



CITY OF LANGLEY DRAFT COUNCIL AGENDA

Monday July 17, 2023 @ 5:30 P.M.

112nd Street Langley, WA

And on Zoom:

<https://us02web.zoom.us/j/84942834088?pwd=YjdpM1dRSVl3Qmt6ZHAraGc0Vkdwdz09>

One tap mobile:

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

Or Telephone:+1 253 215 8782

Webinar ID: **849 4283 4088**

Passcode: **283347**

International numbers available: <https://us02web.zoom.us/j/84942834088?pwd=YjdpM1dRSVl3Qmt6ZHAraGc0Vkdwdz09>

1. CALL TO ORDER – 5 minutes

- a. Special Guest City Hall Welcome to Representatives of the Snohomish Tribe of Indians and Presentation of Proclamation of The Snohomish Tribal Canoe Week - pp. 4
- b. Opening Words and Moment of Silence
- c. Roll Call

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

- a. Approval of Claim Warrants 43556-43582 and EFTs (July 12) in the amount of \$33,646.53 - pp.5-14
- b. Approval of Payroll Direct Deposit Run (July 3) in the amount of \$37,342.59 - pp.15
- c. Approval of Council Stipends 43551 (July 3) in the amount of \$91.76 – pp.16
- d. Approval of Manual Warrants and EFTs 43555 in the amount of \$1,987.16 – pp.17
- e. Approval of liquor licenses for Savory, WA Arts Council, Double Bluff – pp.18-22

3. APPROVAL OF AGENDA – 3 minutes

4. APPROVAL OF MINUTES

Postponed until August 7, 2023.

5. PUBLIC COMMENT PERIOD* – 30 minutes

Note from the Langley Municipal Code 2.06.090: *Members of the Public Addressing the City Council. **Any person making personal, impertinent or slanderous remarks or who shall become boisterous while addressing the council, or who shall by conversation or otherwise delay, impede or interrupt the proceedings or the peace of the council, or disturb any member while speaking, or refuse to obey the orders of the council or its presiding officer, shall be forthwith, by the presiding officer, barred from further audience at that council meeting unless permission to continue is granted such person by a vote of the majority of the council.***

6. MAYOR'S REPORT – 10 minutes

7. NEW BUSINESS

- a. Council Agenda Protocol – Councilmember Fleming - 10 minutes – pp.23-24
- b. Appointment of one Councilmember to the FPLC – 5 minutes
- c. 2024 Budget Calendar, Special Council Meeting, and Process overview - 5 minutes
- d. Approval of Little Big Fest Noise Ordinance request for exemption – 5 minutes pp. 25
- e. Motion Regarding Past Ethics Commission Opinions – Councilmember Gill, 5 minutes pp.30
- f. Public Comment Statement Update – Councilmember Salerno – 5 minutes pp.31-32

8. STAFF REPORTS – 25 minutes

- a. City Clerk Functions Report, Mayor
- b. Wanda Grone, Finance Director – pp.33-34
- c. Meredith Penny, Community Planning Director – pp.34-36
- d. Randi Perry, Public Works Director - pp.37-48
- e. Tavier Wasser, Chief of Police

9. COUNCIL REPORTS– 15 minutes

- a. Council Member Harolynne Bobis – 3 minutes – pp.49-51
- 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

10. 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 address subjects, not individuals, in an orderly and courteous manner. 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 Scott Chaplin at (360) 221-4246 ext. 12 at least 48 hours prior to this meeting.**

City of Langley



Proclamation

Whereas, the Snohomish Tribe of Indians have expended great effort to bring back the traditional canoe culture of their tribe by radically welcoming the Blue Heron Canoe Family to Langley's shores, and

Whereas, thanks to active members of the Snohomish Tribe, many of whom grew up on South Whidbey Island, Islanders are learning that Whidbey has been part of the ancestral home of the Snohomish since time immemorial, and

Whereas, the arrival of the Blue Heron Canoe is part of that awakening and symbolizes the re-emergence of cultural ways prior to these practices being banned, and

Whereas, for the second year the Blue Heron Canoe Family, led by The Snohomish Tribe of Indians' Chair, Mike Evans, *didahalqid waqusqidab*, has generously given of their time to share their culture with our community at the beginning of their journey north through the Salish Sea, and

Whereas, the Blue Heron Canoe was brought to life in the Spring of 2003 by Mike Evans, *didahalqid waqusqidab* and his father Chuck Evans, Laughing Elk, and has been on tribal canoe journeys every year since, except for one at the onset of the pandemic, and

Whereas, Mike Evans, *didahalqid waqusqidab*, the Father of the Blue Heron Canoe, reports that the canoe has 16 seats for pullers, but holds an infinite number, and

Whereas, the Blue Heron Canoe is a Snohomish canoe, but also an 'Open' canoe that carries other tribes and nations with them, and

Whereas, the Blue Heron Canoe travels the ancient pathways that honor and connect them to the ancestors, and

Whereas, the Blue Heron Canoe will join Tribal Journey across the waters from Whidbey Island, which is described as a "...a long life in a short period of time. It is a journey about Community. Each canoe is a family... We have similar goals. We travel together. We are a community of canoe families. We travel to the next village. We recognize their sovereignty. We celebrate with them through Song and Dance using our language.", and

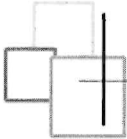
Whereas, the Snohomish tribe of Indians still walk in the footsteps and paths of their ancestors here on South Whidbey Island and lands beyond.

Therefore, the City of Langley, proclaims this week of July 17th, in the year of 2023, Snohomish Tribal Canoe Week in Langley.

Signed,

_____, Mayor
Scott Chaplin

_____, Council Representative
Rhonda Salerno



Voucher Directory

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

Vendor	Number	Reference	Account Number	Description	Amount
Abraham, Kristen Miller	43556			2023 - July - 2nd Council Meeting	
		Invoice - #003			
			Reorganization of Records		
			001-000-030-514-20-30-01	Supplies	\$9.60
				Records Storage Supplies	
			001-000-030-514-20-40-04	Professional Services - Contract	\$1,820.00
				Reorg of City Records	
			001-000-030-514-20-40-04	Professional Services - Contract	\$877.50
				Interim Clerk	
		Total Invoice - #003			\$2,707.10
	Total 43556				\$2,707.10
Total Abraham, Kristen Miller					\$2,707.10
Ackermann Electric Co.	43557			2023 - July - 2nd Council Meeting	
		Invoice - 1487			
			Emergency Water Repair		
			401-000-000-534-10-47-01	Repairs & Maintenance	\$4,731.86
				Emergency water repair	
		Total Invoice - 1487			\$4,731.86
	Total 43557				\$4,731.86
Total Ackermann Electric Co.					\$4,731.86
City of Langley	43558			2023 - July - 2nd Council Meeting	
		Invoice - Petty Cash Reimb Jul 11 2023			
			Replenish Petty Cash		
			001-000-030-514-20-42-00	Postage Machine Expenses	\$59.00
				Passport postage (from petty cash) 5.18-7.06.23	
		Total Invoice - Petty Cash Reimb Jul 11 2023			\$59.00
	Total 43558				\$59.00
Total City of Langley					\$59.00

City of Langley Council Meeting - Draft Agenda
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Vendor	Number	Reference	Account Number	Description	Amount
Compass Rose Planning	43559			2023 - July - 2nd Council Meeting	
		Invoice - 1050			
			Coles Valley PUD application - 2nd submission		
			001-000-110-558-60-40-01	Professional Fees/Reimbursible - Permit Review	\$356.25
				Coles Valeu PUD application - 2nd submission	
		Total Invoice - 1050			\$356.25
	Total 43559				\$356.25
Total Compass Rose Planning					\$356.25
Department of Ecology Cashiering Unit	43560			2023 - July - 2nd Council Meeting	
		Invoice - Marks Josh Wastewater Certification			
			Training Registration		
			402-000-000-535-10-42-02	Training Registration	\$60.00
				Marks Josh Wastewater Treatment Plan Operation Certification	
		Total Invoice - Marks Josh Wastewater Certification			\$60.00
	Total 43560				\$60.00
Total Department of Ecology Cashiering Unit					\$60.00
Economic Dev Council	43561			2023 - July - 2nd Council Meeting	
		Invoice - 230			
			Event registration		
			001-000-010-513-10-42-02	Training Registration Cost	\$55.00
				Membership meeting registration	
		Total Invoice - 230			\$55.00
	Total 43561				\$55.00
Total Economic Dev Council					\$55.00
Galls USA	43562			2023 - July - 2nd Council Meeting	
		Invoice - 024933411			
			Uniforms		
			001-000-070-521-20-33-01	Uniforms	\$142.86
				Police Uniforms	
		Total Invoice - 024933411			\$142.86
		Invoice - 024933429			
			Uniforms		
			001-000-070-521-20-33-01	Uniforms	\$74.07
				Police Uniforms	
		Total Invoice - 024933429			\$74.07
	Total 43562				\$216.93
Total Galls USA					\$216.93

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Vendor	Number	Reference	Account Number	Description	Amount
Grainger	43563			2023 - July - 2nd Council Meeting	
		Invoice - 9759511696			
		Pet Waste Bags			
		001-000-150-576-80-30-01		Supplies	\$234.28
				Pet Waste Bags	
		Total Invoice - 9759511696			\$234.28
	Total 43563				\$234.28
Total Grainger					\$234.28
Hanson's Bldg. Supply	43564			2023 - July - 2nd Council Meeting	
		Invoice - 2306-230929			
		Trim Boards/City Hall			
		001-000-100-594-59-00-00		Capital maintenance City Hall	\$233.07
				Trim Boards/City Hall	
		Total Invoice - 2306-230929			\$233.07
	Total 43564				\$233.07
Total Hanson's Bldg. Supply					\$233.07
IDEXX Distribution Inc	43565			2023 - July - 2nd Council Meeting	
		Invoice - 3130690228			
		Coli P/A Comparator & 120 ML Vessel w/STA			
		401-000-000-534-10-40-04		SDWA Testing	\$273.56
				Coli P/A Comparator & 120 ML Vessel w/STA	
		Total Invoice - 3130690228			\$273.56
	Total 43565				\$273.56
Total IDEXX Distribution Inc					\$273.56
Island County Treasurer - Prosecuting Attorney	43566			2023 - July - 2nd Council Meeting	
		Invoice - Misdemeanor Proseccion Services (6 cases)			
		Interlocal Agreement			
		001-000-020-515-91-48-05		Prosecuting Atty Services	\$2,554.74
				Interlocal Agreement	
		Total Invoice - Misdemeanor Proseccion Services (6 cases)			\$2,554.74
	Total 43566				\$2,554.74
Total Island County Treasurer - Prosecuting Attorney					\$2,554.74

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Vendor	Number	Reference	Account Number	Description	Amount
Island County Treasurer (District Court)	43567			2023 - July - 2nd Council Meeting	
		Invoice - 2			
			Q2-2023 District Ct Rent		
			001-000-020-512-52-00-00	Isl Co Dist Crt/Municipal Services	\$371.64
				Q2-2023 District Court Rent	
		Total Invoice - 2			\$371.64
		Invoice - 2nd Qtr Joint Expenses			
			Q2-2023 District Ct Joint Services		
			001-000-020-512-52-00-00	Isl Co Dist Crt/Municipal Services	\$5,157.59
				Q2-2023 District Ct Joint Services	
		Total Invoice - 2nd Qtr Joint Expenses			\$5,157.59
	Total 43567				\$5,529.23
Total Island County Treasurer (District Court)					\$5,529.23
Island Disposal Inc	43568			2023 - July - 2nd Council Meeting	
		Invoice - 7661867S144			
			Dump Fees		
			001-000-070-521-20-46-01	Utilities	\$86.15
				Dump Fess	
			001-000-150-576-80-41-02	Utilities	\$516.92
				Dump Fees	
			401-000-000-534-10-46-01	Utilities-Water Dept.	\$86.16
				Dump Fees	
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$172.31
				Dump Fees	
		Total Invoice - 7661867S144			\$861.54
	Total 43568				\$861.54
Total Island Disposal Inc					\$861.54
Langley United Methodist	43569			2023 - July - 2nd Council Meeting	
		Invoice - Storage June-July 2023			
			Document Storage June-July 2023		
			001-000-030-514-20-40-04	Professional Services - Contract	\$226.67
				Temporary Document Storage June-July 2023	
		Total Invoice - Storage June-July 2023			\$226.67
	Total 43569				\$226.67
Total Langley United Methodist					\$226.67

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Vendor	Number	Reference	Account Number	Description	Amount
Madsen Enterprise Inc.	43570			2023 - July - 2nd Council Meeting	
		Invoice - 2687			
			Vac Truck		
			401-000-000-534-10-40-05	Professional Services - Repair and Maintenance	\$979.20
				Vac Truck	
		Total Invoice - 2687			\$979.20
	Total 43570				\$979.20
Total Madsen Enterprise Inc.					\$979.20
NCL of Wisconsin, Inc.	43571			2023 - July - 2nd Council Meeting	
		Invoice - 489137			
			Tryptic Soy Broth		
			402-000-000-535-10-40-04	Sewer Plant Testing	\$35.70
				Tryptic Soy Broth	
		Total Invoice - 489137			\$35.70
	Total 43571				\$35.70
Total NCL of Wisconsin, Inc.					\$35.70
Puget Sound Energy	43572			2023 - July - 2nd Council Meeting	
		Invoice - 6/2-6/30/23			
			June 2 - June 30		
			001-000-100-518-30-46-01	Utilities	\$228.52
				*2896 June 2- June 30	
			001-000-150-576-80-41-02	Utilities	\$141.10
				*8978, *3338, *1760 June 2 - June 30	
			101-000-000-543-10-47-00	Utilities	\$490.21
				*1532, *9941, *8593 June 2 - June 30	
			401-000-000-534-10-46-01	Utilities-Water Dept.	\$291.10
				*5060, *8745, *7646, *8113 June 2 - June 30	
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$3,224.05
				*0042,*0863,*8083,*6751,*3859,*3304 Junje 2- June 30	
		Total Invoice - 6/2-6/30/23			\$4,374.98
	Total 43572				\$4,374.98
Total Puget Sound Energy					\$4,374.98
Sebo's DO IT Center	43573			2023 - July - 2nd Council Meeting	
		Invoice - A1487382-rev			
			Trailer end plug		
			101-000-000-543-10-30-01	Supplies	\$15.22
				Trailer end plug	
		Total Invoice - A1487382-rev			\$15.22

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Vendor	Number	Reference	Account Number	Description	Amount
Invoice - A1494218					
		AA batteries			
			401-000-000-534-10-30-01	Supplies	\$20.66
				AA batteries	
		Total Invoice - A1494218			\$20.66
Invoice - A1497098					
		City Hall Door			
			001-000-100-594-59-00-00	Capital maintenance City Hall	\$30.65
				City Hall Door	
		Total Invoice - A1497098			\$30.65
Invoice - A1497204					
		City Hall Door			
			001-000-100-594-59-00-00	Capital maintenance City Hall	\$10.79
				City Hall Door	
		Total Invoice - A1497204			\$10.79
Invoice - A1497394					
		Sewer raketech			
			402-000-000-535-10-47-01	Repairs & Maintenance	\$16.52
				Sewer raketech	
		Total Invoice - A1497394			\$16.52
Invoice - A1498730					
		Streets, Sewer, Facility			
			001-000-100-594-59-00-00	Capital maintenance City Hall	\$17.16
				City Hall back door	
			101-000-000-542-69-30-01	Traffic & Pedestrian Supplies	\$14.62
				Nuts & bolts	
			402-000-000-535-10-30-01	Supplies	\$24.57
				Sewer/T.P. - supplies	
		Total Invoice - A1498730			\$56.35
Invoice - A1498845					
		Truck Blinker Light			
			401-000-000-534-10-47-02	Vehicle Maintenance-Annual	\$6.08
				Truck blinker light	
		Total Invoice - A1498845			\$6.08
Invoice - A1501849					
		Treatment Plant/Truck			
			402-000-000-535-10-30-01	Supplies	\$27.71
				Treatment Plan/Truck	
		Total Invoice - A1501849			\$27.71
Invoice - A1502268					
		Brooms			
			101-000-000-542-67-30-01	Street Cleaning supplies	\$58.19
				Brooms	
		Total Invoice - A1502268			\$58.19

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Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - A1502498			
			T.P. Power Gate		
			402-000-000-535-10-47-01	Repairs & Maintenance	\$20.65
				T.P. Power Gate	
		Total Invoice - A1502498			\$20.65
		Invoice - B1333803			
			Sewer Rake Tech		
			402-000-000-535-10-47-01	Repairs & Maintenance	\$37.20
				Sewer Rake Tech	
		Total Invoice - B1333803			\$37.20
		Invoice - B1334360			
			Streets - paint sign		
			101-000-000-542-69-30-01	Traffic & Pedestrian Supplies	\$41.31
				Streets - paint sign	
		Total Invoice - B1334360			\$41.31
	Total 43573				\$341.33
Total Sebo's DO IT Center					\$341.33
Sound Maintenance Services Inc					
	43574				
		2023 - July - 2nd Council Meeting			
		Invoice - 137626			
			Janitorial Services		
			105-000-000-557-30-40-03	Contract Services (R&R, Chamber 1%, County)	\$1,850.00
				Janitorial Services	
		Total Invoice - 137626			\$1,850.00
	Total 43574				\$1,850.00
Total Sound Maintenance Services Inc					\$1,850.00
Sound Publishing Inc					
	43575				
		2023 - July - 2nd Council Meeting			
		Invoice - SWR979671			
			Activity in a WETLAND		
			001-000-110-558-60-43-02	Publications/Notifications	\$324.00
				Activity in a WETLAND	
		Total Invoice - SWR979671			\$324.00
		Invoice - WNT979667			
			ORD 1111		
			001-000-000-511-60-40-02	Professional Services - ADMIN Shared Cost	\$85.50
				ORD 1111	
		Total Invoice - WNT979667			\$85.50
	Total 43575				\$409.50
Total Sound Publishing Inc					\$409.50

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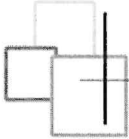
Vendor	Number	Reference	Account Number	Description	Amount
Star Store Inc	43576			2023 - July - 2nd Council Meeting	
		Invoice - 00081275			
			Water for sewer testing		
			402-000-000-535-10-40-04	Sewer Plant Testing	\$201.63
				Water for sewer testing	
		Total Invoice - 00081275			\$201.63
	Total 43576				\$201.63
Total Star Store Inc					\$201.63
UST GENERAL YARD WORK ATTN: Zacarias DeJesus Alvarez	43577			2023 - July - 2nd Council Meeting	
		Invoice - INV-1270			
			Monthly Maintenance		
			104-000-000-536-10-40-01	Cemetery Services	\$1,131.52
				Monthly Maintenance	
		Total Invoice - INV-1270			\$1,131.52
	Total 43577				\$1,131.52
Total UST GENERAL YARD WORK ATTN: Zacarias DeJesus Alvarez					\$1,131.52
Utilities Underground	43578			2023 - July - 2nd Council Meeting	
		Invoice - 3060175			
			Excavation Notifications		
			403-000-000-531-10-47-03	Stormwater Maintenance	\$15.40
				Excavation Notifications	
		Total Invoice - 3060175			\$15.40
	Total 43578				\$15.40
Total Utilities Underground					\$15.40
VISA	43579			2023 - July - 2nd Council Meeting	
		Invoice - M Penny June 2023			
			June 2023		
			001-000-110-558-60-42-02	Training Registration	\$40.00
				Land Use Case Law Update MRSC	
		Total Invoice - M Penny June 2023			\$40.00
		Invoice - R Perry June 2023			
			June 2023		
			001-000-180-518-80-32-04	Software and IT	\$16.31
				Adobe	
			105-000-000-557-30-30-01	Public Restrooms-R&M/Misc'l, Supplies.	\$427.35
				Sustainable Supplies	
			402-000-000-535-10-47-01	Repairs & Maintenance	\$25.60
				WS Ferries	
		Total Invoice - R Perry June 2023			\$469.26

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Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - S Chaplin June 2023			
		June 2023			
			001-000-010-513-10-40-01	Professional Services - ADMIN Shared Cost	\$42.98
				Mail Chimp	
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost	\$60.92
				Zoom	
			001-000-180-518-80-32-04	Software and IT	\$21.75
				Adobe	
			401-000-000-534-20-40-05	Water Conservation Program	\$39.00
				Water Wafer Seals	
				Total Invoice - S Chaplin June 2023	\$164.65
		Invoice - T Wasser June 2023			
		June 2023			
			001-000-070-521-20-33-01	Uniforms	\$154.81
				Amazon	
				Total Invoice - T Wasser June 2023	\$154.81
		Invoice - W Grone June 2023			
		June 2023			
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost	\$199.00
				Govjobs.com - Job Posting	
			001-000-030-514-20-42-01	Travel Transportation/Meals/Lodging	\$2.90
				Ferry to pickup laptop from Darrel Duhm - contractor	
				Total Invoice - W Grone June 2023	\$201.90
	Total 43579				\$1,030.62
Total VISA					\$1,030.62
Vision Municipal Solutions					
43580					
				2023 - July - 2nd Council Meeting	
		Invoice - 09-12952			
		Annual Office Subscription			
			001-000-180-518-80-32-04	Software and IT	\$2,733.06
				Annual MS Office Subscription (16 users)	
				Total Invoice - 09-12952	\$2,733.06
	Total 43580				\$2,733.06
Total Vision Municipal Solutions					\$2,733.06
Western Facilities Supply					
43581					
				2023 - July - 2nd Council Meeting	
		Invoice - 047438			
		Supplies			
			001-000-100-518-30-30-01	Facilities Maint. Supplies	\$396.80
				PE/Supplies	
			001-000-150-576-80-30-01	Supplies	\$46.40
				Parks/Supplies	
			105-000-000-557-30-30-01	Public Restrooms-R&M/Misc'l, Supplies.	\$345.20
				Tourism/Supplies	

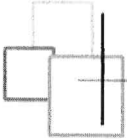
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Vendor	Number	Reference	Account Number	Description	Amount
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$177.19
				Nitrate/Supplies	
			Total Invoice - 047438		\$965.59
			Total 43581		\$965.59
Total Western Facilities Supply					\$965.59
Whidbey Telecom					
	43582			2023 - July - 2nd Council Meeting	
			Invoice - 7032 July 2023		
			July 1 - July 31 2023		
			001-000-050-518-10-46-01	Utilities-General Government	\$1,041.44
				July 1 - July 31 2023	
			001-000-070-521-20-40-01	Professional Services - ADMIN Shared Cost	\$221.52
				July 1 - July 31 2023	
			401-000-000-534-10-46-01	Utilities-Water Dept.	\$46.26
				July 1 - July 31 2023	
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$44.94
				July 1 - July 31 2023	
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$78.40
				July 1 - July 31 2023	
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$46.21
				July 1 - July 31 2023	
			Total Invoice - 7032 July 2023		\$1,478.77
			Total 43582		\$1,478.77
Total Whidbey Telecom					\$1,478.77
Grand Total		Vendor Count	27		\$33,646.53



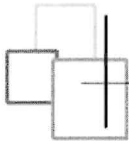
Direct Deposit Activity

Name	Social Security #	Bank Name	Account Number	Type	Amount
Direct Deposit Run - 7/3/2023			7/3/2023		
Baldwin, Darlene					\$1,969.55
Bobis, Harolynne N					\$45.88
Cattand, Alexis					\$1,866.98
Chaplin, Scott					\$1,639.82
Durr, Robert J.					\$2,405.76
Fleming, Gail T					\$45.88
Grone, Wanda J					\$3,067.28
Grove, Timothy J.					\$2,530.73
Hamilton, Bryan E.					\$2,115.57
Hathaway, Nicholas G					\$2,712.49
Herzberg, Robert					\$438.90
Liggitt, Charles E.					\$2,470.17
Marks, Joshua W.					\$1,977.98
McDivitt, Tara J					\$1,581.94
Pace, Jeremiah J.					\$1,733.35
Penny, Meredith B					\$2,750.65
Perry, Randi M.					\$2,790.18
Proffitt, Austin L					\$2,146.14
Salerno, Rhonda A					\$45.88
Wasser, Tavier					\$3,007.46
					\$37,342.59
					\$37,342.59



Register

Number	Name	Fiscal Description	Cleared	Amount
43551	Cyr, Craig	2023 - July - 1st Council Meeting	7/10/2023	\$45.88
43552	Gill, Thomas	2023 - July - 1st Council Meeting	7/11/2023	\$45.88
				\$91.76



Voucher Directory

Fiscal: : 2023 - July
Council Date: : 2023 - July - July Manual

Vendor	Number	Reference	Account Number	Description	Amount
Invoice Cloud					
	EFT Invoice Cloud 7.6.23			2023 - July - July Manual	
		Invoice - 384-2023_6			
			001-000-030-514-20-48-06	Credit fees	\$90.40
				June utility billing charges	
		Total Invoice - 384-2023_6			\$90.40
		Total EFT Invoice Cloud 7.6.23			\$90.40
Total Invoice Cloud					\$90.40
Pitney Bowes Bank, Inc. Reserve Account					
	43555			2023 - July - July Manual	
		Invoice - July 2023 Postage Purchase			
			001-000-030-514-20-42-00	Postage Machine Expenses	\$750.00
				July Postage Purchase	
		Total Invoice - July 2023 Postage Purchase			\$750.00
		Total 43555			\$750.00
Total Pitney Bowes Bank, Inc. Reserve Account					\$750.00
St of WA Dept of Revenue					
	EFT WA DOR Leasehold Exc 7.10.23			2023 - July - July Manual	
		Invoice - Q2-2023 Leasehold Excise Tax			
				Q2-2023 Leasehold Excise Tax	
			633-000-000-589-30-00-01	Leasehold Excise Tax	\$1,146.76
				Q2-2023 Leasehold Excise Tax	
		Total Invoice - Q2-2023 Leasehold Excise Tax			\$1,146.76
		Total EFT WA DOR Leasehold Exc 7.10.23			\$1,146.76
Total St of WA Dept of Revenue					\$1,146.76
Grand Total		Vendor Count	3		\$1,987.16



Washington State
Liquor and Cannabis Board
PO Box 43098

, Olympia WA 98504-3098, (360) 664-1600
www.liq.wa.gov Fax #: (360) 753-2710



BY:

July 06, 2023

Dear Local Authority:

RE: Liquor License Renewal Applications in Your Jurisdiction - Your Objection Opportunity

Enclosed please find a list of liquor-licensed premises in your jurisdiction whose liquor licenses will expire in about 90 days. This is your opportunity to object to these license renewal requests as authorized by RCW 66.24.010 (8).

1) Objection to License Renewal

To object to a liquor license renewal: fax or mail a letter to the Washington State Liquor and Cannabis Board (WS-LCB) Licensing Division. This letter must:

- o Detail the reason(s) for your objection, including a statement of all the facts upon which your objection or objections are based. You may include attachments and supporting documents which contain or confirm the facts upon which your objections are based.
- o Please note that whether a hearing will be granted or not is within the Board's discretion per RCW 66.24.010 (8)(d).

Your letter or fax of objection must be received by the Board's Licensing Division at least 30 days prior to the license expiration date. If you need additional time you must request that in writing. Please be aware, however, that it is within the Board's discretion to grant or deny any requests for extension of time to submit objections. Your request for extension will be granted or denied in writing. If objections are not timely received, they will not be considered as part of the renewal process.

A copy of your objection and any attachments and supporting materials will be made available to the licensee, therefore, it is the Local Authority's responsibility to redact any confidential or non-disclosable information (see RCW 42.56) prior to submission to the WSLCB.

2) Status of License While Objection Pending

During the time an objection to a renewal is pending, the permanent liquor license is placed on hold. However, temporary licenses are regularly issued to the licensee until a final decision is made by the Board.

3) Procedure Following Licensing Division Receipt of Objection

After we receive your objection, our licensing staff will prepare a report for review by the Licensing Director. The report will include your letter of objection, as well as any attachments and supporting documents you send. The Licensing Director will then decide to renew the liquor license, or to proceed with non-renewal.

4) Procedure if Board Does Not Renew License

If the Board decides not to renew a license, we will notify the licensee in writing, stating the reason for this decision. The licensee also has the right to request a hearing to contest non-renewal of their liquor license. RCW 66.24.010 (8)(d). If the licensee makes a timely request for a hearing, we will notify you.

The Board's Licensing Division will be required to present evidence at the hearing before an administrative law judge to support the non-renewal recommendation. You may present evidence in support of your objection or objections. The administrative law judge will consider all of the evidence and issue an initial order for the Board's review. The Board members have final authority to renew the liquor license and will enter a final order announcing their decision.

5) Procedure if Board Renews License Over Your Objection

If the Board decides to renew the license over your objection, you will be notified in writing. At that time, you may be given an opportunity to request a hearing. An opportunity for a hearing is offered at the Board's discretion. If a hearing is held, you will be responsible for presenting evidence before an Administrative Law Judge in support of your objection to license renewal. The Board's Licensing Division will present evidence in support of license renewal. The Licensee may also participate and present evidence if the licensee desires. The administrative law judge will consider all of the evidence, and issue an initial order for the Board's review. The Board members have final authority to renew the liquor license and will enter a final order announcing their decision.

For questions about this process, contact the WSLCB Licensing Division at (360) 664-1600 or email us at localauthority@sp.lcb.wa.gov.

Sincerely,

Rebecca Smith

Rebecca Smith, Director,
Licensing and Regulation Division

LIQ 864 07/10

C091080-2

WASHINGTON STATE LIQUOR AND CANNABIS BOARD

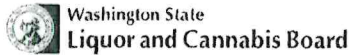
DATE: 07/06/2023

LICENSED ESTABLISHMENTS IN INCORPORATED AREAS CITY OF LANGLEY
(BY ZIP CODE) FOR EXPIRATION DATE OF 20231031

LICENSEE	BUSINESS NAME AND ADDRESS	LICENSE NUMBER	PRIVILEGES
1. THIRD ACT, INC.	SAVORY A RESTAURANT 220 1ST ST UNIT 3 LANGLEY WA 98260 8801	601154	BEER/WINE REST - BEER/WINE

RECEIVED
JUL 12 2023

BY:



RECEIVED
JUL 19 2023

NOTICE OF LIQUOR LICENSE APPLICATION

BY:
WASHINGTON STATE LIQUOR AND CANNABIS BOARD
License Division - P.O. Box 43098
Olympia, WA 98504-3098
Customer Service: (360) 664-1600
Fax: (360) 753-2710
Website: <http://lcb.wa.gov>

TO: MAYOR OF LANGLEY
RE: NEW APPLICATION

RETURN TO: localauthority@sp.lcb.wa.gov
DATE: 7/07/23

UBI: 603-468-515-001-0003

License: 406225 - 6C County: 15
Tradename: DOUBLE BLUFF BREWING CO.

APPLICANTS:
DOUBLE BLUFF BREWING CO., LLC

Loc Addr: 121 2ND ST
LANGLEY WA 98260-9850

THOMIS, DANIEL

Mail Addr: PO BOX 543
LANGLEY WA 98260-0543

THOMIS, MARISSA
(Spouse)

Phone No.: 360-333-9113

Privileges Applied For:
TAVERN - BEER/WINE

As required by RCW 66.24.010(8), the Liquor and Cannabis Board is notifying you that the above has applied for a liquor license. You have 20 days from the date of this notice to give your input on this application. If we do not receive this notice back within 20 days, we will assume you have no objection to the issuance of the license. If you need additional time to respond, you must submit a written request for an extension of up to 20 days, with the reason(s) you need more time. If you **need information on SSN, contact our CHRI desk at (360) 664-1724.**

- | | YES | NO |
|---|--------------------------|--------------------------|
| 1. Do you approve of applicant? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do you approve of location? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. If you disapprove and the Board contemplates issuing a license, do you wish to request an adjudicative hearing before final action is taken? | <input type="checkbox"/> | <input type="checkbox"/> |
| (See WAC 314-09-010 for information about this process) | | |
| 4. If you disapprove, per RCW 66.24.010(8) you MUST attach a letter to the Board detailing the reason(s) for the objection and a statement of all facts on which your objection(s) are based. | | |

DATE

SIGNATURE OF MAYOR,CITY MANAGER,COUNTY COMMISSIONERS OR DESIGNEE

To: **Langley City Council**

From: Gail Fleming, Council 5 Date: July 12,
2023 _____

Topic: Council Agenda

Protocol _____ . **Num. of pages: 1**

Introduction/Summary:

Due to agenda items being placed on the agenda at the last minute, please consider a policy for Council approval regarding the review of the final agenda by an Agenda Committee or a designated Council member before it is made public. Please note, starting at p. 38 in MRSC's Mayor and Councilmember Handbook, <https://mrsc.org/getmedia/034f13b6-7ec2-4594-b60b-efaf61dd7d10/Mayor-And-Councilmember-Handbook.pdf.aspx?ext=.pdf>, it includes this about Agendas:

Whose meeting is it anyway?

- In general, mayors should remember that the council meeting is just that – it's the council's meeting, not the mayor's meeting. The council sets its own rules and has ultimate control over the agenda. The mayor's role is to chair the meeting.
- The mayor must balance the benefits of efficient meetings with the importance of involving all members in the meeting. To be effective, the mayor needs the support of the councilmembers. Trust is built by showing evenhandedness and fairness to all participants. Trust also requires that the chairperson not use the powers of the chair unfairly to win a point or argument.

The council's role in the council meeting

A city or town council meeting is the place to get the critical job of decision-making accomplished. A smoothly managed and productive council meeting does not necessarily guarantee good results, but it certainly helps.

Although the mayor presides over council meetings, the council as a body has ultimate authority over the matters that arise at a council meeting. As moderator, the mayor should facilitate the meeting while allowing full council participation, maintain order and decorum, and see that all motions are

properly dealt with as they arise.

The agenda

One of the most crucial tools for orderly meetings is a well-organized and well- prepared agenda. The agenda ensures that councilmembers receive adequate information in advance on items for consideration.

Who determines the agenda content?

Although the council has ultimate control over the agenda, typically it's left to the mayor, city manager, or clerk to draw up the agenda, based on council input. Some cities assign this task to an agenda committee or to a councilmember who assists the mayor or manager. At the start of a regular council meeting, a council can, by motion, change the agenda, change its order of business, or add a new item of business.

Council Action Request: Move to adopt a policy for Council to approve agendas before they are made public.

Timeline for Action: Immediately

FAIR GROUNDS SPECIAL EVENT PERMIT APPLICATION – (\$110)

Name of Applicant/Organization Little BIG Fest
Contact Person Keegan Harshman Email address Keegan@bluesoundmusic.com
Business Phone 360-593-7679 Home Phone _____ Cell _____
Mailing address PO Box 1174
City Langley State WA Zip 98260
On Site Person in Charge Contact Keegan Harshman
Other Authorized Individuals David Stern, Gregg Salmon, Carlos Knox, Priscilla Lowery, John Ficalora

Summary of proposed event:

- a) Type of activity planned (describe event)
3 day music and arts festival
- b) Date of event: Aug 11-13, 2023 Hours of operation See page 4
- c) Set up Date/time: 8/9/23 12pm
- d) Dismantling date/time: 8/14/23 12pm
- e) Number of Staff/Volunteers on behalf of applicant: TBD
- f) Estimated number of participants: 150 Estimated number of guests: 500/day
- g) Number of vehicles or other special equipment: Maybe a couple golf carts for staff
- h) Parking contained within Fair Grounds: YES NO (circle one) If No, provide parking plan:
Reserved Community Center baseball field for parking
- i) Traffic or crowd control requirements:
N/A
- j) Street closures required: YES NO (circle one) Location: _____
- k) Will participants pay a fee or make donations: YES NO (circle one)
- l) Alcoholic Beverages being served: YES NO (circle one) If yes, Banquet Permit required from the Department of Health. Is this done: YES NO
- m) Amplified music YES NO (circle one) Fire/EMS and Police will be notified but not
- n) Safety and security measured required: required on site
- o) Safety and security provided by applicant: We will provide Security and first aid tent
- p) Special effects (e.g. explosives, pyrotechnics, aircraft, etc.) N/A
- q) Animals being used: N/A
- r) Other features or structure required: N/A
- s) Electric power, water, garbage and sewer requirements: N/A
- t) Portable restrooms provided by applicant: YES NO If yes, where will they be placed and is there written permission from the Port of South Whidbey? Number of units and placement will be discussed with the port of south whidbey

u) Any special equipment to be used that constitutes a hazard due to fuel, noise or movement? YES NO (circle one) If yes, describe: _____


Insurance: Insurance shall be required in connection with the insurance of a permit for a special: \$1,000,000 commercial general liability insurance per occurrence combined single limits, \$2,000,000 aggregate unless waived by the City of Langley. The Clerk-Treasurer is authorized and directed to require written proof of such insurance prior to permit issuance. The insurance policy shall be written for a period of not less than twenty-four (24) hours following the completion of the event, and shall contain a provision prohibiting cancellation of the policy, except upon thirty (30) days written notice to the City of Langley.

Public Liability Insurance Company: HWU Mount Vernon Fire Insurance Company
Policy number: NBP2556734 Agent: Traci Winn
Expiration Date: 6/6/24 Amount: \$1M Occurrence/\$2M General Aggregate

PARTICIPANTS: Any event that attracts 1,000 or more persons shall:

HOLD HARMLESS: The applicant agrees to defend, indemnify and hold the City of Langley, its agents, employees and officials, while acting within the scope of their duties, harmless from any and all claims, suits, demands and judgements including the attorney's fees and other costs of their defense, for public or private nuisance, inverse condemnation, personal injuries, property damage or death arising out of, occurring during or a result of activities or appliances of the applicant, his employees or otherwise, except for the sole negligence of the City. The applicant further agrees with all provisions of pertinent laws, City Ordinances, rule and regulations. This permit may be revoked at any time.

Signed this 12 day of June, 2023.



Signature of Applicant or Agent

Approved Authorization: _____ Date: _____

The proposed event request has been reviewed by the Port of South Whidbey and recommends the permit be issued.

Approved Authorization: *A. Elis* Date: 6/13/2023

Print Name/Title: Amanda Elis

The Building Official must approve all occupancies.

Approved Authorization: _____ Date: _____

Print Name/Title: _____

HOURS OF OPERATION REQUEST:

We request a noise ordinance extension. We understand amplified music can be an annoyance to some, and in respect to that our plan would be to have OUTDOOR music end at 10pm and have a final band play INSIDE the Pole Barn from 10pm-11:59, bringing the noise pollution down to a minimum. The final band would be scheduled til 11:30 but some leeway for an encore is ideal.

PROPOSED SCHEDULE:

8/11/2023 3:00pm-11:59pm
8/12/2023 11:00am-11:59pm
8/13/2023 10:00am-11:59pm

Little BIG Fest 2023 - Noise Extension Plan

To whom it may concern, Little BIG Fest Music and Arts Festival is requesting a noise extension for our event at the Whidbey Island Fairgrounds and Events Center that takes place Aug 11-13. We are aware of the impacts and disruptions amplified music can cause for some people in close proximity and intend to do everything in our power to notify anyone who might be impacted and keep any disruptions to a minimum. Part of our plan to keep this impacts to a minimum is to end outdoor music at the normal 10:00pm noise ordinance time and have the final band each night play inside the Pole Building (indoors), which will mostly eliminate any outdoor noise pollution. The last band of each night would be scheduled from 10:00pm-11:30pm, although we would like to request an extension until 11:59pm to allow the band an opportunity to preform a 15 minute encore and a few extra minutes for production to play some house music as guests leave. See amplified music schedule below.

Aug 11, 2023

- Indoor/Outdoor amplified music from 4:00pm - 10:00pm
- Indoor only amplified music from 10:00pm-11:59 (band scheduled til 11:30 we leeway for encore and quest departure)

Aug 12, 2023

- Indoor/Outdoor amplified music from 11:00am - 10:00pm
- Indoor only amplified music from 10:00pm-11:59 (band scheduled til 11:30 we leeway for encore and quest departure)

Aug 13, 2023

- Indoor/Outdoor amplified music from 10:00am - 10:00pm
- Indoor only amplified music from 10:00pm-11:59 (band scheduled til 11:30 we leeway for encore and quest departure)

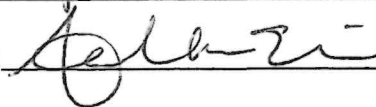
Please contact Keegan Harshman with any questions or concerns:

Keegan Harshman
keegan@bluesoundmusic.com
360-593-7679

Port of South Whidbey Approval

Name: Amanda Ellis

Title: Fairgrounds Director, POSW

Signed:  Date: 5/1/2023

**CITY OF LANGLEY, WASHINGTON
RESOLUTION NO. _____**

**A RESOLUTION OF THE CITY OF LANGLEY,
WASHINGTON, Regarding Ethics Training and Advisory Commission Opinions**

WHEREAS, it has been the desire of the City of Langley, Washington to have an Ethics Training and Advisory Commission; and

WHEREAS, the City Council intended for this body to provide training and advice but not act in a quasi-judicial role; and

WHEREAS, The City Attorney advised that such a body only address hypothetical cases and not delve into the actions of specific individuals;

WHEREAS, The Commission has on several occasions over the years investigated the actions of individuals - sometimes without informing them of the investigation or interviewing them regarding the charges, and

WHEREAS, The formation of opinions regarding the actions of particular individuals without what a reasonable person would consider due process goes against the values of modern justice, and

WHEREAS, The formation of opinions regarding the actions of particular individuals with a proper judicial process exposes the City to potential lawsuits;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Langley, that the City does hereby disavow all past Ethics Commission Opinions specific to the action of a particular individual and will not accept requests for such opinions in the future.

PASSED AND ADOPTED by the City Council of the City of Langley, State of Washington on this 17 day of July 2023.

Scott Chaplin, Mayor

ATTEST:

Wanda Grone, Finance Director

To: **Langley City Council**

From: **___Rhonda Salerno, Councilmember, Position 2_____**

Date: **_7/17/2023_____**

Topic: **__Public Comment Statement Update_____ Num. of pages: _2__**

Introduction/Summary: It is vital that our City offers an opportunity for public comment at our Council meetings. We need to ensure that speakers do so in a respectful manner and that all comments relate-to actions rather than individuals. I propose we make the following change to our announcement that is read before Public Comment on the agenda.

***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 address subjects, not individuals, in an orderly and courteous manner (~~remove~~ 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.

It is the duty of the presiding officer to interrupt a speaker if they begin to attack an individual during public comment and if the presiding officer does not, it is up to Councilmembers to make a Point of Order to remind the presiding officer that public comment shall not address grievances regarding individuals, but the subject of the concern itself.

Excerpts from the Langley Municipal Code [LMC]:

2.06.040 Meetings – Open to public – Public participation.

B. Citizens are welcome at all council meetings and are encouraged to attend, participate and contribute to the deliberations of the council. Recognition of a speaker by the presiding officer is a prerequisite and necessary for an orderly and effective meeting, be the speaker a citizen, council member or staff member. Further, it will be expected that all speakers will deliver their comments in a courteous and efficient manner and will speak only to the specific subject under consideration. Anyone making out-of-order comments or acting in an unruly manner shall be subject to removal from the meeting. (Ord. 559, 1990)

2.06.090 Meetings – Conduct.

3. Members of the Public Addressing the City Council. Any person making personal, impertinent or slanderous remarks or who shall become boisterous while addressing the council, or who shall by conversation or otherwise delay, impede or interrupt the proceedings or the peace of the council, or disturb any member while speaking, or refuse to obey the orders of the council or its

presiding officer, shall be forthwith, by the presiding officer, barred from further audience at that council meeting unless permission to continue is granted such person by a vote of the majority of the council.

4. Any person in the audience who engages in disorderly conduct including whistling, stamping of feet, use of profane language, yelling and similar acts or demonstrations, which conduct disturbs the orderly business and peace of the assembly, or who refuses to comply with the lawful orders of the presiding officer, shall be guilty of a misdemeanor. Upon instruction from the presiding officer, it shall be the duty of the chief of police or such member or members of the police department as may be present at such meeting to remove such person from the council chambers and to place him/her under arrest. The chief of police or members of the police department shall act as sergeant-at-arms of the city council and shall carry out all orders given by the presiding officer for the purpose of maintaining order, peace and decorum at the council meeting. Any council member may move to require the presiding officer to enforce the rules and the affirmative vote of a majority of the council shall require him/her to do so.

Council Action Request: Move to Update language in agenda Public Comment statement

Timeline for Action: Immediately

Financial Implications: None

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: July Council Meeting – Monthly Update
Meeting Date: July 17, 2023

Pursuant to the Finance and Personnel Commission (FPLC) June meetings, the job posting for Accounting Clerk materialized and qualified candidates were found. The position was offered to Allison Gubata, a very qualified individual with 3 years of experience in a similar position at the Town of Coupeville. She accepted our offer and her first day with the City was July 10. Training is in process; we are very fortunate that Allison applied for our position because during her 3 years with the Town of Coupeville, she used Vision software, which is what the City of Langley uses for its financial management processes. Allison will be responsible for Utility Billing and various financial and accounting functions.

Budget planning is underway; this topic was raised on June 20 in my Staff Report. Staff has been asked to start compiling revenue projections (if applicable) and planned expenditures for 2024. Capital improvement plans (if they exist) should be updated and provided to me for integration in the City's budget document. As requested in my previous staff report, Council's goals and priorities are needed for structuring the budget categories and line items. If there is input from the City's various commissions that has budgetary impact, those should be directed to me. I will be sending out a letter to that effect, and include a budget calendar.

As part of the budget process, I would like to use a different model to allocate common administrative costs across the appropriate general fund departments and proprietary funds (Tourism, Cemetery, Water, Sewer, Capital Reserves, Langley Improvement Project). The result will be easier payables input, more straightforward financial reports, and easier budget forecasting in the future.

With additional staffing now on board, I will be catching up on quarterly reporting to Council and working on researching and issuing an RFP for financial management software. As part of this project, I want to establish a reserve fund for such items, such as a Software Reserve. This will require regular budget transfers, similar to those for City Vehicles and the Utility Reserves.



To: The Langley City Council
From: Meredith Penny, Community Planning Director
Meeting Date: July 17, 2023
Subject: Update on Work Plan Items and Active Permit Applications

1. Update on Ongoing Projects

*More documents and information on any of the below projects can be found here:

https://www.langleywa.org/departments/community_planning_and_building_department/plans_and_projects.php

a. Camping Ordinance Changes

This item was added to the 2023 budget and work plan.

b. Tree Ordinance – Phase I, Monetary Penalties

A first draft of these code changes was presented to PAB at their February meeting. Staff then discussed the ordinance with the City Attorney and learned the ordinance will not require SEPA or a public hearing with PAB. Instead, it can go directly to Council for approval because the changes are only procedural. Although not required, staff presented the final draft to PAB and POSC at their May meetings and have forwarded their comments and questions to the attorney who is reviewing the ordinance before it proceeds to Council.

c. Comprehensive Plan Update

On June 28th, staff and Mayor Chaplin received a letter from the Washington State Department of Commerce confirming the City has been awarded a total of \$100,000 to complete the Comprehensive Plan Periodic Review and Update. The first \$50,000 is allocated for reimbursement of expenses incurred from July 1, 2023 through June 30, 2024. The second \$50,000 is allocated for reimbursement of expenses incurred from July 1, 2024 through June 30, 2025. In order to receive the funding, staff must complete and submit the GMA Update Grant application materials by September 30, 2023. Staff have been attending meetings with the planners from other Island County jurisdictions and will be coming to PAB and Council with a discussion item on the Countywide Planning Policies in August. In September, staff will return to PAB and Council for a discussion on the scope of the Comprehensive Plan Update in preparation for submitting the GMA Grant application to the state by September 30th.

d. Bluff Management Plan

Staff have reached out to the Port of South Whidbey and the Langley Mainstreet Association to see if they may be willing to partner on the study. This would save the City costs, but also help to cover any margin of error, if bids come back higher than the \$30,000 budgeted for. Although conversations with the Port and Mainstreet have not progressed, staff are proceeding with issuing an RFP to get the project moving forward. Staff have produced a draft RFP and will be receiving comments on the draft from Council members, POSC members, and PWAC members before issuing the RFP on the 22nd of July.

e. Critical Areas Ordinance Update

At their April meeting, PAB finished reviewing the 2nd draft of the Critical Areas Ordinance. Staff have sent the ordinance to the City Attorney for review and then will publish it for public comments.

f. Port of South Whidbey Zoning Code Amendment Request

Staff are finalizing the approve contract with Compass Rose Planning and then will develop a schedule for processing the request.

2. Other Activities

- Coordinating with CCAC and Kicking Gas Partners on Grant Applications
- Accessible Communities Committee Event
- NOAA Climate Resilience Regional Challenge Informational Webinar
- Coordinating with Goosefoot Housing Group on proposed affordable housing development.
- Meeting with volunteer tree ordinance group

- Island County CEDS Meeting
- Coordinating meeting with Coles Valley Applicants

3. Update on Permit Applications

a. Land Use Permits

i. Active Land Use Permits

Site Plan Review – 1

Shoreline Permit – 3

Flood Development Permit - 1

Critical Areas Permit – 1

Binding Site Plan, Final – 1

Planned Unit Development – 1

A. Administrative Approval – Autodetailing – AA-23-002 – 630 2nd St

On May 1, 2023, staff received an application for a Certificate of Zoning Compliance to establish an automobile detailing business in an existing carport at 630 2nd St under interim ordinance 1106. Staff issued final approval of the application on June 23, 2023.

B. Administrative Approval – Sideyard Setback Reduction – AA-23-003 – 724 Edgecliff Dr

On May 18, 2023, staff received an application for a Certificate of Zoning Compliance for an administrative side yard setback reduction two feet six inches to accommodate the expansion of an existing shed. Staff issued final approval of the application on June 21, 2023.

C. Shoreline Permit – Retaining Wall - SDP-22-001 - 202-210 1st St

Staff are waiting for additional information to be submitted.

D. Shoreline Variance – New Deck – SVAR-23-001 – 402 1st

On March 15th an application for a shoreline variance was submitted for a property with an existing non-conforming single-family house. The application is to: install a new deck partially within the 50' steep slope buffer; install a hot tub with roof structure partially inside the 15' steep slope setback; resurface the existing hardscape patio and steps; reduce the footprint of the existing asphalt driveway; replace the asphalt driveway surface with semi permeable pavers; and install a boat lift and kayak storage at the waterfront. Staff have issued a letter of complete application and noticed it for public comments. The comment period concluded June 12th and no comments were received. A review letter requesting additional information was sent on June 23, 2023. Shoreline Variances require a public hearing with the Hearing Examiner and a final decision with the Department of Ecology.

E. Shoreline Substantial Development and Variance – Retaining Wall - SDP-23-001 and SVAR-23-002

On May 24th, an application for a shoreline substantial development and shoreline variance was submitted to install a soldier pile retaining wall and conduct bluff revegetation. On June 12th staff issued a letter of incomplete application and are awaiting the required items. Shoreline Variances require a public hearing with the Hearing Examiner and a final decision with the Department of Ecology.

F. Critical Areas Permit – Langley Infrastructure Project - CA-22-002 – Multiple Locations

On June 28, 2023 staff received the requested additional information and expect to issue a decision shortly.

G. Binding Site Plan, Final – BSP-20-001 FINAL – 107 6th St

The Mayor and staff have signed the approval and the applicants are taking the documents to be recorded at the Island County Auditor's Office.

H. Recent Design Review Board Decisions

The June Design Review Board meeting was cancelled due to not receiving any applications. The July Design Review Board meeting will be held July 18th to review two sign applications.

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

On Wednesday, June 14, 2023, staff received a resubmission of the application materials for the proposed Coles Valley PUD. The submitted materials include new and updated items to address staff's Letter of Incomplete Application issued on September 20, 2022. The submitted materials are available on the city's website [here](#). Items that are new or updated since the last submission, have been labeled as such. City staff have reviewed the resubmitted application materials for the proposed Coles Valley PUD permit application and on June 28, 2023 issued a 2nd Notice of Incomplete Application. Staff's portion of the review process now pauses until all required materials have been submitted, then staff will again review

to determine if the application is complete. The issued notice of Incomplete Application can be found [here](#).

ii. Anticipated Land Use Applications

A. Site Plan Review - Heron Park, Habitat for Humanity – 3rd St - S8526-00-0000A-0

Since the project is receiving SHOP funds, staff are coordinating the Environmental Assessment process which is required for all HUD-funded projects. As part of the Environmental Assessment a notice has been published regarding proposed activities within the onsite wetlands. Comments must be received by July 17, 2023. Once the environmental assessment is complete, the project will have to apply for a Type I administrative site plan and SEPA review.

B. Site Plan Review & Binding Site Plan – Mixed-Use Development – Cascade Ave - R33034-076-3740

The application will require a site plan review, and if the units are condominiums, then a binding site plan will be required.

C. Zoning Code Amendment - Port of South Whidbey Housing Development – 819 Camano Ave

Staff are finalizing a contract with Compass Rose Planning Services to process the zoning code amendment.

D. Site Plan Review – Multifamily Infill Cottages – 215 6th Street

Staff held a pre-application conference for seven cottages proposed on a property with two existing dwelling units. The project is proposed under the multi-family infill code and will require a Type I site plan review. If the units are turned into condominiums, a binding site plan will be required.

b. Active Building Permits as of 6/16/23

Single Family New: 14	New Commercial: 1	Sprinkler: 1
Single Family Remodel: 14	Commercial Remodel: 11	
New ADU: 3	Tenant Improvement: 2	

Total Active Projects: 46 (does not include over-the-counter permits)

i. Wireless Tower Upgrades - 510 6th St

On May 12, 2023, a representative for Verizon Wireless submitted an Eligible Facilities Requests (EFR) or a "6409" for modifications to the existing facility. 6409 refers to the section of the federal code (adopted under the Spectrum Act in 2012) dealing with the modification of existing wireless facilities. Under Section 6409 of the Spectrum Act, state and local governments are forbidden to deny requests to modify wireless equipment, so long as the modification does not "substantially change the physical dimensions" of the existing tower or facility. In the applicant's request, they outlined how the modification met the federal criteria to not be classified as a "substantial change." As long as the proposed modification to the existing facility does not qualify as a "substantial change", then the applicant qualifies for, and the city must follow, an expedited review process wherein the city may only request materials from the applicant to show that the modification is not a "substantial change". The city may condition approval of an EFR modification application upon generally applicable building, structural, electrical, and safety codes. In this case, the city has reviewed and provided such conditions through the building permit process. The building permit was issued on June 16th.



City of Langley

MEMORANDUM

To: Langley City Council and Mayor Scott Chaplin
From: Randi Perry, Public Works Director
Re: Staff Report
Meeting Date: July 17, 2023

This memo provides the council with an overview of Public Works activity 6/15/2023 – 7/13/2023.

GENERAL

- Vandalism Response – Actuator damaged, drywall holes, graffiti
- Initiate Seawall Park Portable toilet contract cleaning twice weekly.
- Request for Quote issued for cascade bluff trimming.
- Attended Community Development Block Grant webinar- regarding income surveys.
- Attended ADA accessibility in person meeting – to learn more about incorporating ADA considerations in projects and policy.
- Attended PFAS outreach meeting in Coupeville.
- Island County requesting waterline replacement at Edgecliff Stormwater Outfall – UNDERWAY.
 - o Engineering meeting- COMPLETE.
 - o Plan APPROVED 6/20/2023.
 - o Inline valve installation – UNDERWAY
 - MRSC- only one installer in the state found as of 7/12/23.
- WATER SYSTEM FLUSHING JUNE 13-15 – COMPLETE
- Consumer Confidence Report -DUE JULY 1st – COMPLETE
- Public Works Board loan application (LIP) – DUE July 7th – SUBMITTED.
- Treatment Plant Chlorination Pump replacement – ORDERED.
- Seawall Park- Picnic Table Vandalized again – PENDING REPAIR
- Water Pumpouse – VFD replacement – COMPLETE
- PD charging station – Unscheduled/unbudgeted capital project- UNDERWAY.
- Coordinate with PSE for street lighting nodes installed (no charge), working to develop dimming schedule.
- City Hall Foundation Building – COMPLETE
 - o Quotes for brick repair - UNDERWAY
 - o Rear Door Replacement – COMPLETE
- Puget Sound General Nutrient Permit Discharge Monitoring Report (JUNE) – COMPLETE
- Puget Sound General Nutrient Permit - Ongoing
- NPDES Permit Discharge Monitoring Report (June) – SUBMITTED
- Chlorination Report (June) - SUBMITTED
- Asset Management Implementation– UNDERWAY
- Right of Way Trimming – ONGOING
- Engineering RFQ document preparation – UNDERWAY
- Sewer Comprehensive Plan Amendment RFP- UPCOMING
- Water Use Efficiency Goal – ADOPTED

- Action Plan Preparation (PWAC- 7/19/2023 action plan discussion) -ONGOING
- Utility Rate Discussion (PWAC – 5/17/2023)- ONGOING
- Franchise Agreements – SHIFT out of Public Works to Admin- Contract Manager
 - Whidbey Tel Franchise agreement looks to have expired in 1996 – UPCOMING.
 - PSE Franchise agreement – Confirm version with PSE - New Attorney Review - UNDERWAY
 - Comcast – Review correct receipt of franchise fees – UNDERWAY.
- Right of Way encroachment – 4th Street extension, 2nd Street, Highview Street,
 - Al Anderson, First Street meetings with community members

PROJECTS

- Wastewater Treatment Plant Chlorine Contact Chamber Resurfacing Project –UNDERWAY.
 - Materials change request received.
- Safe Streets for All (SS4A) Grant Award to IRTPO–Grant Agreement preparation- UNDERWAY
- Reservoir level indicator repair– Planning UNDERWAY
- Nutrient Optimization Plan and AKART Analysis – Jacobs Engineering (No cost technical assistance)
 - Plant Site visit 3/22
 - Data submission- COMPLETE
 - Draft Deliverables Discussion –RECEIVED – PENDING REVIEW
- Bluff Management Plan – Pre- project coordination with planning – UNDERWAY- Draft RFP attached- (estimated publish date 7/24/2023)
- Solar Grant for City Hall and Library (attended HPC – Supportive) – APPLICATION SUBMITTED
- Library Remodel coordination – UNDERWAY
 - Basement space –MAYOR CHAPLIN taken lead.
 - Bike Rack selection – UNDER REVIEW

Langley Infrastructure Project

- LIP Project coordination with PSE – UNDERWAY
- Local Community Project Grant- Placed in the State budget. Grant details requested & Official Award-PENDING
- Phase 3C (90% Engineering Design) Contract – APPROVED/UNDERWAY
 - Roadway outside Right of Way – Furman and Al Anderson
 - Property Owner Coordination Underway
 - Geotech gather additional data on Al Anderson – COMPLETE
 - PHASE 3C – Staff received Draft 90% plans & cost estimate – POSTED – PWAC meeting 4/19
 - Budget impact analysis- work with FPLC, Finance and PWAC
 - Public Works Board Funding Webinar/application Due 7/7/23 (23-25 biennium)

Public Works Coordination – Private Development

- Coles Valley- Resubmittal review for completeness
- 6th Street – Felvey – Pre-Ap – *Fee in lieu Investigation* - UNDERWAY
- 624 (ABC) – ROW improvement – UNDERWAY
- 4th Street Sewer Extension
 - 304 DeBruyn- ROW improvement – UNDERWAY
 - 308 DeBruyn – ROW improvement – UNDERWAY
- 1st street- Fire line/water service coordination- APPROVED – PENDING BPA REPORT
- 233 Bowery Loop – Utility Plan Coordination– PERMITS ISSUED – INSPECTION PENDING
- Cascade – Pre-application meeting- COMPLETE – Plan Submittal- PENDING
- 1122 Al Anderson – Utilities Plan Coordination – ISSUED – METER INSTALLED
- Al Anderson – Community House Utilities – ISSUED – Field Change Request - PENDING
- 722 Camano (Tiny Homes) – *TCO Issued* – Drainage agreement in place- PUBLIC WORKS CONDITIONS MET!

- 623 2nd – DADU Application pending Utility Plan
- 426 Melson ADU – Side sewer (offset joint, infiltration, and root intrusion)- REVISED PLAN PENDING
- 3rd Street – Determine Project Compliance.

Emergencies & Call Outs

- 6/14/2023 – Water service line break Park Avenue
- 6/16/2023 – Water service line break Saratoga and Debruyne
- 6/16/2023 – Island View water main break



CITY OF LANGLEY REQUEST FOR PROPOSALS BLUFF MANAGEMENT PLAN

SUBMIT PROPOSALS TO:

Meredith Penny
Director of Community Planning
City of Langley
PO BOX 366
Langley, WA 98260
(360) 221.4219
planning@langleywa.org

BY 4:00PM, TUESDAY, AUGUST 22, 2023



CITY OF LANGLEY BLUFF MANAGEMENT PLAN

Request for Proposals

INVITATION

The City of Langley, Washington, is seeking the services of qualified consultants with expertise in geology, geotechnical engineering, shoreline processes, stormwater, and vegetation management to conduct an evaluation of the four city-owned shoreline bluffs and develop a management plan for the city to follow in its efforts to support bluff stability and resiliency while also continuing to provide for Langley's well-known views and public access to the shoreline.

COMMUNITY BACKGROUND

The City of Langley is a small historic town located on the south end of Whidbey Island overlooking Saratoga Passage. It is a charming community that is characterized by the convergence of beautiful and inspiring natural environments and its historic downtown. Because of these assets, Langley has been called the "Village by the Sea". It is a vibrant, artistic, human-scaled, and walkable community that supports social and cultural connections amongst locals and visitors. Although the City is one square mile, it is the artistic, cultural, retail, service, and entertainment center for South Whidbey, attracting visitors, retirees, businesses, and new families. The City has a downtown core, secondary commercial districts, a marina, an 'arts and recreation' district, and surrounding residential neighborhoods as well as parks and open spaces scattered around the community.

The City owns six shoreline bluffs, five of which will be evaluated through this project. From east to west, the bluffs to be evaluated are: 1) Cascade Avenue/Wharf Street, 2) 1st Street, 3) Boy and Dog Park, 4) Anthes Avenue, and 5) Park Avenue.

1. Cascade Avenue/Wharf Street

Cascade Avenue is one of the main entrances into Langley. It runs along the east side of town and features a striking view of Saratoga Passage, Camano Island, and the Cascades. To the east of the sidewalk, is a grassy landscaped strip with a series of benches and informational signs. The crest of the bluff begins just beyond this landscape strip and the toe lands just above Wharf St. Wharf St is the only street that provides access to the Port of South Whidbey marina, Nichols Brothers boatyard, Simon Park, as well as several residences, condos, and short-term rentals. The bluff vegetation is characterized primarily by big leaf maples. Such maples have been topped continuously over time to preserve views, but this has resulted in the trees becoming bushier and can weaken their root structures. Mostly native shrubs line the crest of the bluff including salal, ocean spray, thimble berry, and Nootka rose. Further down the slope however, the understory is more dominated by invasive species including English ivy, Himalayan blackberry, and English holly. A previous slide occurred in 1991 on this slope and another in 2013 which temporarily blocked access down Wharf St and resulted in a portion of the sidewalk on Cascade Ave to be permanently moved back from the bluff crest.



1st Street

1st Street is the historic downtown “main street” for Langley. It runs along the north side of town beginning at its intersection with Cascade Ave and Wharf St, then running west to DeBruyn Ave. Just past the intersection of 1st Street, Cascade Ave, and Wharf St is where the publicly owned portion of the 1st Street bluff begins. This publicly owned section runs adjacent to the 1st Street sidewalk but public access from this direction is blocked off by a fence for safety reasons. To access this bluff, one would need to walk further west on 1st Street, use the stairs at Boy and Dog Park, then walk along the seawall east back to the base of the 1st Street bluff. This bluff is also dominated by big leaf maples, but these have not been topped regularly like those on Cascade Ave. There are a few maples that have a substantial diameter, but the roots of some of the maples are being undercut by erosion. There are fewer native species along this bluff than Cascade Ave. The understory is predominately English ivy and Himalayan blackberry. Makeshift trails can also be found where members of the public have climbed up the bluff which is also expediting erosion.

Boy and Dog Park

Boy and Dog Park is also along 1st Street but further west from the first publicly owned portion of the bluff. The top of the bluff is characterized by a plaza with tables, chairs, benches, planters, and a statue for which the park is named. There is a railing at the crest of the bluff where people often stand to look at the view and a spyglass for viewing whales and boats that pass by. From the top of the bluff begins a set of wooden stairs which switch back and forth across the bluff, pausing at six landings before reaching the base. On either side of the stairs, are maples and nonnative trees as well as Himalayan blackberry. The stairs were installed in the 1970s and connect 1st Street to Seawall Park. Seawall Park is a narrow path adjacent to the city’s seawall and runs behind the 1st Street businesses. Work on the stairs since the time of their installation has only consisted of minor repairs such as replacing boards.

Anthes Avenue

Anthes Avenue is a street end which terminates at Seawall Park, further west of Boy and Dog Park. Within the city right-of-way but left of the paved asphalt is another park area called Wishing Whale Park. This location serves as a major utility corridor which includes underground water, sewer, and storm water piping. This area is characterized by several terraced landings. The top terrace features a whale statue and an ADA gravel pathway that leads to a railing and view. Below this railing, three tiers of retaining walls constructed out of unreinforced stacked stone continue down the slope and end at the top of the structure which houses the City’s 1st Street sewer pump station. The top of the pump station structure is used as another viewpoint with a spy glass. A geotechnical report prepared in 2021 as part of installing the ADA walkway noted that the three tiers of unreinforced stacked stone retaining walls appeared to be in distress and exhibited many deficiencies. Due to this finding, the walkway terminates 6ft before reaching the railing on the first tier. Review of this location will be limited to the park areas west of the asphalt drive.

Park Avenue

Park Avenue is a street end which terminates at a shoreline bluff on the north side of the city. At the end of the roadway is a guardrail. The guardrail does not extend across the full width of the road end, allowing for the establishment of a small informal trail down a minor slope to a grassy lawn. To the north of the lawn begins the crest of the shoreline bluff. This lawn and bluff are publicly owned but not frequently accessed by the public because the area is just outside the main part of downtown, in a residential



neighborhood, not well marked, and hidden by overgrown shrubbery. This location is a utility corridor which consists of stormwater conveyance to the beach. Neighboring homes flank both sides of the grassy overlook and views are to the northeast through a neighboring yard. Views directly to the north are blocked by bigleaf maples. Some invasive species, primarily English ivy, cover the minor slope from the roadway end to the grassy lawn. For a time, the area was maintained by the neighboring property owners, but the city recently began maintenance again to include a sequenced process of removing invasives and replanting natives.

LAND ACKNOWLEDGEMENT

The City of Langley acknowledges the original inhabitants of this area, the Coast Salish people. Since time immemorial, they have hunted, fished, gathered, and taken care of these lands. The City respects their sovereignty, their right to self-determination, and honor their sacred spiritual connection with the land and water. The City will strive to be honest about past mistakes and bring about a future that includes their people, stories, and voices to form a more just and equitable society.

PROJECT BACKGROUND

The City of Langley developed along the bluffs that overlook Saratoga passage in south Whidbey Island. Bluff slides are a recurring part of Langley's history. In fact, the original plat of Langley included a Bluff Street which no longer exists after sliding away into Saratoga Passage. The City seeks to develop a responsible strategy for maintaining its publicly owned bluffs to ensure resilience of its economic and recreational centers with the goal of balancing environmental stewardship, stability, habitat, recreation, and views.

SCOPE OF WORK

The proposed scope of work is intended to be a general outline of the work we anticipate being included in the process. It is not an all-inclusive description of the elements to be included in the plan or associated activities.

Task 1 – Project Coordination and Management

Summary

The Contractor will:

- Develop a schedule and strategy for completing tasks
- Coordinate with subcontractors as needed
- Coordinate with city staff
- Ensure project stays within budget
- Provide deliverables on time
- Attend meetings as needed with staff, City Council, or relevant citizen commissions

The City will:

- Review deliverables and provide feedback
- Coordinate meetings with City Council and/or relevant citizen commissions as needed
- Provide direction at key decision points

Deliverables

1. Project schedule
2. Project budget



Task 2 – Review Background Information

Summary

The Contractor will:

- Review previous geotechnical reports provided by the city to gain an understanding of historical site conditions
- Gather and review any other existing relevant reports, data, or information available for the subject sites

The City will:

- Provide previous geotechnical reports completed for the subject sites

Deliverables

1. **Memorandum** summarizing relevant information found from the review and outlining gaps or updated data needed for project completion.

Task 3 - Geotechnical Report and Analysis

Summary

The Contractor will:

- Conduct site visits
 - Determine the number of site visits needed
 - Designate the appropriate professionals to conduct such site visits
 - Provide the necessary equipment
 - Identify and collect relevant data
- Conduct a drone flight and recording
 - Provide the drone operator and drone
 - Establish the protocol and scope for the flight
 - Identify the data to be collected
 - Review and analyze the results
- Draft a geotechnical report and analysis that addresses existing conditions, observations, projected rates of erosion, and recommended strategies for increasing and maintaining stability.

The City will:

- Attend site visits if requested
- Review and provide input on the geotechnical report

Deliverables

1. **Geotechnical Report and Analysis**

Task 4 – Draft Management Plan and Report

Summary

The Contractor will:

- Develop two drafts of the Bluff Management Plan and Report (30% and 60%) to include:
 - maintenance schedule and cost estimates for budget purposes
 - any infrastructure improvements for future CIPs.
- Present the drafts at two citizen commission meetings
- Track feedback from staff, commission members, and the public

The City will:

- Review and provide feedback on draft plans



- Attend and coordinate citizen commission meetings
- Forward comments received on draft plan

Deliverables

1. Draft Management Plan and Report (30%)
2. Draft Management Plan and Report (60%)

Task 5 – Final Management Plan and Report (100%)

Summary

The Contractor will:

- Incorporate feedback from staff, commission members, and the public into a final plan
- The plan should address:
 - Vegetation management (invasive species removal, appropriate native species, appropriate tree pruning strategies)
 - Any potential structural enhancements that improve stability and/or public shoreline access
 - Stormwater management
 - Any recommendations for existing city infrastructure in vicinity of the subject bluffs (stairs, sidewalks, utilities, public amenities etc.)
 - A recommended schedule for City bluff management tasks and cost estimates
- Present the final plan to relevant citizen commission and the City Council (two meetings total)

The City will:

- Review final plan and provide feedback before publishing
- Attend and coordinate citizen commission and City Council meetings

Deliverables

1. Final Management Plan and Report (100%)

SUBMITTAL REQUIREMENTS

Proposals must be provided electronically. Proposals must be clear, succinct and not exceed 20 pages, excluding any addendums attachments. Only complete submittals will be considered for evaluation. All proposals and attachments will become part of the public record. Proposal content must include the following:

1. Cover letter
2. Firm description. Describe your firm's area of expertise, type of organization, length of time in business, number of employees, and other information that would be helpful in characterizing your firm.
3. Project team. The names and qualifications of personnel in the firm who have worked on similar projects and would be made available to work on this project. Identify the Project Manager who will be responsible for the day-to-day management of project tasks and who will be the key point of contact with the City. Identify any sub-consultants (if proposed) and describe their role in the project.
4. Scope of work. Provide a succinct, but detailed description of the process and products that would be delivered based on the Scope of Work section of this RFP.
5. Project schedule and budget. Submit a schedule, itemized task, for completing the scope of work. Include the following cost categories in tabular format.



- a. Labor costs by:
 - i. Individual (name)
 - ii. Estimated hours by task
 - iii. Hourly rate and total cost
 - b. Overhead.
 - c. Other direct costs. Itemization that may include but are not limited to:
 - i. Transportation
 - ii. Lodging and meal per diem
 - iii. Printing
 - iv. Communication
 - d. General administrative costs.
 - e. Total project budget.
6. Work samples. Provide digital copies of two example work products that most closely match the product desired in this RFP (weblinks are preferred).
7. References. Include three references for similar projects, including current contact information.

Proposals must be submitted electronically by 4:00 pm on August 22nd to be considered. No amendments to proposals will be accepted after this time. The City of Langley reserves the right to accept or reject any or all proposals.

Submit electronic proposal to:

Meredith Penny
Director of Community Planning
PO Box 366
112 2nd Street
Langley, WA 98260
(360) 221.4219
planning@langleywa.org

All costs incurred by the consultants in the preparation of the response to this RFP, including presentations and/or participation in an interview, shall be borne solely by the respondent.

CONSULTANT SELECTION AND EVALUATION PROCESS

Proposals will be accepted from individuals, organizations (profit or non-profit), or other collaborative arrangements that:

- Are qualified to conduct business in the State of Washington and the City of Langley
- Have expertise in environmental planning, geology, geotechnical engineering, shoreline coastal processes and restoration.
- Preferred: experience and familiarity with Puget Sound islands geology and coastal dynamics.

The City reserves the right to:

- Qualify, accept, or reject any or all proposals as deemed to be in the best interest of the City.
- Accept or reject any or all proposals and to waive irregularities or technicalities in any proposals when in the best interest of the City.
- Accept or reject any exception taken by a proponent to the terms and conditions of the RFP.
- To request additional information to clarify the content of a proposal.



- To verify the information received in a proposal. If the proponent knowingly and willfully submits false information or data, the City reserves that right to reject the proposal. If it is determined that an agreement was awarded based on false statements or data submitted in response to this RFP, the City reserves the right to terminate the agreement.
- Withdraw the RFP at any time without prior notice. The City makes no representation that any contract will be awarded to any respondent to the RFP.

Interviews may be held to determine the final successful consultant. Any costs associated with interviews shall be the responsibility of the respondent.

If an insufficient number of proposals are received or the proposals received are inadequate or do not meet the terms of the RFP or are not cost effective, the City may, at its sole discretion, reissue the RFP or enter a contract with a consultant of its choice.

Evaluation Matrix

Criteria	Points
Responsiveness and completeness of RFP	5
Team and subconsultant qualifications, credentials, and experience	25
Approach and project understanding	25
Plan budget and value to the City	20
Team schedule and availability	10
Use of local professionals	10
Value added	5

The City will conduct a preliminary evaluation of all proposals to determine compliance with requirements and mandatory document submissions.

The City encourages:

- The use of local professionals in each project to retain maximum economic benefits tied to the community.
- Successful firms to plan and budget for minimum required travel costs as part of the project to make the best possible use of the City's funding.

Minority and women-owned firms and veteran-owned firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for services.

Consultant Selection Schedule

The following is the proposed schedule and key dates for finalizing a consultant contract. All dates are subject to change.

RFP Issued	July 22
RFP Close	August 22
Question period ends	August 11
Review of proposals	August 24-30
Consultant selection	September 4
City Council contract authorization	September 18
Project Commencement	September 19

Questions received from consultants related to proposal submissions and their responses will be posted on the City website. All questions must be received by August 11. Any questions received after August 11 will not receive a response.



BUDGET

Total project costs should not exceed \$30,000.

PROJECT TIMING

Task 1 – Project Coordination and Management	September 2023 through April 2024
Task 2 – Review Background Information	October 2023
Task 3 - Geotechnical Report and Analysis	November 2023
Task 4 – Draft Management Plans and Reports (30% and 60%)	February 2024
Task 5 – Final Management Plan and Report (100%)	April 2024

INQUIRIES

Direct questions regarding the RFP to:

Meredith Penny, Director of Community Planning
City of Langley
planning@langlewa.org

OR

Randi Perry, Public Works Director
City of Langley
publicworks@langleywa.org

To: Langley City Council

From: Harolynne Bobis, Councilmember 1

Date: July 14, 2023

Re: Submission for the July 17th City Council Meeting

In general, people who serve on local government councils, boards, or commissions are focused and willing to work with other members. But every once in a while, you get a rogue board member. What can be done? At Jurassic Parliament, we believe that it's important for governing bodies to be prepared to sanction rogue members when necessary.

This is an unpleasant subject. However, all human organizations, even benign institutions like hospitals, schools, and retirement communities, depend on power enforcement for their survival. If a member on your governing body is disrupting your work, Jurassic Parliament recommends you seek allies and take action. (Read this [excellent article on the "Outlier Syndrome"](#) for perspective on rogue board members.)

Note that this post applies only to members of local government bodies. Professional organizations with ethics requirements for their members will have separate procedures. The blog also does not apply to citizens giving public comment at meetings. See [Jurassic Parliament's guidelines](#) on that topic.

Establish Clear Guidelines and Expectations

The first and most important step is to establish clear guidelines and behavioral expectations. If you have adopted *Robert's Rules of Order* as your parliamentary authority, you have the basics in place. It can also be helpful to adopt more detailed discussion guidelines — see Jurassic Parliament's blog on [effective meeting management](#). See also MRSC's guidance on [local ethics codes](#). When everybody knows what is expected and agrees on how your group will conduct its business, managing that business becomes much easier.

As a reminder, all persons present at a meeting have an obligation to obey the legitimate orders of the presiding officer (see *Robert's Rules of Order Newly Revised*, 12th edition, Section 61:8).

Your rules should include the power to sanction

In drafting bylaws or procedural rules, it's easy to forget to mention sanctions. It's human nature to hope that everyone will be polite and act appropriately in all circumstances. Unfortunately, that doesn't always happen.

Including the power to sanction (and specific actions that may be taken as part of a sanction) in your bylaws or procedural rules will make it easier to tackle the problem if it occurs.

What Kinds of Offenses Should Be Sanctioned?

Given human ingenuity, there are many actions that could be subject to sanction. Here's a starter list:

- Failing to offer courtesy and respect, using insulting or foul language in discussion,
- Failing to observe the rules of discussion: interrupting others, speaking out of turn, speaking beyond the established time limits,
- Violating the confidentiality of executive session,
- Failing to observe ethics guidelines, and/or
- Taking actions outside the meeting that are aimed at undermining a board decision.

What sanctions can be imposed?

Obviously, sanctions should be considered only when there is an ongoing problem. Before embarking on the sanctions route, we recommend that a serious conversation be held with the offender, and that the individual be encouraged to change behavior without formal action by the governing body. Sometimes bringing alternate options to the offender's attention is enough to bring about change.

If that isn't effective, you may have to impose a sanction. Craig Freshley wrote that "ideal penalties inflict just the right amount of hurt in order to tilt the scales toward compliance." Options include verbal admonishment, letter of reprimand, formal motion of censure, and removal from external or internal committees.

What if problems arise during a meeting of the governing body? Sanctions can also be imposed in this scenario. Note that directing a member to leave the meeting at which the behavior occurs, muting a member during an online meeting, or removing the chair during a meeting are all drastic steps and should only be used if the member is actually disrupting the meeting and preventing business from moving forward (see RCW 42.30.050). Consult with your attorney before taking such action.

Who can vote on sanctions?

Since misbehavior is a serious matter, it's best to require that a majority of the entire governing body (not just those present at a particular meeting) vote in favor. Check your jurisdiction's ethics policy to determine whether the person who is the subject of the proposed sanction may vote on the motion or not.

From the perspective of parliamentary procedure, *Robert's Rules* has a detailed disciplinary process, specifically noting that it is possible to adopt a motion of censure without formal disciplinary procedures (Section 61:2).

The formal disciplinary process is described in Section 63. It states that if the process has been started, the member may not vote on the motion proposing to sanction them. *Robert's Rules* also says that if a member offends repeatedly during a meeting, to the extent that the presider has

warned the offender three times and “named” the member, they also may not vote (Section 61:17) on their case. In other circumstances, however, the member *may* vote on the motion proposing to sanction them.

Even if you don’t follow the formal disciplinary process, you may want to establish a special or select committee to consider the behavior and recommend action to the governing body. See also MRSC’s guidance on [local ethics codes](#).

Finally, it is essential to use sanctions wisely. They should not be used to silence a minority or a minority member just because the majority disagrees.

