



Topic: 2nd City Council Regular Meeting

You are invited to a Zoom webinar or in person meeting. Note: Due to the lifting of Covid safety restrictions on June 9th the city is now required to provide a physical location for all meetings. A computer screen with a microphone and speaker will be set up in council chambers and at least one council member, staff member or the mayor will be present.

2nd Regular City Council Meeting of this month

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>



CITY OF LANGLEY DRAFT COUNCIL AGENDA

Tuesday January 17, 2023 @ 5:30 P.M.

CALL TO ORDER – 5 minutes

1. Opening Words
2. Roll Call

CONSENT AGENDA (The CONSENT AGENDA consists of routine items that normally do not require further Council discussion.) – 2 minutes

1. Approval of Claim Warrants - and EFTs in the amount of \$37,029.384-9
2. Approval of Manual Warrants – 43169 in the amount of \$171,248.0010
3. Approval of Payroll Claim Nos 43247–43150 and Direct Deposit Run (January 3rd, 2023) in the amount of \$48,426.9811-12
4. Approval of Appointment of Michelle Meyer to the Finance and Personnel Legislative Commission 13
5. Approval of Appointments of Taylor Hamilton and Cedar Rossel to the Ethics Commission14-15
6. Approval of Appointment of Kelly Webb to the Climate Crisis Action Committee16
7. Approval of Appointment of Deana Duncan and Inge Morascini to the Lodging Tax Advisory Commission17-18
8. Approval of Appointment of Craig Cyr to be Langley’s Representative to the Island Transit Board 19
9. Swearing in of Wanda Grone, Financial Director

APPROVAL OF AGENDA – 3 minutes

APPROVAL OF MINUTES – 3 minutes

1. Approval of Council Meeting Minutes of 12/05/2022 20-25
2. Approval of Council Meeting Minutes of 01/05/2023 26-27

PUBLIC COMMENT PERIOD* – 30 minutes

MAYOR’S REPORT – 10 minutes

NEW BUSINESS

1. Council guidance on how to proceed with the development of fiduciary policies for the city – Wanda Grone, Finance Director – 10 minutes28-47

UNFINISHED BUSINESS

1. Authorize Mayor Chaplin to sign easement agreement as written-Randi Perry, Director of Public Works – 10 minutes 48-54

DISCUSSION

1. Review and discuss the hours the city is open and compare to code – Thomas Gill Council Member – 5 minutes 55

STAFF REPORTS

1. Meredith Penny, Community Planning Director
2. Randi Perry, Public Works Director
3. Tavier Wasser, Chief of Police

COUNCIL REPORTS– 15 minutes

1. Council Member Harolynne Bobis – 3 minutes
2. Council Member Rhonda Salerno – 3 minutes
3. Council Member Thomas Gill – 3 minutes
4. Council Member Craig Cyr – 3 minutes
5. Council Member Gail Fleming – 3 minutes

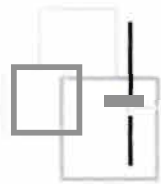
EXECUTIVE SESSION

1. Executive Session for qualification of an applicant for public employment (RCW 42.30.110(1)(g))-15 minutes
2. Executive Session for discussion with legal counsel about current or potential litigation (RCW 42.30.110(1)(i))-10 minutes

ADJOURN

***Public Comment:** This is the time on the agenda where Council welcomes comments on subjects of concern or interest that are not on the agenda or to make known that a member of the public wishes to comment on a particular agenda item at the time the item is being discussed. We welcome your comments which are very important to us. Note that all comments are limited to three minutes and should be directed to the presiding officer. Please state your name, address and the subject of your comment. Please note that we will not be entering into dialogue at this time. The purpose of this agenda item is for you, the public, to inform us, the Council, about your views. If you have factual questions, staff will be happy to address them, either now or at a later date.

Thank you for participating! **If reasonable accommodation of a disability is needed, please contact Darlene Baldwin at (360) 221-4246 ext. 17 at least 48 hours prior to this meeting.**



Voucher Directory

Fiscal: : 2023 - January
 Council Date: : 2023 - January - 2nd Council Meeting

Vendor	Number	Reference	Account Number	Description	Amount
Evergreen Rural Water	0			2023 - January - 2nd Council Meeting	
		Invoice - 46798			
			401-000-000-534-10-46-01	Utilities-Water Dept.	\$467.20
		Total Invoice - 46798			\$467.20
	Total 0				\$467.20
Total Evergreen Rural Water					\$467.20
IDEXX Distribution Inc	0			2023 - January - 2nd Council Meeting	
		Invoice - 3119648929			
			402-000-000-535-10-40-04	Sewer Plant Testing	\$358.92
		Total Invoice - 3119648929			\$358.92
		Invoice - 3119721564			
			401-000-000-534-10-40-04	SOWA Testing	\$225.51
		Total Invoice - 3119721564			\$225.51
	Total 0				\$584.43
Total IDEXX Distribution Inc					\$584.43
Island County Treasurer	0			2023 - January - 2nd Council Meeting	
		Invoice - 1/9/2023 10:01 :33 AM			
			001-000-020-515-91-48-05	Prosecuting Atty Services	\$1,222.35
				Prosecuting Attourney	
		Total Invoice - 1/9/2023 10:01 :33 AM			\$1,222.35
	Total 0				\$1,222.35
Total Island County Treasurer					\$1,222.35
Island Disposal Inc	0			2023 - January - 2nd Council Meeting	
		Invoice - 7422164S144			
			001-000-010-513-10-40-01	Professional Services - ADMIN Shared Cost	\$2.57
				Island Disposal	
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost	\$3.43
				Island Disposal	
			001-000-070-521-20-40-01	Professional Services - ADMIN Shared Cost	\$3.43
				Island Disposal	

Draft Agenda
 City of Langley Council Meeting
 Tuesday January 17, 2023 5:30pm

Vendor	Number	Reference	Account Number	Description	Amount
			001-000-100-518-30-40-01	Professional Services - ADMIN Shared Cost	\$2.57
			Island Disposal		
			001-000-110-558-60-40-00	Professional Services - ADMIN Shared Cost	\$1.71
			Island Disposal		
			001-000-120-558-50-40-00	Professional Services - ADMIN Shared Cost	\$1.71
			Island Disposal		
			001-000-150-576-80-40-00	Professional Services - ADMIN Shared Cost	\$111.43
			Island Disposal		
			001-000-180-518-80-40-01	Professional Services	\$1.71
			Island Disposal		
			101-000-000-543-10-40-01	Professional Services - ADMIN Shared Cost	\$8.57
			Island Disposal		
			401-000-000-534-10-40-01	Professional Services - ADMIN Shared Cost	\$17.14
			Island Disposal		
			402-000-000-535-10-40-01	Professional Services - ADMIN Shared Cost	\$17.16
			Island Disposal		
			Total Invoice - 74221645144		\$171.43
	Total 0				\$171.43
Total Island Disposal Inc					\$171.43
J.P. Cooke Company	0			2023 - January - 2nd Council Meeting	
			Invoice - 761056		
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost	\$77.95
			dog tags		
			Total Invoice - 761056		\$77.95
	Total 0				\$77.95
Total J.P. Cooke Company					\$77.95
Orea Network / Langley Whale Ctr.	0			2023 - January - 2nd Council Meeting	
			Invoice -1/10/2023 2:29:55 PM		
			105-000-000-557-30-49-04	Whale Museum	\$4,537.50
			Total Invoice - 1/10/2023 2:29:55 PM		\$4,537.50
	Total 0				\$4,537.50
Total Orea Network/ Langley Whale Ctr.					\$4,537.50
Puget Sound Energy	0			2023 - January - 2nd Council Meeting	
			Invoice - 1/4/2023 4:02:59 PM		
			001-000-000-511-60-46-01	Utilities	\$212.06
			PSE		
			001-000-010-513-10-46-01	Utilities	\$71.24
			001-000-030-514-20-46-01	Utilities	\$440.41
			001-000-070-521-20-46-01	Utilities	\$239.77
			001-000-100-518-30-46-01	Utilities	\$33.36

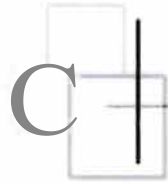
Draft Agenda
City of Langley Council Meeting
Tuesday January 17, 2023 5:30pm

Vendor	Number	Reference	Account Number	Description	Amount
			001-000-110-558-60-46-01	Utilities	\$75.53
			001-000-120-558-50-46-01	Utilities	\$75.16
			001-000-150-576-80-46-04 PSE	Parks-Utilities/waste Disposal	\$521.58
			001-000-180-518-80-46-01	Utilities	\$17.60
			101-000-000-542-63-46-01 PSE	Street Lighting Utilities	\$128.05
			104-000-000-536-10-46-01	Utilities-Cemetery	\$24.20
			105-000-000-557-30-46-01 PSE	UtilitiesNIC & R/R	\$0.00
			401-000-000-534-1 0-46-01 PSE	Utilities-Water Dept.	\$391.46
			402-000-000-535-10-46-01 PSE	Utilities-Sewer Dept.	\$5,784.51
			Total Invoice - 1/4/2023 4:02:59 PM		\$8,014.93
	Total 0				\$8,014.93
Total Puget Sound Energy					\$8,014.93
Robert Half	0				
				2023 - January - 2nd Council Meeting	
			Invoice - 61332615		
			001-000-030-514-20-40-04	Professional Services - Contract	\$2,037.75
			Total Invoice - 61332615		\$2,037.75
			Invoice - 61367429		
			001-000-030-514-20-40-04	Professional Services - Contract	\$4,242.80
			Total Invoice - 61367429		\$4,242.80
	Total 0				\$6,280.55
Total Robert Half					\$6,280.55
Sebo's DO IT Center	0				
				2023 - January - 2nd Council Meeting	
			Invoice - 1/10/2023 2:34:11 PM		
			001-000-1 00-51 8-30-30-01	Facilities Maint. Supplies	\$11.90
			001-000-100-518-30-30-01	Facilities Maint. Supplies	\$10.87
			001-000-1 00-518-30-47-03	City Facilities Maintenance	\$8.69
			105-000-000-557-30-30-01	Public Restrooms-R&M/MiscI, Supplies.	\$13.29
			105-000-000-557-30-30-01	Public Restrooms-R&M/MiscI, Supplies.	\$8.70
			401-000-000-534-1 0-30-01	Supplies	\$11.74
			401-000-000-534-10-30-01	Supplies	\$36.60
			401-000-000-534-10-40-05	Professional Services - Repair and Maintenance	\$77.10
			401-000-000-534-1 0-47-02	Vehicle Maintenance-Annual	\$19.06
			402-000-000-535-10-30-01	Supplies	\$18.07
			402-000-000-535-10-47-01	Repairs & Maintenance	\$3.80
			402-000-000-535-10-47-01	Repairs & Maintenance	\$20.10
			402-000-000-535-1 0-47-01	Repairs & Maintenance	\$77.19

Vendor	Number	Reference	Account Number	Description	Amount
			403-000-000-531-1 0-47-01	Repair Maintenance Vehicle	\$11.89
		Total Invoice -1/10/2023 2:34:11 PM			\$329.00
	Total 0				\$329.00
Total Sebo's DO IT Center \$329.00					
Sound Maintenance Services Inc					
	0			2023 - January - 2nd Council Meeting	
		Invoice - 135506			
			105-000-000-557-30-40-03	Contract Services (R&R, Chamber 1%, County)	\$1,850.00
		Total Invoice - 135506			\$1,850.00
	Total 0				\$1,850.00
Total Sound Maintenance Services Inc \$1,850.00					
Sound Publishing Inc					
	0			2023 - January - 2nd Council Meeting	
		Invoice - WNT969238			
			001-000-010-513-10-40-01	Professional Services - ADMIN Shared Cost	\$64.50
		Total Invoice - WNT969238			\$64.50
	Total 0				\$64.50
Total Sound Publishing Inc \$64.50					
USABlueBook					
	0			2023 - January - 2nd Council Meeting	
		Invoice - 207323			
			402-000-000-535-10-47-01	Repairs & Maintenance	\$442.39
		Total Invoice - 207323			\$442.39
	Total 0				\$442.39
Total USABlueBook \$442.39					
Utilities Underground					
	0			2023 - January - 2nd Council Meeting	
		Invoice - 2120174			
			402-000-000-535-1 0-40-05	Professional Services - Repairs and Maintenance	\$12.32
		Total Invoice - 2120174			\$12.32
	Total 0				\$12.32
Total Utilities Underground \$12.32					

Vendor	Number	Reference	Account Number	Description	Amount
VISA	0			2023 - January - 2nd Council Meeting	
				Invoice -1/10/2023 2:07:13 PM	
			001-000-010-513-10-40-01	Professional Services - ADMIN Shared Cost	\$16.31
				ADOBE MAYOR	
			001-000-01 0-51 3-1 0-40-01	Professional Services - ADMIN Shared Cost	\$36.99
				MAILCHIMP	
			001-000-010-513-10-40-01	Professional Services - ADMIN Shared Cost	\$29.56
				SPEAKER	
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost	\$59.82
				ZOOM	
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost	\$173.58
				PITNEY	
			001-000-030-514-20-42-01	Travel Transportation/Meals/Lodging	\$167.60
				DARREL FERRY	
			001-000-110-558-60-42-02	Training Registration	\$103.20
			001-000-110-558-60-42-02	Training Registration	\$99.00
			101-000-000-543-10-30-01	Supplies	\$42.00
				GRC EPAY	
			401-000-000-534-10-32-01	Office equipment & software	\$16.31
				PW ADOBE	
			401-000-000-534-1 0-40-01	Professional Services - ADMIN Shared Cost	\$45.66
				PW AMAZON	
			401-000-000-534-1 0-40-01	Professional Services - ADMIN Shared Cost	\$208.32
				CALENDARS	
			402-000-000-535-10-32-01	Small Office equipment & software	\$418.18
				SHOPLET DESK	
			402-000-000-535-10-47-01	Repairs & Maintenance	\$523.96
				Total Invoice -1/10/2023 2:07:13 PM	\$1,940.49
				Total 0	\$1,940.49
Total VISA					\$1,940.49
Vision Municipal Solutions	0			2023 - January - 2nd Council Meeting	
				Invoice - 09-11863	
			001-000-180-518-80-32-04	Software and IT	\$120.07
				Total Invoice - 09-11863	\$120.07
				Invoice - 09-11937	
			001-000-180-594-14-64-02	Vision / Software Maintenance	\$10,487.09
				Total Invoice - 09-11937	\$10,487.09
				Total 0	\$10,607.16
Total Vision Municipal Solutions					\$10,607.16

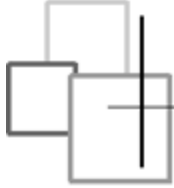
Vendor	Number	Reference	Account Number	Description	Amount
Western Facilities Supply					
	0			2023 - January - 2nd Council Meeting	
		Invoice - 44956B			
			402-000-000-535-10-30-01	Supplies	\$88.53
		Total Invoice - 44956B			\$88.53
	Total 0				\$88.53
Total Western Facilities Supply					\$88.53
Whidbey Telecom					
	0			2023 - January - 2nd Council Meeting	
		Invoice - 1/10/2023 3:40:49 PM			
			001-000-000-511-60-46-01	Utilities	\$9.96
			001-000-01 0-513-1 0-46-01	Utilities	\$9.96
			001-000-030-514-20-46-01	Utilities	\$9.96
			001-000-070-521-20-46-01	Utilities	\$9.96
			001-000-1 00-51 8-30-46-01	Utilities	\$9.96
			001-000-110-558-60-46-01	Utilities	\$9.96
			001-000-120-558-50-46-01	Utilities	\$9.96
			001-000-150-576-80-41-02	Utilities	\$9.96
			101-000-000-543-1 0-47-00	Utilities	\$9.96
			401-000-000-534-10-46-01	Utilities-Water Dept.	\$57.68
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$181.37
			403-000-000-531-10-46-01	Utilities	\$9.96
		Total Invoice - 1/10/2023 3:40:49 PM			\$338.65
	Total 0				\$338.65
Total Whidbey Telecom					\$338.65
Grand Total		Vendor Count	17		\$37,029.38



Register

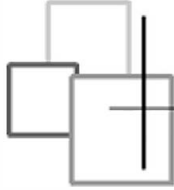
Fiscal: 2023
 Deposit Period: 2023 - January
 Check Period: 2023 - January - January Manual

Number	Name	Print Date	Clearing Date	Amount
Whidbey Island Bank	092310847			
Check				
<u>43169</u>	AWC RMSA	1/13/2023		\$171,248.00
		Total	Check	\$171,248.00
		Total	092310847	\$171,248.00
		Grand Total		\$171,248.00



Payroll Register

Number	Name	Fiscal Description	Cleared	Amount
<u>43147</u>	Cyr, Craig	2023 - January - 1st Council Meeting		\$45.88
<u>43148</u>	Gill, Thomas	2023 - January - 1st Council Meeting		\$45.88
<u>43149</u>	AFLAC WORLDWIDE HEADQTRS	2023 - January - 1st Council Meeting		\$213.42
<u>43150</u>	CITY OF LANGLEY	2023 - January - 1st Council Meeting		\$11,342.93
<u>4th Qtr 2022</u>	Employment Security Dept-PFML	2023 - January - 1st Council Meeting		\$923.36
<u>4th Qtr 2022</u>	DEPT OF LABOR & INDUST.	2023 - January - 1st Council Meeting		\$4,637.08
<u>4th Quarter 2022</u>	EMPLOYMENT SECURITY DEPT	2023 - January - 1st Council Meeting		\$396.44
<u>Direct Deposit Run - 1/3/2023</u>	Payroll Vendor	2023 - January - 1st Council Meeting		\$30,821.99
				\$48,426.98



Direct Deposit Activity

Name		iftype	Amount
Direct Deposit Run • 1/3/2023			
Baldwin, Darlene		Checking	\$1,891.78
Bobis, Harolynne N		Checking	\$45.88
Cattand, Alexis		Checking	\$1,676.37
Chaplin, Scott		Checking	\$1,650.46
Durr, Robert J.		Checking	\$2,277.24
Fleming, Gail T		Checking	\$45.88
Grove, Timothy J.		Checking	\$2,466.55
Hamilton, Bryan E		Checking	\$2,038.67
Hathaway, Nicholas G		Checking	\$2,948.89
Herzberg, Robert		Checking	\$362.45
Liggitt, Charles E		Checking	\$2,381.25
Marks, Joshua W.		Checking	\$1,659.36
McDivitt, Tara J		Checking	\$1,530.18
Pace, Jeremiah J.		Checking	\$1,610.21
Papritz, Henrick		Checking	\$499.21
Penny, Meredith B		Checking	\$2,445.93
Perry, Randi M.		Checking	\$2,558.93
Salerno, Rhonda Ann		Checking	\$45.88
Wasser, Tavier		Checking	\$2,686.87
			\$30,821.99
			\$30,821.99



VOLUNTEER APPLICATION

CITY OF LANGLEY

Jan 10, 2023
Gratt

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

Member	Finance & Personnel Commission	1/8/2023
Position	Board/Department	Date
Meyer	Michelle	
Name: Last	First	
[Redacted]	[Redacted]	[Redacted]
[Redacted]	[Redacted]	Phone
[Redacted]	[Redacted]	[Redacted]

Mailing Address (if different)	W_A	Email Address	
Freeland	98249		
City	State	Zip	Daytime Phone

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

BACKGROUND:

Education Master of Public Administration, 2008

Occupation (s): Director of Finance for the City of Lynnwood, Washington

Other Volunteer Positions: Dog walker for WAIF in Coupeville, Treasurer for my HOA

Hobbies: Enjoying Whidbey's beaches and trails with my dogs

Other applicable experience: Over 12 years of municipal Finance Director experience; 20 years in local government.

SKILLS:

List Applicable Skills Understanding of regional municipal finance laws, priorities, trends and politics.

Ability to work with diverse teams to accomplish common goals.

DESIRE:

Briefly describe why you are interested in volunteering:

Membership on the Finance & Personnel Commission would allow me an opportunity to work with other community members and apply my knowledge of municipal finance to benefit the Village by the Sea.

Signature: _____ Date: 1/8/2023

Approved
9/29/22
K. Dea

Interviewed &
Approved
9/29/2022
Scott Chel



VOLUNTEER APPLICATION

CITY OF LANGLEY

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

Advisor	Ethics Commission Board	9.29.2022
Position Hamilton	Board/Department Taylor	Date R.
Name: Last [Redacted]	First [Redacted]	Middle [Redacted]
Street Address Same	[Redacted]	Home Phone [Redacted]
Mailing Address (if different) Mukilteo	Email Address WA 98275	[Redacted]
City	State	Zip
		Daytime Phone

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

BACKGROUND:

Education Pursuing Masters in Regulatory Affairs (biotech). I hold a bachelors in Biology and General Science

Occupation (s): Paralegal

Other Volunteer Positions: In the past I have been involved with SOLVE in Portland, OR

Hobbies: Painting, Ultimate Frisbee, and Hiking

Other applicable experience: _____

SKILLS:

List Applicable Skills Reading and researching laws and codes, Microsoft Office Suite

DESIRE:

Briefly describe why you are interested in volunteering:

I grew up on Whidbey Island and feel a deep connection with the South End. I also find myself drawn to ethics and understand

importance of an ethics board in a small community. I believe that this position aligns with my work and school tasks as well.

Signature: [Signature] Date: 9.29.2022

Approved
9/29/22
H. Decker

Interviewed
and
approved on
9/29/2022
Scott Cypri



VOLUNTEER APPLICATION

CITY OF LANGLEY

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

Commission Member 9/29/22

Position Commission Member Board/Department Ethics Commission Date 9/29/22

Name: Last Rossel First Cedal Middle Moulton

Street Address _____ Home Phone _____

Mailing Address (if different) _____ Email Address _____

City _____ State _____ Zip _____ Daytime Phone Same

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

BACKGROUND:

Education GED. Still working on undergrad.

Occupation (s): Carpenter, Assist on family farm.

Other Volunteer Positions: Reviews, turtle conservancy, Coached youth frisbee.

Hobbies: skiing, biking, ultimate frisbee

Other applicable experience: _____

SKILLS:

List Applicable Skills Community Minded, Socially engaged
enthusiastic to become more engaged in local government

DESIRE:

Briefly describe why you are interested in volunteering:
I heard that the ethics board was at risk of
being dissolved. Abolition of an ethics board sounds questionable

Signature: Alan M Rossel Date: 9/29/22

Scott
12-7-22
10-1-23



RECEIVED
DEC 05 2022

BY:

Approved
Dec. 2022
Scott Clapp

VOLUNTEER APPLICATION CITY OF LANGLEY

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

Position	Board/Department	Date
Committee Member	Climate Crisis Action Committee	12/5/22
Name: Last	First	Middle
Webb	Kelly	B
Street Address	Home Phone	
Mailing Address (if different)		Email Address
City	State	Zip
		Daytime Phone

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

BACKGROUND:

Education: Bachelor of Business, Master of Environmental Policy & Management, Bachelor of Sustainable Building

Occupation (s): Project Management

Other Volunteer Positions: Sound Water Stewards

Hobbies: Paddleboard, kayak, pickleball, knitting, reading

Other applicable experience: LEED AP O&M, Member of International Society of

SKILLS: Sustainability Professionals

List Applicable Skills Project management, sustainable building design, research, writing, presentation, served on several boards of directors and committees, previous business owner

DESIRE:

Briefly describe why you are interested in volunteering:

I am excited that Langley is interested in meeting and considering climate resilience needs and would like to be part of that planning and process.

Signature: *[Handwritten Signature]* Date: 12/5/22

Volunteer Application Form, Issue 01-1-2021

1/13/2023
Scott



VOLUNTEER APPLICATION

CITY OF LANGLEY

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

Volunteer	Tourist Commission	10-13-2022
Position	Board/Department	Date
Duncan	Deana	Am
Name: Last	First	Middle
[Redacted]	Langley, WA 98260	
Street Address		Home Phone
		[Redacted]
Mailing Address (if different)	Email Address	
Langley	WA 98260	[Redacted]
City	State	Zip
		Daytime Phone

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

BACKGROUND:

Education Masters Degree in NonProfit Leadership

Occupation (s): Executive Artistic Director

Other Volunteer Positions: Served on the boards of: Goosefoot Langley Planning Commission
Island Arts Council

Hobbies: Yoga, Hiking, Reading

Other applicable experience: Leadership, Communication, experience with/in tourist economy.

SKILLS:

List Applicable Skills Organized, Community Leader, Strong Communication Skills, Training in Diversity, Inclusion & Equity, Team Builder.

DESIRE:

Briefly describe why you are interested in volunteering:
My job & life in Langley is dependent on maintaining a strong, respected tourism friendly economy.

Signature: Deana Duncan Date: 10-13-2022

Volunteer Application Revised 01-22-08

1/13/2023
[Handwritten Signature]



VOLUNTEER APPLICATION

CITY OF LANGLEY

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

Tourism Committee November 29, 2022

Position Board/Department Date
Morascini Inge M

Name: Last First Middle
[Redacted]

Street Address Home Phone

Mailing Address (if different) Email Address
Langley WA 98260 [Redacted]

City State Zip Daytime Phone

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

BACKGROUND:

Education MEA

Occupation (s): Product Designer, Clothing Designer, Art Director, Creative Director, Marketing VP, Marketing Agency Owner

Other Volunteer Positions: Langley Creates Board Member, Fairgrounds Advisory Committee (past), WCIT Board

Hobbies: Creativity in any form

Other applicable experience: Business development, brand development, marketing strategy, market analysis, direct marketing

SKILLS:

List Applicable Skills business writing, grant writing, copywriting, idea generation, graphic design, art direction, team development, data analysis, survey development, focus group facilitation, budget development, art buyer.

DESIRE:

Briefly describe why you are interested in volunteering:

Keenly interested in marketing, tourism and helping to shape the City of Langley's future.

Signature: Inge M. Morascini Date: 9/29/2022

112 Second Street
P.O. Box 366
Langley, WA 98260
(360) 221-4246
Fax (360) 221-4265



Scott Chaplin, Mayor
mayor@langleywa.org

City of Langley

To: Island Transit Board of Directors

Re: City of Langley's appointment to the Island Transit Board of Directors for 2023

Date: January 17, 2023

Dear Island Transit Board Members,

This letter is to inform you that I am appointing Langley City Council member Craig Cyr to represent the City of Langley on your board for 2023.

Thank you for all the wonderful work you are doing for public transportation in the county!

Sincerely,


Scott Chaplin

CC: Craig Cyr

Council Meeting Minutes
Monday December 5, 2022

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

Land Acknowledgement

ROLL CALL

In attendance: Mayor Scott Chaplin; Council Member Harolynne Bobis; Council Member Rhonda Salerno; Council Member Craig Cyr; Council Member Thomas Gill, Council Member Gail Fleming, Meredith Penny, Community Planning Director, Randi Perry, Public Works Director, Tavier Wasser, Chief of Police & Darlene Baldwin, Interim City Clerk

APPROVAL OF CONSENT AGENDA

Motion to Approve Consent Agenda

Motion: Council Member Thomas Gill

2nd: Council Member Craig Cyr

Motion Passed unanimously

APPROVAL OF AGENDA

Motion to Approve Agenda

Motion: Council Member Thomas Gill

2nd: Council Member Gail Fleming

Discussion:

Mayor Scott Chaplin – move Ethics Board discussion after Presentations and Executive Session after Ethics Board discussion

Council Member Craig Cyr – add as third item under New Business, Banning Fireworks in Unincorporated Island County

Motion Passed unanimously with listed changes to agenda

PUBLIC COMMENT

David Dirente, Deputy Director of Sno-Isle Library – wanted to stop by and say thank you to the community for all the great feedback and involvement in the project. There are new renderings based on that feedback. They have met with the DRB and HPC and tomorrow will meet with Main Street Association. Looking forward to continuing a good partnership with Langley. Bob French, Co-Chair of Ethics Commission- Ethics has been understaffed for years now and it is making getting business done a priority.

PRESENTATION/GUEST SPEAKER/COMMISSION REPORT

1. In Person Award Ceremony for Governor's Smart Communities Award for Langley's Multi-Family Infill Overlay Ordinance- Valerie Smith, Deputy Managing Director for Growth Management Services at Washing State, presented the award city and highlighted former Planner Brigid Reynolds, former Mayor Tim Callison and Hazel Boris from Pacemakers

NEW BUSINESS (moved up in agenda)

ETHICS BOARD

Bob French would like to have 5 members as 3 members is not enough. Requesting a change of residency from, "all members shall have their primary residence on Whidbey Island, south of Classic Road with a majority living in the City of Langley to, "all members shall have their primary residence on Whidbey Island, south of Classic Road, with a minimum of two who shall be residents of the City of Langley."

Discussion:

Council Member Thomas Gill – suggests including people who have businesses and work in Langley

Bob French response-concerned it would be discriminatory to add having a business. Would be happy to have something in the beginning of 2023

Mayor Scott Chaplin- will have an ordinance drafted up for the next meeting

Motion to Approve changing the resident requirement to be on the Ethics Board to all members of the Ethics Board shall have their primary residence on Whidbey Island, south of Classic Road and a minimum of two shall be residents of the City of Langley

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

Motion to table and meet with the Ethics Committee

Motion: Council Member Rhonda Salerno
2nd: No Second, Motion Fails

Call for Question

Council Member Harolynne Bobis

Do we have three council members in favor of calling the questions

Mayor Scott Chaplin

Passes with Three Council Members in favor of calling the questions

Motion Passed
Four Council Members voted yes
One Council Member Thomas Gill voted Nay

EXECUTIVE SESSION-To discuss qualifications of an applicant for public employment
RCW 42.30.110. (1) (g)

Council and Finance and Personnel Commission

Started: 6:03 Ended: 6:18

MAYORS REPORT

1. Council of Governments got their audit from the state, they received a three page thank you for your time, we didn't find anything, doing a great job
2. Joint Tourism Board is facing scrutiny right now, will be hearing more about this in coming months
3. Sales Tax Revenues came in at \$55,859 for November
4. Still dealing with legal matters, no updates currently
5. Like to see the city with enough staff to start applying for grants

PUBLIC HEARING

Started: 6:29

Major Revenues and Preliminary 2023 Budget – Mayor Scott Chaplin
No Public Comment on Major Revenues and Preliminary 2032 Budget

Ended: 6:31

ORDINANCES/RESOLUTIONS

1. Second Reading to create a Finance Director Position
Motion to consider and Approve the Ordinance adopting a new chapter to the Municipal Code relating to the city's Finance Department and Finance Director providing for severability and establishing an effective date

Motion: Council Member Rhonda Salerno

2nd: Council Member Gail Fleming

Motion Passed unanimously

2. Pulled 1st Reading - Ordinance 2023 Budget

Discussion:

Council Member Rhonda Salerno-would like to see line item for Affordable Housing.

Randi Perry-Shared that Affordable Housing /DOC is already listed under line item 38

Council Member Gail Fleming-would like to see Parks and Open Space to have a budget of \$1,500 for tourist amenity of portable bathrooms

Council Member Thomas Gill-more research on if Tourism funds can legally be used for portable bathrooms

a. Budget refinements and Council Options – Randi Perry Public Works Director

Discussion: Allocation Model Discussion

Council Member Gail Fleming-questions on Library wages

Council Member Thomas Gill-suggests removing Admin/Clerk position from budget for now to help with budget and then once Finance Director on board revisit

Council Member Rhonda Salerno-wants to hire Admin/Clerk and keep in budget, said Clerk position isn't being done

Mayor Scott Chaplin-wants to hire outside of city for Clerk position

Council Member Gail Fleming-position of Admin/Clerk is in budget currently Rose Hughes-F&PC was asked to help with allocation models. Two questions, first on library and tourism. Now Director Perry is looking for direction on library allocation. Admin/Clerk allocation has already been removed for the first quarter. Thought best to wait for new Finance Director.

Council Member Craig Cyr-also wants to hire Admin/Clerk by March 31, 2023.

Council Member Harolynne Bobis-Job description needs to be clarified

Recommendation for Mayors Budget- follow staff's recommendation to allocate as appropriate and hire the Administrator Clerk by April 1, 2023

Police Department-Chief of Police Tavier Wasser
Reduced budget by \$17,779

Community Planning Director – Meredith Penny

Recommendation for Mayors Budget-

**Do not allocate money to the SW Port for Fairground rezoning
Keep \$7,500 in budget for other projects**

Will need more clarity from Council on 2023 project priorities

Recommendation for Mayors Budget-

Keep Mental and Physical Health

Removed Homeless Services contract \$4,800 from the budget and revisit in 2023

Library Building

Recommendation for Mayors Budget- transfer money into Library reserve and do not reduce fund

Parks Department

Recommendation for Mayors Budget-

Add \$1,500 for porta-potty

Reduce funding of supplies by \$1,500 and fuel by \$250 and keep \$3,000 for reduction in Hazard Tree Management and \$30,000 for Bluff Management

Transportation Fund

Recommendation for Mayors Budget-Put \$9,000 in budget for two Radar Signs and

Optional Reductions/Deferrals

Recommendation for Mayors Budget-Keep \$7,000 in budget for Sandy Point Rd

- b. Proposed change of City Council Compensation-Gail Fleming Council Member - Defer to 2023

NEW BUSINESS

1. Discussion of Lodging Tax Funds for 2023 Tourism Fund Applications

Motion to fully fund all eight of the Tourism Fund Applications that were scored

Motion: Council Member Harolynne Bobis

2nd: Council Member Rhonda Salerno

Discussion:

Joann Quintana - shared that there are several volunteers who are going to assist in the creation of the master plan for the Create District. They will also be applying for grants to help offset the costs. The proposed corridor project will become a connector between the arts district and the business district that will feature the beauty of Cascade view. A focus will be honoring the indigenous people and showcasing their art.

Motion Passed unanimously

Mira Steinbrecher- local artist shared how she will be involved in guiding the project

2. Contract with Police Guild-Mayor Scott Chaplin

Discussion:

Council Member Craig Cyr had changes he wanted to see implemented before approving.

Fix typos, for example - Article 13.1 from recognized to recognizes

No reference to Langley Use of Force

Add JEDI language (Justice, Equity, Diversity, and Inclusion)

Bring back to next council meeting with changes

3. Resolution on Banning Fireworks in Unincorporated Island County – Council Member Craig Cyr

Motion to Support Banning Fireworks in Unincorporated Island County

Motion: Council Member Craig Cyr

2nd: Council Member Harolynne Bobis

Motion Passed

Three Council Members voted in Favor

One Council Member Thomas Gill, voted Nay

4. Ethics (moved to after Presentations)

COUNCIL REPORTS

1. Council Member Harolynne Bobis

2. Council Member Rhonda Salerno

3. Council Member Thomas Gill

a. Cemetery Commission is discussing having a process in place for the cemetery to be surveyed after storms

4. Council Member Craig Cyr

a. Traveled to Sunline Transit located in Palm Springs CA to do a site visit. They are now using 100% electric buses powered by hydrogen fuel cells or batteries.

Sunline makes its own fuel onsite from water. It is a very impressive facility and exciting to see what has been done and can be done here locally.

b. Wants to see local business being offered the chance to bid on projects for the Creative District

5. Council Member Gail Fleming

Council Budget Meeting Schedule for December 12, 2022 @ 5:30

ADJOURNMENT- 8:57pm Mayor Scott Chaplin

Council Meeting Minutes
Tuesday January 3, 2023

Meeting was called to order by Mayor Pro tem Craig Cyr at 5:30pm

Land Acknowledgement

ROLL CALL

In attendance: Council Member Harolynne Bobis, Council Member Rhonda Salerno; Council Member Craig Cyr; Council Member Thomas Gill, Council Member Gail Fleming, Meredith Penny Director of Community Planning Director, Randi Perry Public Works Director, & Tavier Wasser Chief of Police

APPROVAL OF CONSENT AGENDA

Motion to Approve Consent Agenda

Motion: Council Member Rhonda Salerno

2nd: Council Member Thomas Gill

Motion Passed unanimously

APPROVAL OF AGENDA

Motion to Approve Agenda

Motion: Council Member Gail Fleming

2nd: Council Member Rhonda Salerno

Motion Passed unanimously

APPROVAL OF MINUTES

Motion to Table Minutes

Motion: Council Member Rhonda Salerno

2nd: Council Member Thomas Gill

Motion Passed unanimously

PUBLIC COMMENT-NONE

DISCUSSION-2023 Work Plan Review

Discussion- Opening Comments

Council Member Craig Cyr-Council sets policy and we just finished with a lengthy budget process. Budget sets work plans which have been set. It should not take long to go through list.

Council Member Rhonda Salerno-New year and wanting to review work plan. Would like for Mayor Chaplin put together a Task Force to go over commission compliance with ordinances
Council Member Thomas Gill-Would like to see the work plan go to commissions first before assigning a Task Force

Council Member Gail Fleming-Looking forward to going through work plan

Staff

Director of Public Works, Randi Perry-Reminder that grants need matching funds, so budget must be available before adding additional work plan items

Director of Community Planning, Meredith Penny-The process can be streamlined in the future. Workplans have been passed with budgets. Some columns seem better suited for staff and Mayor Chaplin to be discussing

2023 Workplan- Areas of Review

Administrative

Affordable/Workforce Housing and Zoning

Boards and Commissions

Climate Change Action

Dismantling Systemic Racism

Environment

Langley Municipal Code and Comprehensive Plan Review and Revisions

Website and Transparency

Council Member Rhonda Salerno will update and prioritize the Work Plan overview after hearing from staff

ADJOURNMENT-7 pm Mayor Pro tem Craig Cyr

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

Staff Report

To: Langley City Council
From: Wanda J. Grone, Finance Director
Re: Financial Policy Development
Meeting Date: Council Meeting January 17, 2023

One of my personal goals as your new Finance Director is to assure that the City has policies in place to govern staff practices and provide separation of duties related to the protection of City assets. In financial audits, one of the first questions asked by the State Auditor's Office is to see the policies in place for government practices.

As you are aware, I have many years of financial and accounting experience in both industry and government, including 8 years as the County Treasurer. In those positions, I drafted and adopted multiple policies related to my function as fiduciary.

I am requesting guidance in the development of fiduciary policies for the City (credit card usage, investment, and cash handling, for example)- I would like to take the lead on drafting this type of policy myself, and then providing it to Council for comment or approval. My question is this: would it be preferable to direct these first to the Finance & Personnel Commission for development, or may I proceed with developing these myself?



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Home > Explore Topics > Finance > Credit Card Use Policies

more

Credit Card Use Policies

This page provides detailed guidance to help local governments in Washington State develop, adopt, and update their policies for the use of credit cards by agency employees and officials, including **key** questions to consider and sample policies.

It is part of MRSC's Financial Policies Tool Kit, created in partnership with the State Auditor's Office Center for Government Innovation.

For examples of policies and code provisions authorizing local governments to *accept* credit card payments from customers, see our page on Credit Card Acceptance.

On this Page [hide] ...

- Overview
- Statutory Authority
- Types of Cards
- Key Components of a Credit Card Use Policy
- Authorized Expenses
- Authorized Users
- Dori mPnt.:itinn Payment, and Internal Controls

Examples of Credit Card Use Policies

Recommended Resources

Overview

Many local governments allow designated staff members and officials to use credit cards for certain authorized expenses. Credit cards are most commonly used for small and incidental purchases, but they can also be used for other purchases such as travel expenses, payment of claims, or emergencies.

Many financial institutions offer a credit (or procurement) card program to local governments. This service can be bundled with the jurisdiction's contract for other banking services, or it can be offered as a stand-alone service.

In addition, the Washington State Department of Enterprise Services maintains a purchasing agreement for credit card programs - Commercial Card Solutions - which is available to any local governments that have signed a one-time master contract usage agreement. The contract is currently with US Bank and includes all the terms and conditions necessary for a local government to implement a successful bank card program.

Statutory Authority

Local governments are authorized to use and contract for the issuance of credit cards for "official government purchases and acquisitions" (RCW 43.09.2855). The statute defines "credit card" as "a card or device issued under an arrangement pursuant to which the issuer gives to a card holder the privilege of obtaining credit from the issuer:

Local government staff and officials are not authorized to use an official government credit card for personal (non-official) expenses under any circumstances, even if the individual were to immediately reimburse the agency. See the BARS Manual section 3.8.4.40 on Purchase Cards (Cash Basis and GAAP manuals), as well as a 2011 informal opinion letter from the state Attorney General's Office.

Types of Cards

When formulating your credit card policy, it is important to understand different types of credit cards that may be available to your jurisdiction:

- **Bank cards** are issued by financial institutions and are accepted by a wide range of vendors for a wide variety of goods and services. Bank cards are often a Visa, Mastercard, or American Express card, issued and underwritten by the financial institution.

- **Merchant cards** are issued by (or on behalf of) specific vendors such as office supply stores or vehicle fuel companies and are only accepted at those vendors. Merchant cards have much more limited uses than bank cards, but if your jurisdiction has an underlying contract for a particular type of commodity, merchant cards can be a very convenient procurement tool.
- **Fuel cards** are a specific type of merchant card issued by petroleum companies and commonly used by local governments. The fuel card only works at one specific brand of gas station and is typically the result of a bid process. The card can be kept inside government vehicles and utilized by staff using that vehicle, or alternatively it can be maintained in a central office and signed out as needed. Fuel cards can also have other potential benefits such as tools to track fuel consumption.
- **Prepaid cards** are purchased for their face value (such as \$25 or \$50), plus a possible small fee. These cards effectively serve as cash to whoever possesses the card, but they can be used effectively and provide enhanced controls in certain circumstances. Prepaid cards are slightly different than credit cards but are typically covered by the same policy.
- **Debit cards** are different than credit cards. Instead of issuing credit for a purchase, a debit card typically removes money from your jurisdiction's bank account immediately. It is our opinion that local governments in Washington are *not* authorized to use debit cards because the immediate withdrawal of public funds would be inconsistent with the state's requirements for voucher review payment procedures. Having said that, some jurisdictions do use debit cards in lieu of checks for imprest/petty cash accounts. In this instance, the account being "debited" is a petty cash account established specifically for this purpose, rather than for general procurement.

These card types are not mutually exclusive - for instance, you might find that your jurisdiction needs a merchant card for certain purchases and a bank card for others. If using a bank card, keep in mind what types of cards your preferred vendors accept. For instance, Costco used to accept only American Express but then changed its policy to accept only Visa.

Key Components of a Credit Card Use Policy

The legislative body is ultimately responsible for establishing the credit card program and adequate internal controls, although oversight of the program's daily operations and procedures is typically delegated to an administrative officer. RCW 43.09.2855 requires that the legislative body adopt a system for:

- Distribution of the credit cards;
- Authorization and control of the use of credit card funds;
- Credit limits for the cards;
- Payment of bills; and
- Any other rule necessary to implement or administer the credit card system.

For the purposes of our guidance, we have divided credit card policies into the following three major policy areas, discussed in more detail below along with key questions to consider for each one:

- Authorized expenses
- Authorized users
- Documentation, payment, and internal controls

Authorized Expenses

Your credit card policy should clearly establish what types of expenses are authorized and what expenses are prohibited. Common local government uses include:

Small and incidental purchases. The most common use of local government credit cards is for small and incidental purchases, as an alternative to petty cash funds or "open accounts" (also known as open or "blanket" purchase orders). The use of petty cash or open accounts can make it more difficult to track down the nature of an incurred expense or who incurred it - such as when petty cash was taken but not properly signed out, or when an open account was used with an unreadable signature - while using credit cards provides stronger internal controls and a clearer audit trail.

However, it is important to note that credit cards, petty cash, and open accounts are not mutually exclusive. A credit card program can be created for staff members who routinely make small and incidental purchases, while petty cash accounts can be maintained for those staff members or departments where such purchases are less common and the overhead costs of a credit card program may not make sense. In addition, open accounts are often established with vendors after a competitive procurement process, and once the bids are awarded, the goods included within the scope of the bid can potentially be purchased with a credit card.

Travel expenses. Credit cards are a common and convenient way to pay for many travel-related expenses, such as plane tickets, hotel rooms, car rentals, and conference registrations. However, using a government credit card for travel also creates potential opportunities for misuse, since it is common for traveling employees to also incur non-business expenses on their trips. (Examples include paying for a spouse to travel with the employee, incurring personal charges on the hotel bill such as movie rentals, or staying a few extra days.)

The credit card policy should reference your jurisdiction's travel policy and clearly state that the credit card should not be used for these non-reimbursable expenses, even if the employee intends to reimburse the entity.

The use of government credit cards for business travel must comply with RCW 42.24.115, which provides requirements for fully itemized travel expense vouchers and imposes a time limit to reconcile an employee's travel expenses on the card. In addition, it enables a "prior lien against and a right to withhold any ; [Back to top](#))ayable or to become payable to the official:' As mentioned earlier, this does not

authorize an officer or employee to intentionally incur personal expenses on the card, even if the expenses are paid back prior to the card's statement date. However, the required audit procedure may identify expenses on the card that are not allowed by the entity's travel policies (or law), in which case timely repayment of the disallowed amounts must be made.

Travel can also involve multiple forms of payment in addition to credit cards, making it complicated to track the various payments and reimbursements for a single business trip. In many cases, a travel pre-approval process is helpful to clarify the form of payment and/or reimbursement. For example, the City of Redmond has separate guidelines on the use of credit cards for travel purposes to help clarify these issues for employees and for audit purposes (see the examples section near the end of this page).

For more guidance on travel expenses: See our page Travel and Expense Reimbursement Policies.

Payment of claims. Some local governments have found credit cards to be effective and efficient for accounts payable types of claims. There can be a few different reasons for this.

In many cases, the credit card sponsor offers a rebate of some amount based on timely payment of the credit card balance. By incurring charges on credit cards and promptly paying the card statement or invoice promptly, some governments have recovered significant amounts of money. This is especially true when the card is used to pay for invoices that have been presented to the agency for expenses already incurred and approved for payment (i.e. pre-audited), since using the card for this purpose typically results in much larger total transactions subject to the rebate.

Vendors also appreciate prompt payment, and using a credit card is often a faster, more efficient, and perhaps less costly means of payment than generating a check or electronic payment through the normal accounts payable process.

And in some vendor management or accounts payable systems, it can be difficult to "set up" a vendor so that a payment can be processed to them through the system. In those instances, credit cards can be useful for paying "one-time" vendors that you do not expect to use often enough to be worth the time required for the full setup process. However, if you use this approach you should be careful of any related obligations that otherwise could be missed. This includes auditing the invoices in a manner consistent with the rest of your payables system to ensure the bill is properly due and payable. You may also have an obligation to provide the vendor with a 1099 form depending on the size or nature of the transaction, which you should verify with the card issuer or an accounting professional.

Emergencies. Many local governments have developed plans for how to respond to an emergency situation when traditional business tools and methods may not be available. For example, some local governments require that a purchase start with a requisition to a procurement official, but an emergency situation duly declared by appropriate officials may require more immediate access to goods or services. Staff members also may find themselves in different organizational roles during an emergency. For example, when the Emergency Operations Center (EOC) is activated, administrative staff may find

themselves assigned to procurement roles, and some agencies include credit cards as part of the EOC kits available to staff in these circumstances.

In these cases, staff should have detailed instructions included with the cards regarding the necessary documentation for the card's use. In addition, emergency procurement procedures should be part of the routine training for staff likely to be assigned to these roles when the EOC is activated.

Key questions to consider:

- **What types of expenses are authorized?** Small and incidental purchases? Travel? Billing and accounts payable? Emergencies? Some cards may be authorized for multiple purposes, while others might be restricted to a single purpose (such as travel). In addition, the policy should provide guidance on using the card to procure a good or service that is subject to a contract or bid award.
- **Are prepaid cards authorized?** Prepaid cards can be an efficient way to distribute agency funds in the right context, such as providing stipends for participation in a civic function (such as or judging events), civic projects (such as a neighborhood entry beautification grant), or to distribute per diem to traveling employees. (For more information on per diem, see our Travel and Expense Reimbursement Policies page.) Your agency's policy should clearly state whether prepaid cards are authorized and, if so, the permitted uses and procedures to secure the cards (since they are essentially the same as cash).
- **What are the appropriate credit limits?** Credit card policies often establish a limit for both a single purchase (for instance, \$500 per purchase) and for the total amount of purchases over a time period (for instance, \$5,000 per month). This limits the consequences and risk of misuse of a card.
 - Local entities will often set different limits for different staff members based on the nature of their duties. For example, the purchase limits may be higher for procurement officials or inventory managers (such as the vehicle shop or public works materials yard) than for other staff members. These limits should be reviewed periodically and should be appropriate given the actual use of the cards.
 - Many commercially available card programs also allow your entity to temporarily adjust credit limits to accommodate unique situations. For example, a business trip may prove to be more expensive than the typical limits would provide for. As part of the trip authorization, the card program administrator could set a higher limit for the card during the travel period, reverting back to the standard limits upon return. These situations should be addressed in the policy and procedures.
- **What uses should be prohibited?** Most policies identify numerous types of commodities or services for which the card cannot be used, and many card programs allow the program administrator to restrict card use by commodity type. Local governments should do their best to include a complete list of unallowable items - whether prohibited under state law or other local policies - within their

credit card policy. Examples of expenses that might be restricted or prohibited include, but are not limited to:

- Cash advances (prohibited by RCW 43.09.2855);
- Items or services for personal use;
- Expenses incurred by a spouse, family member, or other person not authorized under the agency's policies;
- Alcoholic beverages;
- Celebrations, meals, refreshments, or employee events when not consistent with agency policy;
- Gifts or flowers for another employee that would run afoul of state laws against gifts of public funds;
- Capital equipment;
- Fuel for privately owned vehicles;
- Charges made outside an employee's approval authority;
- "Split transactions" in which a cardholder arranges for a vendor to split a large transaction into multiple smaller transactions (for instance, to get around the per-transaction credit limit);
- Purchases that might violate your jurisdiction's procurement policy or ethics policy (such as purchases from vendors who might pose a conflict of interest for the purchasing employee or official); and/or
- Purchases restricted by any other laws, policies, or guidelines (such as technology purchases, which may require prior vetting by IT staff, or promotional hosting expenses, which are prohibited for all local governments except for a limited exception for port districts).

Authorized Users

When Washington local governments first started using credit cards, most opted for shared (departmental) cards because card sponsors required the Social Security numbers of all individually named users. However, most card sponsors no longer require the SSN for individual users.

The State of Washington Office of Financial Management recommends individually assigned cards, rather than shared cards, to provide better accountability and fraud protections. However, this may not be practical for every local government in every situation. Shared cards require additional controls, as described below.

Key questions to consider:

- **Which staff members or departments will be issued cards?** Many entities issue cards to individual users, often with the user's name and the jurisdiction's name both embossed on the card. This is especially useful for individuals who frequently purchase small items or services. Alternatively, you can use shared (departmental) cards that can be signed out as needed. Many jurisdictions use both approaches.
- **What are the cardholder's responsibilities?** Your policy and procedures should establish each cardholders responsibilities, including proper use and reporting, card safekeeping, and consequences related to misuse of the card or noncompliance with your entity's policies.
- **Will non-employees (such as volunteers) be allowed to use official credit cards?** If so, your policy should specifically authorize this and establish the conditions for use.
- **What are the acknowledgment and training requirements?** Jurisdictions generally require card users to sign a verification form indicating that they have read the policies and agree to abide by them. In addition, many jurisdictions require card users to participate in training prior to receiving the card. This training is often two-fold: (1) rules, laws, and policies related to the use of the card, such as permitted and prohibited uses as well as verification requirements and timelines, and (2) how to use the card sponsor's web-based tools to document transactions and reconcile expenses. If your jurisdiction uses shared cards, you should consider which employees require training.
- **How will your entity retain physical control of the cards?** Your policy should emphasize that all cardholders are responsible for safeguarding the card's security at all times and provide guidance on minimum security standards, which might include restrictions on loaning the credit card to other individuals. If a cardholder does not take enough care to retain physical control of the card, the policy may provide for appropriate disciplinary action, including potentially revoking card privileges.
 - For shared cards, which entail more risk, your entity should establish a card "sign-out" program, in which whoever takes possession of the card should sign the card out and, upon its return, sign the card back in on a record maintained by the card custodian. When the credit card statement arrives, any purchase can be traced to a date and time and then to the individual in control of the card at that time.
- **How can your jurisdiction reduce the likelihood that cards are lost or accidentally misused?** For example, an interesting and creative approach is to provide a unique and distinctive card design and/or provide the card in a protective sleeve with your agency's name, logo/seal, and contact information printed on the outside. These methods can help differentiate the card from any personal credit cards the cardholder might have in their wallet, reducing the likelihood of accidental misuse, and can also provide a method to return lost or stolen cards.

Documentation, Payment, and Internal Controls

To safeguard public funds, your credit card policy should describe the auditing and reconciliation process, along with what documentation is required (and when) to support the purchases. Your jurisdiction's auditing officer is responsible for reviewing credit card documentation under RCW 42.24.080.

Most credit card programs provide monthly statements itemizing all purchases made with government credit cards. While many local governments pay from the statements, careful attention should be given to reconciling the detailed account activity to the statement amounts. Often there will be differences that need to be identified and documented (such as the timing of credits for returns). Your jurisdiction should not pay the credit cards directly from the statement without having a sound reconciliation process and supporting documentation for the card activity.

Each cardholder should directly review the purchases made using their card and reconcile the charges; this responsibility should not be delegated to others. Original documentation should be provided by vendors for each purchase. For travel-related purchases, documentation must be provided upon billing or no later than 30 days of the billing date (RCW 42.24.115), but timely documentation is a good idea for all credit card purchases. Disorganized or lost documentation is a common problem.

The appropriate type of documentation may depend on the exact nature of the purchase, but the documentation should be clear "on its face" (that is, without any further explanation) as to the appropriate use of the card. The typical "credit card receipt" generated by a credit card terminal is not sufficient documentation to confirm an authorized expenditure. A traditional receipt itemizing the goods or services purchased is necessary for audit purposes.

As with other payments, it is important to code the credit card activity to the correct account. To avoid the potential for "mis-coding" transactions, modern day credit card systems permit integration to your general ledger by allowing the agency to "map" (or emulate) the card account coding to the agency's general ledger codes. Creating a base code for each cardholder will ensure that the card's activity is captured within the right organizational element of the agency's general ledger and to the most likely actual account (object code) to be charged for the expense. The cardholder can then review the transactions online and adjust the account to be charged if it is different than the base account.

Your jurisdiction should avoid late fees or penalties by paying the amounts due, once reconciled. Keep track of the differences in amounts not paid, such as disputed charges, and work with the vendor to avoid incurring late fees for the disputed amounts. It is best to resolve such differences in a timely manner, as too many outstanding items which are overdue for too long can complicate a correct reconciliation, lead to problems with documentation or potential penalties and late fees from the credit card vendor, and increase the credit balances on your statements which can further complicate reconciliation.

Key questions to consider:

- **What documentation will be required to support each purchase?** Original documentation should be

purchase, the specific item(s) or service(s) purchased, and related details such as taxes and gratuities (if applicable). If the receipt is not clear as to the item purchased, or if the purpose of the purchased item is not clear, additional information should be provided.

- For hotel stays, the documentation should include the above items plus the number of people, and specific details for any additional charges (such as meals or amenities such as the use of an Internet connection). For meals, itemized receipts should be provided in addition to the receipt reflecting the credit card charge and tip paid.
- **How will your jurisdiction review credit card purchases?** Most credit card programs provide a monthly statement itemizing all purchases made with credit cards issued to the government. These statements are often online and can easily be distributed to the individual cardholders. Individual cardholders should review and approve all purchases made with their cards. In addition, card activity should be reviewed by an additional employee - ideally the employee's supervisor or someone else in position to question the employee's charges. You should also consider who is in the best position to review and question charges incurred by senior officials.
 - Care should be taken to avoid duplicate payments, such as a payment made both with a credit card (often at the time of purchase from an established vendor) and through the accounts payable process. The review process should also monitor for split purchases and enforce the transaction limits. The auditing officer should review credit card activity, just as they would for accounts payable.
- **What happens if a credit card is misused?** Most government-issued cardholders will also have at least one personal credit card, which can sometimes create confusion and lead to the accidental misuse of the card. Your policy or procedures should call for identification of the misuse as early as possible, preferably before the credit card statement arrives, and require the employee to repay the amount immediately. The employee should be reminded of the agency's policy against personal use. A one-time misuse is probably an honest mistake, but subsequent offenses may lead your agency to a different conclusion and course of action, potentially including revocation of the card and other disciplinary proceedings.
- **Are there any other internal controls that are appropriate?** Your policy and procedures should also speak to any other internal controls to prevent misuse of a card. For instance, for fuel cards there should be adequate controls in place to monitor fuel usage (such as average miles per gallon for the vehicle) to ensure that the card appears to only be used for that vehicle and not for any personal vehicles. For purchases, you might restrict shipments to any other addresses besides your government's address. Some banks also have software that enables the jurisdiction to monitor card activity real-time.

Examples of Credit Card Use Policies

Below are selected examples of credit card use policies adopted by local governments in Washington.

Cities

- **Edgewood** Credit Card Use Policy (2018)
- **Ferndale** Credit Card Use Policy (2019)
- **Forks** Credit Card Use Policy (2014)
- **Oak Harbor** Procurement Card Procedures (2013)
- **Poulsbo** Credit Card Use Procedures and Processes (2011)
- **Redmond:**
 - Procurement Card (ProCard) Program (2017)
 - Guidelines for Using the ProCard for Travel (2019) - Lists documentation required for travel-related expenses
- **Spokane** Purchasing Cards Policy and Procedure (2016)
- **Sultan:**
 - Credit Card Use and Procurement Card Policies (2020)
 - Fuel Card Use Policy (2012)
- **Tukwila** Procurement Card Policy (2010) - Extensive and very detailed policy and procedures, including online transaction management and reconciliation process

Counties

- **Ferry County** Credit Card Use Policy (2011)
- **King County** Purchasing Card Policy (2016)

Special Purpose Districts

- **Chelan County** Fire District No. 1 Credit Card Use Policy (2016)
- **C-TRAN** Purchasing Card Policy (2021)
- **Port of Port Angeles** Charge Card Policy (2013)
- **Port of Walla Walla** Credit Card Use Policy (2016)

Recommended Resources

Below are some useful resources from the State Auditor's Office (SAO), Government Finance Officers' Association (GFOA), and other organizations to help your entity develop and update its credit card policy.

- **SI** [Back to top](#) **Office:**
01/13/23

- Best Practices for Credit Card Programs
- Cash Basis BARS Manual, 3.8.4 Purchase Cards
- GAAP BARS Manual, 3.8.4 Purchase Cards
- GFOA Best Practice: Using Purchasings to Streamline the Purchasing Process - Overview of potential benefits and disadvantages of purchasing cards, how to select vendors, and appropriate internal controls

Last Modified: December 29, 2022

Sample Documents

Topics

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RESOLUTION #19-02-19-A

A RESOLUTION AMENDING THE CITY OF FERNDALE'S FINANCIAL MANAGEMENT POLICIES REGARDING CREDIT CARD USE

WHEREAS, the City of Ferndale first adopted financial management policies in 2005; and

WHEREAS, the City desires to enact financial management policies that will provide guidance on management of the City; and


WHEREAS, the City desires to update and clarify Element #8, Credit Card Use, of the financial management policies;

NOW THEREFORE THE CITY COUNCIL OF THE CITY OF FERNDALE DO RESOLVE:

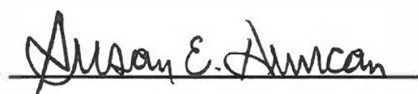
Section 1. Element #8 of the City of Ferndale's financial management policies is hereby adopted per Exhibit 1, and replaces the previously-adopted policy regarding credit card use.

PASSED by the Council of the City of Ferndale, Washington, on this 19th day of February, 2019

ATTEST:



Jon Mutchler, Mayor



Susan Duncan, CMC, City Clerk

EXHIBIT 1

Financial Management Policies *Element#8*

CREDIT CARD POLICY

GENERAL FINANCE PROVISIONS

The purpose of this policy is to establish guidelines for the City of Ferndale to provide for the issuance of charge cards to officers and employees for the purpose of covering expenses incident to authorized travel and enabling a cost-effective, convenient and streamlined method of purchasing items. Reports on cardholder activity enable the City of Ferndale to capture information necessary to better manage City of Ferndale purchasing activities.

Authority

The City of Ferndale is authorized to use credit cards as set forth in RCW 43.09.2855 for official City of Ferndale purchases and acquisitions and pursuant policies and procedures adopted by the City of Ferndale Finance Department.

Definitions

Credit Card

The Finance Director, with the approval of the City Administrator, may issue a credit card to an individual who meets the following conditions:

- a) He or she is an employee at the City of Ferndale, and
- b) Said employee agrees to be held liable to the credit card company for all charges while conducting official City of Ferndale business.

Exceptions may be made by the City Finance Director or the City Administrator. Individual credit cards may not be in the name of a contractor, contract employee, or non-permanent City of Ferndale employee.

Procedures for Obtaining Credit Cards

1. The City of Ferndale may establish a credit card in the name of a City of Ferndale employee with a financial institution provider for City of Ferndale business use only. The City of Ferndale employee must receive monthly statements from the financial institution provider. More than one card may be obtained for various accounts.
2. The Finance Department shall establish procedures and forms for implementing and monitoring a credit card purchasing program through a financial institution provider that includes, but is not limited to, the following:

- (a) A dollar limitation on the credit card;
- (b) A dollar limitation of purchasing authority assigned to the cardholder per transaction made with the credit card;
- (c) A dollar limitation of purchasing authority assigned to the cardholder for the total of all charges made during each monthly billing cycle
- (d) Merchant category blocking.

Authorized Card Use

I. Cardholders are authorized to use the card to purchase merchandise or services required as a function of their duties at the City of Ferndale. This includes the purchase of food and/or non-alcoholic beverages for business meetings and public events. Unauthorized and/or inappropriate card use is addressed in the next section of this procedure.

2. A purchase made with a credit card may be made in-store, by telephone, fax, internet or U.S. mail. A purchase order is required per established Finance Department procedure. **All purchases that are not picked up in-store should be shipped directly to City facilities, unless prior authorization for a home delivery is given by the Department Head, City Administrator, or Mayor.**

3. If a credit card is issued for the purpose of covering expenses relating to authorized travel, upon billing or no later than thirty days of the billing date, the officer or employee using a credit card issued under this section shall submit a fully itemized travel expense voucher. Any charges against the credit card not properly identified on the travel expense voucher shall be paid by the official or employee by check or salary deduction. Any air miles, rewards, or other user incentive earned from credit card use become the property of the City.

4. All expenditures are contingent upon the City Administrator's approval of the monthly statement of transactions. If an expenditure is deemed inappropriate, the assigned credit cardholder will be responsible for reimbursing the City.

Unauthorized and/or Inappropriate Card Use

I. Credit cards must never be used to purchase items for personal use or for non-City of Ferndale purposes, even if the cardholder intends to reimburse the City of Ferndale.

Unauthorized and/or inappropriate card use includes, but is not limited to:

- (a) Items for personal use.
- (b) Items for non-City of Ferndale purposes;
- (c) Cash or cash advances;
- (d) Alcoholic beverages;
- (e) Weapons of any kind or explosives (except authorized Police Department purchases)

- (f) Relocation expenses;
- (g) Personal entertainment; and
- (i) Recreation.

Accidental Use

1. In the event of accidental use of a City credit card, the cardholder will reimburse the City for the full purchase price, plus any applicable fees, within five (5) days of the accidental use, or notification by the Finance Department of the accidental use.

Disciplinary Action

1. A cardholder who makes an unauthorized purchase with the card or uses the card in an inappropriate manner will be subject to revocation of the credit card and disciplinary action including restitution to the City of Ferndale for unauthorized purchases, possible card cancellation, possible termination of employment at the City of Ferndale and criminal prosecution.

2. If any item purchased with a credit card is not acceptable, arrangements must be made for a return for credit or an exchange. A cash refund or check is prohibited unless the vendor insists that a refund must be by cash or check, then the funds must be deposited immediately with the City of Ferndale.

3. If, for any reason, disallowed charges are not repaid before the charge card billing is due and payable, the City of Ferndale shall have a prior lien against and a right to withhold any and all funds payable or to become payable to the official or employee up to an amount of the disallowed charges and interest at the same rate as charged by the company which issued the charge card. Any official or employee who has been issued a charge card by the City of Ferndale shall not use the card if any disallowed charges are outstanding and shall surrender the card upon demand of the City Finance Director or auditing officer. The City of Ferndale shall have unlimited authority to revoke use of any charge card issued under this section, and, upon such revocation order being delivered to the charge card company, shall not be liable for any costs.

Responsibility and Accountability

It is the responsibility of each individual cardholder to:

1. Safeguard the credit card and credit card account number at all times; lost or stolen credit cards must be reported immediately to the credit card agency and the City of Ferndale Finance Department;
2. Keep credit card in a secure location at all times;
3. Not allow anyone to use the credit card and/or credit card account number who is not authorized to do so;

4. Obtain and retain original itemized receipts for goods and services purchased. The purpose of the charge and the name of the individual involved must be written clearly on the receipt by the cardholder. All forms of canceled checks and copies of credit card bills do not substitute for original receipts. An employee may be allowed to file an affidavit (Attachment A) in lieu of a receipt if the original receipt is lost or a receipt is not obtained;
5. Review in a timely manner monthly statements from the financial institution provider for accuracy and ensuring all transactions posted are legitimate transactions made by the cardholder. Receipts and/or packing slips and the customer's copy of the charges must be attached to the monthly statement. The authorized user of the credit card must sign the statement that the goods have been received;
6. Submit the statement and documentation in a timely manner to the Finance Department for payment processing;
7. Surrender the credit card and corresponding support documentation to the Finance Department upon separation from the City of Ferndale;
8. Take any other steps necessary to ensure that the credit card is used only for authorized purposes.
9. Sign a Credit Card User Agreement (Attachment B) upon issuance of the credit card.

Periodic Reviews

The City of Ferndale Finance Department shall conduct periodic reviews for proper card use. Credit card records will be audited from time to time.

ATTACHMENT A
AFFIDAVIT OF LOST OR DESTROYED RECEIPT

Name:

Position:

Last four digits of Card Number:

I declare on oath, that the original receipts for the transaction dated _____ in the amount of _____ from _____ has been lost or destroyed. The vendor has been-contacted and is not able to provide a duplicate receipt for this purchase. Please accept the detail of the transaction below in lieu of an itemized receipt for this transaction.

I understand that falsification of the itemization of this purchase constitutes an act of fraud.

ITEM(S) PURCHASED	AMOUNT

Please list each item on a separate line. Use a supplemental sheet if necessary.

Signature _____ Date _____

Finance Director Signature _____ Date _____

ATTACHMENT B

CREDIT CARD USER AGREEMENT

I, _____, as an employee of the City of Ferndale accept personal responsibility for the safeguard and proper use of the City credit card# _____ which has been assigned to me for use in performance of my job, in accordance with the terms outlined below.

Credit cards may be used for travel related business expenses (within and outside the City), and conference/class registrations incurred by the assigned individual only.

Credit cards may be used for purchasing department supplies up to \$ _____.

I have read and understand the credit card policies and procedures as set out in Resolution # _____ and the Credit Card Policy.

I understand the City Administrator will disallow my use of a City credit card for violation or misuse of the credit card and/or credit card policies and procedure and that such violation or misuse may subject me to discipline, including termination, under the City's Personnel Policies.

I understand that each time I use, or authorize the use thereof, that I am adhering to the following statement:

"I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenditures incurred by me and that no payment has been received by me on account thereof."

I understand that I will be held personally liable for inappropriate charges I incur to the City credit card, and payment for any such inappropriate charges is hereby authorized to be withheld from my paycheck.

The undersigned individual has read and understands the above statements.

Employee

Date



City of Langley

MEMORANDUM

To: Langley City Council and Mayor Scott Chaplin
From: Randi Perry, Public Works Director
Re: Utility Easement
Meeting Date: January 17, 2023

This memo provides to council background for easement and a recommendation to move forward

The sewer main between First street and Second street was extended in 2021 to accommodate the Wolfman replat. This parcel is located on the Southeast corner of DeBruyn and First Street. The Sewer maintenance hole was installed slightly outside the existing easement on an adjacent property and the developer needed to provide the city easement for the installation to remain in its current location, if the adjacent parcel was not willing to provide easement relocation would be required. The adjacent parcel owner is willing to grant the City a utility easement for the installation.

The attached easement has been reviewed and approved by Public Works, Planning and the City Attorney.

STAFF RECOMMENDS: Council authorize Mayor Chaplin to sign the easement as written.

AFTER RECORDING MAIL TO:
Kelly, Arndt & Walker, PLLP
P.O. Box 290
Clinton, WA 98236

GRANTOR:	Edgy LLC, a Washington limited liability company
GRANTEE:	The Public
Abbrev. Legal:	Lot 4, Blk 3 Replat of Langley
Reference:	211051
Tax Parcel Nos.:	S7345-00-03004-0

UTILITY EASEMENT

THIS EASEMENT is made by Edgy LLC, a Washington limited liability company, hereinafter referred to as "Grantor", to benefit the City of Langley, a municipal corporation of Washington State, hereinafter referred to as "Grantee", to burden certain real property in Island County, Washington;

RECITALS

WHEREAS, Edgy LLC, Grantor, is the owner of real property more particularly described as follows:

Lot 4, Block 3, Replat of the Town of Langley, according to the plat thereof, recorded in Volume 2 of Plats, Page 15, records of Island County, Washington. Situate in Island County, Washington.

Hereinafter "Parcel A"

AND WHEREAS, City of Langley, Grantee, operates a public sewer system and water system.

AND WHEREAS, City of Langley, Grantee, has a prior easement for sanitary sewer lines and appurtenances under Island County Auditor File No. 211051 and the City of Langley had placed a portion of the sanitary sewer lines and appurtenances outside the easement area granted under Island County Auditor File No. 211051.

AND WHEREAS Grantor desires to grant an Easement for sanitary sewer lines and related utilities and appurtenances and for access over, under, upon and across a portion of Parcel A for the maintenance and repair sanitary sewer line and related utilities and appurtenances;

NOW, THEREFORE, for and in consideration of mutual benefits of a
EASEMENT FOR UTILITIES

- Page 1

nonmonetary nature and in consideration of the covenants expressed herein, the Grantor, as its interests appear, does hereby grant, convey, and establish the following:

1. Easement. Grantor grants a non-exclusive easement to re-install, maintain, improve, alter, pump, clean, operate, replace, upgrade, receive and send system control communications, and/or extend one or more sewer lines, and access an underground facility or pipeline including but not limited to pipes, vaults, manholes, handholes, and other appurtenances necessary or convenient to the foregoing, upon and across Parcel A in an easement area more particularly described in Exhibit A. The approximate location of said utility easement is shown in the sketch attached, for illustrative purposes only, as Exhibit B. The use of the easement area is conditioned upon the GRANTEES, successors, and/or assigns restoring the easement area plantings, drainage pipes, grass, shrubbery, and/or ornamental plantings to substantially the same state, functionality, and appearance as existed prior to the use of the easement area.

2. Maintenance and Operation By Grantee. The public sanitary sewer system and other utilities equipment, appurtenances, and facilities, shall be installed, maintained, repaired, operated, and improved by the Grantee at the sole and exclusive cost of the Grantee. Grantor shall only be responsible for costs of any repairs caused by Grantor or those acting on behalf of the Grantor.

3. Reservation of Rights. Grantor reserves the right to use the easement area for any purpose not inconsistent with the rights herein granted provided: i) no structure, building, or fire hazard will be erected or permitted to remain within the easement area; and ii) that no digging will be done or permitted within the easement area which will change the existing grade or in any manner disturb Grantees sanitary sewer system, or the solidity or coverage of the soil around the utilities

4. Binding Nature of Declaration.

(a) Benefit and Burden to Run with the Land. Except as otherwise herein provided, each and every easement, right, and privilege contained herein shall run with the land, and shall be binding upon the Grantor and Grantee, and their respective successors and assigns, and shall inure to the benefit and burden of the owners of the properties, persons, and entities referenced above and to their respective successors and assigns.

(b) No Dedication to Public. Nothing contained in this Declaration shall be deemed to be a gift or dedication of any portion of the said properties to the general public or for any public use or purpose whatsoever.

4. Dispute Resolution. In the event there is a dispute concerning questions of law or fact arising out of or relating to this Agreement, its performance or alleged breach, which is not disposed of by agreement of the parties, then the parties agree to submit the dispute to mediation. If mediation fails, then the parties agree that any subsequent litigation shall be submitted to the Island County Superior Court.

IN WITNESS WHEREOF, the GRANTOR has caused this document to be executed as of the day and year below.

DATED AND SIGNED at Clatsop, Washington, this 9th day of July, 2023

GRANTORS:
Edgy LLC, a Washington limited liability company

By: [Signature]
William Soules, Its Managing Member

STATE OF WASHINGTON)
) ss:
COUNTY OF ISLAND)

On this 9th day of July, 2023 before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared William Soules, to me known to be the Managing Member of Edgy LLC, the Washington State limited liability company that executed the foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of said company, for the uses and purposes therein mentioned, and on oath stated that he was authorized to execute the said instrument.

Witness my hand and seal this 9th day of July, 2023

[Signature]
NOTARY PUBLIC in and for the State of Washington, residing in Wash DC
MY commission expires 11/17/24

Accepted and Approved
City of Langley
By: [Signature]
Scott Chaplin, Mayor



Exhibit 4

UTILITY EASEMENT - LOT 4

A Utility Easement over, across and under a portion of Lot 4, Block 3, in the Replat of the Town of Langley, according to the Plat thereof, recorded in Volume 2 of Plats, page 15, Records of Island County, Washington, more particularly described as follows:

The North 10 Feet of the **West 15 Feet** of said Lot 4;

TOGETHER WITH the North 8 Feet of the East 45 Feet of said Lot 4.

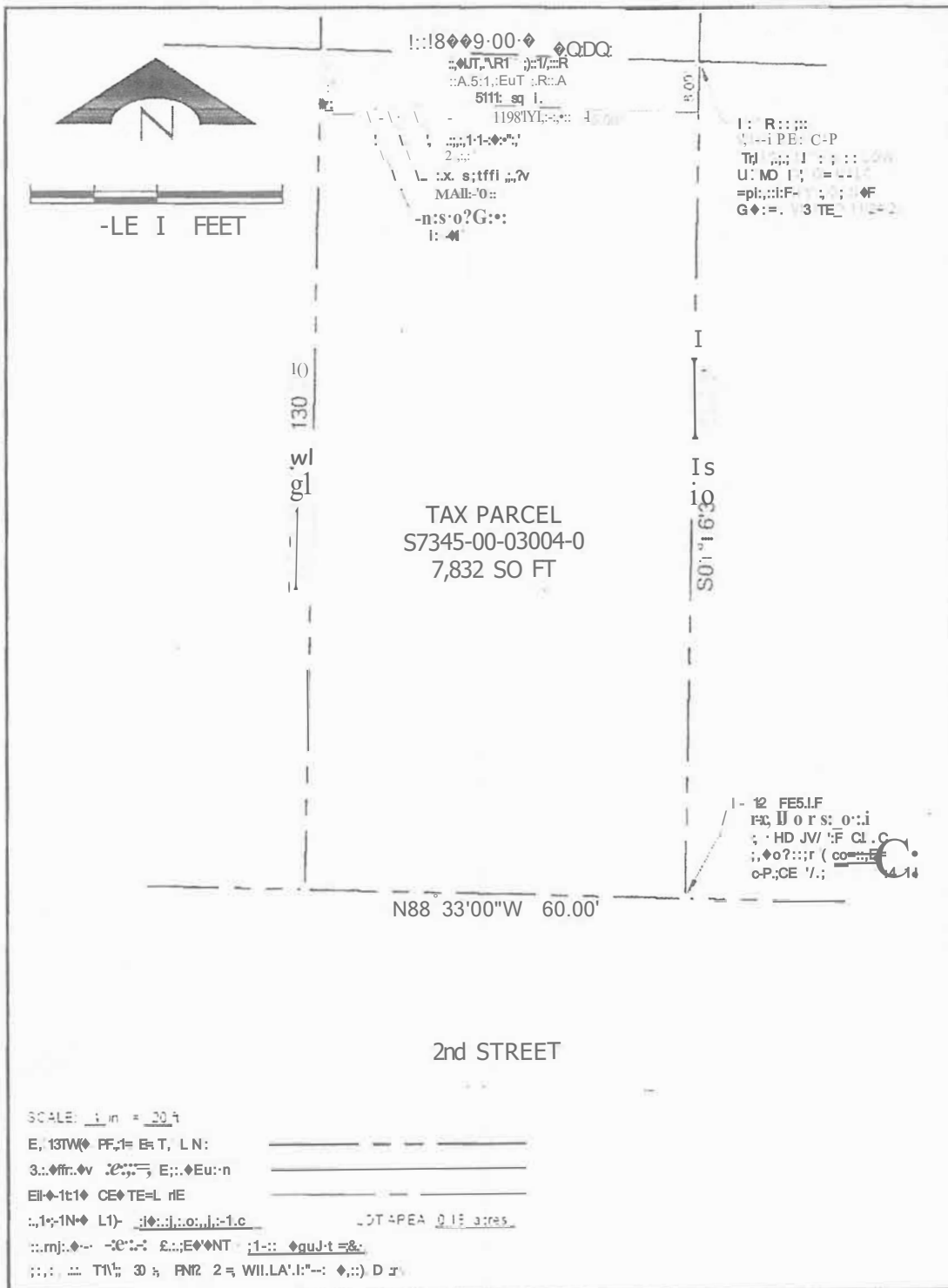
Easement containing 510 Sq. Ft., more or less.

Situate in the County of Island, State of Washington.

EASEMENT FOR UTILITIES

- Page 4

Exhibit B
Illustrative Exhibit of Easement Location



EASEMENT FOR UTILITIES
- Page 5

Chapter 2.08 CITY OFFICE HOURS

Sections:

2.08.010 Designated.

2.08.010 Designated.

The City Hall offices shall be open for the transaction of business from Monday through Thursday from 9:00 a.m. to 5:00 p.m. and on Fridays from 9:00 a.m. to 1:00 p.m. except for days designated as legal holidays by the city council. (Ord. 1041 § 1, 2018; Ord. 933, 2009; Ord. 843, 2004; Ord. 625, 1992; Ord. 363, 1982)

The Langley Municipal Code is current through Ordinance 1097, passed October 17, 2022.

Disclaimer: The City Clerk's office has the official version of the Langley Municipal Code. Users should contact the City Clerk's office for ordinances passed subsequent to the ordinance cited above.

City Website: <http://www.langley.wa.org>

City Telephone: (360) 221-4246

[Code Publishing Company](#)