 100' tall with an 80' crown spread, which cannot be achieved in most residential settings.

The report outlines that pruning back of the roots is inadvisable. The trees likely have a critical root zone which extends about two feet radially outwards from the trunk for every one inch in diameter. Additionally, a few of these trees have a significant lean away from the neighboring cottage development, so cutting the roots on the opposite side of the lean would increase the likelihood of root plate failure.

As for pruning the crown, the arborist recommended the height not be restricted at all. Even if corrected later, topping stimulates lateral growth creating limbs that can fail. Crown raising might provide the neighboring cottages more head space temporarily, but would also stimulate vertical growth that can make stem failures more likely.

The arborist recommends not replacing the trees with any species of plant that grows more than 15' in height or can be easily maintained to 15' in height, such as: Indian Plum, Tall Oregon Grape, or Pacific Wax Myrtle. Even aside from the Leyland Cypress proposed for removal, the 619 3rd St property is one of the more heavily treed residential lots within the developed areas of the City.

F. Short-Term Rental License Renewals

Each year, short term rental (STR) license holders must apply to have both their STR license and their City of Langley business license renewed. Staff have received all the renewals for the active STRs in the City except for two, which staff are working to contact.

G. Recent Design Review Board Decisions

The Design Review Board held it's meeting on February 15th to consider an application for façade improvements at 105 1st St. They partially approved the request, with the condition that a lighting, landscaping, and signage plan be brought back for consideration.

ii. Anticipated Land Use Applications

A. The Doghouse and use of Anthes Right-of-Way – 230 1st St

The owners of the Doghouse at 230 1st Street are still working on an application for a shoreline, critical areas, and design review permit for a two-car garage addition to the rear of the structure. Before the property owners can apply for the garage application, the City must consider whether to expand access to the unimproved Anthes right-of-way which is currently authorized use only. Staff have held early discussions on their proposal to utilize the Anthes right-of-way, with the Public Works Advisory Commission (PWAC), City Council, and the other property owners adjacent to Seawall Park. After compiling the comments and researching answers to the questions raised, staff will come back to PWAC and Council for further discussion.

B. Coles Valley Planned Unit Development (PUD) – Coles Rd - R32904-194-4850

The Coles Valley PUD project proponents provided an informational presentation to the Planning Advisory Board at their February 2nd meeting. The Planning Advisory Board was not tasked with deciding, but rather discussing and asking questions of the applicants. The applicants will then need to consider the comments and questions provided and address them in their formal application. Once a formal application is

submitted, it will follow the review process outlined in the attached timeline (Attachment A).

C. Savory, a Restaurant – 220 1st St

Planning and Building staff have been contacted by the owner of Savory, a restaurant at 220 1st Street who is working to expand the restaurant seating capacity by 292 square feet. A certificate of zoning compliance will be required, but SPEA and design review will not be required.

D. Saratoga Creek Restoration – 40 Saratoga Creek Ln

Saratoga Creek is one of the higher quality and less-disturbed creeks in the City limits. After crossing under Saratoga Rd, the creek follows a deep and natural ravine until the last roughly 300ft, when it enters a privately-owned and undersized culvert before reaching the Sound via an outfall.

Derek Marks, the Timber, Fish, and Wildlife Manager for the Tulalip Tribes is leading an effort to restore Saratoga Creek in this location, by preparing both a grant funding request and an application to be submitted to Fish and Wildlife for the project. This would involve the removal of the culvert, habitat enhancement, and construction of a protective structure to protect the road and bank.

As a fish habitat enhancement project, a local shoreline permit is not required. Rather the project would be processed through a Joint Aquatics Resources Permit Application (JARPA) filed with the Department of Fish and Wildlife requesting a Hydraulic Project Approval. The City can provide comments on the project during the comment period for the JARPA application.

Staff, Mayor Chaplin, and Derek Marks have been cooperating on conducting outreach to all the private property owners who own sections of the culvert, to gauge their interest in participating in the project.

b. Active Building Permits

Single Family New: 9

Single Family Remodel: 11

New ADU: 5

Commercial Remodel: 3

Tenant Improvement: 1

Total Active Projects: 29 (does not include over-the-counter permits)

Attachments:

- A. Planned Unit Development (PUD) Review Process

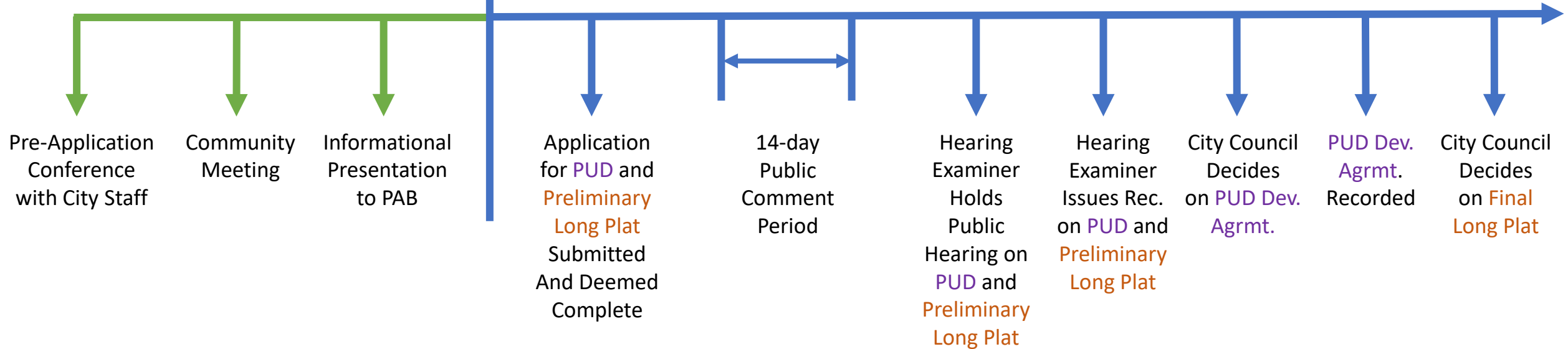
Planned Unit Development (PUD) Review Process

LMC 18.26.090

Required Steps Before Application can be Submitted

Required Steps After Application is Submitted

9/7/21 11/29/21 2/2/22



City of Langley



To: City of Langley Council

From: Monica Felici, Clerk/Treasurer-Finance

Re: Staff Report

1. Attached are the January reports for Tourism tax, Property tax, and sales tax.
 - a. Hotel Motel-Keep in mind tax funds received are 2 months behind-January 2022 is still higher than the last 10 years
 - b. Property Tax-for 2022
 1. Ended 2021 with \$13,885.62 unpaid which is less than previous years
 2. The funds received in January were for previous years-we now have \$11,507.77 owing for 2019, 2020, and 2021 totaled
 - c. Sales Tax for January dropped \$820 from January of 2021. Still higher than and 2020 and previous years
2. The State Audit
 - a. We should be receiving an invite from the State Auditor for our exit interview. As of right now it will be February 25th at 11am
 - b. We will have a quorum-Darlene has set up the zoom and it has been posted
 - c. Attached is the letter of response to the Auditor of the audit
3. Business License-working with the State on the transfer of business licenses to the state.
 - a. Starting in March all business will need to apply and renew their business license through Washington State
 - b. Contractor's licenses will still be renewed and issued through the City of Langley Clerk/Treasurer office
4. End of Year-I am starting balancing of 2021. Working on balancing all of 2021 and starting financial report
5. Public Records request-still working on large public records request.
6. Need to review all contracts and make sure that they are all up to date
7. Working on policy for Electronic Funds Transfer and Cash handling
8. Attending webinars to keep up with all the new updates for ARPA funds

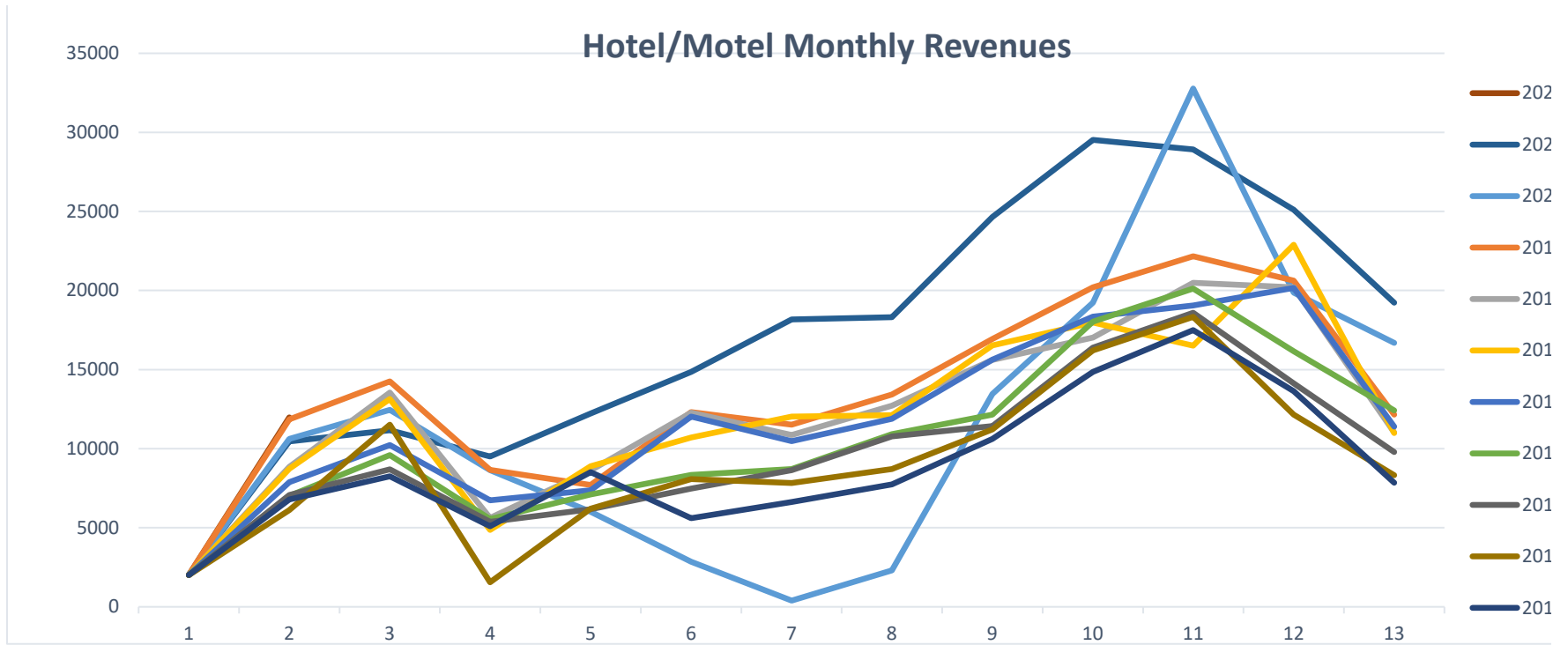
9. At last meeting it was mentioned that we need a new financial system. Our system right now does not have the reports needed and I have to utilize excel spreadsheets which leaves opening for errors. I have to hand key numbers and formulas.
- a. In 2021 staff looked at demonstrations from 3 or 4 different vendors-many do not do business in Washington or do not offer an entire package that we need
 - b. Tyler was chosen as top choice for all staff-I have attached the latest quote-it has expired and might change
 - c. We are going with another company ACTIVAV for records management and planning permits.
 - d. We are able to connect both programs together so there is no need for double entry-at this time with our current program if you update one module it does not update the others
 - e. Having an updated financial system would be beneficial to all staff. No double entry, Directors would be able to print reports they need, Council reports would be printed without copying into excel, Budget is part of Tyler and would not have to use excel, financial reports are set up in Tyler.
 - f. Once the system is set up it is less than \$10,000 a year for maintenance
 - g. We would need to pay 25% down and then only pay as each module is set up and active
 - h. I have not been able to find any grants for replacing financial systems
 - i. The breakdown of the cost for each fund is as follows-using the budget breakdown for finance cost to funds

Fund	Cost
001-General	\$40,026.84
101-Streets	\$12,949.86
104-Cemetery	\$1,177.26
105-Tourism	\$8,240.82
401-Water	\$27,076.98
402-Sewer	\$18,836.16
406-Stormwater	\$9,418.08
Total	\$117,726

Hotel/Motel Tax History

4%

Year	January	Feb.	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.	TOTAL
2022	11,978												
2021	10,457	11,164	9,501	12,228	14,853	18,171	18,316	24,645	29,525	28,923	25,105	19,238	222,127
2020	10,618	12,449	8,646	6,009	2,856	393	2,303	13,464	19,236	32,773	19,862	16,687	145,296
2019	11,858	14,250	8,654	7,714	12,319	11,514	13,429	16,930	20,211	22,166	20,629	12,153	171,827
2018	8,852	13,550	5,627	8,622	12,284	10,861	12,712	15,609	17,026	20,489	20,199	11,026	156,857
2017	8,735	13,138	4,865	8,884	10,709	12,026	12,119	16,525	17,982	16,517	22,893	10,982	155,375
2016	7,874	10,235	6,729	7,370	12,024	10,472	11,884	15,630	18,357	19,053	20,166	11,397	151,191
2015	7,015	9,587	5,559	7,107	8,340	8,709	10,923	12,159	18,028	20,124	16,167	12,414	136,132
2014	7,065	8,696	5,379	6,179	7,479	8,636	10,784	11,431	16,382	18,594	14,136	9,793	124,554
2013	6,117	11,512	1,552	6,211	8,076	7,824	8,709	11,221	16,212	18,335	12,157	8,318	116,244
2012	6,782	8,260	5,092	8,515	5,603	6,628	7,746	10,615	14,862	17,498	13,641	7,845	113,087



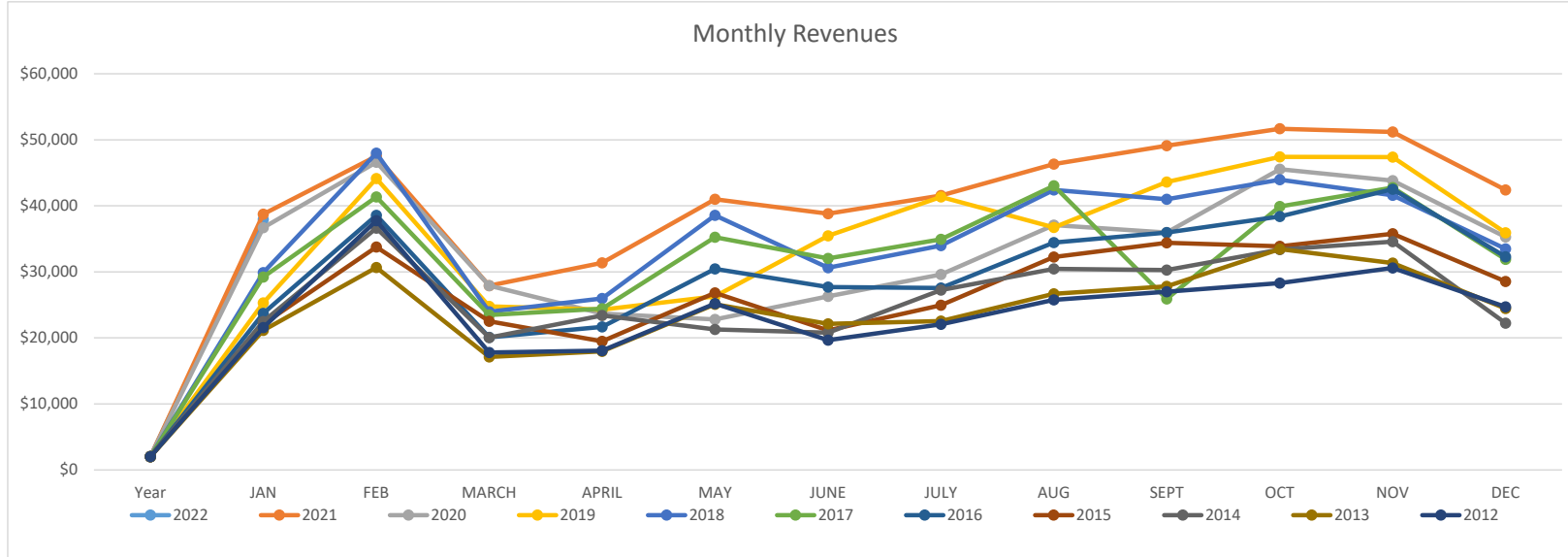
2022

Paid from Island County Treasurer

Property Taxes	Jan	Feb	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.	Total
Taxes unpaid first of month	\$13,885.62												\$13,885.62
Additions/levy regular	\$600,631.28												\$600,631.28
Collections-Bond	-\$657.03												-\$657.03
Adjustments-Bond	\$0.00												\$0.00
Collections Regular	-\$2,088.92												-\$2,088.92
Adjustments-Regular	\$0.00												\$0.00
Remittances/Transfers													\$0.00
Taxes unpaid end of month	\$611,770.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$611,770.95

CITY OF LANGLEY
 SALES TAX REVENUE HISTORY
 2022

Year	JAN	FEB	MARCH	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	Total thru Jan
2022	\$ 37,925												\$ 37,925	\$ 37,925
2021	\$ 38,745	\$ 47,523	\$ 27,902	\$ 31,376	\$ 40,992	\$ 38,797	\$ 41,557	\$ 46,328	\$ 49,112	\$ 51,667	\$ 51,201	\$ 42,423	\$ 507,624	\$ 38,745
2020	\$ 36,686	\$ 46,602	\$ 27,916	\$ 23,681	\$ 22,800	\$ 26,286	\$ 29,619	\$ 37,098	\$ 35,966	\$ 45,551	\$ 43,812	\$ 35,295	\$ 411,313	\$ 36,686
2019	\$ 25,288	\$ 44,151	\$ 24,769	\$ 24,272	\$ 26,286	\$ 35,444	\$ 41,353	\$ 36,725	\$ 43,618	\$ 47,416	\$ 47,378	\$ 35,903	\$ 432,603	\$ 25,288
2018	\$ 29,874	\$ 47,975	\$ 23,953	\$ 25,967	\$ 38,569	\$ 30,619	\$ 33,982	\$ 42,405	\$ 41,002	\$ 43,957	\$ 41,590	\$ 33,486	\$ 433,379	\$ 29,874
2017	\$ 29,230	\$ 41,333	\$ 23,453	\$ 24,427	\$ 35,233	\$ 32,056	\$ 34,918	\$ 43,034	\$ 25,900	\$ 39,888	\$ 42,768	\$ 31,906	\$ 404,146	\$ 29,230
2016	\$ 23,724	\$ 38,575	\$ 20,077	\$ 21,659	\$ 30,467	\$ 27,683	\$ 27,575	\$ 34,433	\$ 35,944	\$ 38,396	\$ 42,527	\$ 32,303	\$ 373,363	\$ 23,724
2015	\$ 22,109	\$ 33,764	\$ 22,500	\$ 19,480	\$ 26,824	\$ 21,137	\$ 24,961	\$ 32,255	\$ 34,416	\$ 33,888	\$ 35,770	\$ 28,540	\$ 335,644	\$ 22,109
2014	\$ 22,493	\$ 36,631	\$ 20,045	\$ 23,395	\$ 21,271	\$ 20,774	\$ 27,255	\$ 30,443	\$ 30,290	\$ 33,372	\$ 34,564	\$ 22,241	\$ 322,774	\$ 22,493
2013	\$ 21,123	\$ 30,656	\$ 17,137	\$ 17,981	\$ 25,102	\$ 22,133	\$ 22,538	\$ 26,662	\$ 27,821	\$ 33,450	\$ 31,330	\$ 24,468	\$ 300,401	\$ 21,123
2012	\$ 21,557	\$ 37,759	\$ 17,793	\$ 18,083	\$ 25,190	\$ 19,666	\$ 22,063	\$ 25,762	\$ 26,988	\$ 28,305	\$ 30,605	\$ 24,693	\$ 298,464	\$ 21,557





**Office of the Washington State Auditor
Pat McCarthy**

February 10, 2022

Reply To: Angelique.Thompson@sao.wa.gov
or by mail: Office of the Washington State Auditor

Ms. Monica Felici, Clerk/Treasurer
City of Langley
PO Box 366
Langley, WA 98260

Dear Ms. Felici,

As part of our audit of the City of Langley professional standards require us to obtain a signed Management Representation Letter.

The purpose of the letter is to confirm information already discussed with you and your staff during the audit and to confirm that you understand your responsibilities regarding the audit. We understand that representations made in the letter are not a guarantee but rather constitute a good faith statement to the best of your knowledge.

The representation letter is attached for you to complete and sign on your government's letterhead. Please read the representations carefully before printing; although we drafted the letter, the representations are yours. If you are unsure about the accuracy of a particular representation, we ask that you consult with your staff or take other steps to ensure you can make the representation without reservation. If you need clarification on any point or feel you cannot make a representation, please contact us to discuss.

The letter must be dated as of the date of our audit report, which we expect to be February 25, 2022. We will keep you informed of any changes to this date. Please confirm that you expect to be able to provide the signed letter on that date.

We ask that you share this request with members of the council to ensure that they also share this understanding and are aware of representations made.

Sincerely,

Angelique Thompson, Lead Auditor

City of Langley

112 Second Street
P.O. Box 366
Langley, WA 98260
(360) 221-4246
www.langleywa.org



Scott Chaplin
Mayor
Fax (360) 221-4265

February 25, 2022

City of Langley
112 2nd Street
Langley, WA 98260

To the Office of the Washington State Auditor:

We are providing this letter in connection with your audit of City of Langley for the period from January 1, 2019, through December 31, 2020. Representations are in relation to matters existing during or subsequent to the audit period up to the date of this letter.

Certain representations in this letter are described as being limited to matters that are significant or material. Information is considered significant or material if it is probable that it would change or influence the judgment of a reasonable person.

We confirm, to the best of our knowledge and belief, having made appropriate inquiries to be able to provide our representations, the following representations made to you during your audit. If we subsequently discover information that would change our representations related to this period, we will notify you in a timely manner.

General Representations:

1. We have provided you with unrestricted access to people you wished to speak with and made available all relevant and requested information of which we are aware, including:
 - a. Financial records and related data.
 - b. Minutes of the meetings of the governing body or summaries of actions of recent meetings for which minutes have not yet been prepared.

- c. Other internal or external audits, examinations, investigations or studies that might concern the objectives of the audit and the corrective action taken to address significant findings and recommendations.
 - d. Communications from regulatory agencies, government representatives or others concerning possible material noncompliance, deficiencies in internal control or other matters that might concern the objectives of the audit.
 - e. Related party relationships and transactions.
 - f. Results of our internal assessment of business risks and risks related to financial reporting, compliance and fraud.
2. We acknowledge our responsibility for compliance with requirements related to confidentiality of certain information and have notified you whenever records or data containing information subject to any confidentiality requirements were made available.
 3. We acknowledge our responsibility for compliance with applicable laws, regulations, contracts and grant agreements.
 4. We have identified and disclosed all laws, regulations, contracts and grant agreements that could have a direct and material effect on the determination of financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.
 5. We have complied with all material aspects of laws, regulations, contracts and grant agreements.
 6. We acknowledge our responsibility for establishing and maintaining effective internal controls over compliance with applicable laws and regulations and safeguarding of public resources, including controls to prevent and detect fraud.
 7. Except as discussed with you, we have established adequate procedures and controls to provide reasonable assurance of safeguarding public resources and compliance with applicable laws and regulations.
 8. We have no knowledge of any loss of public funds or assets or other illegal activity, or any allegations of fraud or suspected fraud involving management or employees.
 9. In accordance with RCW 43.09.200, all transactions have been properly recorded in the financial records, notwithstanding immaterial uncorrected items referenced below.

10. We are responsible for taking corrective action on audit findings and have developed a corrective action plan.

Additional representations related to the financial statements:

11. We acknowledge our responsibility for fair presentation of the financial statements and believe financial statements are fairly presented in accordance with the *Budgeting, Accounting and Reporting Standards Manual* (BARS Manual), which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.
12. We acknowledge our responsibility for establishing and maintaining effective internal control over financial reporting.
13. The financial statements properly classify all funds and activities.
14. Revenues are appropriately classified by fund and account in accordance with the BARS Manual.
15. Expenses are appropriately classified by fund and account, and allocations have been made on a reasonable basis.
16. Ending cash and investments are properly classified as non-spendable, restricted, committed, assigned, and unassigned.
17. Significant assumptions we used in making accounting estimates are reasonable.
18. The following have been properly classified, reported and disclosed in the financial statements. as applicable:
 - a. Interfund, internal, and intra-entity activity and balances.
 - b. Related-party transactions, including sales, purchases, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties.
 - c. Joint ventures and other related organizations.

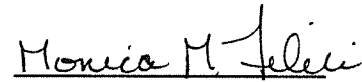
- d. Guarantees under which the government is contingently liable.
 - e. All events occurring subsequent to the fiscal year end through the date of this letter that would require adjustment to, or disclosure in, the financial statements.
 - f. Effects of all known actual or possible litigation, claims, assessments, violations of laws, regulations, contracts or grant agreements and other loss contingencies.
19. We have accurately disclosed to you all known actual or possible pending or threatened litigation, claims or assessments whose effects should be considered when preparing the financial statements. We have also accurately disclosed to you the nature and extent of our consultation with outside attorneys concerning litigation, claims and assessments.
20. We acknowledge our responsibility to include all necessary and applicable disclosures required by the BARS Manual, including:
- a. Description of the basis of accounting, summary of significant accounting policies and how this differs from Generally Accepted Accounting Principles (GAAP).
 - b. Disclosures similar to those required by GAAP to the extent they are applicable to items reported in the financial statements.
 - c. Any additional disclosures beyond those specifically required by the BARS Manual that may be necessary for the statements to be fairly presented.
21. We acknowledge our responsibility for reporting supplementary information (Schedule of Liabilities and the Schedule of Expenditures of Federal Awards) in accordance with applicable requirements and believe supplementary information is fairly presented, in both form and content in accordance with those requirements.
22. We have disclosed to you all significant changes to the methods of measurement and presentation of supplementary information, reasons for any changes and all significant assumptions or interpretations underlying the measurement or presentation.
23. We believe the effects of uncorrected financial statement misstatements summarized below are not material, both individually and in the aggregate, to the financial statements taken as a whole.
24. We acknowledge our responsibility not to publish any document containing the audit report with any change in the financial statements, supplementary and other information referenced in the auditor's report. We will contact the auditor if we have any needs for publishing the audit report with different content included.

25. We considered the qualifications of the WA Office of the State Actuary (OSA) to create an electronic tool for determining the City's liability for PEBB other post-employment benefits (OPEB) under the GASB 75 alternative method and agree with the results of the electronic tool, which are reflected in financial statement amounts and disclosures. In using the tool, we input correct and complete information into the electronic spreadsheet and did not enter any inaccurate information with respect to the amounts or assumptions, or modify cells in the OSA spreadsheet, in an attempt to change the outcome of the calculation. Further, we are not aware of any other external matters that would have had an impact on the appropriateness of using the alternative method or assumptions used by the OSA's tool. We confirm that we are a PEBB employer, and we had fewer than 100 plan members (active and retired) as of the beginning of the reporting period and are, therefore, eligible to use the tool.



Scott Chaplin

Mayor



Monica Felici

Clerk/Treasurer

Attachment: Listing of Uncorrected Misstatements

Fiscal Year	Statement/Schedule	Description
2019	C5	The City incorrectly transferred out the ending fund balance of private purpose trust funds (\$3,379). As these funds were determined not to be fiduciary they should have been reclassified into the general fund.
2020	Note 2: Budget Compliance	In the budget table actual expenditures reported for fund 001 have a \$4,344 variance when compared to amounts reported in the C4.
2020	C4/Schedule 6	The City was unable to reconcile amounts between the C4 and Schedule 6 within our expectations. Expenditures had an unreconciled \$50,597 variance and ending cash had a \$44,515 unreconciled variance.



Quoted By: David Snow
 Quote Expiration: 1/5/22
 Quote Name: Added 15% Service Hours for Not To Exceed per client request.

Sales Quotation For:

City of Langley
 PO Box 366
 Langley WA 98260-0366

Tyler Software

Description	License Total	Annual Maintenance
Incode		
Incode 10 Financial Management Suite		
Core Financials	\$ 18,995	\$ 4,749
Personnel Management (Includes Position Budgeting)	\$ 6,995	\$ 1,749
Incode 10 Customer Relationship Management Suite		
Utility CIS System - Water/Gas	\$ 9,995	\$ 2,499
Cashiering	\$ 2,200	\$ 550
TOTAL:	\$ 38,185	\$ 9,547

Tyler Annual Software – SaaS

Description	Annual
Incode	
Incode 10 Financial Management Suite	
Employee Self Service (Employee Portal)	\$ 0

Incode 10 Customer Relationship Management Suite
 Utility Billing Online Component (Based on # of Accts (\$.48 x # of Accts) \$ 384

TOTAL: \$ 384

Tyler Fees per Transaction

Description	Net Unit Price
Incode	

Tyler Notify
 Notifications for Utility Billing \$ 0.10

Services

Description	Hours/Units	Extended Price	Maintenance
Incode 10 Financial Management Suite			
Professional Services	228	\$ 29,640	\$ 0
General Ledger History Data Conversion	1	\$ 500	\$ 0
General Ledger Chart of Accounts Data Conversion	1	\$ 1,500	\$ 0
Financials Project Management	1	\$ 1,600	\$ 0
15% Service Increase for Not to Exceed	72	\$ 9,360	\$ 0
Incode 10 Customer Relationship Management Suite			
Professional Services	152	\$ 19,760	\$ 0
Customer Relationship Management Suite Project Management	1	\$ 1,250	\$ 0
Utility Billing Data Conversion	1	\$ 6,000	\$ 0
TOTAL:		\$ 69,610	\$ 0

Summary	One Time Fees	Recurring Fees
Total Tyler Software	\$ 38,185	\$ 9,547
Total SaaS		\$ 384
Total Tyler Services	\$ 69,610	
Summary Total	\$ 107,795	\$ 9,931
Contract Total	\$ 117,726	

Detailed Breakdown of Professional Services (Included in Summary Total)

Description	Hours	Extended Price	Maintenance
Incode			
Incode 10 Financial Management Suite			
Accounts Payable Vendors Data Analysis	4	\$ 520	\$ 0
Core Financials	124	\$ 16,120	\$ 0
General Ledger History Data Analysis	4	\$ 520	\$ 0
General Ledger Chart of Accounts Data Analysis	8	\$ 1,040	\$ 0
Personnel Management	88	\$ 11,440	\$ 0
Sub-Total	228	\$ 29,640	\$ 0
Incode 10 Customer Relationship Management Suite			
Utility CIS System - Water/Gas	120	\$ 15,600	\$ 0
Cashiering	20	\$ 2,600	\$ 0
Utility Billing Data Analysis	12	\$ 1,560	\$ 0
Sub-Total	152	\$ 19,760	\$ 0
TOTAL:	380	\$ 49,400	\$ 0

Comments

Added 15% Service Hours for Not To Exceed per client request.

Utility CIS System includes collections, tax lien process and import, utility payment import, a standard forms pkg., output director and one Utility handheld meter-reader interface.

Cashiering supports credit/debit cards via ETS, includes PCI Compliant, a cash collection interface, a cashiering receipt import)

Core Financials includes general ledger, budget prep, bank recon, AP, CellSense, a standard forms pkg, output director, positive pay, secure signatures.

General Ledger History conversion includes unlimited historical records

General Ledger conversions include Chart of Accounts - additional fee for historical views.

Notification for Utility Billing (\$0.10 per call) includes Customer notification by phone (call late notices and general notifications). Call lists are automatically generated and the account is updated after the call. It includes a custom message for each call type and the call message can be in English or Spanish. It generates reports based on call results. Note: The Utility will be billed at the rate specified above for all the calls made. The Utility will be billed quarterly by Tyler Technologies for calls conducted.

Incode Utility Billing Online Component displays the current status (late, cut off etc), the action needed to avoid penalty, current balance, deposits on file (optional), last payment date, last payment amount, payment arrangements on file, last bill amount, last bill date, bill due date, contracts on file and status, transaction history (online payments). Payment packet is created to be imported to utility system. Address information includes legal description, precinct, school district, and services at address(subject to data availability). Includes consumption history by service (including graphs), request for service (optional), information change request (optional), security -SSL (secure socket layer). Note that the customer pays \$1.25 fee per transaction for payment on-line.

Utility Billing conversions include contacts/properties/accounts, service meter info - meter inventory, transaction/consumption/read history, metered services, non-metered service. Additional fee for historical views.

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms, subject to payment terms in an agreement, amendment, or similar document in which this sales quotation is included:

- License fees for Tyler and third-party software are invoiced upon the earlier of (i) delivery of the license key or (ii) when Tyler makes such software available accessible.
- Fees for hardware are invoiced upon delivery.
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware.
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software accessible to the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the agreement, with renewals invoiced annually thereafter in accord with the Agreement.
- Fees for services included in this sales quotation shall be invoiced as indicated below.
 - o Implementation and other professional services fees shall be invoiced as delivered.
 - o Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
 - o Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.
 - o Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
 - o If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
 - o Notwithstanding anything to the contrary stated above, the following payment terms shall apply to fees specifically for migrations: Tyler will invoice Client 50% of any Migration Services Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite. Annual SaaS Fees will be invoiced upon availability of the hosted environment.

Any SaaS or hosted solutions added to an agreement containing Client-hosted Tyler solutions are subject to Tyler's SaaS Services terms found here: <https://www.tylertech.com/terms/tyler-saas-services>.

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: _____ Date: _____
Print Name: _____ P.O.#: _____