



CITY OF LANGLEY

DRAFT COUNCIL AGENDA

Monday September 18, 2023 @ 5:30 P.M.

112nd Street Langley, WA

And via Zoom:

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

Webinar ID: 849 4283 4088

Passcode: 283347

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

1. **CALL TO ORDER** – 5 minutes
 - a. Land Acknowledgement
 - b. 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
Approval of Commission Meeting Minutes posted since previous Council Meeting
3. **APPROVAL OF AGENDA** – 3 minutes
4. **APPROVAL OF MINUTES** – 3 minutes
 - a. Approval of Council Special Meeting Minutes of 08/16/2023, pp. 3-18
 - b. Approval of Council Meeting Minutes of 09/05/2023, pp. 19-33
5. **PUBLIC COMMENT PERIOD*** - 30 minutes
6. **MAYOR'S REPORT** – 10 minutes
Council-Staff interaction request, pp. 34
7. **NEW BUSINESS**
 - a. Council-Attorney contact policy, Mayor Scott Chaplin – 5 minutes, pp .35
 - b. Approval of Public Works Bluff Management Contract - Public Works Director Randi Perry, Planning Director Meredith Penny – 5 Minutes, pp. 36-47
 - c. Public Works Board loan offer, Public Works Director Randi Perry, Planning Director Meredith Penny and City Administrator Mark Rentfrow – 5 minutes, pp. 48

8. STAFF/CHAMBER REPORTS – 15 minutes

- a. Mark Rentfrow, City Administrator - pp. 49-50
- b. Wanda Grone, Finance Director – pp. 51-52
- c. Meredith Penny, Community Planning Director
- d. Randi Perry, Public Works Director – pp. 53-55
- e. Tavier Wasser, Chief of Police – pp. 56-70
- f. Inge Morascini, Chamber of Commerce Executive Director – 2 minutes.

9. COUNCIL REPORTS – 15 minutes

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

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



**CITY OF LANGLEY
Special Council Meeting Minutes
Wednesday, August 16, 2023**

1. CALL TO ORDER

- a. Meeting was called to order by Mayor Scott Chaplin at 5:04 pm.
- b. Land acknowledgement
- c. Minute of silence
- d. Roll Call

City officials in attendance: Mayor Scott Chaplin, Councilmember Harolynne Bobis; Councilmember Rhonda Salerno, Councilmember Thomas Gill (arrived at 5:16 pm), Councilmember Craig Cyr, Councilmember Gail Fleming

Finance and Personnel Legislative Commission (FPLC) members in attendance: Chris Carlson, Chair; Barbara Seitle (Councilmembers Craig Cyr and Thomas Gill are also on the FPLC)

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

2. PUBLIC COMMENT PERIOD*

Motion to read public comment submitted via email by Leanne Finlay

Motion: Councilmember Harolynne Bobis

2nd: Councilmember Craig Cyr

Motion passed 2-2

Thomas Gill was not present for this vote.

Comment was read aloud and submitted for the minutes.

3. APPROVAL OF AGENDA

Motion to approve Agenda as presented

Motion: Councilmember Gail Fleming

2nd: Councilmember Rhonda Salerno

Discussion: none

Motion passed unanimously

4. NEW BUSINESS

a. Overview Of Budget Process - Mayor Scott Chaplin

- Mayor Chaplin highlighted important dates on the proposed budget calendar.
- It was decided that Council would hold a special meeting on September 11 at 3:30 pm.
- Councilmember Cyr hopes the Council can adopt a budget by December 4.
- Finance Director Grone explained parts of the budget to the Council.

b. Debrief of [The Fundamentals of Municipal Budget Cycles: Q&A](#) – All Councilmembers

- Councilmember Salerno guided the conversation about the topics covered in the above-linked training going through each of the slides in the handout (included in agenda packet). The Council discussed what revenue streams support which funds. Director Grone discussed budget transfers and explained different types of funds. She stressed that the City needs to have a technology reserve to replace outdated computers, etc. The Council then discussed issues such as the wastewater treatment plant, reserve funds and long-term planning. One of the Mayor's objectives is to have 3-year projections so that the City can better plan. The Council agreed that they needed to declare their values for the next budget period but should be mindful of the cost and staff time involved. For instance, if the City received a grant, it has to plan for the project management and additional costs of the grant. The staff and Council hope to move to a two-year budget cycle in the future.

c. Review of Council Priorities - Rhonda Salerno, 15 minutes

Councilmember Salerno presented a pivot table of the Council's priorities (attachments at end of these minutes). Council was heartened to see that they all agreed on the top priorities. Suggestions such as identifying legislative priorities and color coding the list were made. Staff will come up with their own priorities and then Council will see where priorities overlap.

5. UNFINISHED BUSINESS

Strengths, Weaknesses, Opportunities, and Threats (SWOT) exercise as part of the Island County Comprehensive Economic Development Strategy (CEDS) process - Meredith Penny

- SWOT Exercise Results from CCAC – DSR (combined)
- SWOT Exercise Results from POSC
- SWOT Exercise Results from PAB
- SWOT Exercise Results from PWAC
- SWOT Exercise Results from all discussions combined into word clouds

Director Penny continued the discussion about the SWOT exercise for the CEDS process. The intention is that this is a long-term consensus driven planning document to guide economic development. Council was inspired by the strengths that the commissions came up with. One weakness that Langley has is the

lack of affordable housing. This led to a discussion about how many residents are renters, full-time, etc., and how to prevent displacement.

Council was reminded that Covid is on the rise in the community so people should stay vigilant.

6. ADJOURN Meeting adjourned by Mayor Chaplin at 6:53 pm

DRAFT

2023 Calendar for the 2024 Budget and other issues for Council consideration

DRAFT (additional deadlines forthcoming)

Date	Meeting/Action	Budget Items to Include	Other Items	Notes
8/7/2023	Regular Council Meeting	Mayor's Budget Objectives Presentation, Budget Calendar, Council Workplan Intro. , Public forum	IC EDC SWOT analysis, Welcome new City Administrator,	
8/14/2023	Budget Workshop (proposed)	Overview of process/Council Workplan for 2024		Forms for Council to fill out?
8/14/2023	Public Notice	Aug. 21 Hearings		
8/21/2023	Regular Council Meeting	1st Public Hearing for TIP/CIP Updates, Fiscal Goals and Policies Resolution, Public/Council Priorities for 2024,		
8/31/2023	Memo from Mayor/Clerk to Dept. Heads RCW Deadline is Sept. 11			Budget Requests to all dept. heads due within 14 days RCW: <i>within fourteen days of the receipt of such notification, detailed estimates of the probable revenue from sources other than ad valorem taxation and of all expenditures required by his or her department for the ensuing fiscal year. The notice shall be accompanied by the proper forms provided by the clerk, prepared in accordance with the requirements and classification established by the state auditor. The clerk shall prepare the estimates for interest and debt redemption requirements and all other estimates, the preparation of which falls properly within the duties of his or her office. The chief administrative officers of the city shall submit to the clerk detailed estimates of all expenditures proposed to be financed from the proceeds of bonds or warrants not yet authorized, together with a statement of the proposed method of financing them.</i>
9/5/2023	Regular Council Meeting			
9/11/2023	Special Meeting/Council Budget Workshop (proposed)	Draft Preliminary Budget Review		
9/18/2023	Regular Council Meeting	Finance Director provides estimates of debt service obligations and all other estimates(MRSC?) and levy rate		
9/22/2023	Directors to Mayor, RCW Deadline Sept. 25th			Budget Estimates for each dept to Clerk/City Administrator, RCW Note: <i>Local governments with a population under 10,000 may increase their property tax levies up to 1% regardless of the latest inflation data, so they do not need to adopt a resolution or ordinance of substantial need.</i>
?	Special Meeting/Workshop			
10/2/2023	Regular Council Meeting, RCW Deadline for ad valorum tax need information	Consideration of property tax levy, estimates of revenue from all sources		RCW: <i>City Administrator provide estimates filed by each Dept. to Mayor showing complete financial program: RCW: Preliminary budget. The chief administrative officer shall prepare the preliminary budget in detail, making any revisions or addition to the reports of the department heads deemed advisable by such chief administrative officer and at least sixty days before the beginning of the city's next fiscal year he or she shall file it with the city clerk as the recommendation of the chief administrative officer for the final budget. The clerk shall provide a sufficient number of copies of such preliminary budget and budget message to meet the reasonable demands of taxpayers therefor and have them available for distribution not later than six weeks before the beginning of the city's next fiscal year.</i>
10/13/2023	Public Notice	10/16 Revenue hearing		
10/16/2023	Regular Council Meeting	Hearing on Revenue sources/property tax increase		

2023 Calendar for the 2024 Budget and other issues for Council consideration

11/1/2023	Public and Council Notice RCW Deadline for budget and budget message to Clerk is Nov. 1st, to the public is November 15 (6 weeks before end of year)	Notice of budget hearings, Budget and message draft to public and Website: RCW mandates: <i>Budget—Notice of hearing on final. Immediately following the filing of the preliminary budget with the clerk, the clerk shall publish a notice once each week for two consecutive weeks stating that the preliminary budget for the ensuing fiscal year has been filed with the clerk, that a copy thereof will be furnished to any taxpayer who will call at the clerk's office therefor and that the legislative body of the city will meet on or before the first Monday of the month next preceding the beginning of the ensuing fiscal year for the purpose of fixing the final budget, designating the date, time and place of the legislative budget meeting and that any taxpayer may appear thereat and be heard for or against any part of the budget. The publication of the notice shall be made in the official newspaper of the city.</i>		Preliminary budget and budget message: RCW mandates that the budget message include: (1) An explanation of the budget document; (2) An outline of the recommended financial policies and programs of the city for the ensuing fiscal year; (3) A statement of the relation of the recommended appropriation to such policies and programs; (4) A statement of the reason for salient changes from the previous year in appropriation and revenue items; (5) An explanation for any recommended major changes in financial policy.
11/6/2023	Regular Council Meeting	1st hearing on preliminary budget, 1st hearing on levy rate, post final budget ordinance draft		
11/13/2023	Special Meeting / Council Budget Workshop if necessary			
11/13/2023	Public Notice	2nd hearings		
11/20/2023	Regular Council Meeting	2nd hearing on preliminary budget, 2nd hearing on levy rate	Swear in New Mayor	RCW on Budget Approval: <i>Budget adoption. Following conclusion of the hearing, and prior to the beginning of the fiscal year, the legislative body shall make such adjustments and changes as it deems necessary or proper and after determining the allowance in each item, department, classification and fund, and shall by ordinance, adopt the budget in its final form and content. Appropriations shall be limited to the total estimated revenues contained therein including the amount to be raised by ad valorem taxes and the unencumbered fund balances estimated to be available at the close of the current fiscal year. Such ordinances may adopt the final budget by reference: PROVIDED, That the ordinance adopting such budget shall set forth in summary form the totals of estimated revenues and appropriations for each separate fund and the aggregate totals for all such funds combined. A complete copy of the final budget as adopted shall be transmitted to the state auditor, and to the association of Washington cities.</i>
11/22/2023	Levy Rate to County			
11/30/2023	RCW DEADLINE: Levy Rate to County			
12/4/2023	Regular Council Meeting	Final approval of 2024 budget if necessary		File property tax levy with county
12/5/2023	RCW DEADLINE	Deadline for final budget hearing and approval to commence (may be continued?)		RCW: <i>The council shall meet on the day fixed by RCW 35A.33.060 for the purpose of fixing the final budget of the city at the time and place designated in the notice thereof. Any taxpayer may appear and be heard for or against any part of the budget. The hearing may be continued from day to day but not later than the twenty-fifth day prior to commencement of the city's fiscal year.</i>
12/11/2023	Public Notice	Notice for Wage and Salary Resolution,		Wage and Salary Resolutions can be done much earlier, but
12/18/2023	Regular Council Meeting	Wage and Salary Resolution, Approval of 2024 Budget		are often postponed until January
12/31/2023	RCW DEADLINE: Budget Adoption Deadline			

2023 Calendar for the 2024 Budget and other issues for Council consideration

<p>1/20/2024</p>	<p>RCW DEADLINE: Date to close all 2023 accounts (does this only apply to city's using accrual accounting?)</p>			<p>RCW: Unexpended appropriations. <i>All appropriations in any current operating fund shall lapse at the end of each fiscal year: PROVIDED, That this shall not prevent payments in the following year upon uncompleted programs or improvements in progress or on orders subsequently filled or claims subsequently billed for the purchase of material, equipment and supplies or for personal or contractual services not completed or furnished by the end of the fiscal year, all of which have been properly budgeted and contracted for prior to the close of such fiscal year but furnished or completed in due course thereafter.</i> <i>All appropriations in a special fund authorized by ordinance or by state law to be used only for the purpose or purposes therein specified, including any cumulative reserve funds lawfully established in specific or general terms for any municipal purpose or purposes, or a contingency fund as authorized by RCW 35A.33.145, shall not lapse, but shall be carried forward from year to year until fully expended or the purpose has been accomplished or abandoned, without necessity of reappropriation.</i> <i>The accounts for budgetary control for each fiscal year shall be kept open for twenty days after the close of such fiscal year for the purpose of paying and recording claims for indebtedness incurred during such fiscal year; any claim presented after the twentieth day following the close of the fiscal year shall be paid from appropriations lawfully provided for the ensuing period, including those made available by provisions of this section, and shall be recorded in the accounts for the ensuing fiscal year.</i></p>
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Row#	Council/Mayor Goals 2024	Applicable Comprehensive Plan Goals	Estimated completion	Status	Staff Involvement	Commission Involvement
2	Administrative					
3	Codify Council Member/Mayor Handbook		Aug-23	Almost Complete	Council Member, Attorney, Council	Finance and Personnel Committee
4	Develop policies and train staff regarding PRA/OPMA compliance		23-Oct	Not begun	Mayor, Council, Attorney, Staff, CA	
5	Update Administrative Policies, Job Descriptions, Evaluation Process		2023, 2024	In Process	Mayor, Council, Staff, CA	Finance and Personnel Committee
6	Address staffing issues for City Hall		2023, 2024	In Process	Mayor, Council, Staff, CA	Finance and Personnel Committee
7	Archive documents and organize file system		2024, 2025	In Process	Mayor, Staff, CA	
8	Conduct RFL processes to identify Professionals for City Reference (Geo-Technical, Hydrogeological, Arborist Services, Engineering, etc.)		2023, 2024	In Process	Council, Staff	
9	Identify and Conduct Sexual Harassment Training for Staff		2023	Not begun	Mayor	
10	Affordable/Workforce Housing and Zoning	Comp Plan 5, 6, 9, 11, 15				
11	Update Zoning Codes for Multi-Family Infill and PUDs with Inclusionary zoning requirements and update both codes to address the needed changes for our City. Work to reduce barriers to ADUs, multi-family, and other housing processes, Research age/discrimination in housing, long-term, short-term, and transient		2023, 2024	In Process	Planning, Mayor, Council	Planning Commission, DSR, CCAC
12	Create Educational Information on the Basics of planning an ADU or Tiny Home		Dec-23	Not begun	Planning, Mayor, Council, Permit Staff	Planning Commission
13	Promote solutions to immediate housing needs for workers (Camping Ordinance, Transitional Housing Ordinance)		2023, 2024	In Process	Planning, Mayor, Council, Permit Staff	Planning Commission
14	Commissions	Comprehensive Plan Goal 10				
15	Create and Codify Commissioners Handbook		Dec-23	In Process	Council Member, Task Force, Mayor, CA	All Commissions
16	Update Individual Ordinances, Website templates, Agenda and Minutes templates for Commissions to be Consistent, Equitable, Inclusionary and Diverse where needed		Dec-23	In Process	Council Member, Task Force, Mayor, CA	All Commissions
17	Training and Evaluation of OMPA/PRR Compliance		Ongoing	Ongoing	Council, Mayor, Staff, Commission Chairs, CA	All Commissions
18	Develop Timeline and System for Council and Commissions to Communicate		Jan-23	In Process	Council, Mayor, Public Works, Planning, CA	All Commissions
19	Climate Change Action	Comprehensive Plan Goal 1, 3, 9,				
19A	Emergency preparedness					
20	Create a transportation strategy to engage more fossil fuel-free technology and usage in Langley		Ongoing	Planning Phase		Climate Crisis Action Commission
21	Update Land Use and other Ordinances including Zero Waste, Fossil Fuel Free and Green Building and other Climate initiatives		2023	Not begun	Council, Mayor, Planning	Climate Crisis Action Commission
22	Write Grants for Water/Energy efficiency and Renewables and Recycling		2023	In Process	Council, Mayor	Climate Crisis Action Commission, Public Works Advisory Commission
23	Partner with Other Agencies on Wholistic Regional Efforts (including Recycling)		Ongoing		Mayor, Council, Planning, Public Works	Climate Crisis Action Commission
24	Dismantling Systemic Racism	Comp Plan 6, 9, 10, 12, 13, 15				
25	Conduct and Evaluate Self-Study Anti-Racism Training		2023	Almost Complete	Mayor, Council, Staff	Dismantling Systemic Racism Commission
26	Identify and Remove Systemic Racism within Langley Code and Policies, particularly researching change to our zoning rules that may encourage segregation		2024	Ongoing	Council, Planning, Mayor	Dismantling Systemic Racism Commission
27	Create Diversity, Equity and Inclusion Handbook		2024	Not Begun	Council Member	Dismantling Systemic Racism Commission
28	Revisit resolution for DSR		2024	Not begun	Council Member, Attorney, Council	Dismantling Systemic Racism Commission
29	Environment					
30	Plan for Environmental hazards posed by sea level rise, ground and surface water and bluff failure by Conducting a Hydrogeological/Watershed study for the entire city	Comp Plan 1, 3, 5, 6, 9, 10, 11, 12, 14, 15	2024	Not begun	Planning, Public Works, Mayor, Council	Planning Commission, Public Works Advisory Commission
31	Protect and Enhance Natural Environment by Updating Critical Area Ordinance		2023	Almost Complete	Planning, Council	Planning Commission
32	Restore Local Creeks		2024	In Process	Mayor, Public Works, Planning	Planning Commission, Public Works Advisory Commission
33	Langley Municipal Code and Comprehensive Plan Review and Revisions					
34	Update Tree Ordinance	Comp Plan 1, 3, 7, 9, 12, 13	2023	In Process	Planning, Public Works, Mayor, Council	Parks and Open Space Commission, CCAC
35	Address Speeding, Noise Complaints and Light/EMP Pollution	Comp Plan 3, 7, 10, 12	2024	Not begun	Council, Mayor, Public Works	Public Works Advisory Commission
36	Animal Welfare Ordinance		2023, 2024	In Process	Council Member, Task Force, Mayor	
37	Update Comprehensive Plan, Track Comprehensive Plan Goals and Create Matrix for Implementation		2024	In Process	Council, Mayor, Planning	Planning Commission, Climate Crisis Action Commission
38	Website and Transparency	Comprehensive Plan 4, 8, 14				
39	Re-do City Website with "Revised" Including Training for Staff		2023	Not begun	Council, Mayor, Staff, CA	Website Revision Task Force
40	Upgrade Computer System: Bring software systems up to date, Upgrade City Server to host virtual machines for all employees, Create off-site backup of all City digital data at treatment plant, Create an interface/process for public read-only access to all public documents without staff/city involvement, With updated website - publish non-spam or non-privileged communication to the website.		2024	Not begun	Council, Mayor, Staff, CA	Website Revision Task Force
41	Create more government transparency with the use of video, broadcasting, update of the City Website, etc.		Ongoing	Not begun	Mayor, Staff, CA	
42	Transportation Plan	Comprehensive Plan T-1 through T-13	2024, 2025	Not begun	Council, Mayor, Public Works, Planning	
43	Begin a transportation comprehensive plan, setting aside new corridors for trails and roads and preferred routes for transit and future expansion of services		2024	Not begun	Mayor, Public Works, Planning	Public Works Advisory Commission, Planning Commission

Update Zoning Codes for Multi-Family Infill and PUDs with Inclusionary zoning requirements and update both codes to address the needed changes for our City, Work to reduce barriers to ADUs, multi-family, and other housing processes, Research age discrimination in housing, long-term, short-term, and transient	19
Address staffing issues for City Hall	14
Plan for Environmental hazards posed by sea level rise, ground and surface water and bluff failure by Conducting a Hydrogeological/Watershed study for the entire city	10
Upgrade Computer System: Bring software systems up to date, Upgrade City Server to host virtual machines for all employees, Create off-site backup of all City digital data at treatment plant, Create an interface/process for public read-only access to all public documents without staff/city involvement, With updated website - publish non-spam or non-privileged communication to the website.	6
Conduct RFQ processes to identify Professionals for City Reference (Geo-Technical, Hydrogeological, Arborist Services, Engineering, etc.)	5
Redo City Website with "Revise" including Training for Staff	4
Begin a transportation comprehensive plan, setting aside new corridors for trails and roads and preferred routes for transit and future expansion of services	2
Address Speeding, Noise Complaints and Light/EMF Pollution	2
Update Comprehensive Plan, Track Comprehensive Plan Goals and Create Matrix for Implementation	1
Update Land Use and other Ordinances including Zero Waste, Fossil Fuel Free and Green Building and other Climate initiatives	1

Council Members' Priorities for 2023-2024 Council Work Plan
Raw Data

Harolynne Bobis, Council Position 1:

1. #6
2. #11

Rhonda Salerno, Council Position 2:

1. #11 Update Zoning Codes for Multi-Family Infill and PUDs
2. #30 Plan for Environmental hazards posed by sea level rise, ground and surface water and bluff failure by Conducting a Hydrogeological/Watershed study for the entire city
3. #8 Conduct RFQ processes to identify Professionals for City Reference (Geo-Technical, Hydrogeological, Arborist Services, Engineering, etc.)
4. #35 Address Speeding, Noise Complaints and Light/EMF Pollution
5. #19A Emergency Preparedness

Gail Fleming, Council Position 3:

- 1) Number 11 up through "barriers to ADU's"
- 2) Number 30
- 3) Number 19A Emergency preparedness
- 4) Number 8
- 5) Number 21

Craig:

1. Workforce Housing, item #11
2. Stabilize Municipal Finances so we can confidently right-size staffing at City Hall, item #6
3. Upgrade Computer System item, item #40
4. Plan for Environmental Hazards...hydrological, etc., item #30
5. Restart Emergency Preparedness in Neighborhoods - #19A

Thomas:

- 1) #6
- 2) #39
- 3) #40
- 4) #43
- 5) #37



City of Langley

Planning Department

To: The Langley City Council**From:** Meredith Penny, Community Planning Director**Meeting Date:** August 16, 2023**Subject:** Compiled Council Responses to Strengths, Weaknesses, Opportunities, and Strengths (SWOT) Exercise as part of the Island County Economic Development Council (EDC) Comprehensive Economic Development Strategy (CEDS) process

1. Introduction (skip to section 3, page 2 for the compiled City Council responses)

Financial resources for economic development are limited and the need for inter-local collaboration, coordination among the various economic development agencies, and careful prioritization of proposed projects has become essential. Recognizing the efficiencies that result from a coordinated approach, the U.S. Economic Development Administration (EDA) and the State of Washington encourage local jurisdictions to work together to create a regional economic development strategy and programs. A Comprehensive Economic Development Strategy (CEDS) is a long-term, consensus-driven, local planning document that intends to guide economic development throughout a region or county. The EDA manages the content guidelines and requirements for the CEDS process and document.

The Island County Economic Development Council (EDC) has initiated the process to develop a CEDS for Island County. The development of the Island County CEDS will run for approximately 18 months from April 2023 – September 2024 and requires final approval by resolution by the Island County Board of Commissioners as well as the EDA. The Island County EDC and a CEDS External Review Committee will oversee this process. The project will be managed by Jennifer Noveck, Ph.D.

A critical part of the CEDS process is stakeholder engagement. The EDC is currently gathering input through two main methods: 1) a survey open to the general public and 2) having review committee members conduct SWOT (strengths, weaknesses, opportunities, and threats) exercises with their local stakeholder groups.

Economic development is programs, policies, or activities that seek to improve the economic well-being and quality of life for a community. It is an activity that is regional or county-wide and is carried out through partnerships with other governments, associate development organizations, and local business groups. Economic development can involve job creation, job retention, job training programs, public and private capital investments, broadening and strengthening state and local tax bases, providing meaningful employment opportunities, enhancing quality of life, and promoting economic opportunity for all citizens especially unemployed and disadvantaged persons. A key part of successful economic development includes sustainability, ensuring a community utilizes its limited natural resources wisely and has adequate public infrastructure to support the economy.

2. SWOT Definitions

A. Strengths and weaknesses are internal industry attributes that can be changed over time. Some strengths and weaknesses to consider: friendly and expedited permitting process, diverse business community, many incentives for new businesses, low utility costs, shovel-ready land available, good industrial warehouse supply, ample workforce, skilled workforce, responsive to business needs, deep community involvement and knowledge, accessible public transportation, commitment to infrastructure improvement, available affordable housing and childcare, relationships with neighboring counties and jurisdictions, etc.

B. Opportunities and threats are external to the industry and cannot be controlled directly by the community or industry.

Some opportunities and threats to consider: economic outlook, technology available to local business (including broadband), local regulatory landscape, large employers, extreme weather, inflation, climate change, changes in federal defense spending allocations, decaying infrastructure, lack of redundancies, labor shortage for government processes critical to businesses (e.g. planners, public works, etc.), etc.

3. Compiled Responses to SWOT Exercise from City Council

A. STRENGTHS

Council 1, Harolynne Bobis

- Healthy downtown
- Good accessible public transportation
- Good connections to other jurisdictions

Council 2, Rhonda Salerno

- High quality of life, natural beauty, rural character, waterfront setting, intimacy of small-town
- Clean air, fresh water, temperate climate
- Walkability, less pavement in areas, Golf Cart Zone
- Incredible natural surroundings and views
- Salish Sea connection along shoreline, water activities, fishing, boating accessibility
- Trees, Forests and Forest Canopies
- Connection begun between the new people and the Indigenous people who stewarded this area for millennium
- Resident bunnies, squirrels, racoons, coyotes, seals, owls, eagles, osprey, hawks, songbirds, and whales
- Friendly, well-educated community members with a high level of involvement
- High level of expertise and talent within the community
- Strong visual and performing arts activity, WICA, Outcast, WCT, Island Dance, Shakespeare, and Django
- The best movie theater in the world
- Community dedicated to acting around Climate Change issues
- Small town atmosphere, known for tourism, unique businesses, and galleries and no franchised businesses
- Attractive businesses, Main Street and 2nd Street and Public Art Displays
- Strong commitment of the community and government to establish permanent affordable housing
- People value each other and the natural world, not things
- Excellent Library System and Services

- Involved Chamber of Commerce, Mystery Weekend, Soup Box Derby
- Government that values community involvement and dismantling systemic racism
- Support for Pride activities and LGBTQIA+ community
- The best grocery store in the world
- No chain stores or restaurants
- Strong commitment to buying locally grown and prepared foods and to growing food instead of lawns
- Many young, organic farmers who bring incredible offerings to the community
- Solar Arrays installed or pending on many public buildings
- Friendly, approachable police department
- Respect for whales and marine mammals - Whale Center, Whale Parade and Whale Bell Park
- The best thrift store in the world
- Excellent Veterinarian, Dentists, Physical Therapists, Naturopaths, Alternative Health Care Practitioners
- Excellent Community Center
- Numerous volunteers to create activities for young people
- Island County Fair and Fairgrounds
- Excellent Local Telecommunication Service

Council 3, Thomas Gill

- High Quality, Local High-Speed Internet
- Creative business ideas
- Desirable place to live
- Love of arts
- Great Main Street program and Chamber of Commerce
- Compact downtown core

Council 4, Craig Cyr

- Via its DSR Resolution passed on July 6, 2020, Langley took its first official explicit step towards an anti-racist future. And it followed that up with funding for training, the formation of a “Dismantling Systemic Racism” commission made up of at least 50% BIPOC members, examination of hiring policies, modifications to our Comprehensive Plan, Juneteenth recognition, etc. Keep it going Langley!
- Langley is explicitly taking steps to decarbonize. Forming the CCAC, the acquisition of an electric police vehicle, the Water conference, etc.
- There are 12 commissions of Langley/South Whidbey residents who volunteer to make Langley a better place. That is a very good thing.
- Langley is gaining a reputation for being a community that is friendly and welcoming to marginalized groups and their families. New neighbors that just moved to Langley stated this explicitly because of an LGBTQ family member. Stated explicitly: they moved to Langley because they had heard it is a supportive place for LGBTQ.

Council 5, Gail Fleming

- Small town sense of community - safe and intimate
- Natural beauty and rural character
- Nearby trails with more connections coming
- Thriving arts scene
- Active Community Center
- High level of education and expertise

- Engaged citizenry - many volunteers on commissions serving the city

B. WEAKNESSES

Council 1, Harolynne Bobis

- Unrealistic expectations for work force housing
- Lack of diversity within the city's populace
- Much of the available housing is moved into vacation housing

Council 2, Rhonda Salerno

- Lack of affordable housing and rentals
- Lack of racial diversity in population
- Lack of public recycling
- Lack of fossil fuel free public transit, EV charging and parking for bicycles and cars
- Lack of community solar or other kind of renewable energy
- Lack of local sources of basic goods & services
- No defined greenbelt, bicycle connectivity, or significant parks
- Lack of offroad trail system
- Lack of postal and restaurant workers
- Not enough young people and families
- Too few restaurants opened for a limited number of days and hours
- No pharmacy or medical clinic, dermatologist and pediatricist
- Decaying and lacking infrastructure
- Poor utilization and protection of creeks
- Unstable bluffs
- Failure to protect natural resources
- Water resource lacks sufficient data
- Opposition by homeowners to loud music
- Lack of activities for young people

Council 3, Thomas Gill

- Lack of and resistance to housing
- Limited childcare
- Poorly performing schools
- Inadequate Ferries
- Postal Service Issues
- Few staples, especially men's clothing
- Limited walkability
- Ableist infrastructure

Council 4, Craig Cyr

- Langley's financial position is coming into focus but is not completely known due to poor financial practices of the past, poor audit results, etc.
- The city is short staffed. And Staff was greatly burdened by COVID and other influences over these few years. Moving forward, with more clarity about our financial position, Langley hopes to provide additional staffing to support the work of the City.
- Paucity of workforce housing
- Langley has the nearly the lowest median income in Island County and some of the highest utility rates, which burdens lower income residents

- The WA State Ferry system's operational failures hurts Langley because of very long lines and frequent cancelled trips
- There is no ordinance addressing lengthy storefront vacancies. These vacancies reduce sales tax revenue and contribute to a less than healthy business ecosystem.
- The lack of diversity of residents living in Langley. Langley has historically not been a friendly and welcoming place for BIPOC and it shows.
- Langley's HR policies are not strong. For example, staff training was suspended under the previous administration

Council 5, Gail Fleming

- Too many second homes and not enough affordable housing
- Shortage of workers for retail, restaurants and post office
- Lack of studies to help us protect creeks, wetlands and bluffs
- Need data on treatment plant and water capacity
- Need support for young people
- Need more alternative transport - parking downtown is already a problem
- Need to re-energize neighborhood emergency preparedness
- Need recycling bins downtown
- Too White - need diversity

C. OPPORTUNITIES

Council 1, Harolynne Bobis

- All of the opportunities listed above with the addition of new businesses which, all things being equal, are thriving.

Council 2, Rhonda Salerno

- Daylight all creeks and make natural features a focal point
- Support for youth activities and efforts
- Regenerative Tourism that is culturally responsive
- Promote a shared economy, tool share program, car share and bike share systems
- Develop offroad trail network
- Less focus on growth, more focus on being enough, become a model of post-consumer community
- Develop fossil fuel free transportation plan
- Support kicking gas campaign to get more heat pumps installed
- Improve bike lanes and trail system
- Encourage ride share, car share programs
- Creation of significant parks, open spaces, and community hubs in nature
- Identify and protect genuine greenbelt around Langley
- Support of a zero-waste commitment by businesses and branding of our communities' commitment
- Codify the required use of permeable surfaces to assure aquifer recharge and discourage flooding
- Commitment to protecting all people's rights and creating a land give-back program
- Adopting The Just Transition Framework – moving from an extractive economy towards a regenerative economy with the purpose of recycling resources
- Restore wetlands and make them accessible
- Encourage Passenger Ferries

- Work with transportation agencies toward improving public transportation schedule in Mukilteo
- Secure Grant funding to accomplish affordable housing projects and other priorities
- Improve Port Operations to create a welcoming and lively harbor

Council 3, Thomas Gill

- Sewer system to support growth
- Expanding high-speed Internet services
- Space for additional housing
- Space for additional commerce
- Space for light industrial development
- Opportunities for local power generation
- Creative options for additional, low barrier housing
- Community driven effort to equalize access to housing and business opportunities

Council 4, Craig Cyr

- Pass a new Ordinance that will minimize/prevent lengthy storefront vacancies
- Being vigilant and aware of State and Federal grant opportunities – the solar/storage grant just announced is an example of this opportunity
- The FPLC, with its subject matter experts, is a continuing stabilizing influence on the City and its financial position.
- Continued emergence and nurturing of tribal relationships. Langley is beginning to understand what we have to do to be in relationship with the tribes. The question is will we continue to listen and understand as we try to move forward in those relationships.

Council 5, Gail Fleming

- Mandate affordable housing in the MFI and PUD codes
- Steer development in the direction we want - protect the environment and quality of life of current residents
- Commission a hydro-geological study for the whole city to protect wetlands and bluffs
- Highlight/restore our wetlands and creeks
- Expand trail connections around Langley
- Re-up our eligibility for RCO grants and go after other grants
- Passenger ferries and alternative transportation to reduce cars
- Capitalize on the Creative District/Community Center - establish an institute for arts and culture which would make use of our talented citizenry and draw visitors
- Establish recycling and food waste bins downtown
- Regenerative tourism

D. THREATS

Council 1, Harolynne Bobis

- We live on a bluff – there is a lot of erosion to the various bluffs

Council 2, Rhonda Salerno

- No Emergency Preparedness coordination
- No fire evacuation plan
- No flood plan, lack of adequate infrastructure to handle flooding
- High probability of Earthquakes
- Loss of Trees, Forests and Forest Canopies
- Sea Level Rise

- Unreliable Electrical System and only one power line from mainland
- Lack of local fuel or renewable energy sources
- Possible shortage and contamination of water
- Cost of infrastructure needs increasing lack of affordability
- Climate refugees in high numbers without caring capacity
- Cost of housing increasing, increase in second home owners
- Zoning code allowing high-cost building without provisions for affordable
- Droughts and Flooding
- Erosion, particularly bluffs
- Crumbling infrastructure
- Wildfire smoke
- Unreliable or limited ferry service
- Lack of mental health services
- Violence by white supremacist population

Council 3, Thomas Gill

- Unpredictable ferry conditions
- Unstable power grid
- Lack of support from surrounding community
- Winter storms

Council 4, Craig Cyr

- The WA State Ferry system is in decline. Further decline threatens Langley residents individually and Langley's economic vitality collectively.
- The Big One – Earthquake 9.0 which is overdue. Langley needs to reinvigorate the ALERT system
- Climate Change resulting in sea-level rise which impacts our coastline – Seawall Park and the Wharf/Harbor.
- Langley is dependent on a single source aquifer

Council 5, Gail Fleming

- Climate change - sea level rise, smoke from wild fires
- Densification without mandating affordability = degradation of quality of life
- Over-population leading to overload on infrastructure (sewer, water, police, parking)
- Environmental degradation; deforestation
- Potential shortage of water, reduced aquifer recharge, salt water intrusion
- Rising costs of housing



CITY OF LANGLEY

Council Meeting Minutes

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

1. **CALL TO ORDER** at 5:30 by Mayor Scott Chaplin

- a. Land Acknowledgement
- b. Minute of Silence
- c. Roll Call

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

Staff in attendance: Wanda Grone, Finance Director; Mark Rentfrow, City Administrator; Kristen Abraham, Minutes

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

- a. Approval of Claim Warrants in the amount of \$226,624.19
- b. Approval of EFTs in the amount of \$4017.07
- c. Approval of Payroll Claim Nos 43585, 43614, and 43616 and Direct Deposit Run in the amount of \$72,699.57
- d. Payroll Direct Deposit Activity in the Amount of 78,728.06
- e. Approval of Commission Meeting Minutes posted since previous Council Meeting
- f. Motion to add City Administrator to bank signing

Motion to adopt Consent Agenda as presented

Motion: Councilmember Harolynne Bobis

2nd: Councilmember Thomas Gill

Motion passed unanimously

2. **APPROVAL OF AGENDA**

Motion to adopt Agenda as presented

Motion: Councilmember Thomas Gill

2nd: Councilmember Harolynne Bobis

Motion passed unanimously

3. APPROVAL OF MINUTES

- g. August 7, 2023 City Council Minutes

Motion to approve August 7, 2023 City Council meeting minutes

Motion: Councilmember Gail Fleming

2nd: Councilmember Harolynne Bobis

Councilmember Cyr proposed amendment to strike the word “leaked” from item 10.

Motion to approve August 7, 2023 City Council meeting minutes as amended

Motion passed 4 – 1

Thomas Gill voted no. He didn’t agree with Cyr’s amendment.

- h. August 21, 2023 City Council Minutes

Motion to approve August 21, 2023 City Council meeting minutes

Motion: Councilmember Thomas Gill

2nd: Councilmember Rhonda Salerno

Motion passed 4 – 0

Councilmember Bobis abstained as she wasn’t present at the meeting.

4. PUBLIC COMMENT PERIOD

None

5. MAYOR’S REPORT

- Mayor Chaplin has been wrapping up small projects and handing over responsibilities to the new Administrator.
- He submitted a letter of apology on behalf of the City to Inge Morascini for the Ethics Commission’s actions.
- He has requested all departments to submit their budget requests to be returned by September 14.
- A special budget workshop is scheduled for 3:30 on Sept 11.

6. NEW BUSINESS

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

Councilmember Gill explained that the aim of these rules is to address inequities in public access to Council and commission meetings. The intention is not to vote on the rules at this time but to submit them for consideration by the Council.

Motion made to discuss the submitted Proposed Rules for Good Council and Commission Operation

Motion: Councilmember Thomas Gill

2nd: Councilmember Harolynne Bobis

Motion passed unanimously 5 – 0

Discussion: Councilmembers discussed whether this proposal makes it easier for people to access these meetings. Although some commissions don't have a physical meeting space at all, Councilmember Cyr feared this proposal will reduce participation when there already is a shortage of members. Councilmember Gill stated that he is requesting only a quorum and not everyone's presence at the meetings. It was agreed that standardizing commission reports would be beneficial. Councilmember Fleming appreciated the intention of the rules but had issues with several of the proposals. She reminded the Council that there already is a task force working on a uniform code for the commissions. Councilmember Bobis expressed her support for this proposal. She is mindful of staff's time but feels that transparency is important. Councilmember Salerno believes the issues in the proposal will be addressed in the handbook. She felt these rules would make it more difficult to be compliant with the Open Public Meetings Act and suggested that the Council look to the [RCW on the OPMA](#) and the 2023 version of [MRSC's OPMA Publication](#). It was agreed that that councilmembers would provide their feedback to Councilmembers Bobis and Gill prior to the next Council meeting.

- Mayor Chaplin requested to add to his report and read the results of a State Auditor's report from August 31, 2023, in response to a query from a resident about the Whidbey and Camano Islands Tourism Board. The report did not identify any actual conflicts of interest or misuse of funds but recommended several steps to avoid the appearance of a conflict.

7. DISCUSSION

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

Since Director Penny was not able to attend this meeting, Administrator Rentfrow asked the Council to select a date for a special meeting on the City's Comprehensive Plan. It was decided that a date would be selected via a poll.

8. COUNCIL REPORTS – 15 minutes

- a. Councilmember Harolynne Bobis

Councilmember Bobis recited the pledge of allegiance for her report.

Councilmember Cyr voiced his objection, stating that it was inappropriate and a disruption.

- b. Councilmember Rhonda Salerno

No report

c. Councilmember Thomas Gill

- Councilmember Gill reported that the Cemetery Board discussed improving management of the current policies. There are many issues such as plots not being properly tracked and need of maintenance.

Mayor Chaplin proposed a joint walkthrough with the Council and Cemetery Board.

- There will be a Port of South Whidbey meeting where there will probably be more discussion about the fairgrounds. He heard some interesting ideas from Jack Ng.

d. Councilmember Craig Cyr

- He participated in scoring the bluff management proposals and was highly impressed with the sharp eyes of Directors Penny, Perry and Administrator Rentfrow.
- He highly recommended that people subscribe to the *Whidbey Native Connections Initiative Newsletter*, an initiative of the Unitarian Universalist Congregation of Whidbey Island (contact: nciwhidbey@gmail.com). The last two editions featured articles about the Blue Heron Canoe visit. He finds it very informative and helps him think about future engagement with the local indigenous groups.

e. Councilmember Gail Fleming

Fleming asked Director Rentfrow if a firm had been selected for the bluff management plan. He responded that no firm had been selected yet, they are starting the interview process.

9. **ADJOURN Meeting adjourned at 6:51 pm**

***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.**

Native Connections Initiative Newsletter

We are an Initiative of the
Unitarian Universalist Congregation of Whidbey Island
July, 2023



Photo by Rhonda Salerno

BLUE HERON CANOE FAMILY ARRIVES IN LANGLEY

A Report from the field

Members of the Native Connections Initiative (NCI) and many, many friends helped the Snohomish Tribe of Indians host the Blue Heron Canoe Family this past week. The canoe family stopped on Whidbey for 4 days as they began their long journey to join other canoe families heading to Muckleshoot. South Whidbey has been part of the ancestral home of the Snohomish tribe for generations, predating the arrival of settlers. The Father of the Blue Heron Canoe Family, Mike Evans, also known as didahalqid and waqusqideb feels a special connection with Whidbey where members of his tribe have lived continuously. So he chooses to begin the journey here. He is currently the chair of the Snohomish Tribal Council.

The arrival of the Blue Heron Canoe Family is part of the re-emergence of cultural ways that have been previously banned. Our participation is a step towards honoring the roots, recognizing the presence, and affirming the future of Whidbey Island's Native American peoples and the Snohomish Tribe.

The canoe arrived in Langley on Monday, July 17, and though they intended to land at Seawall Park, due to the low tide, they pulled in to the marina and were officially welcomed by members of the Snohomish Tribe of Indians. A ceremony was held at Seawall Park with drumming, speeches and gifts.



The canoe family camped on the grounds of the South Whidbey Community Center for four days, as they absorbed the cultural teachings of *didahalqid*, ate good food provided by our community, played, hiked, swam in island lakes and the Salish Sea, and visited island woodworkers and artists. It was an incredible honor to be with them and to see how deeply the youth respected their elders and the ways of their culture. Elders always were first in line for meals, or a younger person brought them a plate. The youth were taught to care for the wellbeing of the canoe and the camp before tending to their own needs. As we set up the kitchen, made food, or washed dishes, there were always numerous young people asking if they could help. They were competent, cheerful, and kind, and we never lacked for helpers. They are truly learning to live their culture, and teaching us valuable but forgotten ways to be in community.



Photo by Clancy Dunigan



Photo by Clancy Dunigan

One evening, a small canoe was brought as a gift to the family.
As some drummed and sang, the small canoe was carried around the field.

On Tuesday, the Snohomish Tribe provided salmon for close to 150 people who came to honor them and share a potluck dinner. All were welcome. Many gifts were given, songs sung, laughter shared, and new friends made. Volunteers coordinated by the NCI showed up gloriously to help host the canoe family.

On the day they arrived, the Langley City Council invited the Snohomish and the canoe family to the council meeting where they were presented with a meaningful proclamation, naming this week *Snohomish Tribal Canoe Week* in Langley. Look for a copy of the proclamation in the email (or the UUCWI e-news) accompanying this newsletter. You can likely drop by Langley City Hall and see the signed proclamation proudly displayed along with photos of the Snohomish people, past and present.

One of the canoe family elders made a point to tell us how deeply the young people have been inspired by their reception here.

Many, in their ordinary lives, feel invisible-ized and marginalized as Native people.

Here, they have been honored, respected, and treasured as Native people.

It makes a huge difference in their lives going forward.

We, too, are inspired, honored, and transformed by our deepening connections.

Rhonda Salerno and her husband Gordon continue to accompany the Blue Heron Canoe with their sailboat as support for the canoe journey. Miraculously, Rhonda was able to send us texts as they sailed. Here are some photos and excerpts from Rhonda's story:

Gordon and I are honored to be part of the Blue Heron Canoe family and to provide support on the water for the second year in a row. We follow the canoes in our 29-foot Columbia sailboat, the *Salish Sea*.

The first leg of the journey began in Mukilteo with a short stop at Clinton followed by a warm welcome by the Snohomish into Langley at a very low tide. But no worries, though the tides were low, spirits were high, and the Snohomish of Whidbey Island met the canoe family and welcomed them to the Island that is the Snohomish's ancestral home.

Folks with the NCI provided water and snacks, and witnessed songs and drumming at Seawall Park as the Snohomish continued to welcome the canoe family. Gifts were exchanged, and all proceeded to the track field behind the South Whidbey Community Center where they set up camp for three nights.

While the canoe family settled into the camp, we took the opportunity to provision the *Salish Sea* for the long journey ahead. Following a great community feast, we sailed away on the *Salish Sea* a day early to be ready at the north tip of Fidalgo Island. There we would meet the canoe, which would arrive on a trailer, and follow them across Rosario Straights (the mightiest stretch of water we were to cross on the journey).

Not being able to get in very close to Sunset Beach on Fidalgo where the canoe put in, we were surprised when not only one, but two canoes came to meet our boat for the crossing. One was a gift given to the Blue Heron Canoe Family in Langley.



Photo by Rhonda Salerno

This smaller canoe would need to be towed across the Rosario Strait. Finding no eye bolt on the bow of the new, gifted Canoe, Gordon, the captain of the *Salish Sea*, was very hesitant to tow her. A bridle had been tied to the middle seat of the canoe, but he predicted it would ride sideways and swamp as we crossed Rosario.

The ground crew had already left the beach, so there was no choice but to make the best of it. We bumper-ed it up next to our dinghy and tried that method to get it across. As predicted, in the worst of the waves and the current out in the middle of the Strait, she filled with water, and acted as a sea anchor for the *Salish Sea*. Now the support boat needed support, as it had no directional control and could not power forward.

The Blue Heron Canoe needed to keep going due to the waves, current, fog and ships approaching, so with three paddlers aboard, the sailboat we hatched a plan to bail her and lash her along side of the *Salish Sea*. An hour later, we were on our

way to rendezvous again with the Blue Heron Canoe.



Photo by Rhonda Salerno

We had thought they would have already made Spencer Spit for lunch, but all of a sudden we saw them on the horizon. They were on the north east side of the Straight where the current had pulled them backwards for some time. Finally making way, we re-connected and headed to Spencer Spit together. Quite a harrowing day! Everyone was that much more bonded and joyful as we finally arrived to set up camp at Odlin County Park on Lopez.



Next day, the Blue Heron Canoe was invited to tour Friday Harbor Laboratory on Orcas Island, where they were greeted by the Dean of the labs, and the President of UW. Quite an honoring for the canoe to be welcomed by two biology classes of students and the special hosts.

There were many new faces to us on the canoe this year, but not new to the family. As waquskadeb, the father of the Canoe says, once you join the Blue Heron Canoe family on journey, you're always a part of the family. People from many journeys before find themselves drawn back and we are blessed with many stories. We are now noticing how being together in this incredible island paradise and living in the elements really soothes our souls.

Today (Sunday, July 23) began with a 5:30 AM launch from Odlin County Park, this time, with a proper way to tow the little canoe!



While paddling on the canoe, words are at a minimum, as concentration and meditation are revered. On board the *Salish Sea*, however, many stories of seafaring and harrowing events are told. Today is the longest paddle of the journey-- 20 some miles. We have pulled up alongside the canoe twice to offer our facilities and share nourishment.

Rounding the tip of Lummi Island, we get a glimpse of the Lummi Stommish grounds with many tents and canopies already

raised, ready to greet the Canoe families for the beginning of the tribal journey tonight. I heard a prediction of 30 canoes paddling from the north and some additional ones being launched by trailer at the Lummi grounds.

Both of our canoes have done a soft landing just north of the final camping spot. The paddlers can get off and regroup and be prepared for a 1 o'clock hard landing at the Stommish grounds. The hard landing is when each canoe, before coming to shore, does a circle and announces themselves

with proper protocol. They introduce their tribe, where they come from, where they traveled from today, and ask for permission to come ashore. This protocol has been followed since ancient days on the waters here.

From Lummi, the Blue Heron Canoe will travel south, joining other canoe families and stopping at designated places until they reach Alki Beach, and travel from there over land to the Muckleshoot Community Center. See the schedule below.



photo by Anne Hayden

**The Blue Heron Canoe Family
at the South Whidbey Community Center
July, 2023**

JULY 30—AUGUST 6: PADDLE TO MUCKLESHOOT: ANNUAL CANOE JOURNEY AND GATHERING OF PNW TRIBES

This area-wide tribal tradition returns again this year, as numerous Coast Salish Tribes paddle by canoe and arrive at one location – Muckleshoot this year – for a week of celebration and inter-tribal connection. All people are welcome. The Blue Heron Canoe family will join more than 100 other canoes. The main events happen all week at the Muckleshoot Community Center.

The theme this year: **Honoring our Warriors, Past and Present.**

Various tribes begin paddling from their reservations or homes in late July, planning to land at Alki Point on July 30. You can see two groups of canoe families as they travel past Whidbey on their way to Muckleshoot, and join them in various landing places along the way. Go to the [Paddle to Muckleshoot website](#) for landing dates and places.

Be aware that things change along the way, due to tides, weather and unforeseen happenings. One group of canoes leaves Lummi on July 24. Here is their current itinerary, but do check their website for up-to-date plans:

- July 23: Lummi Stommish Grounds
- July 24: Sammish (near Anacortes)
- July 25: Swinomish Cultural Center
- July 26: Cama Beach on Camano
- July 27: Tulalip Reservation
- July 27: Port Townsend (canoes from Quileute arrive in PT, then join the others)
- July 28 & 29: Suquamish
- July 30: Alki Beach for Muckleshoot
- July 31—August 6: Muckleshoot Community Center

2023 Canoe Journey Theme:

HONORING OUR WARRIORS PAST AND PRESENT

Our community is preparing to welcome you to Muckleshoot

- Landing: July 30, 2023
- Protocol July 31st- August 6th



INDIGENOUS NEWS SOURCES: If you'd like to stay current on the news from Indigenous people and their communities, here are some excellent sources:

Native News Online: <https://nativenewsonline.net/>

Indian Country Today: <https://ictnews.org/>

High Country News, Indigenous Affairs: <https://www.hcn.org/>

Seattle Crosscut, Indigenous Affairs: <https://crosscut.com/>



The Native Connections Initiative

is an Initiative of the Unitarian Universalist Congregation of Whidbey Island, (UUCWI) and is supported with UU infrastructure, visionary foundations, and regional and national social justice sister organizations.

We are also supported by Whidbey Island Friends Meeting (WIFM) in ways too numerous to count.

Contact us at nciwhidbey@gmail.com

The UUCWI and WIFM convene on the traditional lands of the sduhubs (Snohomish Tribe of Indians), the Lower Skagit People and the Swinomish and Samish People.

The Indigenous People are still here, continuing to steward this island in ways physical, spiritual, political and social.

We honor the elders of the past, present and future, with profound gratitude.

Whidbey Native Connections Initiative Newsletter

September 4, 2023

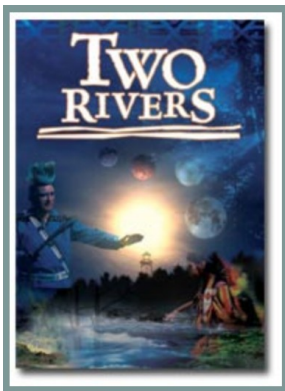
Welcome to the Newsletter for the Whidbey Native Connections Initiative (NCI). The NCI began as an initiative of the Unitarian Universalist Congregation of Whidbey Island (UUCWI) two years ago and quickly grew to include members of Whidbey Island Friends Meeting (WIFM, also known as Quakers) and many other community members.

We are grateful that members of the Snohomish Tribe of Indians (*sduhubs*) have been an integral part of the NCI since the beginning. Commissioners and the mayor from the City of Langley often join us and are committed to learning how to be in right relationship with Native people.

We generally hold a meeting on the 2nd Wednesday of each month, at 6:30 pm. We continue meeting online primarily to be inclusive of key members who do not live on the south end of Whidbey. If you receive this newsletter in your inbox, we will send you a Zoom link to our meetings.

Email us to join our list, nciwhidbey@gmail.com, to be sure you receive the link and updated newsletters.

NEXT NCI MEETING: Wednesday, September 13, at 6:30 PM



Join us for an online screening of the 60-minute film, **Two Rivers**. This award-winning documentary, filmed in 2003, tells the true story of a Native American Reconciliation group that began in the home of a couple in Twisp, Washington in 1997. Within five years many folks had joined, and together they launched social reconciliation initiatives that brought about change in the Methow Valley, and they continue finding new ways to connect across cultural, ethnic and racial divisions.

More about **Two Rivers** documentary:

http://www.tworiversfilm.com/2riv_film.htm

If you cannot attend on September 13, you can stream the film free by going to the [Methow Valley Interpretive Center website](#).

OCTOBER NCI MEETING: Indigenous Peoples' Day, Monday, October 9, 2023

Instead of a meeting the 2nd Wednesday, we invite you to gather on Monday, October 9th in person with local Native people, particularly with our friends in the Snohomish Tribe, to celebrate Indigenous Peoples' Day. This is a Native-led event and a wonderful opportunity to meet and support them. Time and place to be announced.

NEWS FROM THE SUMMER:

The Blue Heron Canoe Family once again joined us in Langley on their way to the tribal canoe gathering in Muckleshoot. See our summer newsletter for photos and extensive stories about their journey.

The Paddle to Muckleshoot Canoe Journey: For the first time since COVID in 2020, more than 100 canoes and canoe families participated in the area-wide tribal canoe journey, gathering at the Muckleshoot Community Center. Read first-hand reflections about the canoe journey, by [Diana White](#) (search "edmondsnews.com, Diana White"), who pulled with the Blue Heron Canoe Family.

Tokitae / Sk'aliCh'elh-tenaut swam on to the other side on August 18th. The Lhaq'temish people (Lummi) know that the Blackfish (Orcas) are their "relatives under the sea," and Sk'aliCh'elh-tenaut's death was a deeply-felt blow to them and other Coast Salish people. Decades of efforts to return her to her Salish Sea home brought unlikely collaborators together, and though her cremated remains will be brought home, the grief of her captivity and death will be felt by Native and non-native people for a long time.

Many ceremonial memorials have been and will continue to be held to help communities grieve her passing. More than 300 people gathered on San Juan Island on August 27th to honor the life and ongoing spirit of Sk'aliCh'elh-tenaut.

View the full August 27th Celebration of Life & Story Pole Ceremony on Jackson Beach, San Juan Island here:

<https://www.youtube.com/watch?v=hW0JiuqGtuQ>



Read more in the Seattle Times article reprinted on the Save Our Wild Salmon website: <https://www.wildsalmon.org/news-and-media/news/celebrating-the-life-of-tokitae-the-orca-on-san-juan-island.html>, and on KUOW <https://kuow.org/stories/tokitae-s-last-song-a-celebration-of-life-for-captive-orca>

Also, this 2018 YouTube video shows some early coverage of the story pole carved by The Lummi House of Tears Carvers to free Tokitae: *Hostile Waters: To Catch an Orca*
<https://vimeo.com/298789770>

Just published on Crosscut, "The Lummi Nation sees 'parallels' with the orca Tokitae's story:
<https://crosscut.com/environment/2023/09/lummi-nation-sees-parallels-orca-tokitae-story>

"Although it's very sad and tragic, we're thankful for Sk'aliCh'elh-tenaut for bringing us all together," Hillaire said. "What a great leader she was to bring the whole world together and give us this opportunity to look at ourselves — as individuals, as governments, as groups and agencies and policy makers: 'What can we do better?' 'How can we be better?' The main thing is we want to make sure this doesn't happen again — for our whale relatives, for our children, for our loved ones and all of our family. We could not be at this place of change without her."

TOKITAE'S LEGACY: Breach the Lower Snake Dams

Those who have been working tirelessly for decades to bring Sk'aliCh'elh-tenaut home ask us to turn now to save the wild salmon runs that are the source of food for the Southern Resident Orcas. This is Sk'ali's legacy. Some believe she died to bring attention to the need to protect the Southern Resident Orcas by restoring the salmon runs.

"The breaching of the dams has become an imperative to restoring Tribal Treaty rights, decimated salmon populations and the rejuvenation of our Southern Resident Orca population and the health of the Salish Sea."

Two excellent sources of information:

<https://www.wildsalmon.org/>

<https://damsense.org/>

COMING UP:

Sunday September 10th, 5:00 to 7:00 PM, at the Coupeville Wharf.

Coast Salish Elders Rosie Cayou James and Bill Bailey will hold a **salmon ceremony for Tokitae** at the Coupeville Wharf in Penn Cove where she was captured 53 years ago. This event is co-sponsored by Orca Network, Town of Coupeville, Port of Coupeville, and Friends of Ebey's.

The Tokitae Story Pole, carved by the House of Tears Carvers, at the Florida Museum of Natural History in front of a projected image of an orca (2018).



TOTEM POLE JOURNEYS: The House of Tears

Carvers from the Lummi Nation are undertaking two more totem pole journeys this month.

Free Leonard Peltier: August 28--September 17

Follow the schedule on their FaceBook page and join them at a blessing stop as they tour the PNW: <https://www.facebook.com/totempolejourney>

All Our Relations Snake River Campaign--September 23-October 1

Blessing stop in Seattle at Town Hall, October 1, 6:00 pm; more info and register here: <https://earthministry.org/2023-all-our-relations-snake-river-campaign/>

INDIGENOUS NEWS SOURCES: If you'd like to stay current on the news from Indigenous people and their communities, here are some excellent sources:

Native News Online: <https://nativenewsonline.net/>

Indian Country Today: <https://ictnews.org/>

High Country News, Indigenous Affairs: <https://www.hcn.org/>

Seattle Crosscut, Indigenous Affairs: <https://crosscut.com/>



The Native Connections Initiative

is an Initiative of the Unitarian Universalist Congregation of Whidbey Island, (UUCWI) and is supported with UU infrastructure, visionary foundations, and regional and national social justice sister organizations., such as JUJusticeWA. We are also supported by Whidbey Island Friends Meeting (WIFM) in ways too numerous to count.

Contact us at nciwhidbey@gmail.com

The UUCWI and WIFM convene on the traditional lands of the sduhubs (Snohomish People), the Lower Skagit People and the Swinomish and Samish People. The Indigenous People are still here, continuing to steward this island in ways physical, spiritual, political and social. We honor the elders of the past, present and future, with profound gratitude.



City of Langley

MEMORANDUM

To: Langley City Council
From: Scott Chaplin, Mayor of Langley
Re: City Council staff contacts
Meeting Date: September 18, 2023

The purpose of this memo is to discuss a policy on staff time/allocation and contact

Hello Council,

Staff has been increasingly busy lately, especially with budget season upon us. This being the case, I believe it is especially important that the boundaries between staff and Councilmembers not be blurred.

As noted by Clerk Treasurer Monica Felici in her memo to Council in January 2022, and repeated at other times, "Council needs to go through the Mayor if asking staff to do prepare, create, or gather information or reports." Strictly speaking, the boundaries are more than that. As a private citizen, you are free to contact staff just as anyone else can, but in your capacity as a Councilmember, you should not be contacting them directly without permission. There are some exceptions, such as for simple logistics matters or to discuss matters related to a Commission for which you are the Council contact, you can make direct contact to discuss those matters only.

I have delegated the authority for Council to request discussions about City matters with staff to City Administrator Rentfrow, so going forward, please make sure to check in with the Mayor or City Administrator before contacting staff.

Thank you for your time and attention to this matter.



City of Langley

MEMORANDUM

To: Langley City Council
From: Scott Chaplin, Mayor of Langley
Re: City Council Legal Expenses
Meeting Date: September 18, 2023

The purpose of this memo is to discuss a council policy on legal services

Legal expenses for the City have increased in recent years, in part due to some staff turnover and also in part due to RMSA no longer covering certain expenses. The 2023 budget allocated \$15,000 to the City Council for legal expenses, as of the end of August, the expenses have come to \$16,095.00. Budgets do have some flexibility and if expenses go over in one area in a fund then they can be taken out of another area. That said, I think a Council policy on how often and for what purposes an individual council member should contact the City's legal team could help reduce budget overruns. To that end, I am submitting some policy options for your consideration, and possibly adoption at tonight's meeting or at some point of your choosing:

- * Councilmembers each be allocated 2 hours attorney time per year without any restrictions. Most questions can be handled in a 5 minute phone call and sometimes with a 15-20 minute follow-up from the lawyer.
- * Beyond each Councilmember's 2-hour allocation, any direct Councilmember contact to our legal team be approved by a majority of the Council after presenting their purposes (in executive sessions if appropriate).
- * Councilmembers, in all situations other than those involving the City Administrator, discuss their reasons for contacting our legal team with the City Administrator before contacting the attorneys.



City of Langley

MEMORANDUM

To: Langley City Council and Mayor Scott Chaplin
From: Randi Perry, Director of Public Works
Meredith Penny, Director of Community Planning
Re: Bluff Management Plan – Recommended Contract with Cross Reiter, Inc
Meeting Date: September 18, 2023

The purpose of this memo is to report on the process for reviewing the received responses to the Bluff Management Plan Request for Proposals (RFP) and recommend a firm for the contract.

On July 21, 2023, staff published an RFP to solicit responses from qualified firms to develop a management plan for the city's publicly owned bluffs. The RFP received three responses and a team was formed to review and score the responses. On that team were Mark Rentfrow, City Administrator, Craig Cyr, Council Member, Dominique Emerson, Public Works Advisory Commission Member, and Meredith Penny, Community Planning Director. Of the three firms that responded, two firms tied for the highest score. Of the two highest scores however, one firm's proposal was significantly over the city's allotted budget. The reviewing team are confident in Cross Reiter's professional expertise and understanding of the scope of the project. They are a woman-owned small business and although they are not based locally, they will be contracting out the drone work to a local company called Aerial Whidbey. They also have experience in island shoreline environments such as on Vashon Island, Bainbridge Island, and Mercer Island. Once a contract is executed, the project is anticipated to span from October 2023 – April 2024.

Recommendation: Staff are recommending Council approve a contract to engage Cross Reiter Inc on the development of a Bluff Management Plan for \$27,700.

**CONTRACT FOR SERVICES
CITY OF LANGLEY AND CROSS REITER, INC.**

THIS CONTRACT FOR SERVICES (“Agreement”) is entered into this ____ day of _____, 2023, by and between the City of Langley, a municipal corporation of the State of Washington (“City”), and Cross Reiter, Inc., a Washington corporation (“Contractor”), in consideration of the mutual benefits and conditions contained herein.

WHEREAS, the City has determined the need to have certain services performed for its citizens; and

WHEREAS, the City desires to have the Contractor perform such services pursuant to certain terms and conditions;

NOW, THEREFORE, the parties hereby agree as follows:

1. **Scope of Services.** Contractor shall perform those services described on **Exhibit A** attached hereto, which is incorporated by this reference as if fully set forth. In performing such services, Contractor shall at all times comply with all federal, state, and local statutes, rules, and ordinances applicable to the performance of such services and the handling of any funds used in connection therewith. To the extent that any term or provision of this Agreement conflicts with any term or provision of Exhibit A or any other exhibit hereto, the terms of this Agreement shall control.
2. **Compensation and Method of Payment.** Contractor will invoice the City at the rates set forth in Exhibit A. Contractor shall be paid a total amount not to exceed Twenty-Seven Thousand and Seven Hundred Dollars (\$27,700.00) without written modification of this Agreement signed by the City. The City shall pay Contractor for services rendered under this Agreement within ten (10) days after City Council voucher approval. Contractor agrees to complete and return the attached **Exhibit B** (Taxpayer Identification Number) to the City prior to or along with the first invoice.
3. **Duration of Agreement.** This Agreement shall be in full force and effect for a period commencing _____, 2023, and ending December 31, 2024, unless earlier terminated in accordance with Section 9 herein or extended by written amendment in accordance with Section 12 herein.
4. **Independent Contractor.** The City and Contractor agree that Contractor is an independent contractor with respect to the services provided pursuant to this Agreement. Nothing in this Agreement shall be considered to create an employer-employee relationship between the parties hereto. Neither Contractor nor any of Contractor’s employees shall be entitled, by virtue of the services provided under this Agreement, to any benefits afforded to City employees. The City shall not be responsible for paying, withholding, or otherwise deducting any customary state or federal payroll deductions, including but not limited to FICA, FUTA,

state industrial insurance, state workers' compensation, or for otherwise assuming the duties of an employer with respect to Contractor or Contractor's employees.

5. **Indemnification.** Contractor shall indemnify, defend, and hold harmless the City, its officers, officials, employees and volunteers from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of Contractor in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

6. **Insurance.** Contractor shall procure and maintain for the duration of this Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by Contractor, its agents, representatives, or employees. Contractor's maintenance of insurance as required by this Agreement shall not be construed to limit Contractor's liability to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

A. **Scope of Required Insurance.** Contractor shall maintain insurance of the types and coverage described below:

1. **Automobile liability insurance**, with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident, covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.
2. **Commercial general liability insurance**, written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate, which shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, stop gap liability, personal injury and advertising injury. The City shall be named as an additional insured under Contractor's Commercial General Liability insurance policy with respect to the work performed for the City, using an additional insured endorsement at least as broad as ISO CG 20 26.
3. **Workers' compensation coverage** as required by the Industrial Insurance laws of the State of Washington.

- B. Additional Insurance Provisions. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII. Contractor's automobile liability and commercial general liability insurance policies are to contain, or be endorsed to contain, that they shall be primary insurance as respects the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of Contractor's insurance and shall not contribute with it. Contractor shall provide the City with written notice of any policy cancellation within two (2) business days of Contractor's receipt of such notice.
- C. Certificates of Insurance. Within fifteen (15) days of the execution of this Agreement, Contractor shall deliver original certificates and a copy of amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance coverage required by this Section 6.
- D. Failure to Maintain Insurance. Contractor's failure to maintain insurance as required shall constitute a material breach of this Agreement, upon which the City may, after giving five (5) business days' notice to the Contractor to correct the breach, immediately terminate this Agreement or, at its sole discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due Contractor from the City.
- E. Full Availability of Contractor Limits. If Contractor maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and excess or umbrella liability maintained by Contractor, irrespective of whether such limits maintained by Contractor are greater than those required by this Agreement or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by Contractor.

7. Taxes, Licenses and Permits.

- A. Contractor shall procure and maintain a City business license in accordance with applicable City code prior to beginning work under this Agreement. Contractor assumes responsibility for and ensures that all contractors, subcontractors and suppliers shall also obtain a City business license.
- B. Contractor acknowledges that it is responsible for the payment of all charges and taxes applicable to the services performed under this Agreement, including taxes and fees assessed pursuant to applicable City code, and Contractor agrees to comply with all applicable laws regarding the reporting of income and maintenance of records, and with all other requirements and obligations imposed pursuant to applicable law. If the City does not receive, or is assessed, made liable, or responsible in any manner for such charges or taxes, Contractor shall reimburse and hold the City harmless from such costs, including attorneys' fees. Contractor shall also require all contractors, subcontractors and suppliers to pay all charges and taxes in accordance with this Section 7.

arbitration, or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be properly and exclusively in Island County, Washington. The prevailing party in any such action shall be entitled to its costs of suit, including attorneys' fees and expert witness fees.

15. Prevailing Wages. Check one (1) option below:

Option 1.

This Agreement is subject to the requirements of Chapter 39.12 RCW relating to prevailing wages. No worker, laborer or mechanic employed in the performance of any part of this Agreement shall be paid less than the prevailing rate of wage as determined by the Industrial Statistician of the Department of Labor and Industries for the State of Washington. The schedule of prevailing wage rates for this Agreement is set forth at <https://lni.wa.gov/licensing-permits/public-works-projects/prevailing-wage-rates/> and by this reference is made a part of this Agreement as though fully set forth herein.

Prior to making any payment under this Agreement, the City must receive an approved copy of the "Statement of Intent to Pay Prevailing Wages" from the Department of Labor and Industries. It is Contractor's responsibility to obtain and file the Statement. Contractor shall be responsible for all filing fees. Each invoice shall include a signed statement that prevailing wages have been paid by Contractor and all subcontractors. Following the final acceptance of services rendered, Contractor shall submit an "Affidavit of Wages Paid" which must be certified by the Industrial Statistician of the Department of Labor and Industries.

In case any dispute arises as to what are the prevailing rates of wages for work of a similar nature and such dispute cannot be adjusted by the parties of interest, including labor and management representatives, the matter shall be referred for arbitration to the Director of the Department of Labor and Industries of the State and his/her decision therein shall be final and conclusive and binding on all parties involved in the dispute as provided for by RCW 39.12.060.

Option 2.

This Agreement is exempt from the requirements of Chapter 39.12 RCW because the services specified hereunder will be performed by:

- (1) a sole owner or the spouse of a sole owner; or
- (2) a partner who owns at least thirty percent of a partnership; or
- (3) the president, vice president and treasurer of a corporation if each one owns at least thirty percent of the corporation; or
- (4) other. Specify: _____.

Option 3.

This Agreement is not subject to the requirements of Chapter 39.12 RCW relating to prevailing wages.

BY THEIR SIGNATURES BELOW, the authorized agents of the parties enter into this Agreement as of the day and year first written above.

CITY OF LANGLEY

CONTRACTOR

By: _____
Scott Chaplin, Mayor

By:  _____
Laura Reiter, President

Attest/Authenticated:

Mark Rentfrow, City Administrator-Clerk

EXHIBIT A: SCOPE OF SERVICES

Contractor shall furnish and perform services including, but not limited to, the description of work and indicated below:

Task 1 - Project Coordination & Management

Cross Reiter will manage our efforts and those of our subcontractor to advance this scope of work. We will develop and maintain a project schedule and budget to track progress. We will plan and lead one (1) kickoff meeting with City staff following contract execution to ensure City concurrence with the project approach, schedule, and budget. We will invoice for our services monthly and provide regular progress updates. We will collaborate with City staff to resolve issues and ensure suitable progress toward the project goals.

Deliverables:

- One (1) PDF copy (each) of meeting agenda and minutes for one (1) project kickoff meeting.
- One (1) PDF copy of a project schedule, updated monthly with each invoice.
- One (1) PDF copy of a project budget tracking progress and costs incurred versus authorized budget, updated monthly with each invoice.

Assumptions/Exclusions:

- The kickoff meeting will be completed virtually via Microsoft Teams.
- We assume one member of the City staff will serve as the primary point of contact for Cross Reiter throughout the project. We assume the City's primary point of contact will lead all project tasks that must be completed by the City (i.e., collect and transmit background data, review and comment on draft deliverables, etc.)

Task 2 - Background Information and Data Review

Cross Reiter will complete a desktop review of publicly available data and all background information provided by the City for each bluff site, including, but not limited to: geologic, geomorphic, and critical areas mapping; LIDAR/topographic mapping; historic aerial photography; shoreline databases; utility and infrastructure mapping and record drawings; landslide inventories; local climate change impact predictions for precipitation and sea level; and geotechnical/environmental studies previously completed by others. We will summarize the review process in a brief memorandum that documents the data, identifies critical data gaps, and makes recommendations to obtain additional information (if required).

Deliverables:

- One (1) PDF copy of a memorandum documenting the desktop data and background information review.

Assumptions/Exclusions:

- We assume the City will provide all existing and readily available documentation pertinent to the bluffs and adjacent infrastructure in a prompt and timely manner, including geotechnical reports, surveys, as-builts, environmental studies, and landslide records.
- The intent of our memorandum will be to summarize what data and resources are available and identify data gaps that are material to the goals of the Bluff Management Plan. The results of the data review itself will be incorporated into the Geotechnical Report or the Bluff Management Plan and not necessarily the memorandum.

Task 3 - Geotechnical Evaluation

Cross Reiter will travel to each bluff site and complete reconnaissance to observe surface conditions and infer active shoreline processes. We will traverse each site and observe vegetation patterns, drainage patterns, topography, evidence of erosion and erosive processes, shoreline features, evidence of potential slope instabilities, and exposed soils or bedrock. We will take measurements, photographs, and sketches to augment our observations. We will engage with our subcontractor, Whidbey Aerial, LLC, to complete drone flights over each bluff site. The drone will collect imagery and video and develop 3D photogrammetric models of each site.

We will use the results of our desktop review, the drone flights, and our reconnaissance to characterize the nature and extent of landslide hazards and erosion hazards at each bluff site. We will estimate bluff retreat rates using empirical relationships from the literature and evaluate causes and severity of bluff and shoreline erosion at each site. We will assess and prioritize potential risks and opportunities at each site related to public safety, infrastructure, recreational access, and ecological function. We will evaluate the feasibility of various geotechnical strategies to mitigate landslide and erosion hazards and document best practices for steep slope management and maintenance, including vegetation management. We will also assess potential climate change impacts and mitigation strategies as they relate to the City bluffs. We will author a geotechnical report that summarizes our conclusions and recommendations. The purpose and intent of the geotechnical report will be to document the results of our data review and reconnaissance, assess hazards, and identify feasible mitigation strategies. The identification of specific recommended capital improvements will take place during subsequent tasks and be documented in the Bluff Management Plan.

Deliverables:

- One (1) PDF copy (each) of a draft and final geotechnical report documenting our conclusions and recommendations.
- Digital files of the collected drone imagery, video, and 3D models.

Assumptions/Exclusions:

- Our geotechnical evaluation will be qualitative and based on our data review and reconnaissance only. This scope of work does not include subsurface explorations, in-situ measurements, laboratory analyses, limit-equilibrium slope stability analyses, or numerical modeling.
- Our identification and evaluation of stabilization and/or mitigation strategies will be preliminary and based only on the available information, best practices, and our professional judgement. Detailed civil, structural, and/or geotechnical engineering of site-

specific improvements is not included in this scope of work and will need to be completed later during project-specific design phases in accordance with the final Bluff Management Plan.

- We will address one (1) round of consolidated written comments from the City on the geotechnical report.

Task 4 - Draft Bluff Management Plan

Cross Reiter will incorporate the results of all work completed under Tasks 1 through 3 and author 30% and 60% draft Bluff Management Plans. At each milestone deliverable, we will develop and lead one (1) presentation for City staff and City commission meetings to present our findings and recommendations. The Bluff Management Plan will serve as a comprehensive planning document with recommended maintenance tasks and capital infrastructure improvements at each bluff site. We will accompany our recommendations with planning-level cost estimates to facilitate budgeting and expenditure planning. The Bluff Management Plan will incorporate and expand on the Geotechnical Report, with recommendations for specific activities, frequencies, and scheduling timelines. We expect that proposed capital improvements and maintenance activities will be related to vegetation management, slope stabilization, stormwater management, shoreline improvements, access improvements, and infrastructure upgrades.

Deliverables:

- One (1) PDF copy (each) of 30% and 60% Bluff Management Plans (i.e., reports) documenting our conclusions and recommendations. The Geotechnical Report (Task 3) and initial data review memorandum (Task 2) will serve as appendices to the Bluff Management Plan.
- One (1) digital PowerPoint presentation (each) to accompany the 30% and 60% Bluff Management Plan deliverables for presentation at City commission meetings. Our attendance at City commission meetings will be virtual via Microsoft Teams or equivalent.

Assumptions/Exclusions:

- We will address one (1) round of consolidated written comments (each) from the City or City commission on the 30% and 60% Bluff Management Plan.

Task 5 - Final Bluff Management Plan

Cross Reiter will track, address, and incorporate City and City commission input on the draft Bluff Management Plan and prepare a final 100% copy of the Bluff Management Plan suitable for publication and incorporation into City planning efforts. We will attend up to two (2) City commission meetings and lead a presentation of the final plan.

Deliverables:

- One (1) PDF copy of the final 100% Bluff Management Plan.
- Two (2) digital PowerPoint presentations to accompany the 100% Bluff Management Plan deliverable for presentation at two (2) City commission meetings. Our attendance at City commission meetings will be virtual via Microsoft Teams or equivalent.

Assumptions/Exclusions:

- We will address one (1) round of consolidated written comments from the City or City commission on the Final 100% Bluff Management Plan

FEE SCHEDULE

The City shall compensate Contractor for the services specified herein in the following amount(s):

Tasks	Cross Reiter Labor Hours		Total Labor Budget	Direct Costs	Subs	Total Budget Estimate
	Mike Reiter, PE	Laura Reiter, PE				
	Principal Engineer	Principal Engineer				
	\$ 150	\$ 150				
<u>Task 1 - Project Coordination & Management</u>						
Prepare and maintain schedule	2		\$ 300			\$ 300
Prepare and maintain budget	2		\$ 300			\$ 300
Attend one (1) kickoff meeting	1	1	\$ 300			\$ 300
Client communication & collaboration	2		\$ 300			\$ 300
Invoicing and project recordkeeping		2	\$ 300			\$ 300
<u>Task 2 - Review background information</u>						
Compile & review publicly available data	3		\$ 450			\$ 450
Review City-provided data	3	2	\$ 750			\$ 750
Author summary memorandum	4		\$ 600			\$ 600
<u>Task 3 - Geotechnical Report and Analysis</u>						
Plan and execute five (5) site visits	12	12	\$ 3,600	\$ 300		\$ 3,900
Plan and execute drone flights / data analysis					\$ 1,900	\$ 1,900
Complete geotechnical engineering analysis	10		\$ 1,500			\$ 1,500
Author draft geotechnical report	10	1	\$ 1,650			\$ 1,650
Address comments and finalize report	3		\$ 450			\$ 450
<u>Task 4 - Draft Management Plan and Report</u>						
Prepare maintenance schedule/costs	6	10	\$ 2,400			\$ 2,400
Prepare capital improvement plan/costs	10	10	\$ 3,000			\$ 3,000
Author 30% plan	10	10	\$ 3,000			\$ 3,000
Present at one (1) City commission meeting	1	1	\$ 300			\$ 300
Address comments and advance to 60% plan	10	10	\$ 3,000			\$ 3,000
Present at one (1) City commission meeting	1	1	\$ 300			\$ 300
<u>Task 5 - Final Management Plan and Report</u>						
Address comments and advance to 100% plan	8	8	\$ 2,400			\$ 2,400
Present at two (2) City commission meetings	2	2	\$ 600			\$ 600
TOTAL	100	70	\$ 25,500	\$ 300	\$ 1,900	\$ 27,700

Note: Rates shown above are inclusive of overhead, profit, and general administrative costs. Direct costs include transportation, lodging, meals, software, printing, and communication. Subcontractor markup equals 15%.

**EXHIBIT B:
TAXPAYER IDENTIFICATION NUMBER**

CITY OF LANGLEY
P.O. Box 366
112 Second Street
Langley, WA 98260
Tel: (360) 221-4246

In order for you to receive reimbursement from the City of Langley, we must have either a Taxpayer Identification Number or a Social Security Number. The Internal Revenue Code requires a Form 1099 for payments to every person or organization other than a corporation for services performed in the course of trade or business. Further, the law requires us to withhold 20% on reportable amounts paid to unincorporated persons who have not supplied us with their correct Tax Identification Number or Social Security Number.

Please complete the following information request form and return it to the City of Langley before or along the submittal of the first billing voucher.

Please check the appropriate category:

Corporation ___ Partnership ___ Government Agency
___ Individual/Sole Proprietor ___ Other (please explain)

TIN#: 92-2156917

SS#: _____ - _____ - _____

Print Name: Laura Reiter

Print Title: President

Business Name: Cross Reiter, Inc.

Business Address: 1917 W 16th Ave, Kennewick WA 99337



City of Langley

MEMORANDUM

To: Langley City Council and Mayor Scott Chaplin
From: Randi Perry, Director of Public Works
Meredith Penny, Director of Community Planning
Mark Rentfrow, City Administrator
Re: Public Works Board Loan
Meeting Date: September 18, 2023

The purpose of this memo is to report on the status of the Public Works Board Loan and next steps.

The Langley Infrastructure project is at the 90% design phase. The updated cost estimates revealed a project budget shortfall of approximately \$3.5 million dollars. An opportunity arose to apply for additional funding for a competitive low interest loan through the Public Works Board. The process of application was discussed with the Public Works Advisory Commission (PWAC) and the Finance and Personnel Legislative Commission (FPLC). The application process was completed in a short amount of time with help from FPLC. On July 7, 2023, Director Perry applied for this competitive low interest loan fund.

Monday September 8, 2023, the list of awards was published. Langley's application scored 84.5 points and was the 20th of 61 to be awarded funding out of a total of 85 projects. Finance and personnel commissioner Rose Hughes assisted in preliminary financial analysis to determine feasibility of loan repayment. It was determined that the drinking water utility will be least impacted financially by the repayment of the loan. The application included primarily funding drinking water projects and wetland restoration. The next step is to work with FPLC to further develop and present detailed analysis for PWAC and FPLC consideration. This analysis will allow for better understanding of the impacts on rates and future capital.

As one of the criteria for receiving the loan, jurisdictions must be in compliance with their growth management act requirements. This means having an up-to-date comprehensive plan, development regulations, and critical areas regulations. As previously discussed with Council, Langley completed the most recently required update of its comprehensive plan in 2018, but due to certain constraints at the time, a review and update of the CAO was not included. A review and update of the CAO was added to the Community Planning Department's 2022 work plan with the goal to complete the CAO update prior to the next comprehensive plan review cycle. However, as staff and the consultant team dove into the project, the extent of the needed changes exceeded what was initially anticipated. This has resulted in the project exceeding its timeline. Additionally, the state recently produced new critical areas guidance which must be incorporated. Although the comprehensive plan and CAO deadline is June of 2025, staff will aim to complete the CAO update by January 2024 to qualify for the Public Works Board loan. However, this will mean an extremely compressed time schedule with some critical meetings scheduled during the holiday season.

Planning and public works continue to work to develop the Community Development Block Grant Survey to determine income eligibility for service connection once sewer infrastructure is constructed. City Staff will continue to look for additional grant opportunities to fund portions of this project.



City of Langley

MEMORANDUM

To: Langley City Council and Mayor Scott Chaplin
From: Mark Rentfrow, City Administrator
Re: Activities of City Administrator
Meeting Date: September 18, 2023

This memo is to provides the City Council with an overview of City Administrator activities 9/5 – 9/15

- PRA Deep Dive: The Role of IT in the Public Records Process (MRSC Webinar)
 - Informational webinar modern ways to manage PRR in the digital sphere
- City Council Meeting
 - Prep and attendance
- Meeting with Kate Rose of Leadership Whidbey Island – Island County EDC
- Meet with Councilmember
- EV Council Meeting
 - Attended meeting of EV council to gain better understanding of organizational goals and objectives – upcoming Department of Commerce EV charging station grants
- Planning Advisory Board Meeting
- Meeting with Angi Mozer – Port of Langley
 - Established working relationship, identified shared goals and potential future projects for collaboration with the City.

- Preparation and meeting with City Council for Special Budget Meeting
- Meeting with Island County Administrator Michael Jones
 - Discussion of RCED Grant award and progress and professional development
- Zoom Discussion of Solar plus Storage Grants with local awardees
- Meeting with Island County Commissioner St. Clair with Director Penney
 - Met to discuss Island County’s approach to water management issues and how they affect/impact City of Langley
- Attended Langley Chamber meeting
 - Introductions and presentation to the Chamber - Provided an overview of current sales and lodging tax data. Took questions about how the City could work with businesses to create an environment for increased sales and find ways to reduce expenses.
- Electrifying Washington: The State's New EV Charging Program Explained
 - Grant webinar and application information provided
- Meet with Councilmember

- DSR Committee
 - Attended first meeting DSR Committee after summer break. Made introductions
- Jurassic Parliament > Action minutes webinar
- Island County CEDs external review
 - Attended Zoom meeting of Island County CEDs planning group to learn more about the ongoing process and become familiar with current initiative. Individual follow up meeting scheduled for next week
- Special Meeting of City Council for Comp plan update

City of Langley

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Scott Chaplin
Mayor
Fax (360) 221-4265

Staff Report

To: Langley City Council
From: Wanda J. Grone, Finance Director
Re: Work Plan
Meeting Date: September 18, 2023

Finance Workshops were carried out successfully with three Council members who requested meetings – Salerno, Bobis, and Fleming, also attended by candidate Horstman. Positive feedback was received and there was very good interaction between attendees and myself; it was obvious from the questions being asked that knowledge was being conveyed, which should assist in the 2024 budget process.

Newly hired Accounting Clerk successfully handled the Utility Billing run for September, for which statements were mailed September 11. Ms. Gubata also initiated the process of cleaning up old accounts with credit balances (likely overpayments or duplicate payments), which may evolve to unclaimed property submissions to the State.

I arranged for a credit card processor to be installed at the front desk so that customers can now pay by credit or debit when they pay in person. This will be utilized mainly for payment of utility bills, but also for dog licenses, event permit fees, contractor licenses, building permits, yard waste or compost coupons – anything that can be receipted by the Vision System. Electronic payments are handled through Invoice Cloud, a 3rd party payment processor. Customers must pay the processing fee of \$5.95

The Whidbey Island Fair and the Little Big Fest events generated many temporary event permits in July and August; hopefully sales tax revenues were reported correctly by attending vendors so that Langley will receive its share of the sales tax revenue from those events.

Preliminary July financial information was distributed in draft to Mayor and City Administrator and to Council Members at the request of Councilmember Salerno.

PEBB employee insurance benefit information and rates were published in late August and will be used to provide staffing cost estimates for 2024 budget purposes; budget process is ongoing.

A minimal reorganization of City department accounting codes was undertaken to provide simpler and more clear accounting processes and reporting. This will be effective January 1 2024 and the budget will be designed to accommodate the new system.

I arranged for Vision Financial Software to be installed on Director Penny and Director Perry's computers to allow them to run vendor or cost (for materials or staffing) reports at their convenience.

The Finance & Personnel Legislative Commission (FPLC) subcommittee is working on an RFP for replacement Financial Management software as an alternative to Vision, which the City has had for at least 10 – 15 years. The City's reporting and accounting needs have evolved to more sophisticated payroll and reporting systems. The RFP document is currently undergoing legal review and publication is anticipated for later this month.



City of Langley

MEMORANDUM

To: Langley City Council and Mayor Scott Chaplin
From: Randi Perry, Public Works Director
Re: Staff Report
Meeting Date: September 18, 2023

This memo provides the council with an overview of Public Works activity 7/13/2023 – 9/13/2023.

GENERAL

- Public Works Board loan application (LIP) – \$3.5 Million AWARDED.
- Event support preparation – Soup Box Derby, Film Permit
- Begin Budget Discussions-
 - o MRSC/SAO inquiry regarding grant revenues to general fund and expenditures pulled from 402.
 - o Wanda/FPLC to address BARS code
 - o PWAC Capital Improvements (8/23/2023)
- Transportation Improvement Board Application – \$540,000 Grant Request for Saratoga Road- SUBMITTED
- Solar Grant for City Hall and Library- \$87,000 APPROVED – Track 1 Planning
 - o Award letter/Agreement- UPCOMING
- Vandalism Response – graffiti
- Attended a building security information meeting.
 - o Discussed updating security systems at the treatment plant.
 - o Discussed options for updating facility access systems (changing the locks).
- Award Cascade Bluff Trimming Contract- Schedule to be determined-
 - o MAYOR WORKING WITH ARBOR DREAMS FOR CONTRACT.
- PFAS Samples to the Lab – Result - NON-DETECT
- Treatment Plant Chlorination Pump replacement – COMPLETE
- Seawall Park- Picnic Table Vandalized again – PENDING REPAIR
- Cedars Circle Park maintenance
- PD charging station – Unscheduled/unbudgeted capital project- UNDERWAY.
- Coordinate with PSE for street lighting nodes installed (no charge), working to develop dimming schedule.
- Puget Sound General Nutrient Permit Discharge Monitoring Report (JULY/AUGUST) – COMPLETE
- Puget Sound General Nutrient Permit – Ongoing
 - o July Quarterly Progress Report Payment Request - SUBMITTED
- NPDES Permit Discharge Monitoring Report (JULY/AUGUST) – SUBMITTED
- Chlorination Report (JULY) - SUBMITTED
- Asset Management Implementation– UNDERWAY
- Right of Way Trimming – ONGOING
- Engineering RFQ document preparation – UNDERWAY
- Sewer Comprehensive Plan UPDATE RFP- UPCOMING
- Water Use Efficiency Goal – ADOPTED
 - o Action Plan Preparation (PWAC- 7/19/2023 action plan discussion) -ONGOING

- Utility Rate Discussion (PWAC – 5/17/2023, 7/19/23, 8/29,2023)- ONGOING
- Franchise Agreements – SHIFT out of Public Works to Administrator
 - o Whidbey Tel Franchise agreement looks to have expired in 1996 – UPCOMING.
 - o PSE Franchise agreement – Confirm version with PSE - New Attorney Review - UNDERWAY
 - o Comcast – Review correct receipt of franchise fees – UNDERWAY.
- Right of Way encroachment – 4th Street extension, 2nd Street, Highview Street,
 - o Al Anderson, First Street meetings with community members
- City Hall Foundation Building – COMPLETE
 - o Quotes for brick repair - UNDERWAY
 - o Rear Door Replacement – COMPLETE

PROJECTS

- Wastewater Treatment Plant Chlorine Contact Chamber Resurfacing Project –UNDERWAY.
 - o Materials change request-APPROVED.
 - o Material Delivery – Received
 - o Scheduled 9/18/2023
- 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)
 - o Plant Site visit 3/22
 - o Data submission- COMPLETE
 - o Draft Deliverables Discussion –RECEIVED – PENDING REVIEW
- Bluff Management Plan – Awarded to Cross Reiter
- Solar Grant for City Hall and Library
- Library Remodel coordination – UNDERWAY
 - o Basement space –MAYOR CHAPLIN taken lead.
 - o Bike Rack selection – UNDER REVIEW
- Island County requesting waterline replacement at Edgecliff Stormwater Outfall – UNDERWAY.
 - o Engineering meeting- COMPLETE.
 - o Contract Preparation Underway
 - o Plan APPROVED 6/20/2023.
 - o Inline valve installation – UNDERWAY
 - MRSC- only one installer in the state found as of 7/12/23.

Langley Infrastructure Project

- LIP Project coordination with PSE – UNDERWAY
- Phase 3C (90% Engineering Design) Contract – APPROVED/UNDERWAY
 - o Roadway outside Right of Way – Furman and Al Anderson
 - Property Owner Coordination Underway
 - o Geotech gather additional data on Al Anderson – COMPLETE
 - o 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

- 1112 Al Anderson – Utility Plan Approved 9/11/23
- Coles Valley- Resubmittal review for completeness – Under review

- 6th Street – Felvey – Pre-App Complete
- 624 (ABC) – ROW improvement – UNDERWAY
 - o 9/7/23 - Field Change request approved (9/7/23)
 - o Substantial change request- Concept reviewed and denied by PW – To Planning for determination.
- 4th Street Sewer Extension
 - o 304 DeBruyn- ROW improvement – UNDERWAY
 - o 308 DeBruyn – ROW improvement – UNDERWAY
- 1st street- Fire line/water service coordination- APPROVED – PENDING BPA REPORT
- 233 Bowery Loop – Utility Plan Coordination– PERMITS ISSUED – COMPLETE
- 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) - PUBLIC WORKS CONDITIONS MET! – As-built pending
- 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

- 9/5/2023 - Emergency Locate for Potelco

City of Langley



Police Department



5 Year Strategic Plan

5 Year Strategic Plan

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5 Year Strategic Plan



Introduction

As laws, technology, and techniques change we implement this 5-year plan to ensure we are performing at the standard the community demands and deserves. Developing, maintaining, and implementing a 5-year strategic plan is an important act of self-determination, transparency, and accountability. This plan reaffirms the mission and vision of the community, prioritizes strategies, and reconfirms our values to maintain while working towards achieving the vision of a modern and reliable law enforcement agency.

A strategic plan acts like a road map to identify the route to get where the Langley Police Department intends to go – the vision for a better future for all people in our community. Strategic planning is an important document and ideal to allow incoming new members of the community, staff, elected officials, and officers to know what to expect in the future. It is highly recommended that this document be continually reviewed to ensure the agency is adhering to this roadmap.

5-year plans are beneficial for describing the vision of the Langley Police Departments vision, values, priorities, and steps taken. Without a clear and articulate plan there will be an inherent waste of time, money, and valuable energy. As both the city council and mayor are elected officials, there is consistent change in leadership. This document can allow a change or goal to continue through many hands and ideals. This document is reviewed using the SMART goals model. SMART goals were developed by George Doran, Arthur Miller, and James Cunningham in their 1981 article “There’s a S.M.A.R.T. way to write management goals and objectives.

5 Year Strategic Plan

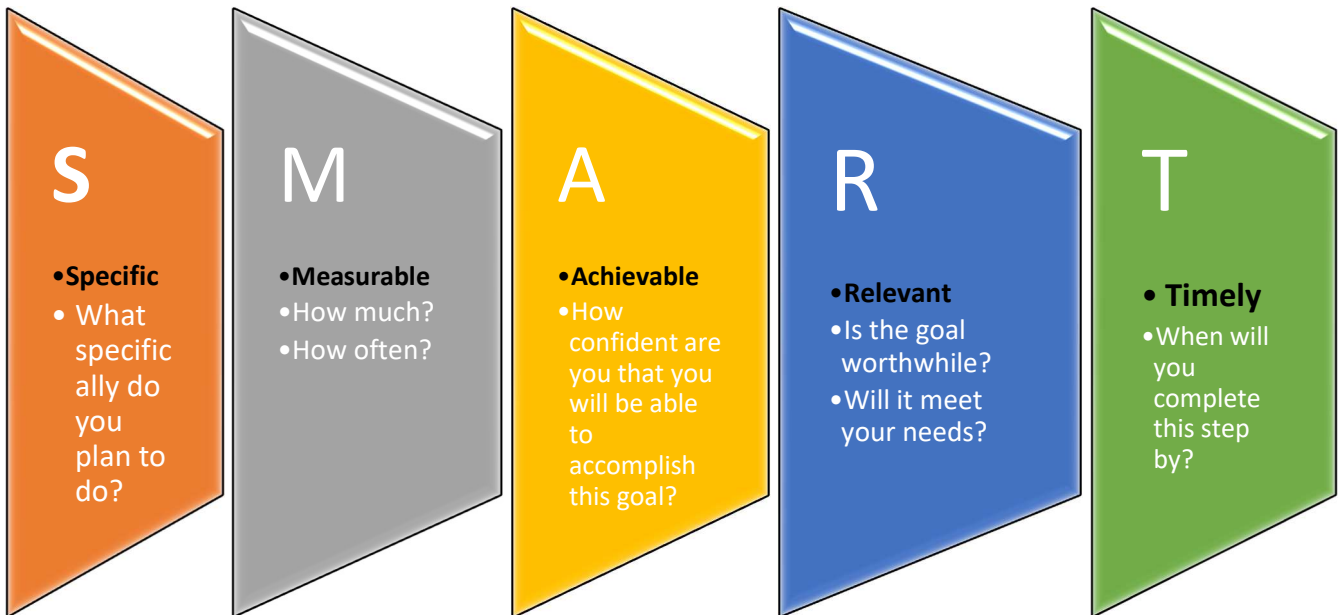


Fig. 1

Frequently Asked Questions

1. Can the strategic plan be changed?

The mission, vision, values, and priorities of the strategic plan are developed and approved by the Chief of Police with feedback from the community. These should not be changed without community input. They are intended to be the road map for the police department for the long term (5+) years. This makes the strategic plan durable and focused on achieving a shared vision of the future.

The priorities are developed and approved by the Chief of Police every 5 years. This keeps the strategic plan flexible and responsive to changes in the world and allows the city of Langley to build on its successes. Staff also develop annual goals and work plans based on the priorities. These goals and work plans are approved by the Chief of Police, Mayor, and City Council through the budgeting process.

2. How will it be used by the Chief of Police, Mayor, and Council?

The Chief of Police, Mayor, and the City Council use the strategic plan to make decisions and to increase accountability. When tough decisions need to be made leaders can turn to the strategic plan and ask, “Is this decision consistent with the priorities identified by the community?” They can also ask “Is this decision consistent with the values identified by the community?” In this way, elected leaders respect the will of the people. Additionally, the Chief of Police, Mayor, and City Council can use the strategic plan to monitor the performance of the City of Langley’s

5 Year Strategic Plan

administration. The Chief of Police, Mayor, and City Council can ask themselves “Is the organization achieving what we have set out to achieve?” If not, why not?

Finally, the Chief of Police, Mayor, and City Council can use the strategic plan to be accountable to the community. The Chief of Police, Mayor, and City Council can present what they have achieved in relation to the priorities set out in the strategic plan.

3. How will it be used by staff?

Staff use the strategic plan to develop their annual goals and budgets and in informing staff evaluations. Staff can ask themselves “How can I use my resources to achieve the priorities and activities in the strategic plan?” They can also ask themselves “If this activity is not helping to achieve the priorities set out in the strategic plan, then why am I doing it?” Staff will also be expected to review the long-term plan of the police department to determine their career paths and options to better the department through intelligent training courses and specialties.

4. How will it be used by community members?

Community members use the strategic plan to hold the Chief of Police and Langley Police Department accountable. “Is the Chief of Police achieving the priorities they set out for department?” They also use it to recognize successes, accomplishments, and to celebrate the progress towards a better future.

Organizational Chart:

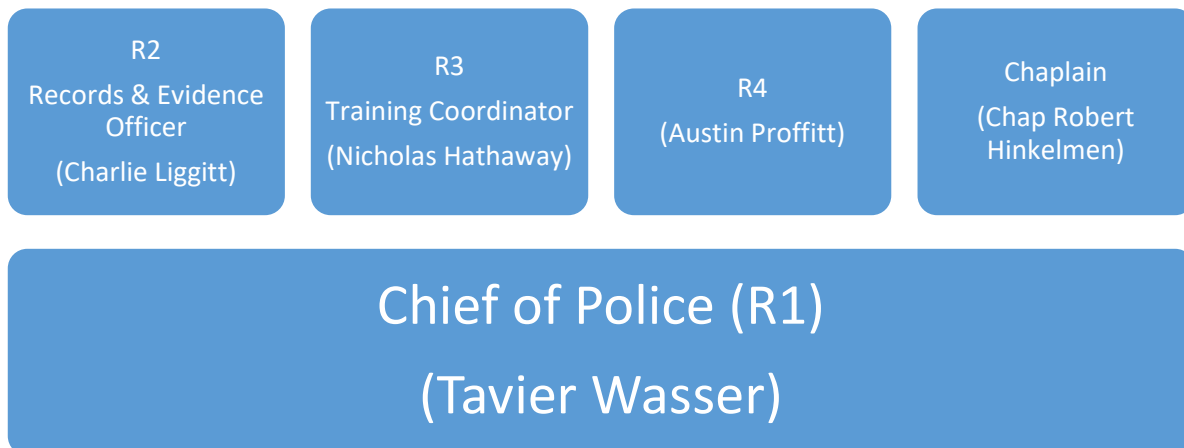


Fig. 2

5 Year Strategic Plan

Strategic Planning Process

This strategic plan represents the five-year planning cycle for the Langley Police Department. The key elements of the strategic planning process are outlined in Figure 1 below.

Figure 3 – Strategic Planning Process (Mission & Values)

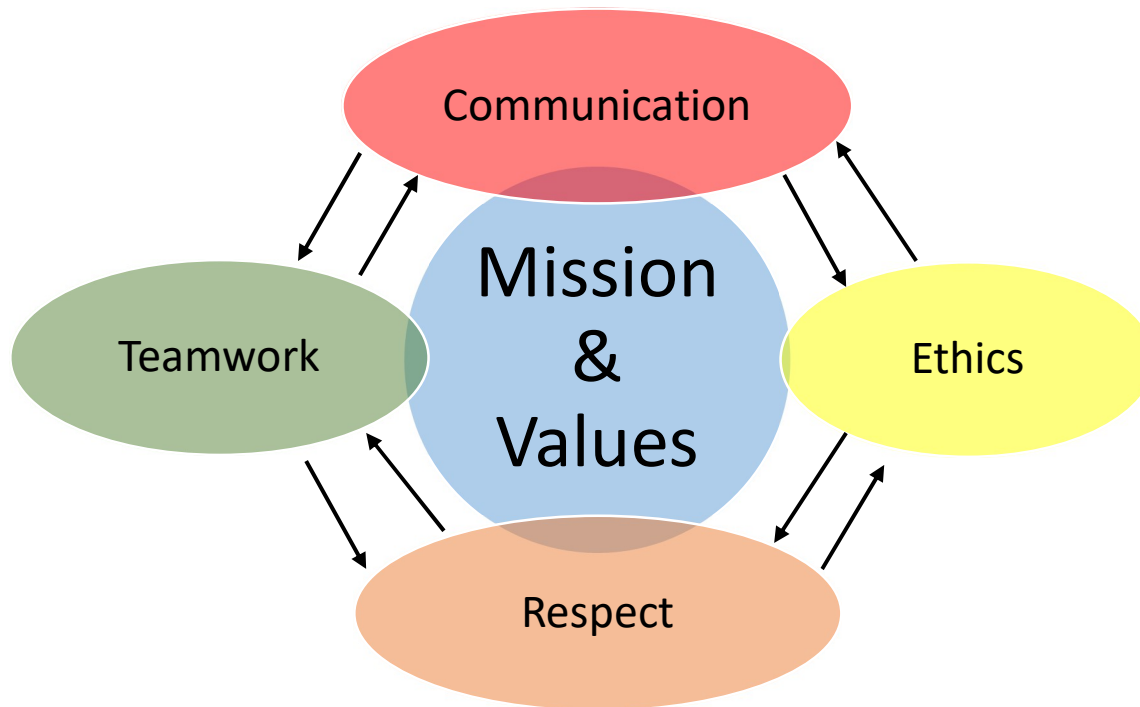


Fig. 3

What follows in this document is the strategic plan that includes the following sections:

Step 1: Mission, Vision and Values;

Step 2: Current State Analysis;

Step 3: Strategic Priorities and Activities;

Step 4: Prioritization of Activities; and

Step 5: Determination of Key Performance Indicators.

Step 6: Re-evaluation of Location on Roadmap

To include:

- A. Annual Goal Setting and Budget Planning Template

5 Year Strategic Plan

1. Mission, Vision, Values

Mission:

We are committed to ensuring the public safety of all our residents and guests, providing a plethora of police services that enable this department to respond efficiently and effectively to meet our community's safety needs.

Vision:

The foundation of police operations is based on the trust the community gives to law enforcement. Public confidence in the criminal justice system depends greatly on this trust. The fundamental purpose and role of the police in a free society is the protection of constitutional guarantees, maintenance of public order, crime prevention and suppression, and response to the needs of the community. We are constantly finding new ways to better serve our community and build stronger ties with all peoples. Our vision is to instill a level of trust within our community that allows the community to have open and honest conversations.

Values:

CERT: Communication, Ethics, Respect, and Teamwork

A. **Communication:** As an agency we understand that the community not only has a right but the responsibility to know what and how law enforcement is policing in their community. It is understood that some things cannot be discussed but that an open line of communication from the Langley Police Department is paramount to the functionality of this agency. Our door is always open for questions, comments, concerns, complaints, and of course **compliments**.

B. **Ethics:** We understand that we are a small agency but that our work ethics will never falter. We strive to use the most effective ways of policing while keeping the human element. We will continually evolve our techniques and technologies to provide the greatest service possible.

C. **Respect:** The Langley Police Department views the law and the community as the source of its authority and will faithfully and without bias or prejudice honor this commitment.

D. **Teamwork:** The Langley Police Department believes that each citizen must become involved in efforts to solve their own issues. We should all understand that without our community members reporting things we would not necessarily know things are happening. We should also understand that having law enforcement handle civil situations is a risk to the entire city and should be handled outside of law enforcement needs. We must work as a team in order to accomplish mutual goals for our community. We also foster an understanding that no one can do "it" themselves and strive to assist our fellow area agencies in any way that betters our communities. This includes our communities that are underrepresented (i.e., behavioral health, minorities, justice involved persons, ect.)

5 Year Strategic Plan

Accomplishments from Previous Year (2022/2023 Accomplishments)

Figure 2 presents an example of how to summarize the Langley Police Department's accomplishments.

Figure 2 - Accomplishments of the previous year(s) (2022 & 2023)

- Hiring of Chief of Police and the 4th officer position
- Purchased membership to policy agency (Lexipol) and created a Policy Manual
- Joined WASPC and was on the selection committee for the Washington State Officer Wellness Program
- Joined the Recovery Navigation Program with Island County
- Update of Less-Lethal tools (Taser, OC, VR, etc.)
- Implemented the industry standard evidence retention system (Evidence.com)
- Digital communication with Island County Prosecutors Office (paperless report/case submissions)
- Purchased city property/issued gear inventory system
- Appointed Officer Hathaway as the Training Coordinator
- Appointed Officer Liggitt as the Records & Evidence manager
- Updated two computer systems w/monitor for higher levels of security
- Island County Emergency Management CERT training for the Chief
- Participated in several public events (Whidbey Island Fair, Drug Take-Back, National Night out, Ragnar, Street fair, Juneteenth, Pride Parade, and several community outreach meetings)
- Hired auditor to review and update the Records and Evidence management system
- Began audit finding fixes & compliance measures
- The department is now paperless (Citations, Infractions, Reports, etc.)
- Issued Officers state mandated identification cards (Thank you Oak Harbor PD!)
- Outfitted LPD Chaplain with uniform
- Created Performance Evaluations for police department personnel
- Joined the Fight Crime: Invest in Kids initiative
- Attended numerous seminars both in person and online (2022 WSHNA, WASPC, EVAWI)
- Purchased a training service to ensure above and beyond minimum state training standard (Police1)
- Received 4 AED's (free) for immediate deployment (Thank you South Whidbey Fire/EMS)
- Modernization of digital equipment (Cell phones, monitors, recording system)
- Addressed numerous outdated practices and procedures
- Joined the local agency communications line to better improve response and input for the city of Langley
- Emergency Management update (Continual 5-year plan project)
- Purchased and outfitted (Eco-friendly) 4th patrol vehicle (Tesla Model Y)
- Generated the City Organizational Chart

The following activities had some progress in 2022 & 2023 and are expected to be completed in 2024:

- a. WASPC LEMAP Audit (Audit of entire police department)
- b. Train Officer in Public Information Officer (PIO) position
- c. Develop plan for Records technician position (either city wide or PD)
- d. Emergency Vehicle Operator Course group inclusion
- e. Radio system update to ensure more reliable radio communication for emergency responders

5 Year Strategic Plan

- f. Network computers for reliability and consistency with forms/documents
- g. Stand-up and hand-off of ALERT program
- h. Completion of Master Inventory
- i. Discussion of Supervisor position (Cpl., Sgt., Asst. Chief) (Only needed if Records Position not approved)
- j. Municipal Codes added to Sector

Activities that had significant progress and/or were completed, are not carried forward into the current strategic plan. Activities that were not completed in the last planning timeframe will be continued into the next calendar year unless removed.

2. Current State Analysis

A current state analysis or environmental scan is a review of everything that impacts the Langley Police Department – either positively or negatively. It is an exercise to consider all assets and opportunities. It also identifies gaps or vulnerabilities that could impede the Langley Police Departments success. An environmental scan is always limited – we can never know everything or predict the future. However, it is also a useful tool to consider the operating environment that can affect the success of the Langley Police Departments efforts. It will be used as the basis for the risk assessment process that is described in more detail in a separate document.

What follows is the summary of feedback on a Langley Police Departments strengths, weaknesses, opportunities, and threats.

Strengths

The Langley Police Department is blessed with well-balanced officers and active community members and helpful city staff. We have a forward-thinking and realistic group that will sacrifice personal time and energy to the betterment of the city and its people. We also have a great working relationship with our surrounding agencies and cities.

- Relationships with neighboring agencies (Island County SO, Oak Harbor PD, Skagit County SO, Mukilteo PD, etc.)
- Stable and experienced political leadership
- Committed staff personnel
- Value driven organization and mandate
- Improving housing standards
- Improving community pride
- Community involvement and input
- Excellent communication and accountability
- Adequate facilities
- Rich city history

5 Year Strategic Plan

Weakness

The Langley Police Department also has areas where improvement is needed. Some items can be addressed by new ideas and staff personnel while others require the Chief of Police to be accountable. Weaknesses can be changed – they are not unsolvable issues. Weaknesses identified include:

- Lack of communication between the previous Chief of Police and new Chief of Police (7+ months)
- Lack of previous leadership/mentoring/supervising
- Lack of interdepartmental organization (duties handed out without preference and skillsets)
- Limited funding (Future financial planning and development)
- Poor long-term planning (No growth plans)
- Systems left outdated with no clear direction
- Continued reliance on outside agencies
- Audit revealed safety concerns for storage and records keeping
- Insufficient equipment management
- Lack of individual health and wellness (forced overtime, industry low pay)
- Missing several state mandated changes (NIBRS, Training, etc.)

Opportunity

At times there are changes in the operating environment that can benefit the Langley Police Department. It is important to recognize these changes and take advantage of the opportunity. These include but are not limited to:

- Local Grants and funding resources
- Opportunity to emancipate from reliance on outside agencies
- Increase in specialty training for officers (allows career growth and experience/expertise)
- Increased strength of community relationships
- Community population is growing and has multiple housing projects that will increase the size of our small city
- New beginnings and lots of room to improve
- Changing governance structure to increase accountability and reduce “disconnectedness” between Police and Community
- Healthy self-governance

Threats

Threats are those things that the Langley Police Department has no or little control over. That does not mean that Langley is helpless. It means that the police department must take purposeful steps to mitigate the negative impact of those threats. These include:

- Lack of city personnel and experience
- Costs of goods and resources
- Fire, flood, Human and other natural disasters (lack of infrastructure to deal with emergency)

5 Year Strategic Plan

3. Strategic Priorities and Activities

Based upon the Mission, Vision, Values, Previous Year Prior Accomplishments and the Current State Analysis, the Langley Police Department should determine several Strategic Priorities that will assist the police department in getting where it wants and needs to be.

1. **Priority #1:**

Emergency Plan update

Activities to achieve this priority:

- a. Review Emergency Plan
- b. Create new procedure
- c. Ensure modern emergency practices
- d. Establish contingencies
- e. Partner with the Department of Emergency Management (Island County) *Signed letter of intent for Multi-Jurisdiction Hazard Mitigation Plan 08/01/2023*
- f. Develop scenarios and training
- g. Disseminate plan to all department heads for review and input
- h. Include ALERT program
- i. Island County Multijurisdictional Hazard Mitigation Plan inclusion and participation
- j. Mayoral approval

2. **Priority #2:**

Conduct WASPC LEMAP Audit

Activities to achieve this priority:

- a. Contact WASPC and set timeframe for LEMAP
- b. Contract hours and cost
- c. Assign personnel to SME for specific tasks
- d. Gather findings and address realistic changes
- e. Prioritize mandatory changes
- f. Complete mandatory changes
- g. Seek guidance from city personnel on minor changes and realistic options

3. **Priority #3:**

Develop income system through either grants or federal funding options. This objective is to reduce the strain on the cities limited budget and allow the Langley Police Department to remain or accel as a modern law enforcement agency.

5 Year Strategic Plan

Activities to achieve this priority:

- a. Seek experts in grant writing
- b. Find grants that would assist in long running programs
- c. Determine workload and feasibility of grant restrictions and benefits
- d. Apply for grant/funding option
- e. Assigning someone to manage the grant and its funds once received (Off. Hathaway)
- f. Ensure proper reporting/tracking of funds and uses
- g.

4. Priority #4:

Develop a means to train line of succession and redundancy of responsibilities.

Activities to achieve this priority:

- a. Career growth plan of individual officers
- b. Performance Evaluations list growth plan
- c. Career opportunities that benefit the officer and the city
- d. Assign beginner level tasks that relate to career growth
- e. Shadow previous officer to learn experienced officer's responsibilities
- f. Receive formal training on new responsibilities
- g. Ensure proper pass down completed

5. Priority #5:

Supervisor position developed and implemented

Activities to achieve this priority:

- a. Decide on what type of leadership would be needed/acceptable/feasible (Cpl, Sgt, Asst Chief)
- b. An upper-level investigative person would be able to assist in general supervision (Detective)
- c. Update policy with position responsibilities
- d. Selection criteria and requirements
- e. Promotion board
- f. Promotion test
- g. Selection of promote
- h. Conversation about expectations and responsibilities
- i. Handoff of responsibilities related to position

6. Priority #6:

Budgeting for EV charging station near City Hall

5 Year Strategic Plan

- a. Discussion on dual location
- b. Level of charger (Level 1, 2, or super)
- c. Public access to charger
- d. Public Works Director discussion with Blink (Contractual)

7. Priority #7:

Patch redesign

Activities to achieve this priority:

- a. Design rules for submissions
- b. Review rules and regulations for proposals
- c. Request from public submissions
- d. Review submissions
- e. Estimate cost of replacement and phase out

8. Priority #8:

Going **Green!** The goal is to align ourselves with the Climate Crisis Action group by minimizing our carbon footprint and planning for the future. We hope to bring green and sustainable solutions to our city by making cost efficient / eco-friendly plans. It should be noted that we will have to work within our financial and environmental restraints.

Activities to achieve this priority:

- a. Possible fleet upgrade to hybrid/electric patrol vehicles
- b. We have already gone paperless
- c. Continued foot patrols, Off-site parking, and bicycle patrols (Electric?)

9. Priority #9

Increased traffic enforcement

Activities to achieve this priority:

- a. Delegation of traffic enforcement/troubled areas (Sandy Point & Langley Rd., 6th St., 3rd St. & Brooks Hill Rd, and 2nd & Saratoga Rd)
- b. Ensure enforcement equipment is updated (30-year-old radars)
- c. Training for new equipment
- d. Requesting officers increase in contacts and enforcement
- e. Educational conversations with the public

5 Year Strategic Plan

- f. Budget discussion on road design and public safety concerns

10. Priority #10

FBI National Academy – Executive Leadership Training

Activities to achieve this priority

- a. Attend prestigious and critical training

11. Priority #11

Radio Improvement (ICOM) – Langley is notorious among first responders as being a terrible radio signal communication dead zone. Previous attempts to address this issue have not had an acceptable response or resolution.

- a. Discuss improvement with ICOM – *Tentative plan for installation end of July 2023*
- b. Plan installation of equipment needed for improvement
- c. Budget plan
- d. Locate best location for installation and equipment
- e. Install
- f. Product test and continual evaluation of improvement

4. Prioritization of Activities

Determining which activities to focus on first is one of the greatest challenges of implementing a strategic plan. A process to prioritize the activities needs to be undertaken in order to focus the Langley Police Departments resources in implementing its strategic plan. The key benefits and costs of each activity should be outlined as much as possible. Figure 1 above outlines this process.

Based upon each activity's cost/benefit analysis, the Langley Police Department can now prioritize all of the activities identified for each strategic priority. This prioritization of activities will be reflected in the multi-year plan as well as the annual budget, which are described in more detail in separate documents. It should be noted that the above organization of priorities are not stagnant and will frequently change as needs and opportunities arise.

5. Determination of Key Performance Indicators and Targets

Based on the strategic priority, each activity should have specific key performance indicators that are S.M.A.R.T. - Specific, Measurable, Attainable, Realistic and Timely, making the vision more concrete by defining how success is measured. Performance indicators are used to monitor progress towards strategic priorities, closing the gap between the current state and the future state, as defined by the vision. They will help track the realization of strategic priorities, measuring the progress towards realizing the vision. Performance indicators should focus on desired outcomes for strategic priorities. Outcomes focus on what difference is being made.

5 Year Strategic Plan

When determining key performance indicators, the following principles should be kept in mind:

- Link to the Langley Police Department's strategic priorities;
- Link to Langley Police Department's Mission, vision, and values;
- Guide desired decisions and behaviors;
- Can be easily understood and measured; and
- Are relevant to the Langley Police Department and city.

Once the key performance indicators the targets can be set, which are the value of a key performance indicator at a specific moment in time. Targets can be set on a yearly basis or by the end of the 5-year plan and tend to focus on outputs or long-term objectives.

In order to keep track of the progress towards achieving the strategic plan and the Langley Police Departments vision, a process must be put in place. This will need to be recorded in a separate document. Historically this will be the year end Staff Report. The Chief of Police will be responsible for the reporting of completed plans and goals. The Staff Report will identify the process and the frequency of reporting. Preferably the Staff Report should aim to be at least annually, if not quarterly.

It is possible that certain activities may need to be revisited due to changes in the internal and external environment and reprioritized depending on the results attained each year.

Significant Changes between Previous 5 Year Plan and Current 5 Year Plan *Left intentionally blank as no previous 5-year plan was developed*

6. Conclusionary Statement

The city of Langley Police Department has made and will continue to make huge strides in public safety and community relations. We have found our personable attitudes, professionalism, and demeanor have invited much needed conversations both about global and local policing issues.