



CITY OF LANGLEY

DRAFT COUNCIL AGENDA

Tuesday, September 5, 2023 @ 5:30 P.M.

112nd Street Langley, WA

And via Zoom:

<https://us02web.zoom.us/j/83273254975?pwd=aGJhcW1aVEpFc2lDVWpXOEU5clJvdz09>

Webinar ID: **832 7325 4975**

Passcode: **172825**

International numbers available: <https://us02web.zoom.us/u/kYRNSJrRX>

1. **CALL TO ORDER** – 5 minutes
 - a. Land Acknowledgement
 - b. Minute 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 in the amount of \$226,624.19, pp. 3-23
 - b. Approval of EFTs in the amount of \$4017.07, p. 24
 - c. Approval of Payroll Claim Nos 43585, 43614, and 43616 and Direct Deposit Run in the amount of \$72,699.57, p. 25
 - d. Payroll Direct Deposit Activity in the Amount of 78,728.06, pp. 26-27
 - e. Approval of Commission Meeting Minutes posted since previous Council Meeting
 - f. Motion to add City Administrator to bank signing, pp. 28-29
3. **APPROVAL OF AGENDA** – 3 minutes
4. **APPROVAL OF MINUTES** - 3 minutes
 - g. August 7, 2023 City Council Minutes, pp. 30-42
 - h. August 21, 2023 City Council Minutes, pp. 43-47
5. **PUBLIC COMMENT PERIOD*** - 30 minutes
6. **MAYOR'S REPORT** – 10 minutes

6. **NEW BUSINESS**

Proposed Rules for Good Council and Commission Operation – 10 minutes, Councilmember Thomas Gill, pp. 48-51

7. **DISCUSSION** – 5 minutes

Scheduling of a special meeting on the City's Comprehensive Plan scope of work – 5 minutes, City Administrator Mark Rentfrow on behalf of Director Meredith Penney

8. **COUNCIL REPORTS** – 15 minutes

- a. Councilmember Harolynne Bobis
- b. Councilmember Rhonda Salerno
- c. Councilmember Thomas Gill
- d. Councilmember Craig Cyr
- e. Councilmember Gail Fleming

9. **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 for a disability is needed, please contact us at (360) 221-4246 at least 48 hours prior to this meeting.**



Voucher Directory

Fiscal: : 2023 - August
Council Date: : All

Vendor	Number	Reference	Account Number	Description	Amount
Abraham, Kristen Miller	43586			2023 - August - 1st Council Meeting	
		Invoice - #004			
			Reorganization of Records/Clerk		
			001-000-030-514-20-40-04	Professional Services - Contract Clerk	\$373.75
			001-000-030-514-20-40-04	Professional Services - Contract Archives & Records Storage	\$2,063.75
		Total Invoice - #004			\$2,437.50
		Invoice - #005			
			Reorganization of Records/Clerk		
			001-000-030-514-20-40-04	Professional Services - Contract Reorganization - Archival	\$1,080.00
			001-000-030-514-20-40-04	Professional Services - Contract Reorganization - Clerk	\$967.50
		Total Invoice - #005			\$2,047.50
	Total 43586				\$4,485.00
Total Abraham, Kristen Miller					\$4,485.00
Ackermann Electric Co.	43615			2023 - August - 2nd Council Meeting	
		Invoice - 1485			
			Replace VFD on chlorine injection pump		
			401-000-000-534-10-47-01	Repairs & Maintenance	\$3,191.00
		Total Invoice - 1485			\$3,191.00
		Invoice - 1486			
			Replace level sensor on influent at sewer plant		
			402-000-000-535-10-47-01	Repairs & Maintenance	\$1,563.92
		Total Invoice - 1486			\$1,563.92
	Total 43615				\$4,754.92
Total Ackermann Electric Co.					\$4,754.92

Vendor	Number	Reference	Account Number	Description	Amount
ACP International / SA-SO	43587			2023 - August - 1st Council Meeting	
		Invoice - 23-07686			
			Parking & Mowing Signage		
			101-000-000-542-64-30-01	Traffic Control Devices	\$460.72
		Total Invoice - 23-07686			\$460.72
	Total 43587				\$460.72
Total ACP International / SA-SO					\$460.72
Airgas USA LLC	43588			2023 - August - 1st Council Meeting	
		Invoice - 5500657668			
			CYL Chlorine		
			402-000-000-535-10-30-01	Supplies	\$14.96
				CYL Chlorine	
		Total Invoice - 5500657668			\$14.96
	Total 43588				\$14.96
Total Airgas USA LLC	43616			2023 - August - 2nd Council Meeting	
		Invoice - 5501372232			
			CYL Chlorine High Purity		
			402-000-000-535-10-30-01	Supplies	\$14.96
				CYL Chlorine High Purity	
		Total Invoice - 5501372232			\$14.96
	Total 43616				\$14.96
Total Airgas USA LLC					\$29.92
AT&T Mobility FIRSTNET	43589			2023 - August - 1st Council Meeting	
		Invoice - 287291336274X07132023			
			Jun 06 - Jul 05		
			001-000-070-521-20-41-02	Telephone	\$344.60
				Jun 06 - Jul 05	
		Total Invoice - 287291336274X07132023			\$344.60
	Total 43589				\$344.60
Total AT&T Mobility FIRSTNET	43617			2023 - August - 2nd Council Meeting	
		Invoice - 287291336274X08132023			
			PD Wireless		
			001-000-070-521-20-46-01	Utilities	\$344.60
				PD Wireless 287291336274X08132023	
		Total Invoice - 287291336274X08132023			\$344.60
	Total 43617				\$344.60
Total AT&T Mobility FIRSTNET					\$689.20

Vendor	Number	Reference	Account Number	Description	Amount
CITY OF LANGLEY	43590			2023 - August - 1st Council Meeting	
		Invoice - 1114.0 5/1-6/30/2023			
		5/1-6/30/2023			
			001-000-050-518-10-46-01	Utilities-General Government	\$430.15
		Total Invoice - 1114.0 5/1-6/30/2023			\$430.15
		Invoice - 1139.0 5/1-6/30/2023			
		5/1-6/30/2023			
			001-000-150-576-80-46-04	Parks-Utilities/waste Disposal	\$178.24
		Total Invoice - 1139.0 5/1-6/30/2023			\$178.24
		Invoice - 1176.0 5/1-6/30/2023			
		5/1-6/30/2023			
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$186.88
		Total Invoice - 1176.0 5/1-6/30/2023			\$186.88
		Invoice - 1185.1 5/1-6/30/2023			
		5/1-6/30/2023			
			001-000-150-576-80-46-04	Parks-Utilities/waste Disposal	\$237.28
		Total Invoice - 1185.1 5/1-6/30/2023			\$237.28
		Invoice - 1185.2 5/1-6/30/2023			
		5/1-6/30/2023			
			105-000-000-557-30-46-01	Utilities/VIC & R/R	\$663.60
		Total Invoice - 1185.2 5/1-6/30/2023			\$663.60
		Invoice - 1396.0 5/1 - 6/30/2023			
		5/1-6/30/2023			
			104-000-000-536-10-46-01	Utilities-Cemetery	\$184.00
		Total Invoice - 1396.0 5/1 - 6/30/2023			\$184.00
		Invoice - 1422.0 5/1 - 6/30/2023			
		5/1-6/30/2023			
			001-000-150-576-80-46-04	Parks-Utilities/waste Disposal	\$102.40
			5/1-6/30/3023		
		Total Invoice - 1422.0 5/1 - 6/30/2023			\$102.40
		Invoice - 1432.0 5/1 - 6/30/2023			
		5/1-6/30/2023			
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$1,401.52
		Total Invoice - 1432.0 5/1 - 6/30/2023			\$1,401.52
		Invoice - 1472.0 5/1 - 6/30/2023			
		5/1-6/30/2023			
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$181.84
			5/1-6/30/2023		
		Total Invoice - 1472.0 5/1 - 6/30/2023			\$181.84
		Total 43590			\$3,565.91
Total CITY OF LANGLEY					\$3,565.91

Vendor	Number	Reference	Account Number	Description	Amount
Daily Journal of Commerce					
	43618			2023 - August - 2nd Council Meeting	
		Invoice - 3390999			
			Shoreline Bluff Mgmt		
			001-000-150-594-76-40-00	Seawall Park Capital Expenditures	\$154.00
		Total Invoice - 3390999			\$154.00
	Total 43618				\$154.00
Total Daily Journal of Commerce					
\$154.00					
De Lage Landen Financial Services					
	43591			2023 - August - 1st Council Meeting	
		Invoice - 80406447			
			Copier Lease		
			001-000-010-513-10-40-01	Professional Services - ADMIN Shared Cost	\$29.48
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost	\$135.63
			001-000-070-521-20-40-01	Professional Services - ADMIN Shared Cost	\$129.73
			001-000-100-518-30-40-01	Professional Services - ADMIN Shared Cost	\$17.69
			001-000-110-558-60-40-00	Professional Services - ADMIN Shared Cost	\$35.38
			001-000-120-558-50-40-00	Professional Services - ADMIN Shared Cost	\$29.48
			001-000-150-576-80-40-00	Professional Services - ADMIN Shared Cost	\$11.79
			001-000-180-518-80-40-01	Professional Services	\$5.90
			101-000-000-543-10-40-01	Professional Services - ADMIN Shared Cost	\$41.28
			104-000-000-536-10-40-00	Professional Services - ADMIN Shared Cost	\$5.90
			401-000-000-534-10-40-01	Professional Services - ADMIN Shared Cost	\$64.87
			402-000-000-535-10-40-01	Professional Services - ADMIN Shared Cost	\$64.87
			403-000-000-531-10-40-01	Professional Services - ADMIN Shared Cost	\$17.70
		Total Invoice - 80406447			\$589.70
	Total 43591				\$589.70
Total De Lage Landen Financial Services					
\$589.70					
Diamond Rentals & Sales					
	43592			2023 - August - 1st Council Meeting	
		Invoice - 1-632013-2			
			Seawall Park		
			105-000-000-557-30-40-03	Contract Services (R&R, Chamber 1%, County) Portable Construction/Cleaning	\$229.05
		Total Invoice - 1-632013-2			\$229.05
	Total 43592				\$229.05
	43619			2023 - August - 2nd Council Meeting	
		Invoice - 1-632013-3			
			Seawall Park Can Cleaning		
			105-000-000-557-30-40-03	Contract Services (R&R, Chamber 1%, County)	\$376.20
		Total Invoice - 1-632013-3			\$376.20
	Total 43619				\$376.20
Total Diamond Rentals & Sales					
\$605.25					

Vendor	Number	Reference	Account Number	Description	Amount
Economic Dev Council	43620			2023 - August - 2nd Council Meeting	
		Invoice - MRentfrow			
			Leadership Whidbey Association Dues		
			001-000-010-513-20-48-01	Association dues	\$40.00
				Leadership Whidbey Association Dues	
		Total Invoice - MRentfrow			\$40.00
	Total 43620				\$40.00
Total Economic Dev Council					\$40.00
Edge Analytical Labs	43593			2023 - August - 1st Council Meeting	
		Invoice - 23-13019			
			Island County Compliance		
			401-000-000-534-10-40-04	SDWA Testing	\$59.00
				S01 Sample Tap	
		Total Invoice - 23-13019			\$59.00
		Invoice - 23-16896			
			Monthly Nutrient #1 - June 2023		
			402-000-000-535-90-00-01	DOE Grant - PW-SWR WQPSNR-2021-LangCo-22310 Reimbursable Expenditures	\$372.00
		Total Invoice - 23-16896			\$372.00
		Invoice - 23-18543			
			Monthly Nutrient #2 - June 2023		
			402-000-000-535-90-00-01	DOE Grant - PW-SWR WQPSNR-2021-LangCo-22310 Reimbursable Expenditures	\$214.00
				Effluent/Influent Nitrate	
		Total Invoice - 23-18543			\$214.00
		Invoice - 23-19858			
			Monthly Nutrient #1 - July 2023		
			402-000-000-535-90-00-01	DOE Grant - PW-SWR WQPSNR-2021-LangCo-22310 Reimbursable Expenditures	\$435.00
		Total Invoice - 23-19858			\$435.00
		Invoice - 23-20777			
			Quarterly Biosolids		
			402-000-000-535-10-40-04	Sewer Plant Testing	\$362.00
				Quarterly Biosolids	
		Total Invoice - 23-20777			\$362.00
	Total 43593				\$1,442.00
	43621			2023 - August - 2nd Council Meeting	
		Invoice - 22-22264			
			Lead and Copper Testing		
			401-000-000-534-10-40-04	SDWA Testing	\$468.00
				Lead and Copper Testing	
		Total Invoice - 22-22264			\$468.00

Vendor	Number	Reference	Account Number	Description	Amount
Invoice - 23-21659					
Monthly Nutrients#2 - July 2023					
			402-000-000-535-90-00-01	DOE Grant - PW-SWR WQPSNR-2021-LangCo-22310 Reimbursable Expenditures	\$276.00
Total Invoice - 23-21659					\$276.00
Total 43621					\$744.00
Total Edge Analytical Labs					\$2,186.00
GALLS, LLC					
	43622	2023 - August - 2nd Council Meeting			
Invoice - 025222265					
Elite WI AXIII Elite Carrier WI No					
			001-000-070-521-20-33-01	Uniforms	\$1,200.03
				Elite WI AXIIIA Elite Carrier WI NO	
Total Invoice - 025222265					\$1,200.03
Total 43622					\$1,200.03
Total GALLS, LLC					\$1,200.03
Grainger					
	43594	2023 - August - 1st Council Meeting			
Invoice - 9769761843					
Float Valve					
			401-000-000-534-80-31-01	Parts, Chemicals & Supplies	\$31.41
				Bulkhead Mount Float Valve	
Total Invoice - 9769761843					\$31.41
Total 43594					\$31.41
Total Grainger					\$31.41
Hanson's Bldg. Supply					
	43595	2023 - August - 1st Council Meeting			
Invoice - 2307-236650					
Septic Flat Green Cap					
			402-000-000-535-10-47-01	Repairs & Maintenance	\$53.81
				Replacement Broken Lid 4th Street	
Total Invoice - 2307-236650					\$53.81
Invoice - 2307-237796					
Split Rail Fencing Supplies					
			001-000-150-576-80-40-04	Parks/open Space Maintenance & Improvements	\$120.62
Total Invoice - 2307-237796					\$120.62
Invoice - 2307-242017					
Pressure Treated BTR					
			001-000-150-576-80-30-01	Supplies	\$167.55
Total Invoice - 2307-242017					\$167.55

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - 2307-242019			
		Credit for Return Pressure Treated BTR			
			001-000-150-576-80-30-01	Supplies	(\$28.79)
		Total Invoice - 2307-242019			(\$28.79)
	Total 43595				\$313.19
Total Hanson's Bldg. Supply					\$313.19
Heritage Bank					
		Heritage July 2023 Analysis Fee	2023 - August - August Manual		
		Invoice - 8/17/2023 July 2023 Analysis Fee			
			001-000-030-514-20-48-06	Credit fees	\$181.72
			July 2023 Analysis Fee		
		Total Invoice - 8/17/2023 July 2023 Analysis Fee			\$181.72
		Total Heritage July 2023 Analysis Fee			\$181.72
Total Heritage Bank					\$181.72
Humphrey Sign Co					
	43596		2023 - August - 1st Council Meeting		
		Invoice - 23684			
		Vehicle Graphics - New Chief Car			
			303-000-000-594-21-60-01	Police vehicle purchase	\$812.05
			Vehicle Graphics - New Chief Car		
		Total Invoice - 23684			\$812.05
	Total 43596				\$812.05
Total Humphrey Sign Co					\$812.05
Invoice Cloud					
		EFT 8.4.23 Invoice Cloud July charges	2023 - August - 2nd Council Meeting		
		Invoice - 384-2023_7			
		July 2023 Online Payment access			
			001-000-030-514-20-48-06	Credit fees	\$169.40
			July 2023 Online Payment Access		
		Total Invoice - 384-2023_7			\$169.40
		Total EFT 8.4.23 Invoice Cloud July charges			\$169.40
		ACH - Invoice Cloud Over_Short 8 + 112	2023 - August - August Manual		
		Invoice - Invoice Cloud - August overfunded deposits			
		August 2023 overfunded deposits			
			001-000-000-369-80-00-00	Cash Adjustments (Cashiers over/short)	\$112.00
			August 2023 overfunded deposits		
		Total Invoice - Invoice Cloud - August overfunded deposits			\$112.00

Vendor	Number	Reference	Account Number	Description	Amount
Invoice - Invoice Cloud - July overfunded deposits					
July 2023 overfunded deposits					
			001-000-000-369-80-00-00	Cash Adjustments (Cashiers over/short)	\$8.00
Total Invoice - Invoice Cloud - July overfunded deposits					\$8.00
Total ACH - Invoice Cloud Over_Short 8 + 112					\$120.00
Total Invoice Cloud					\$289.40
Island Auto Supply					
	43623	2023 - August - 2nd Council Meeting			
Invoice - 690225					
Def Fluid Diesel Trucks					
			401-000-000-534-10-31-02	Fuel	\$13.72
				Def Fluid Diesel Truck	
			402-000-000-535-10-31-02	Fuel	\$13.71
				Def Fluid Diesel Trucks	
			403-000-000-531-10-31-02	Fuel	\$13.71
				Def Fluid Diesel Trucks	
Total Invoice - 690225					\$41.14
Total 43623					\$41.14
Total Island Auto Supply					\$41.14
Island County Human Services					
	43624	2023 - August - 2nd Council Meeting			
Invoice - 2nd Qtr 2023					
Liquor and Excise Tax					
			001-000-125-566-00-48-06	Island Co. Alcohol Program	\$4.40
				Q1 Liquor Excise & Profit Balance	
			001-000-125-566-00-48-06	Island Co. Alcohol Program	\$87.03
				Q2 Liquor Excise & Profit	
Total Invoice - 2nd Qtr 2023					\$91.43
Total 43624					\$91.43
Total Island County Human Services					\$91.43
Island Disposal Inc					
	43625	2023 - August - 2nd Council Meeting			
Invoice - 7698259S144					
Dump Fee/ Long Haul					
			001-000-100-518-30-46-01	Utilities	\$75.49
				Dump Fee/Long Haul	
			001-000-110-558-60-46-01	Utilities	\$75.50
			001-000-120-558-50-46-01	Utilities	\$75.50
			001-000-150-576-80-46-04	Parks-Utilities/waste Disposal	\$75.49
				Dump Fee/Long Haul	
			101-000-000-543-10-47-00	Utilities	\$75.49
				Dump Fee/Long Haul	

Vendor	Number	Reference	Account Number	Description	Amount
			104-000-000-536-10-46-01	Utilities-Cemetery	\$75.49
			105-000-000-557-30-46-01	Utilities/VIC & R/R	\$75.49
				Dump Fee/Long Haul	
			401-000-000-534-10-46-01	Utilities-Water Dept.	\$75.50
				Dump Fee/Long Haul	
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$75.50
				Dump Fee/Long Haul	
			403-000-000-531-10-46-01	Utilities	\$75.50
				Dump Fee/Long Haul	
			Total Invoice - 7698259S144		\$754.95
	Total 43625				\$754.95
Total Island Disposal Inc					\$754.95
J.P. Cooke Company					
	43597				
				2023 - August - 1st Council Meeting	
				Invoice - 788714	
				Dog License Tags	
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost	\$80.35
				Dog License Tags	
			Total Invoice - 788714		\$80.35
	Total 43597				\$80.35
Total J.P. Cooke Company					\$80.35
Kirby Built Products, LLC					
	43626				
				2023 - August - 2nd Council Meeting	
				Invoice - INVKSA4830	
				Rain Bonnet Lids/Liners	
			105-000-000-557-30-30-01	Public Restrooms-R&M/Misc'l, Supplies.	\$3,882.38
				Rain Bonnet Lids/Liners	
			Total Invoice - INVKSA4830		\$3,882.38
	Total 43626				\$3,882.38
Total Kirby Built Products, LLC					\$3,882.38
Langley United Methodist					
	43598				
				2023 - August - 1st Council Meeting	
				Invoice - Storage August 2023	
				Document Storage August 2023	
			001-000-030-514-20-40-04	Professional Services - Contract	\$200.00
				Document Storage August 2023	
			Total Invoice - Storage August 2023		\$200.00
	Total 43598				\$200.00
Total Langley United Methodist					\$200.00

Vendor	Number	Reference	Account Number	Description	Amount
Les Schwab Tire Centers	43599			2023 - August - 1st Council Meeting	
		Invoice - 41300413804			
			R3 Patrol Vehicle Battery Replacement		
			001-000-070-521-20-47-01	Vehicle Maintenance	\$263.28
				R3 Patrol Vehicle Battery Replacement	
		Total Invoice - 41300413804			\$263.28
	Total 43599				\$263.28
Total Les Schwab Tire Centers					\$263.28
Molecular Incorporated	43600			2023 - August - 1st Council Meeting	
		Invoice - 23.36.W.A.R			
			Concrete Resurfacing		
			408-000-000-594-34-60-04	WWTP-3 Resurface Chlorine CC Walls	\$157,760.00
				Concrete Resurfacing	
		Total Invoice - 23.36.W.A.R			\$157,760.00
	Total 43600				\$157,760.00
Total Molecular Incorporated					\$157,760.00
Ogden, Murphy, Wallace; Attorneys	43601			2023 - August - 1st Council Meeting	
		Invoice - 879092			
			through June 30 2023		
			001-000-000-511-60-40-03	Professional Services - Legal	\$2,684.00
				Various Legal Council via Mayor	
			001-000-010-513-10-40-02	Professional Services - Legal	\$649.65
				Various Legal - Mayor	
			001-000-030-514-20-40-03	Professional Services - Legal	\$640.50
				Various legal - Finance via Mayor	
			001-000-070-521-20-40-04	Professional Services - Legal	\$152.50
				Potential litigation - legal	
			001-000-100-518-30-40-02	Professional Services - Legal	\$52.67
				Records storage contract - shared legal	
			001-000-110-558-60-40-01	Professional Fees/Reimbursible - Permit Review	\$266.00
				Coles Valley - review neighbor attorney comments, review code, Zoom call	
			001-000-110-558-60-40-01	Professional Fees/Reimbursible - Permit Review	\$190.00
				Coles Valley applicant team Zoom meeting	
			001-000-110-558-60-40-03	Professional Svcs Legal	\$1,433.50
				Livestock regulation issue, DAHP Data Sharing Agrmt, trial preparation DSA	
			001-000-110-558-60-40-03	Professional Svcs Legal	\$722.00
				Coles Valley telephone conferences, proposed procedural summary, review code	
			001-000-110-558-60-40-03	Professional Svcs Legal	\$266.00
				Landslide property/tract ownership issue	
			001-000-110-558-60-40-03	Professional Svcs Legal	\$315.68
				Records storage contract - shared legal	

Vendor	Number	Reference	Account Number	Description	Amount
			001-000-110-558-60-40-07	Professional Fees/Reimbursable - Grant Funded	\$335.50
				Ordinance for supportive housing, resolution for adopting HAP; review Ordinance for LMC Amendment - transitional housing	
			001-000-150-576-80-40-05	Professional Services - Legal	\$52.67
				Records storage contract - shared legal	
			101-000-000-543-10-40-02	Professional Services - Legal	\$52.67
				Records storage contract - shared legal	
			101-000-000-543-10-40-02	Professional Services - Legal	\$427.00
				Landowner ROW vegetation maintenance - legal	
			101-000-000-544-20-40-01	Planning-Engineering	\$722.00
				6th Street Cottages frontage/fee - discussion	
			105-000-000-557-30-40-02	Professional Services - Legal	\$549.00
				Ethics Board & Chamber Staff Legal	
			401-000-000-534-10-40-06	Professional Services - Legal	\$52.67
				Records storage contract - shared legal	
			402-000-000-535-10-40-07	Professional Services - Legal	\$52.67
				Records storage contract - shared legal	
			403-000-000-531-10-40-04	Professional Services - Legal	\$52.32
				Records storage contract - shared legal	
			Total Invoice - 879092		\$9,669.00
			Total 43601		\$9,669.00
			Total Ogden, Murphy, Wallace; Attorneys		\$9,669.00

PACE Engineers, Inc.
43602

2023 - August - 1st Council Meeting

Invoice - 88271

On-Call Engineer

001-000-110-558-60-40-01	Professional Fees/Reimbursable - Permit Review	\$460.00
	Coles Valley PUD	
001-000-110-558-60-40-01	Professional Fees/Reimbursable - Permit Review	\$115.00
	6th Street Cottages	
408-000-000-594-34-60-04	WWTP-3 Resurface Chlorine CC Walls	\$287.50
	On-Call Sewer Support	

Total Invoice - 88271

\$862.50

Total 43602

\$862.50

Total PACE Engineers, Inc.

\$862.50

Pace, Jeremiah

43635

2023 - August - 2nd Council Meeting

Invoice - Pace Expense

ERWON Conference - Pace

401-000-000-534-10-42-01	Training Travel/Meals/Lodging	\$681.40
--------------------------	-------------------------------	----------

Vendor	Number	Reference	Account Number	Description	Amount
				ERWON Conference - Pace	
		Total Invoice - Pace Expense			\$681.40
	Total 43635				\$681.40
Total Pace, Jeremiah					\$681.40
Public Safety Testing					
43603					
				2023 - August - 1st Council Meeting	
		Invoice - 2023-593			
				Subscription Fees Q2 April - June 2023	
			001-000-070-521-20-48-01	Association Dues	\$125.00
		Total Invoice - 2023-593			\$125.00
	Total 43603				\$125.00
Total Public Safety Testing					\$125.00
Puget Sound Energy					
43604					
				2023 - August - 1st Council Meeting	
		Invoice - 0042 Jul 25 23			
				Electricity	
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$11.86
				Electricity	
		Total Invoice - 0042 Jul 25 23			\$11.86
		Invoice - 0863 Jul 25 23			
				Electricity	
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$35.33
				Electricity	
		Total Invoice - 0863 Jul 25 23			\$35.33
		Invoice - 0964 Jul 24 23			
				Electricity	
			105-000-000-557-30-46-01	Utilities/VIC & R/R	\$55.04
				Electricity	
		Total Invoice - 0964 Jul 24 23			\$55.04
		Invoice - 1532 Jul 25 23			
				Electricity	
			101-000-000-543-10-47-00	Utilities	\$39.25
				Electricity	
		Total Invoice - 1532 Jul 25 23			\$39.25
		Invoice - 1760 Jul 25 23			
				Electricity	
			001-000-150-576-80-41-02	Utilities	\$19.82
				Electricity	
		Total Invoice - 1760 Jul 25 23			\$19.82

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - 2896 Jul 25 23			
		Electricity			
			001-000-100-518-30-46-01	Utilities	\$265.33
			Electricity		
		Total Invoice - 2896 Jul 25 23			\$265.33
		Invoice - 3304 Jul 25 23			
		Electricity			
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$338.89
			Electricity		
		Total Invoice - 3304 Jul 25 23			\$338.89
		Invoice - 3338 Jul 25 23			
		Electricity			
			001-000-150-576-80-41-02	Utilities	\$171.12
			Electricity		
		Total Invoice - 3338 Jul 25 23			\$171.12
		Invoice - 3859 Jul 26 23			
		Electricity			
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$36.13
			Electricity		
		Total Invoice - 3859 Jul 26 23			\$36.13
		Invoice - 7646 Jul 24 23			
		Electricity			
			401-000-000-534-10-46-01	Utilities-Water Dept.	\$149.81
			Electricity		
		Total Invoice - 7646 Jul 24 23			\$149.81
		Invoice - 8083 Jul 25 23			
		Electricity			
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$390.45
			Electricity		
		Total Invoice - 8083 Jul 25 23			\$390.45
		Invoice - 8745 Jul 24 23			
		Electricity			
			401-000-000-534-10-46-01	Utilities-Water Dept.	\$1,237.12
			Electricity		
		Total Invoice - 8745 Jul 24 23			\$1,237.12
		Invoice - 8978 Jul 25 23			
		Electricity			
			001-000-150-576-80-41-02	Utilities	\$17.72
			Electricity		
		Total Invoice - 8978 Jul 25 23			\$17.72
		Invoice - 9941 Jul 24 23			
		Electricity			
			101-000-000-543-10-47-00	Utilities	\$20.61
			Electricity		
		Total Invoice - 9941 Jul 24 23			\$20.61
	Total 43604				\$2,788.48

Vendor	Number	Reference	Account Number	Description	Amount
	43627			2023 - August - 2nd Council Meeting	
		Invoice - 5060 June 23, 2023 - July 25, 2023			
		June 23, 2023 - July 25, 2023			
		401-000-000-534-10-46-01		Utilities-Water Dept.	\$208.09
				June 23, 2023 - July 25, 2023	
		Total Invoice - 5060 June 23, 2023 - July 25, 2023			\$208.09
		Invoice - 6751 June 28, 2023 - July 28, 2023			
		June 28, 2023 - July 28, 2023			
		402-000-000-535-10-46-01		Utilities-Sewer Dept.	\$2,540.95
		Total Invoice - 6751 June 28, 2023 - July 28, 2023			\$2,540.95
		Invoice - 8113 June 28, 2023 - July 28, 2023			
		June 28, 2023 - July 28, 2023			
		401-000-000-534-10-46-01		Utilities-Water Dept.	\$26.39
		Total Invoice - 8113 June 28, 2023 - July 28, 2023			\$26.39
		Invoice - 8593 December 3, 2022 - January 3, 2023			
		December 3, 2022 - January 3, 2023			
		101-000-000-542-63-46-01		Street Lighting Utilities	\$1,267.38
				Was omitted inadvertently from Jan. 23 payment	
		Total Invoice - 8593 December 3, 2022 - January 3, 2023			\$1,267.38
		Invoice - 8593 July 1, 2023 - August 1, 2023			
		July 1, 2023 - August 1, 2023			
		101-000-000-542-63-46-01		Street Lighting Utilities	\$1,385.77
				July 1, 2023 - August 1, 2023	
		Total Invoice - 8593 July 1, 2023 - August 1, 2023			\$1,385.77
	Total 43627				\$5,428.58
Total Puget Sound Energy					\$8,217.06
Quill Corporation					
	43605			2023 - August - 1st Council Meeting	
		Invoice - 8/1/2023 3:35:55 PM			
		Epson Color Ink - Treatment Plant			
		402-000-000-535-10-30-01		Supplies	\$81.59
		Total Invoice - 8/1/2023 3:35:55 PM			\$81.59
	Total 43605				\$81.59
	43628			2023 - August - 2nd Council Meeting	
		Invoice - 33860257			
		Quill & Sapphire Enrollment			
		001-000-010-513-10-30-01		Office/operational Supplies	\$2.50
		001-000-030-514-20-30-01		Supplies	\$11.50
		001-000-070-521-20-30-01		Supplies-Printing	\$11.50
		001-000-100-518-30-30-01		Facilities Maint. Supplies	\$1.50
		001-000-110-558-60-30-01		Supplies	\$3.00
		001-000-120-558-50-30-01		Supplies	\$2.50
		001-000-150-576-80-30-01		Supplies	\$1.00
		001-000-180-518-80-30-01		supplies	\$0.50

Vendor	Number	Reference	Account Number	Description	Amount
			101-000-000-543-10-30-01	Supplies	\$4.00
			104-000-000-536-10-30-01	Supplies	\$0.50
			401-000-000-534-10-30-01	Supplies	\$5.50
			402-000-000-535-10-30-01	Supplies	\$5.50
			403-000-000-531-10-30-01	Supplies	\$0.49
		Total Invoice - 33860257			\$49.99
	Total 43628				\$49.99
Total Quill Corporation					\$131.58
Sebo's DO IT Center					
	43606				
				2023 - August - 1st Council Meeting	
		Invoice - A1502099			
			Broom		
			101-000-000-542-67-30-01	Street Cleaning supplies	\$31.42
		Total Invoice - A1502099			\$31.42
		Invoice - A1504920			
			Supplies		
			402-000-000-535-10-30-01	Supplies	\$32.57
		Total Invoice - A1504920			\$32.57
		Invoice - A1505958			
			Supplies		
			105-000-000-557-30-30-01	Public Restrooms-R&M/Misc'l, Supplies. 3" FS Gen-Purp Brush	\$8.69
		Total Invoice - A1505958			\$8.69
		Invoice - A1506821			
			Poly Brush		
			105-000-000-557-30-30-01	Public Restrooms-R&M/Misc'l, Supplies.	\$13.05
		Total Invoice - A1506821			\$13.05
	Total 43606				\$85.73
	43629				
				2023 - August - 2nd Council Meeting	
		Invoice - A1509850			
			Sanding Respirator		
			001-000-100-594-59-00-00	Capital maintenance City Hall	\$7.61
			001-000-150-576-80-30-01	Supplies	\$14.41
			402-000-000-535-10-30-01	Supplies	\$14.41
		Total Invoice - A1509850			\$36.43
		Invoice - A1512167			
			Tarp Strap		
			001-000-150-576-80-30-01	Supplies	\$24.09
		Total Invoice - A1512167			\$24.09
	Total 43629				\$60.52
Total Sebo's DO IT Center					\$146.25

Vendor	Number	Reference	Account Number	Description	Amount
Sound Publishing Inc	43607			2023 - August - 1st Council Meeting	
		Invoice - 8107338			
			Acct. Clerk Classified Ad		
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost	\$100.00
				Acct Clerk Classified Ad	
		Total Invoice - 8107338			\$100.00
	Total 43607				\$100.00
Total Sound Publishing Inc					\$100.00
South Whidbey Historical Society	43608			2023 - August - 1st Council Meeting	
		Invoice - 07112023			
			Lodging Tax Reimbursement		
			105-000-000-557-30-49-07	Langley Signage project (Historical Society)	\$2,000.00
				Promotional Production for Media & Magazine	
		Total Invoice - 07112023			\$2,000.00
	Total 43608				\$2,000.00
Total South Whidbey Historical Society					\$2,000.00
South Whidbey School Dist. #206	43609			2023 - August - 1st Council Meeting	
		Invoice - Langley-2023-10			
			SWSD - Fuel		
			001-000-070-521-20-31-02	Fuel	\$898.23
				SWSD	
			001-000-150-576-80-31-02	Fuel	\$171.65
				SWSD	
			101-000-000-544-90-31-02	Fuel & Maintenance	\$28.11
				SWSD	
			104-000-000-536-10-32-01	Fuel	\$28.11
				SWSD	
			401-000-000-534-10-31-02	Fuel	\$289.74
				SWSD	
			402-000-000-535-10-31-02	Fuel	\$224.89
				SWSD	
			403-000-000-531-10-31-02	Fuel	\$84.34
				SWSD	
		Total Invoice - Langley-2023-10			\$1,725.07
	Total 43609				\$1,725.07
Total South Whidbey School Dist. #206					\$1,725.07

Vendor	Number	Reference	Account Number	Description	Amount
St of WA Dept of Revenue					
EFT DOR Excise 8.17.23					
2023 - August - August Manual					
Invoice - WA DOR July Excise					
WA DOR July Excise Tax					
			401-000-000-534-10-49-02	Excise Tax	\$2,551.39
				WA DOR July Excise Tax	
			402-000-000-535-10-49-02	Excise Tax	\$931.00
				WA DOR July Excise Tax	
			403-000-000-531-10-49-02	S/S Excise Tax	\$232.96
				WA DOR July Excise Tax	
Total Invoice - WA DOR July Excise					\$3,715.35
Total EFT DOR Excise 8.17.23					\$3,715.35
Total St of WA Dept of Revenue					\$3,715.35
Summitt Law Group					
43610					
2023 - August - 1st Council Meeting					
Invoice - 144452					
General Advice					
			001-000-030-514-20-40-03	Professional Services - Legal	\$3,569.25
				General Advice	
Total Invoice - 144452					\$3,569.25
Invoice - 146634					
General Advice					
			001-000-030-514-20-40-03	Professional Services - Legal	\$240.00
				General Advice	
Total Invoice - 146634					\$240.00
Total 43610					\$3,809.25
Total Summitt Law Group					\$3,809.25
United Business Machines					
43611					
2023 - August - 1st Council Meeting					
Invoice - INV499680					
Copy Fees					
			001-000-010-513-10-40-01	Professional Services - ADMIN Shared Cost	\$7.35
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost	\$32.34
			001-000-070-521-20-40-01	Professional Services - ADMIN Shared Cost	\$33.81
			001-000-100-518-30-40-01	Professional Services - ADMIN Shared Cost	\$4.41
			001-000-110-558-60-40-00	Professional Services - ADMIN Shared Cost	\$8.82
			001-000-120-558-50-40-00	Professional Services - ADMIN Shared Cost	\$7.35
			001-000-150-576-80-40-00	Professional Services - ADMIN Shared Cost	\$2.94
			001-000-180-518-80-40-01	Professional Services	\$1.47
			101-000-000-544-90-40-01	Professional Services	\$10.29
			104-000-000-536-10-40-00	Professional Services - ADMIN Shared Cost	\$1.47
			401-000-000-534-10-40-01	Professional Services - ADMIN Shared Cost	\$16.17
			402-000-000-535-10-40-01	Professional Services - ADMIN Shared Cost	\$16.17

Vendor	Number	Reference	Account Number	Description	Amount
			403-000-000-531-10-40-01	Professional Services - ADMIN Shared Cost	\$4.40
		Total Invoice - INV499680			\$146.99
	Total 43611				\$146.99
Total United Business Machines					\$146.99
USABlueBook					
	43612			2023 - August - 1st Council Meeting	
		Invoice - INV00073117			
		Pipet Bulbs-Replacement Cap			
		402-000-000-535-10-40-04		Sewer Plant Testing	\$265.74
				Pipet Bulbs-Replacement Cap	
		Total Invoice - INV00073117			\$265.74
	Total 43612				\$265.74
Total USABlueBook					\$265.74
UST GENERAL YARD WORK ATTN: Zacarias DeJesus Alvarez					
	43630			2023 - August - 2nd Council Meeting	
		Invoice - INV-1341			
		Monthly Mowing			
		104-000-000-536-10-40-03		Contract Maintenance	\$565.76
				Monthly Mowing	
		Total Invoice - INV-1341			\$565.76
	Total 43630				\$565.76
Total UST GENERAL YARD WORK ATTN: Zacarias DeJesus Alvarez					\$565.76
Utilities Underground					
	43631			2023 - August - 2nd Council Meeting	
		Invoice -3070176			
		Excavation Notifications 10			
		101-000-000-544-90-31-02		Fuel & Maintenance	\$15.40
				Excavation Notifications 10	
		Total Invoice -3070176			\$15.40
	Total 43631				\$15.40
Total Utilities Underground					\$15.40
VISA					
	43632			2023 - August - 2nd Council Meeting	
		Invoice - M Penny July 2023			
		July 2023			
		001-000-110-558-60-32-01		Software	\$65.28
				Arc GIS ESRI	

Vendor	Number	Reference	Account Number	Description	Amount
			401-000-000-534-40-40-06	Software GIS Services - Water	\$65.28
			Arc GIS ESRI		
			Total Invoice - M Penny July 2023		\$130.56
			Invoice - R Perry July 2023		
			July 2023		
			001-000-180-518-80-32-03	Computers/r&m	\$1,628.71
			Workstation		
			001-000-180-518-80-32-03	Computers/r&m	\$636.21
			Laptop Speaker & Microphone		
			001-000-180-518-80-32-04	Software and IT	\$21.75
			Adobe Subscription		
			401-000-000-534-10-40-01	Professional Services - ADMIN Shared Cost	\$189.00
			Postage Consumer Confidence		
			401-000-000-534-20-40-05	Water Conservation Program	\$1,692.21
			Tabloid Printing		
			401-000-000-534-20-40-05	Water Conservation Program	(\$46.75)
			Credit - Accidental Charge		
			Total Invoice - R Perry July 2023		\$4,121.13
			Invoice - T Wasser July 2023		
			July 2023		
			001-000-070-521-20-31-03	Fuel - EV Charging	\$43.24
			EV Charging		
			001-000-070-521-20-32-03	Small Equipment Police	\$90.74
			Tactical Kydex Holster		
			001-000-070-521-20-42-01	Travel Transportation/Meals/Lodging	\$51.20
			WS Ferries - Clinton R/T		
			Total Invoice - T Wasser July 2023		\$185.18
			Invoice - W Grone July 2023		
			July 2023		
			001-000-030-514-20-42-00	Postage Machine Expenses	\$31.37
			Return Wallet - Vallerga		
			001-000-030-514-20-42-02	Training Registration Costs	\$135.00
			GFOA GAAP Update		
			Total Invoice - W Grone July 2023		\$166.37
			Total 43632		\$4,603.24
Total VISA					\$4,603.24

Vision Municipal Solutions
43633

2023 - August - 2nd Council Meeting

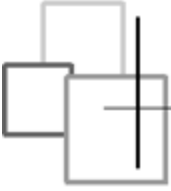
Invoice - 09-13044

Remote Access Abraham

001-000-180-518-80-32-04	Software and IT	\$34.80
	RandiP New Computer Remote Acces Desktop	
001-000-180-518-80-32-04	Software and IT	\$42.12
	Remote Access Abraham	

Vendor	Number	Reference	Account Number	Description	Amount
			101-000-000-543-10-32-01	office equipment/software	\$34.81
				RandiP New Computer Remote Acces Desktop	
			401-000-000-534-10-40-03	Professional Services - Software	\$34.81
				RandiP New Computer Remote Acces Desktop	
			402-000-000-535-10-40-03	Software/GIS Services - Sewer	\$34.81
				RandiP New Computer Remote Acces Desktop	
			403-000-000-531-10-40-03	Software/GIS Services - Storm	\$34.80
				RandiP New Computer Remote Acces Desktop	
			Total Invoice - 09-13044		\$216.15
			Invoice - 09-13045		
			MS Office Subscription		
			001-000-180-518-80-32-04	Software and IT	\$23.18
				Records MS Office Subscription	
			001-000-180-518-80-32-04	Software and IT	\$38.71
				Finance MS Office Subscription Encrypted Email Access	
			Total Invoice - 09-13045		\$61.89
			Total 43633		\$278.04
			Total Vision Municipal Solutions		\$278.04
			Wesmar Company, Inc.		
			43613		
			2023 - August - 1st Council Meeting		
			Invoice - 312569		
			Polyfloc		
			402-000-000-535-10-30-01	Supplies	\$4,627.68
			Total Invoice - 312569		\$4,627.68
			Total 43613		\$4,627.68
			Total Wesmar Company, Inc.		\$4,627.68
			Whidbey Telecom		
			43634		
			2023 - August - 2nd Council Meeting		
			Invoice - 107701 August 2023		
			Aug 1 - Aug 31 2023		
			001-000-050-518-10-46-01	Utilities-General Government	\$73.00
				Aug 1 - Aug 31 2023	
			Total Invoice - 107701 August 2023		\$73.00
			Invoice - 117026 August 2023		
			Aug 1 - Aug 31 2023		
			001-000-050-518-10-46-01	Utilities-General Government	\$897.32
				Aug 1 - Aug 31 2023	
			Total Invoice - 117026 August 2023		\$897.32
			Invoice - 117031 August 2023		
			Aug 1 - Aug 31 2023		
			001-000-050-518-10-46-01	Utilities-General Government	\$43.91
				Aug 1 - Aug 31 2023	
			Total Invoice - 117031 August 2023		\$43.91

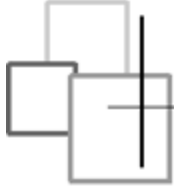
Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - 117032 August 2023			
		Aug 1 - Aug 31 2023			
			001-000-070-521-20-46-01	Utilities	\$221.40
				Aug 1- Aug 31 2023	
		Total Invoice - 117032 August 2023			\$221.40
		Invoice - 117034 August 2023			
		Aug 1 - Aug 31 2023			
			401-000-000-534-10-46-01	Utilities-Water Dept.	\$44.66
				Aug 1 - Aug 31 2023	
		Total Invoice - 117034 August 2023			\$44.66
		Invoice - 117035 August 2023			
		Aug 1 - Aug 31 2023			
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$47.72
				Aug 1 - Aug 31 2023	
		Total Invoice - 117035 August 2023			\$47.72
		Invoice - 117037 August 2023			
		Aug 1- Aug 31 2023			
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$43.31
				Aug 1 - Aug 31 2023	
		Total Invoice - 117037 August 2023			\$43.31
		Invoice - 118627 August 2023			
		Aug 1 - Aug 31 2023			
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$78.40
				Aug 1 - Aug 31 2023	
		Total Invoice - 118627 August 2023			\$78.40
		Invoice -178633 August 2023			
		Aug 1 - Aug 31 2023			
			001-000-050-518-10-46-01	Utilities-General Government	\$27.21
				Aug 1 - Aug 31 2023	
		Total Invoice -178633 August 2023			\$27.21
	Total 43634				\$1,476.93
	Total Whidbey Telecom				\$1,476.93
Grand Total		Vendor Count	45		\$226,624.19



A/P Check Register

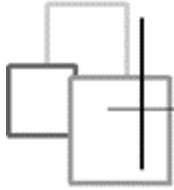
Fiscal: : 2023
 Period: : 2023 - August
 Council Date: : 2023 - August - August Manual

Number	Vendor Name	Account Description	Amount
ACH - Invoice Cloud Over_Short 8 + 112	Invoice Cloud	Cash Adjustments (Cashiers over/short)	\$120.00
EFT DOR Excise 8.17.23	St of WA Dept of Revenue	Excise Tax	\$3,482.39
		S/S Excise Tax	\$232.96
Heritage July 2023 Analysis Fee	Heritage Bank	Credit fees	\$181.72
		Check Total:	\$3,715.35
	Grand Total		\$4,017.07
Total Accounts Payable for Checks #ACH - Invoice Cloud Over_Short 8 + 112 Through #Heritage July 2023 Analysis Fee			



Register

Number	Name	Fiscal Description	Cleared	Amount
<u>43585</u>	AFLAC WORLDWIDE HEADQTRS	2023 - August - August Manual	8/18/2023	\$159.08
<u>43614</u>	Health Care Authority	2023 - August - August Manual	8/17/2023	\$28,459.85
<u>43636</u>	National Fraternal Order of Police	2023 - August - August Manual		\$453.00
<u>8.8.23 DRS 7.1-7.15 EFT</u>	DEPT OF RETIREMENT	2023 - August - August Manual	8/8/2023	\$7,851.67
<u>8.8.23 EFTPS Jul 1-15</u>	CITY OF LANGLEY	2023 - August - August Manual	8/8/2023	\$13,136.15
<u>Taxes</u>				
<u>EFT EFTPS 8.17.23 8.1-</u>	CITY OF LANGLEY	2023 - August - August Manual	8/17/2023	\$14,569.54
<u>8.15</u>				
<u>EFT-DRS 8.30.23</u>	DEPT OF RETIREMENT	2023 - August - August Manual		\$8,070.28
				\$72,699.57



Direct Deposit Activity

Name	Social Security #	Bank Name	Account Number	Type	Amount
Direct Deposit Run - 8/1/2023			8/1/2023		
Cattand, Alexis					\$1,866.98
Chaplin, Scott					\$1,639.82
Durr, Robert J.					\$2,136.18
Grone, Wanda J					\$3,067.28
Grove, Timothy J.					\$2,509.88
Gubata, Allison C					\$2,067.31
Hamilton, Bryan E.					\$2,334.85
Hathaway, Nicholas G					\$2,317.76
Herzberg, Robert					\$556.06
Liggitt, Charles E.					\$3,648.73
Marks, Joshua W.					\$2,020.36
McDivitt, Tara J					\$1,792.24
Pace, Jeremiah J.					\$1,641.01
Penny, Meredith B					\$2,750.65
Perry, Randi M.					\$2,790.18
Proffitt, Austin L					\$1,763.23
Wasser, Tavier					\$3,007.46
					\$37,909.98
Direct Deposit Run - 8/16/2023			8/16/2023		
Cattand, Alexis					\$1,866.98
Chaplin, Scott					\$1,639.82
Durr, Robert J.					\$4,467.23
Grone, Wanda J					\$3,067.28
Grove, Timothy J.					\$2,454.32
Gubata, Allison C					\$2,047.83
Hamilton, Bryan E.					\$2,115.57
Hathaway, Nicholas G					\$2,536.73
Herzberg, Robert					\$556.06
Liggitt, Charles E.					\$2,696.53
Marks, Joshua W.					\$1,766.12
McDivitt, Tara J					\$1,611.99
Pace, Jeremiah J.					\$1,641.01
Penny, Meredith B					\$2,750.65
Perry, Randi M.					\$2,790.18

09/01/2023

Proffitt, Austin L
Wasser, Tavier

\$1,984.79
\$3,007.46
\$39,000.55

Direct Deposit Run 2 - 8/16/2023

8/16/2023

Rentfrow, Mark

\$1,817.53
\$1,817.53
\$78,728.06



City of Langley MEMO

To: Langley City Council

From: Mark Rentfrow, City Administrator

Date: 8/30/2023

Topic: **Granting City Administrator Signature Authority at Heritage Bank**

Num. of pages: 1

Introduction/Summary:

The City Administrator should be granted bank account administration authority at the City's financial institution (Heritage Bank). This will allow the City Administrator to do the following:

- Sign Checks
- Open and close accounts
- Add additional City personnel as needed (with Council approval)

Council Action Request: Vote to approve.

Heritage Bank requires documentation of City Council approval of this change recorded in City Council meeting minutes in order to proceed.

Statement as to action's importance:

Without signature authority, the City Administrator is unable to carry out the functions and duties of his position and complete the business of the City.

Timeline for Action: Immediate

Financial Implications: None. This action incurs no additional cost to the City.

Staff Time Implications: (who will do what work to implement this proposed action)
City Administrator Rentfrow will work with Mayor Chaplin to complete the process with Heritage Bank.

Social/Environmental Implications: None

Options for Action: Approve

Pros and Cons:

Pro: City Administrator can complete financial transactions on behalf of the City.

Con: None

List all attachments: N/A



CITY OF LANGLEY
Council Meeting Minutes
Monday, August 7, 2023

1. CALL TO ORDER

- a. Meeting was called to order by Mayor Scott Chaplin at 5:31 pm.
- b. Land Acknowledgement
- c. Minute of Silence
- d. Roll Call

City officials in attendance: Mayor Scott Chaplin, Councilmember Rhonda Salerno, Councilmember Thomas Gill, Councilmember Craig Cyr, Councilmember Gail Fleming

Not present: Councilmember Harolynne Bobis

Staff in attendance: Wanda Grone, Finance Director; Meredith Penny, Director of Community Planning and Development; Randi Perry, Director of Public Works; Mark Rentfrow, City Administrator; Tavier Wasser, Chief of Police; Kristen Abraham, Minutes

2. APPROVAL OF CONSENT AGENDA

- a. Approval of Claim Warrants - 43586-43613 and EFTs in the amount of \$196,879.25
- b. Approval of Manual Warrants – July-not previously approved- in the amount of \$199.32
- c. Approval of Manual Warrants – July 2023 in the amount of \$84,140.92
- d. Approval of Payroll Direct Deposit Run (07/17/2023) in the amount of \$35,526.80
- e. Approval of Payroll Direct Deposit Run (07/18/2023) in the amount of \$9,816.49
- f. Approval of Payroll Direct Deposit Run (08/01/2023) in the amount of \$37,909.98
- g. Approval of Commission Meeting Minutes posted since previous Council Meeting

Motion to adopt Consent Agenda as presented

Motion: Councilmember Rhonda Salerno

2nd: Councilmember Gail Fleming

Motion passed 4-0

3. APPROVAL OF AGENDA

Item added to New Business 8e – approval of \$10,880 contract with Arbor Dreams to perform tree trimming.

Motion to adopt Agenda as amended

Motion: Councilmember Craig Cyr

2nd: Councilmember Thomas Gill

Motion passed 4-0

4. APPROVAL OF MINUTES

- a. Approval of Council Meeting Minutes of October 3, 2022

Motion to approve Council Meeting Minutes of October 3, 2022

Motion: Councilmember Gail Fleming

2nd: Councilmember Thomas Gill

Discussion: Councilmember Salerno provided non-substantive edits prior to meeting

Motion passed 4-0

- b. Approval of Council Meeting Minutes of July 17, 2023

Motion to approve Council Meeting Minutes of July 17, 2023

Motion: Councilmember Rhonda Salerno

2nd: Councilmember Thomas Gill

Discussion: Correction to item 3 (approval of agenda, p. 26):

Councilmembers determined not to move forward with Councilmember Gill's proposal regarding the Ethics Commission until ~~a Councilmember~~ the Mayor could have a discussion with Ethics Commission founding member Hal Seligson.

Motion passed 4-0

5. PUBLIC COMMENT PERIOD

none

6. MAYOR'S REPORT

Mayor Scott Chaplin was invited by House Representative Rick Larsen's office to attend a "Field Forum" meeting with members of the House of Representatives Transportation and Infrastructure Committee and local leaders at the Port of Everett to discuss infrastructure investments in the Pacific Northwest. He suggested the City prepare to take advantage of the opportunities presented.

7. ORDINANCES/RESOLUTIONS

Resolution to update the Budget Mission Statement & Fiscal Goals Policy – Finance Director Wanda Grone

Director Grone reviewed her recommended updates to the Budget Mission Statement & Fiscal Goals Policy, which was last updated in 2021.

Discussion: Council determined that the proposed updates should be reviewed by the Finance and Personnel Legislative Commission (FPLC) before considering these changes. It was also the desire of the Council to see the 2024 Budget prior to approval.

8. NEW BUSINESS

a. New City Administrator Mark Rentfrow

Administrator Rentfrow gave the Council an overview of his career and ties to Whidbey Island.

b. Request from Ikaika Bistro for a waiver of the time period restrictions of LMC section 12.22.070 – Community Planning Director Meredith Penny, Stephanie and Chris Balora of Ikaika Bistro.

The City's food truck regulations currently state that licenses shall only be valid the Thursday before Memorial Day through the day after Labor Day unless authorized by City Council. Ikaika Bistro and Double Bluff Brewery are requesting that their food truck be allowed to operate year-round in the new location of Double Bluff Brewery at 121 2nd Street.

Motion to approve the waiver of the time period restrictions for Ikaika Bistro pending staff review.

Motion: Councilmember Rhonda Salerno

2nd: Councilmember Gail Fleming

Discussion: The Council felt that it was the original intention of this restriction to apply only to public right-of-way use and not to all use and suggested that the Planning Advisory Board review this ordinance and correct the oversight.

Motion passed 4-0

c. Budget Process Overview and Calendar - Mayor Scott Chaplin

Mayor Chaplin gave a presentation of the budget process outlining the core responsibilities of the city and his goals. He submitted a proposed calendar for the budgeting process, the first meeting to be held on August 16.

d. Discussion of Budget Process – Finance Director Wanda Grone

Finance Director Grone gave an update of the changes being made to its accounting practices as well as updates and improvements she plans to make in the future such as purchasing new financial software, looking at expenses and making revenue projections.

Memos submitted by staff regarding potential budget items were included in the agenda packet for this meeting. Police Chief Wasser's budget items for consideration are added to these minutes as they were not in the agenda packet.

e. Contract for Arbor Dreams to perform tree trimming in the amount of \$10,880 – Director Randi Perry

Director Perry explained the work to be performed by Arbor Dreams, which is separate from the bluff management plan.

Motion to approve the \$10,880 contract for Arbor Dreams with minor modifications to be made upon attorney review

Motion: Councilmember Craig Cyr

2nd: Councilmember Rhonda Salerno

Motion passed 4-0

9. UNFINISHED BUSINESS

a. Council Workplan and Priorities – Councilmember Rhonda Salerno

Councilmember Salerno compiled a list of the Council's 2023-2024 goals. She asked each of the councilmembers to identify their highest priority. Councilmember Gill stated his highest priority is staffing. Councilmember Cyr agreed, but he stressed that the City needs to be mindful of how much money it has; he was grateful for the work that the commissions did to fill in the gaps. Councilmember Fleming's highest priority was affordable housing and updating the zoning codes to make it easier to build additional dwelling units (ADUs). Councilmember Salerno felt it was hard to choose one, but planning for environmental hazards due to climate change was her top priority. The Council asked staff to review the list of priorities and offer their opinions.

Public comment: Kennedy Horstman made several recommendations to improve the list - add row numbers, create a voting process– 3 votes for both council and staff, have staff review what is already in their plans (such as the comprehensive plan). From there, create a consensus of where the City needs to focus. Start with the personnel policy.

Councilmember Gill stated that many of these goals can be worked on in parallel.

Director Perry and Councilmember Cyr suggested a priority matrix.

Councilmember Salerno asked all staff to provide feedback and timelines for their individual areas.

b. Strengths, Weaknesses, Opportunities, and Threats (SWOT) exercise as part of the Island County Comprehensive Economic Development Strategy (CEDS) process – Community Planning Director Meredith Penny

Director Penny continued the discussion that started at the July 17 Council meeting.

Motion to preserve the commission recommendations while the Council comes up with their own SWOT exercise

Motion: Councilmember Craig Cyr

2nd: Councilmember Rhonda Salerno

Discussion: As they found the feedback from the various commissions so comprehensive, Council decided to preserve their recommendations while sending their own analysis to Director Penny by the following Monday.

Motion passed 4-0

10. DISCUSSION

Going forward with Ethics Commission Process, Councilmember Thomas Gill

Councilmember Gill felt that the Council has a responsibility to correct the error from a leaked Ethics Commission memo by issuing an apology. The Council should also discuss the future of the Ethics Commission.

Motion to authorize the Mayor to issue an apology letter to the affected person upon consultation with attorney

Motion: Councilmember Craig Cyr

2nd: Councilmember Rhonda Salerno

Discussion: Councilmember Cyr felt that the Ethics Commission's process was not inclusive of the person who was the focus of the complaint.

Motion passed 4-0

11. COUNCIL REPORTS

- a. Councilmember Harolynne Bobis – no report
- b. Councilmember Rhonda Salerno
 - i. Councilmember Salerno asked the council to approve the resolution in order for the work plan to be sent to the commissions.

Motion to approve the resolution to update the City Council's 2023-24 work plan

Motion: Councilmember Rhonda Salerno

2nd: Councilmember Thomas Gill

Motion passed 4-0

- ii. She attended part of a Goosefoot Project meeting on affordable housing. This project will bring 14 or 15 two or three bedroom rentals and 80% will be for people who work in the City of Langley.
 - iii. She just returned from a support boat for Blue Heron Canoe where they met with 100 canoes at Alki Beach. They were at Muckleshoot for a week.
- c. Councilmember Thomas Gill – no report
- d. Councilmember Craig Cyr – no report

He attended the Island County Fair where he spoke with an epidemiologist from the Department of Health regarding wastewater testing for Covid. He hopes that Langley can participate.

- e. Councilmember Gail Fleming

She attended the Home on Whidbey Community Landtrust meeting, the group who will be buying the Coles Valley property. As instructed, she did not speak to any of the interested groups about the development. At the end of the meeting, she asked someone who was neither an opponent nor proponent of the development questions about who exactly owns the land.

She was informed by a staff member that she should not be speaking about it all. She did not mean to break any rules, so she is disclosing the conversation here.

12. ADJOURN

Meeting adjourned at 7:38 pm by Mayor Scott Chaplin.

DRAFT



CITY OF LANGLEY — 2024 BUDGET

PO Box 366
112 Second Street
Langley WA 98260
360.221.4246

2024 BUDGET



Core Responsibilities of the City:

- **Utilities (Water/Wastewater/Stormwater)**
- **Roads and Sidewalks**
- **Police and Protection**
- **Land Use, Zoning, and Building Standards and Permitting**
- **Fiscal Management**
- **County/State/Federal (Statutory Requirements)**
- **Interagency Agreements (GOC/IRTPO/POSW/ILIO/etc.)**
- **Preparing for Uncertainty (Economic/Climate Change/Public Health/Natural Disasters/Etc.)**



2024 BUDGET MAYOR'S OBJECTIVES

- I) Continued improvements regain terms of clarity and ease of use for the layperson:**
 - Easy to follow format with glossary of terms and table of contents**
 - Links/footnotes for additional information**
 - Summary pages for list of capital projects and debt obligations**
 - Organizational Chart**



2024 BUDGET MAYOR'S OBJECTIVES

- 2) Improved utility for long-term planning:**
- **Forecasts for three years forward**
 - **Notes for all major assumptions**
 - **Summary pages for list of capital projects and debt obligations**
 - **Details about assumptions regarding trends**
 - **Thorough discussion of reserve policy and historic trends**
 - **Description of interfund loans history and policy**



2024 BUDGET MAYOR'S OBJECTIVES

3) Increased Flexibility and Scenarios for Use of Increased Revenue :

- New cost-sharing partnerships**
- Increased grant revenue**
- Increased revenue from economic development efforts**

2024 BUDGET PROCESS



- 1) Establish parameters with policy resolutions, economic forecasts**
- 2) Establish Council Priorities**
- 3) Work with Finance Director and Department Heads to create workable budget.**



GOALS FOR TODAY

- 1) Review budget calendar and set dates for Council Workshops**
- 2) Review some anticipated expense areas from staff.**



CITY OF LANGLEY

Council Meeting Minutes

Monday August 21, 2023 @ 5:33 P.M.

1. CALL TO ORDER – 5 minutes

- a. Land Acknowledgement
- b. Minute of Silence
- c. Roll Call
- d. City officials in attendance: Mayor Scott Chaplin, Councilmember Harolynne Bobis, Councilmember Rhonda Salerno, Councilmember Thomas Gill, Councilmember Craig Cyr, Councilmember Gail Fleming
- e. Staff in attendance: Wanda Grone, Finance Director; Meredith Penny, Director of Community Planning and Development; Randi Perry, Director of Public Works; Mark Rentfrow, City Administrator; Tavier Wasser, Chief of Police; Kristen Abraham, Minutes

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

Approval of Contract for Edgecliff Waterline Replacement/Outfall Conflict Project, pp. 3-17
Approval of Commission Meeting Minutes posted since previous Council Meeting

Motion to adopt Consent Agenda as presented

Motion: Councilmember Thomas Gill

2nd: Councilmember Harolynne Bobis

Motion passed unanimously

3. APPROVAL OF AGENDA – 3 minutes

Motion to adopt Agenda as presented

Motion: Councilmember Craig Cyr

2nd: Councilmember Thomas Gill

Discussion:

Motion passed unanimously

4. PUBLIC COMMENT PERIOD* - 30 minutes

- a. Inge Morascini, Langley Chamber of Commerce, introduced her son James Jackson who was visiting from Philadelphia to make everyone aware of how young people are actively involved in different parts of government, and we have to include young people in our government in Langley.
- b. John Graham, Co-founder of the Giraffe Project, asked the Council to hire someone to trim the brush to restore the views on Cascade Ave, particularly where the telescope is. The Mayor responded that the City is working on a master plan for that slope and is planning to address this by hiring an arborist to trim the brush and trees.

5. **MAYOR'S REPORT** – 10 minutes

He has been onboarding the new City Administrator and working on several issues to be as efficient as possible.

6. **ORDINANCES/RESOLUTIONS**

Codification of Council/Mayor handbook via resolution - Councilmember Rhonda Salerno.

Councilmember Salerno stated that the City should update its handbook every January. There is now a resolution template included.

Motion to approve resolution codifying the Council/Mayor handbook

Motion: Councilmember Rhonda Salerno

2nd: Councilmember Gail Fleming

Discussion: Councilmember Cyr asked if codifying the handbook meant keeping the exact language. Councilmember Salerno responded that it can be updated as needed. Councilmembers Cyr and Fleming congratulated Councilmember Salerno for her work on this as they found it very useful. She credited the State of Washington and the Association of Washington Cities as her sources. The handbook was reviewed by the City's attorneys.

Councilmember Bobis asked to ~~include~~ add the pledge of allegiance to the moment of silence because we need to let our constituents know we stand with democracy. Councilmember Salerno replied that this resolution is simply to codify what was created in January 2023; the Council has the opportunity to make changes for the next version in January 2024 so the friendly amendment was rejected.

Motion passed unanimously

7. **STAFF REPORTS**

- a. Mark Rentfrow, City Administrator

Administrator Rentfrow reported that in his first two weeks he has met with staff, councilmembers, and several local organizations. He has also enrolled in the Island County Economic Development Council and the Leadership Whidbey program.

- b. Wanda Grone, Finance Director

Director Grone's report stated that the City will be able to take credit card payments in the near future. Councilmember Gill asked how the City will handle fees for such transactions as it is illegal to accept fees in the state of Washington. Director Grone was not present at the meeting but reported later that she is aware of the issue and has a solution.

- c. Meredith Penny, Community Planning Director
 - d. Tavier Wasser, Chief of Police
 - i. Officer Proffitt is just about to complete his training process and he will receive full duty status as an officer.
 - ii. The Langley Police Department received an award from a policy group for great advancements in modernizing the agency. He is very happy to say that he likes where his department is right now.
 - iii. We've signed on to the Island County's Hazard mitigation plan along with the Planning and Public Works department.
 - iv. The department has handled numerous events recently. Chief Wasser expressed his appreciation for that the community groups ~~to invite~~ have invited the police force to these events.
 - v. Peter Morton has now become a Civil Service Commission member ~~Peter Morton~~. His expertise is welcomed.
 - vi. Chief Wasser has been attending a citizen's court hearings as a defense witness to try to help this person get mental health treatment. He feels it is important for law enforcement to work with mental health experts to develop a road map to assist people who are suffering from mental health crises and to realize that just because someone committed a crime does not necessarily make them a criminal. Unfortunately, some hospitals are no longer accepting criminal mental health patients, but he has hopes that things will improve.
 - vii. Chief Wasser hosted a delegation of 40 children, plus their mentors, from West Africa, who came to Langley to film a music video advocating for children's voices in domestic abuse and assault.
 - viii. Councilmember Cyr also pointed out that Chief Wasser created the Orca design on the side of the new police vehicle. There are also two bicycles that, while four years old, have not been used until now.
 - ix. Councilmember Fleming credited Chief Wasser's ability to work with the various groups in the community for their harmonious relationships. She also asked if he had any plans to reinstate the Alert Program. Chief Wasser replied he wanted to first tackle the hazard mitigation plan, then see how best to handle the alert program. Councilmembers Fleming, Cyr, and Salerno stressed that the program is very important to their constituents.
- Mayor Chaplin asked the public to please submit their permits for events at least two weeks in advance – or sooner, and prior to advertising, to ensure that the city can accommodate their needs.
- e. Chamber of Commerce Report, Chamber of Commerce Director Inge Morascini (this item was mistakenly left off the agenda)

- i. A new store has opened on First Street, Walden Lane Gourmet, and Double Bluff Brewing will be moving across the street from City Hall in September.
 - ii. Lodging tax for Langley is consistent with last year, while the lodging tax for the rest of the county is down about 20%.
 - iii. The City still does not have enough employees because there are not enough affordable places to live. Restaurants can only run at 60-70%. This is not the case in Coupeville.
- f. Kristen Abraham, Interim Archives and Records Manager
- i. Ms. Abraham reported that the City of Langley received an Organizing the File Room grant from the Washington State Archives in the amount of \$19,765. She also invited a consultant from the Archives to visit City Hall to answer staff questions about how to best manage the City's records.
 - ii. Mayor Chaplin added that the City also received an \$87,000 grant for planning a design for solar on battery backup for City Hall and the Library.

8. COUNCIL REPORTS – 15 minutes

- a. Councilmember Harolynne Bobis – Dealing with Difficult Colleagues
- Councilmember Bobis stated that the Council is getting better about not interrupting and not bullying, but that Council still needs to work on knowing when to talk and for how long.
- b. Councilmember Rhonda Salerno
- i. Councilmember Salerno met with the animal ordinance people and connected them with people working on the Island County ordinance. They are planning to get an animal welfare officer.
 - ii. She lamented the orca Tokitae's passing and spoke about Tokitae's significance to the indigenous people of the area.
- c. Councilmember Thomas Gill
- i. Councilmember Gill also reflected on Tokitae's passing. They are magnificent creatures.
 - ii. He attended a Port of South Whidbey meeting in the Bayview Fire Hall. Most of the attendees were Fair association vendors and members with concerns about how operations at the Fairgrounds have been handled. It reminded him that there is a Fairgrounds Board, of which Langley is a member. They don't have a consistent place to meet.
- d. Councilmember Craig Cyr
- i. Councilmember Cyr, in response to the issue of a location for Fairgrounds Board meetings, noted that the South Whidbey Transit Center should be completed in two to three years and will have a meeting center.
 - ii. The Department of Commerce also issued solar grants to Island Church, United Methodist Church, Good Cheer and the Pacific Rim Institute.

iii. He also commented on Tokitae's passing, noting that 270 whales were taken from the area, but he was moved that Langley was the place that people came to remember Tokitae.

e. Councilmember Gail Fleming - no report

9. ADJOURN Meeting adjourned at 6:41 pm by Mayor Scott Chaplin

DRAFT

To: Langley City Council
From: Thomas Gill, Council 3
August 30, 2023

Topic: Proposed rules for council and commission meetings

In our post-COVID era, there has been some feedback from members of our community that it is very difficult for them to follow or participate in the many council and commission meetings that occur at the city. With the assistance of Council Member Bobis, I have drafted proposed rules to apply to the council and every city commission, their sub-committees, and any ad-hoc commissions that the city forms. These rules are intended to provide better structure to the meetings, as most remote-only meetings are very difficult to maintain control over, and Roberts Rules go completely out the window; making it even harder for those listening to the recordings to follow the process.

It is also hoped that many of the reports that are received by the council or to committees are accepted as written, without the entire document being read verbatim. Providing a cliff notes version or highlights

Actions Request: I request a discussion and adoption of this or a modified set of rules, and require them to be enforced by the first of next month.

Pro: All actions are in the public and easily accessed
Con: None

Proposed Rules for good Council and Commission operation in the best interest of our constituents

All Langley City Council Meetings, Commission Meetings, Sub-Committee Meetings, and Ad-Hoc Commission Meetings

- 1) All meetings must be based in the Council Chambers
 - a) Unless an alternate location is announced 3 business days before the meeting
 - i) Via Email, website, and posted flier at the same locations agendas are posted
 - b) Remote Access is required at any alternative location
 - i) If Remote Access is not possible, the meeting will not occur. (per OPMA)
 - c) The Presiding Officer, if not the operator of the meeting platform, must have their own device for view the Meeting, and not rely on the public display
 - i) Helps with locating persons requesting to speak remotely.
- 2) All meetings require a quorum of members to be present at the designated meeting location
 - a) Exceptions:
 - i) Emergency Meeting that has time sensitive actions that need to occur preventing delay to allow the required members to be in person.
 - ii) State or Federal mandate preventing groupings in-person for health or safety
 - iii) Known exposure of a majority of the members, and only with Mayoral approval
 - iv) Inclement weather preventing access to meeting venue by a majority of members
- 3) All Commissions MUST meet on a regular schedule, and it be recorded on the city website
 - a) This includes any sub-committees or ad-hoc commissions.
 - b) The meeting requirement can be as infrequent as semi-annually
 - c) Commissions may only change meeting times, once set, with the confirmation by the Mayor and the Staff Liaison.
- 4) The City Council and Commissions will publish a Meeting Agenda at least 2 business days before the meeting
 - a) A full packet must be available on the city website or by request physically 24 hours (not including weekends), before the meeting.
 - i) There is no charge for a physical packet
- 5) The Presiding Officer (Chair, facilitator, Mayor) must be attending in-person to run the meeting.
 - a) If they are unavailable another member (Mayor pro-tem, secretary, et al), will need to facilitate the meeting.
 - b) The remote presiding officer may still attend, but will only be an observer and guide to the in-person presiding officer.

- 6) Members of the Council or Commission who are onsite should connect to the remote access platform
 - a) In-chambers remote access is for informational purposes of the members present and to view any shared items presented by members or guests
 - b) Cameras should be turned off.
 - c) Microphones should be turned off.
 - d) All in-person members should address comments to the Presiding Officer and/or the camera.
- 7) Reporting to Council/Commissions
 - a) Reports by Staff Members, Commissions, Sub-committees, and Ad-Hoc Commissions will be done by written report
 - i) There is no need to verbally repeat the entire report
 - (1) However a brief mention of interesting items would be appropriate
 - ii) All reports must be included in the meeting packet.
 - (1) If the report delivered late, it may still be discussed
 - (a) A copy of the report must be attached to the meeting minutes
 - iii) All reports must be voted to be accepted by the organization receiving the report as a receipt of the report.
 - iv) All reports are subject to public comment, before acceptance
- 8) All Agendas and Minutes will follow a Uniform Format
 - a) Agendas will contain a brief title of the subject being presented/discussed, and the first and last name, and any titles, of the person who will be presenting or leading the discussion
 - b) Agendas will be laid out in a format consistent with the format for Council Agendas, with the inappropriate items removed.
 - c) If there is nothing on the docket for a particular heading on the agenda, that heading will be removed.
 - d) Any and all additions to the agenda must be made before the approval of the agenda.
 - i) Any deviation from the agenda after approval will be considered a violation
 - e) Minutes will follow the same format as the agenda
 - i) Any action taken on an item will be noted
 - ii) Any discussion will be documented, but the details, unless relevant to the action taken will not be documented
 - iii) Details of the meeting are reserved for the recordings.
 - f) Agenda for joint meetings will be posted under the webpage for both organizations.
 - i) For Council Joint Meetings with other agencies, those agendas will be formatted based on the host organization's agenda format
 - g) Any material presented at a meeting that was not included in the packet will be attached to the minutes, and labeled as "Exhibit", followed by a letter, and referenced as such in the minutes.

- 9) All meetings will have audio recordings
 - a) All audio recordings will be posted to the city website by close of business on the second business day after the meeting
 - b) Joint meetings between the Council and Commissions or between Commissions will be posted under the pages for both organizations.
 - c) If for any reason the audio is not saved, additional documentation will be added to the meeting minutes detailing discussions and other actions.
- 10) Members may not order or request work from city employees
 - a) Members may meet with staff on a limited basis
 - b) No work product may be requested of staff without
 - i) Approval of the Mayor
 - ii) Approval of a Majority of Council
 - (1) Council approval must be voted upon
- 11) Sub-Committees and Ad-Hoc Commissions Addendum
 - a) All Sub-committees and Ad-Hoc Commissions will have a stated purpose, and will not deviate from that purpose
 - i) Any deviations must be approved or directed by a vote of city council
 - b) All Sub-committees and Ad-Hoc Commissions will have a set duration of duration of operation
 - i) This time frame may only be extended once by the founding organization by majority vote
 - (1) Any additional time required must be approved by the city council, in a regular meeting
 - (2) Justification must be provided for the extension.
 - ii) Sub-committees and Ad-Hoc Commissions will follow all rules set forth for Commissions, including OPMA
 - (1) Sub-committees and Ad-Hoc commissions may meet in the Council Chambers or at the Conference Table in the City Offices, unless ADA requirements prevent it.
 - c) All Sub-committees and Ad-Hoc Commissions must allow public participation
 - d) All Sub-committees and As-Hoc Commissions must report to their parent organization at each meeting
 - i) The report only needs to be printed
 - ii) Public Comment is required
 - iii) The parent organization must vote to accept the report for the record