



CITY OF LANGLEY

DRAFT COUNCIL AGENDA

Monday February 5, 2024 @ 5:30 P.M.

City Hall

112 Second Street, Langley, WA 98260

And via Zoom:

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

Webinar ID: **832 7325 4975**

Passcode: **172825**

1. **CALL TO ORDER** – 5 minutes
 - a. Opening words/Minute of Silence
 - b. Roll Call
2. **CONSENT AGENDA** (The CONSENT AGENDA consists of routine items that normally do not require further Council discussion) – 2 minutes
 - a. Approval of Voucher Directories for extra period in December in the amount of \$72,498.87 and January in the amount of \$65,623.38 and \$14,893.72 pp.3-35
 - b. Approval of Payroll Direct Deposit (01/30/2024) - in the amount of \$79,396.56 pp.36-37
 - c. Approval of Manual Warrants (01/30/2024) in the amount of \$82,826.26 p.38
 - d. Approval of Commission Meeting Minutes posted since previous Council Meeting
 - e. Approval of City Council and Special Meeting Minutes for meeting: 01/16/2024 and 01/22/2024 pp.39-44
 - f. Approval of Commission Nominees:
 - Bobbie McCoy to Finance and Personnel Legislative Commission pp.45-47
 - Sharon Emerson to Civil Service Commission
 - g. 2024 Council Handbook Approval pp.48-58
 - h. Sound Maintenance Services (Visitor Center bathroom cleaning) Contract Renewal pp.59-65
3. **APPROVAL OF AGENDA** – 3 minutes
4. **PUBLIC COMMENT PERIOD*** - 15 minutes
5. **PRESENTATION/GUEST SPEAKER/COMMISSION REPORTS** – 20 minutes
 - DSR Request to Discuss Gaza Resolution pp.66-72
6. **MAYOR'S REPORT** – 5 minutes pp.73-74

7. **UNFINISHED BUSINESS** – 15 minutes

- | | | |
|--|----------------|----------|
| a. Interfund Loan Policy Update & Approval | Director Grone | pp.75-78 |
| b. LIP Commerce PWB Loan Decision | Director Perry | pp.79-89 |

8. **NEW BUSINESS** – 15 minutes

- | | | |
|--|-----------------------|------------|
| a. Letter of Support for HB 2049 ReWRAP Act | Councilmember Salerno | pp.90-101 |
| b. Population Projections and Request to Schedule Special Meeting/Workshop Regarding the Comprehensive Plan (3/11) | Directory Penny | pp.102-109 |

9. **DISCUSSION** – 10 minutes

- | | | |
|---|-----------------------|------------|
| Special Workshop on Commissions Scheduling (2/26) | Councilmember Salerno | pp.110-113 |
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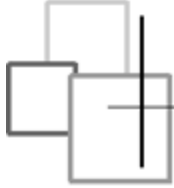
10. **COUNCIL REPORTS** – 15 minutes

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

11. **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. Your comments are very important to us. 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 24 hours prior to this meeting.**



Voucher Directory

Fiscal : 2023 - December
 Council Date : 2023 - December - December Extra Period

Vendor	Number	Reference	Account Number	Description	Amount
Abraham, Kristen Miller	43882			2023 - December - December Extra Period	
		Invoice - #015			
			Reorganization of City Records, Clerk Duties		
			001-000-030-514-20-40-04	Professional Services - Contract	\$11.25
				Reorganization of City Records, Clerk Duties	
			001-000-030-598-14-00-00	State Archives Grant Expenses	\$1,968.75
				Reorganization of City Records, Clerk Duties	
		Total Invoice - #015			\$1,980.00
	Total 43882				\$1,980.00
Total Abraham, Kristen Miller					\$1,980.00
Airgas USA LLC	43905			2023 - December - December Extra Period	
		Invoice - 5505039932			
			Rent Cyl Spec		
			402-000-000-535-10-30-01	Supplies	\$14.96
				Rent Cyl Spec	
		Total Invoice - 5505039932			\$14.96
	Total 43905				\$14.96
Total Airgas USA LLC					\$14.96
AT&T Mobility FIRSTNET	43906			2023 - December - December Extra Period	
		Invoice - 287291336274X01132024			
			Police Phones		
			001-000-070-521-20-46-01	Utilities	\$549.79
				Police Phones	
		Total Invoice - 287291336274X01132024			\$549.79
	Total 43906				\$549.79
Total AT&T Mobility FIRSTNET					\$549.79

Vendor	Number	Reference	Account Number	Description	Amount
Chamber of Commerce	43878			2023 - December - December Extra Period	
		Invoice - Chamber 1% Balance for 2023			
		Chamber 1% per Tourism Promotion Agreement			
		105-000-000-557-30-49-00		Chamber of Commerce 1% Tourism	\$0.00
		Telecom:			
		105-000-000-557-30-49-00		Chamber of Commerce 1% Tourism	\$12,600.00
		Salaries: 80% Director			
		105-000-000-557-30-49-00		Chamber of Commerce 1% Tourism	\$672.09
		Kiosk manager			
		Total Invoice - Chamber 1% Balance for 2023			\$13,272.09
		Invoice - Chamber Stay & Shop Event			
		Stay & Shop Xmas Event			
		105-000-000-557-30-49-11		Chamber Xmas by the Sea	\$3,100.00
		Stay & Shop Xmas			
		Total Invoice - Chamber Stay & Shop Event			\$3,100.00
	Total 43878				\$16,372.09
Total Chamber of Commerce					\$16,372.09
Cross Reiter, Inc.	43907			2023 - December - December Extra Period	
		Invoice - LANG-2301.03			
		Bluff Management Plan			
		001-000-150-594-76-40-00		Seawall Park Capital Expenditures	\$2,400.00
		Bluff Management Plan			
		Total Invoice - LANG-2301.03			\$2,400.00
	Total 43907				\$2,400.00
Total Cross Reiter, Inc.					\$2,400.00
Davido Consulting Group, Inc	43885			2023 - December - December Extra Period	
		Invoice - 0051390			
		Langley CAO Update			
		001-000-110-558-60-40-07		Professional Fees/Reimbursable - Grant Funded	\$2,791.25
		Langley CAO Update			
		Total Invoice - 0051390			\$2,791.25
		Invoice - 0051413			
		Edgecliff Watermain Replacement			
		405-000-000-594-34-60-06		CIP W-5 Edgecliff (Furman-Wilkinson) Main	\$635.25
		Edgecliff Watermain Replacement			
		Total Invoice - 0051413			\$635.25

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - 0051561			
			Langley CAO Update		
			001-000-110-558-60-40-07	Professional Fees/Reimbursable - Grant Funded	\$3,201.25
				Langley CAO Update	
		Total Invoice - 0051561			\$3,201.25
	Total 43885				\$6,627.75
Total Davido Consulting Group, Inc					\$6,627.75
Diamond Rentals & Sales					
	43887				
				2023 - December - December Extra Period	
		Invoice - 1-632013-8			
			Portable Construction		
			105-000-000-557-30-40-03	Contract Services (R&R, Chamber 1%, County)	\$180.00
				Portable Construction	
		Total Invoice - 1-632013-8			\$180.00
	Total 43887				\$180.00
Total Diamond Rentals & Sales					\$180.00
Done Right Roofing & Construction LLC					
	43888				
				2023 - December - December Extra Period	
		Invoice - Refund NR Business License			
			Refunding NR Business License		
			001-000-000-321-99-00-00	Business Licenses/Permits	\$66.00
				Applicant needs Contractor License	
		Total Invoice - Refund NR Business License			\$66.00
	Total 43888				\$66.00
Total Done Right Roofing & Construction LLC					\$66.00
Edge Analytical Labs					
	43908				
				2023 - December - December Extra Period	
		Invoice - 23-37079			
			Monthly Nutrient Samples #1		
			402-000-000-535-90-00-01	DOE Grant - PW-SWR WQPSNR-2021-LangCo-22310 Reimbursable Expenditures	\$372.00
				Monthly Nutrient Samples #1	
		Total Invoice - 23-37079			\$372.00
		Invoice - 23-38218			
			Monthly Nutrient Samples #2		
			402-000-000-535-90-00-01	DOE Grant - PW-SWR WQPSNR-2021-LangCo-22310 Reimbursable Expenditures	\$276.00
		Total Invoice - 23-38218			\$276.00
	Total 43908				\$648.00
Total Edge Analytical Labs					\$648.00

Vendor	Number	Reference	Account Number	Description	Amount
Freeland Ace Hardware					
	43889			2023 - December - December Extra Period	
		Invoice - 133833			
			Rapid Micro Chain		
			101-000-000-542-67-30-01	Street Cleaning supplies	\$33.72
				Rapid Micro Chain	
		Total Invoice - 133833			\$33.72
	Total 43889				\$33.72
	43909			2023 - December - December Extra Period	
		Invoice - 133987			
			Stihl Repair		
			001-000-150-576-80-40-04	Parks/open Space Maintenance & Improvements	\$21.76
				Stihl Repair	
		Total Invoice - 133987			\$21.76
	Total 43909				\$21.76
Total Freeland Ace Hardware					\$55.48
GALLS, LLC					
	43910			2023 - December - December Extra Period	
		Invoice - 26705018			
			Jumpsuit Liggitt		
			001-000-070-521-20-33-01	Uniforms	\$670.76
				Jumpsuit Liggitt	
		Total Invoice - 26705018			\$670.76
		Invoice - 26722543			
			Jumpsuit Same as LAS		
			001-000-070-521-20-33-01	Uniforms	\$751.64
				Jumpsuit Same as LAS	
		Total Invoice - 26722543			\$751.64
	Total 43910				\$1,422.40
Total GALLS, LLC					\$1,422.40
Grainger					
	43911			2023 - December - December Extra Period	
		Invoice - 9948183612			
			Gasket/Skin Conditioner/Pain Relief Tablet		
			105-000-000-557-30-30-01	Public Restrooms-R&M/Misc'l, Supplies.	\$61.06
				Gasket/Skin Conditioner/Pain Relief Tablet	
		Total Invoice - 9948183612			\$61.06
	Total 43911				\$61.06
Total Grainger					\$61.06

Vendor	Number	Reference	Account Number	Description	Amount
Hanson's Bldg. Supply	43890			2023 - December - December Extra Period	
		Invoice - 2312-279122			
			VB 6" Ext Mtr Bx		
			401-000-000-534-10-47-01	Repairs & Maintenance	\$22.73
				VB 6" Ext Mtr Bx	
		Total Invoice - 2312-279122			\$22.73
	Total 43890				\$22.73
Total Hanson's Bldg. Supply					\$22.73
Heritage Bank				2023 - December - December Extra Period	
	1.18.24 ACH Heritage Bank Fee				
		Invoice - December Acct Analysis Fee			
			Dec Acct Analysis Fee		
			001-000-030-514-20-48-06	Credit fees	\$260.82
				Dec 2023 Acct Analysis Fee	
		Total Invoice - December Acct Analysis Fee			\$260.82
	Total 1.18.24 ACH Heritage Bank Fee				\$260.82
Total Heritage Bank					\$260.82
Invoice Cloud				2023 - December - December Extra Period	
	EFT 1.5.24 Invoice Cloud				
		Invoice - 384-2023_12			
			December access charges		
			001-000-030-514-20-48-06	Credit fees	\$115.40
				December 2023 Electronic billing charges	
		Total Invoice - 384-2023_12			\$115.40
	Total EFT 1.5.24 Invoice Cloud				\$115.40
Total Invoice Cloud					\$115.40
Island County Auditor	43891			2023 - December - December Extra Period	
		Invoice - B0038522			
			Nov Gen Election		
			001-000-000-514-40-40-01	Election Costs	\$1,176.84
				Nov Gen Election	
		Total Invoice - B0038522			\$1,176.84
	Total 43891				\$1,176.84
Total Island County Auditor					\$1,176.84
Island County Treasurer - Prosecuting Attorney	43912			2023 - December - December Extra Period	
		Invoice - 10/1-12/31 2023			
			Q4 Interlocal Misd Prosecution Services		
			001-000-040-515-41-40-01	Attorney - Civil/admin	\$1,208.01

Vendor	Number	Reference	Account Number	Description	Amount
				Q4 Interlocal Misd Prosecution Services	
		Total Invoice - 10/1-12/31 2023			\$1,208.01
	Total 43912				\$1,208.01
Total Island County Treasurer - Prosecuting Attorney					\$1,208.01
Island County Treasurer (District Court)					
43913				2023 - December - December Extra Period	
		Invoice - Q4 2023			
			4th Qtr Joint Expenses Probation/Payroll		
			001-000-020-512-50-48-05	Isl CO Dist Crt/lmc Services	\$8,113.08
				4th Qtr Joint Expenses Probation/Payroll	
		Total Invoice - Q4 2023			\$8,113.08
		Invoice - Voucher No: 4			
			4th Qtr Joint Expenses Rent		
			001-000-020-512-50-48-05	Isl CO Dist Crt/lmc Services	\$371.64
				4th Qtr Joint Expenses Rent	
		Total Invoice - Voucher No: 4			\$371.64
	Total 43913				\$8,484.72
Total Island County Treasurer (District Court)					\$8,484.72
North Central Laboratories					
43914				2023 - December - December Extra Period	
		Invoice - 497326			
			Orion Refillable Triode		
			402-000-000-535-10-40-04	Sewer Plant Testing	\$931.43
				Orion Refillable Triode	
		Total Invoice - 497326			\$931.43
	Total 43914				\$931.43
Total North Central Laboratories					\$931.43
Ogden, Murphy, Wallace; Attorneys					
43915				2023 - December - December Extra Period	
		Invoice - 886638			
			Professional Services		
			001-000-000-511-60-40-03	Professional Services - Legal	\$85.40
			001-000-010-513-10-40-02	Professional Services - Legal	\$288.73
			001-000-030-514-20-40-03	Professional Services - Legal	\$85.40
			001-000-030-514-20-40-03	Professional Services - Legal	\$434.00
			001-000-110-558-60-40-03	Professional Svcs Legal	\$563.23
			001-000-110-558-60-40-09	To be reimbursed by Insurance	\$427.00
			402-000-000-535-10-40-07	Professional Services - Legal	\$471.74

Vendor	Number	Reference	Account Number	Description	Amount
			402-000-000-535-10-40-09	To be reimbursed by Insurance	\$427.00
		Total Invoice - 886638			\$2,782.50
	Total 43915				\$2,782.50
Total Ogden, Murphy, Wallace; Attorneys					\$2,782.50
PACE Engineers, Inc.					
43916					
				2023 - December - December Extra Period	
		Invoice - 89946			
		On-Call Engineer			
			001-000-110-558-60-40-01	Professional Fees/Reimbursible - Permit Review	\$460.00
				On-Call Engineer	
			001-000-110-558-60-40-01	Professional Fees/Reimbursible - Permit Review	\$1,840.00
				On-Call Engineer	
			001-000-110-558-60-40-06	Professional Services	\$115.00
				On-Call Engineer	
		Total Invoice - 89946			\$2,415.00
	Total 43916				\$2,415.00
Total PACE Engineers, Inc.					\$2,415.00
Puget Sound Energy					
43893					
				2023 - December - December Extra Period	
		Invoice - 0042 Jan 2024			
		Electricity			
			402-000-000-535-10-43-01	Sewer-Utilities/Waste Disposal	\$11.27
				Electricity	
		Total Invoice - 0042 Jan 2024			\$11.27
		Invoice - 0863 Jan 2024			
		Electricity			
			402-000-000-535-10-43-01	Sewer-Utilities/Waste Disposal	\$33.77
				Electricity	
		Total Invoice - 0863 Jan 2024			\$33.77
		Invoice - 0964 Jan 2024			
		Electricity			
			105-000-000-557-30-46-01	Utilities/VIC & R/R	\$159.80
				Electricity	
		Total Invoice - 0964 Jan 2024			\$159.80
		Invoice - 1532 Jan 2024			
		Electricity			
			101-000-000-542-63-46-01	Street Lighting Utilities	\$63.74
				Electricity	
		Total Invoice - 1532 Jan 2024			\$63.74

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - 1760 Jan 2024			
		Electricity			
			001-000-150-576-80-46-04	Parks-Utilities/waste Disposal	\$20.98
			Electricity		
		Total Invoice - 1760 Jan 2024			\$20.98
		Invoice - 2896 Jan 2024			
		Electricity			
			001-000-100-518-30-46-01	Utilities-General Government	\$499.89
			Electricity		
		Total Invoice - 2896 Jan 2024			\$499.89
		Invoice - 3304 Jan 2024			
		Electricity			
			402-000-000-535-10-43-01	Sewer-Utilities/Waste Disposal	\$319.38
			Electricity		
		Total Invoice - 3304 Jan 2024			\$319.38
		Invoice - 3338 Jan 2024			
		Electricity			
			001-000-150-576-80-46-04	Parks-Utilities/waste Disposal	\$158.49
			Electricity		
		Total Invoice - 3338 Jan 2024			\$158.49
		Invoice - 3859 Jan 2024			
		Electricity			
			402-000-000-535-10-43-01	Sewer-Utilities/Waste Disposal	\$34.31
			Electricity		
		Total Invoice - 3859 Jan 2024			\$34.31
		Invoice - 5060 Jan 2024			
		Electricity			
			401-000-000-534-10-46-01	Utilities-Water Dept.	\$377.55
			Electricity		
		Total Invoice - 5060 Jan 2024			\$377.55
		Invoice - 7646 Jan 2024			
		Electricity			
			401-000-000-534-10-46-01	Utilities-Water Dept.	\$136.10
			Electricity		
		Total Invoice - 7646 Jan 2024			\$136.10
		Invoice - 8083 Jan 2024			
		Electricity			
			402-000-000-535-10-43-01	Sewer-Utilities/Waste Disposal	\$397.34
			Electricity		
		Total Invoice - 8083 Jan 2024			\$397.34
		Invoice - 8745 Jan 2024			
		Electricity			
			401-000-000-534-10-46-01	Utilities-Water Dept.	\$891.23
			Electricity		
		Total Invoice - 8745 Jan 2024			\$891.23

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - 8978 Jan 2024			
		Electricity			
			001-000-150-576-80-46-04	Parks-Utilities/waste Disposal	\$22.43
				Electricity	
		Total Invoice - 8978 Jan 2024			\$22.43
		Invoice - 9941 Jan 2024			
		Electricity			
			101-000-000-542-63-46-01	Street Lighting Utilities	\$22.91
				Electricity	
		Total Invoice - 9941 Jan 2024			\$22.91
	Total 43893				\$3,149.19
	43917				
		2023 - December - December Extra Period			
		Invoice - 200013586751 Dec 23			
		Electricity			
			402-000-000-535-10-43-01	Sewer-Utilities/Waste Disposal	\$4,290.56
				Electricity	
		Total Invoice - 200013586751 Dec 23			\$4,290.56
		Invoice - 200015718113 Dec 23			
		Electricity			
			401-000-000-534-10-46-01	Utilities-Water Dept.	\$26.41
				Electricity	
		Total Invoice - 200015718113 Dec 23			\$26.41
	Total 43917				\$4,316.97
Total Puget Sound Energy					\$7,466.16
Quill Corporation					
	43894				
		2023 - December - December Extra Period			
		Invoice - 36192880			
		File Folder 1/3 Cut			
			001-000-030-514-20-30-01	Supplies	\$41.29
				File Folder 1/3 Cut	
		Total Invoice - 36192880			\$41.29
	Total 43894				\$41.29
Total Quill Corporation					\$41.29
Sebo's DO IT Center					
	43895				
		2023 - December - December Extra Period			
		Invoice - A1551018			
		Ball Valve/Red BRS Nipple			
			401-000-000-534-10-47-01	Repairs & Maintenance	\$17.65
				Ball Valve/Red BRS Nipple	
		Total Invoice - A1551018			\$17.65
		Invoice - A1554119			
		Large Clip Key Ring			
			402-000-000-535-10-47-01	Repairs & Maintenance	\$9.99

Vendor	Number	Reference	Account Number	Description	Amount
				Large Clip Key Ring	
		Total Invoice - A1554119			\$9.99
		Invoice - A1554563			
		20 AMP Fuse			
		402-000-000-535-10-47-01		Repairs & Maintenance	\$13.69
				20 AMP Fuse	
		Total Invoice - A1554563			\$13.69
		Invoice - A1555128			
		Nuts and Bolts			
		401-000-000-534-10-47-01		Repairs & Maintenance	\$35.56
				Nuts and Bolts	
		Total Invoice - A1555128			\$35.56
		Invoice - B1354966			
		Nitrile Gloves			
		401-000-000-534-10-47-01		Repairs & Maintenance	\$17.39
				Nitrile Gloves	
		Total Invoice - B1354966			\$17.39
		Invoice - B1355071			
		Mini Toggle Bolts			
		001-000-100-518-30-30-01		Facilities Maint. Supplies	\$11.82
				Mini Toggle Bolts	
		Total Invoice - B1355071			\$11.82
		Total 43895			\$106.10
		43918			
				2023 - December - December Extra Period	
		Invoice - A1554426			
		RCH Flashlight			
		401-000-000-534-10-47-01		Repairs & Maintenance	\$59.83
				RCH Flashlight	
		Total Invoice - A1554426			\$59.83
		Invoice - A1556424			
		Palmyra Broom			
		101-000-000-542-67-30-01		Street Cleaning supplies	\$28.82
				Palmyra Broom	
		Total Invoice - A1556424			\$28.82
		Invoice - A1560001			
		Storage Box			
		001-000-100-518-30-30-01		Facilities Maint. Supplies	\$23.93
				Storage Box	
		Total Invoice - A1560001			\$23.93
		Total 43918			\$112.58
		Total Sebo's DO IT Center			\$218.68

Vendor	Number	Reference	Account Number	Description	Amount
Shred-IT c/o Stericycle, Inc	43919				
				2023 - December - December Extra Period	
				Invoice - 8005115514	
				Regular Shredding Service	
			001-000-010-513-10-40-01	Professional Services - ADMIN Shared Cost Regular Shredding Service	\$1.82
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost Regular Shredding Service	\$10.00
			001-000-070-521-20-40-01	Professional Services - ADMIN Shared Cost Regular Shredding Service	\$10.00
			001-000-110-558-60-40-00	Professional Services - ADMIN Shared Cost Regular Shredding Service	\$4.54
			001-000-120-558-50-40-00	Professional Services - ADMIN Shared Cost Regular Shredding Service	\$0.91
			001-000-150-576-80-40-00	Professional Services - ADMIN Shared Cost Regular Shredding Service	\$2.73
			001-000-180-518-80-40-01	Professional Services Regular Shredding Service	\$0.91
			101-000-000-544-90-40-01	Professional Services Regular Shredding Service	\$10.00
			104-000-000-536-10-40-00	Professional Services - ADMIN Shared Cost Regular Shredding Service	\$0.91
			105-000-000-557-30-40-00	Professional Services - ADMIN Shared Cost Regular Shredding Service	\$6.36
			401-000-000-534-10-40-01	Professional Services - ADMIN Shared Cost Regular Shredding Service	\$20.90
			402-000-000-535-10-40-01	Professional Services - ADMIN Shared Cost Regular Shredding Service	\$14.54
			403-000-000-531-10-40-01	Professional Services - ADMIN Shared Cost Regular Shredding Service	\$7.26
				Total Invoice - 8005115514	\$90.88
				Invoice - 8005422561	
				Regular Shredding Service	
			001-000-010-513-10-40-01	Professional Services - ADMIN Shared Cost Regular Shredding Service	\$1.82
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost Regular Shredding Service	\$10.00
			001-000-070-521-20-40-01	Professional Services - ADMIN Shared Cost Regular Shredding Service	\$10.00
			001-000-110-558-60-40-00	Professional Services - ADMIN Shared Cost Regular Shredding Service	\$4.54
			001-000-120-558-50-40-00	Professional Services - ADMIN Shared Cost Regular Shredding Service	\$0.91
			001-000-150-576-80-40-00	Professional Services - ADMIN Shared Cost Regular Shredding Service	\$2.73

Vendor	Number	Reference	Account Number	Description	Amount
			001-000-180-518-80-40-01	Professional Services Regular Shredding Service	\$0.91
			101-000-000-544-90-40-01	Professional Services Regular Shredding Service	\$10.00
			104-000-000-536-10-40-00	Professional Services - ADMIN Shared Cost Regular Shredding Service	\$0.91
			105-000-000-557-30-40-00	Professional Services - ADMIN Shared Cost Regular Shredding Service	\$6.36
			401-000-000-534-10-40-01	Professional Services - ADMIN Shared Cost Regular Shredding Service	\$20.90
			402-000-000-535-10-40-01	Professional Services - ADMIN Shared Cost Regular Shredding Service	\$14.54
			403-000-000-531-10-40-01	Professional Services - ADMIN Shared Cost Regular Shredding Service	\$7.26
			Total Invoice - 8005422561		\$90.88
	Total 43919				\$181.76
Total Shred-IT c/o Stericycle, Inc					\$181.76
Sound Publishing Inc					
43896					
				2023 - December - December Extra Period	
				Invoice - SWR988486	
				Preliminary Draft Budget 2024	
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost Preliminary Draft Budget 2024	\$96.00
			Total Invoice - SWR988486		\$96.00
				Invoice - SWR988505	
				Arbitrage RFP	
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost Arbitrage RFP	\$46.38
			Total Invoice - SWR988505		\$46.38
	Total 43896				\$142.38
Total Sound Publishing Inc					\$142.38
Sound Windows and Doors					
43897					
				2023 - December - December Extra Period	
				Invoice - April 2023 Bus License Refund	
				Stuck in Darlene's queue cannot be processed.	
			001-000-000-321-99-00-00	Business Licenses/Permits Refund BLS paid NR business license	\$66.00
			Total Invoice - April 2023 Bus License Refund		\$66.00
	Total 43897				\$66.00
Total Sound Windows and Doors					\$66.00

Vendor	Number	Reference	Account Number	Description	Amount
South Whidbey School Dist. #206	43920			2023 - December - December Extra Period	
		Invoice - 1/10/2024 9:45:47 AM			
		Fuel			
			001-000-070-521-20-31-02	Fuel	\$691.22
				Fuel	
			001-000-150-576-80-31-02	Fuel	\$45.86
				Fuel	
			101-000-000-544-90-31-02	Fuel & Maintenance	\$45.86
				Fuel	
			104-000-000-536-10-32-01	Fuel	\$45.86
				Fuel	
			401-000-000-534-10-31-02	Fuel	\$137.58
				Fuel	
			402-000-000-535-10-31-02	Fuel	\$252.42
				Fuel	
			403-000-000-531-10-31-02	Fuel	\$137.57
				Fuel	
		Total Invoice - 1/10/2024 9:45:47 AM			\$1,356.37
	Total 43920				\$1,356.37
Total South Whidbey School Dist. #206					\$1,356.37
St of WA Dept of Revenue					
ACH 1.16.24 WA DOR Excise				2023 - December - December Extra Period	
		Invoice - Dec Excise (Water-Sewer-Storm)			
		Dec 2023 Excise			
			401-000-000-534-10-49-02	Excise Tax	\$4,047.37
				Dec 2023 Excise Tax	
			401-000-000-534-10-49-03	excise tax MainSt credit	(\$4,016.67)
				Dec 2023 Excise Tax	
			402-000-000-535-10-49-02	Excise Tax	\$1,717.46
				Dec 2023 Excise Tax	
			402-000-000-535-10-49-03	excise tax MainSt credit	(\$1,704.44)
				Dec 2023 Excise Tax	
			403-000-000-531-10-49-02	S/S Excise Tax	\$500.24
				Dec 2023 Excise Tax	
			403-000-000-531-10-49-03	excise tax MainSt credit	(\$496.44)
				Dec 2023 Excise Tax	
		Total Invoice - Dec Excise (Water-Sewer-Storm)			\$47.52
	Total ACH 1.16.24 WA DOR Excise				\$47.52
Total St of WA Dept of Revenue					\$47.52

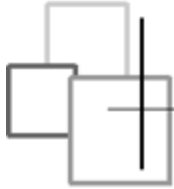
Vendor	Number	Reference	Account Number	Description	Amount
State of WA Dept of Revenue					
	EFT1.16.24 WA DOR Leasehold			2023 - December - December Extra Period	
				Invoice - Leasehold Excise Tax - Q4-2023	
			001-000-030-514-20-49-00	Miscellaneous	\$0.01
				Q4-23 Leasehold Excise Tax rounding	
			633-000-000-589-30-00-01	Leasehold Excise Tax	\$1,242.30
				Q4 -23 Leasehold Excise Tax	
				Total Invoice - Leasehold Excise Tax - Q4-2023	\$1,242.31
				Total EFT1.16.24 WA DOR Leasehold	\$1,242.31
				Total State of WA Dept of Revenue	\$1,242.31
Swanson, Hollie					
	43921			2023 - December - December Extra Period	
				Invoice - 2814.0 Swanson	
				Closed Utility Account	
			401-000-000-534-10-48-09	Refunds	\$87.70
				Closed Utility Account	
			402-000-000-535-10-48-09	Refunds	\$87.70
				Closed Utility Account	
			403-000-000-531-10-48-09	Refunds	\$87.71
				Closed Utility Account	
				Total Invoice - 2814.0 Swanson	\$263.11
				Total 43921	\$263.11
				Total Swanson, Hollie	\$263.11
Town of Coupeville					
	43898			2023 - December - December Extra Period	
				Invoice - 427	
				Building Official Service	
			001-000-120-558-50-40-02	Bldg. Official/inspections	\$1,908.00
				Building Official Service	
				Total Invoice - 427	\$1,908.00
				Total 43898	\$1,908.00
				Total Town of Coupeville	\$1,908.00
United Business Machines					
	43899			2023 - December - December Extra Period	
				Invoice - INV505126	
				Mono/Color Copies	
			001-000-010-513-10-40-01	Professional Services - ADMIN Shared Cost	\$9.13
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost	\$40.19
			001-000-070-521-20-40-01	Professional Services - ADMIN Shared Cost	\$42.02
			001-000-100-518-30-40-01	Professional Services - ADMIN Shared Cost	\$5.48
			001-000-110-558-60-40-00	Professional Services - ADMIN Shared Cost	\$10.96
			001-000-120-558-50-40-00	Professional Services - ADMIN Shared Cost	\$9.13
			001-000-150-576-80-40-00	Professional Services - ADMIN Shared Cost	\$3.65

Vendor	Number	Reference	Account Number	Description	Amount
			001-000-180-518-80-40-01	Professional Services	\$1.83
			101-000-000-544-90-40-01	Professional Services	\$12.79
			104-000-000-536-10-40-00	Professional Services - ADMIN Shared Cost	\$1.83
			401-000-000-534-10-40-01	Professional Services - ADMIN Shared Cost	\$20.09
			402-000-000-535-10-40-01	Professional Services - ADMIN Shared Cost	\$20.09
			403-000-000-531-10-40-01	Professional Services - ADMIN Shared Cost	\$5.49
			Total Invoice - INV505126		\$182.68
			Invoice - INV506930		
			Mono/Color Copies		
			001-000-010-513-10-40-01	Professional Services - ADMIN Shared Cost	\$13.43
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost	\$59.07
			001-000-070-521-20-40-01	Professional Services - ADMIN Shared Cost	\$61.76
			001-000-100-518-30-40-01	Professional Services - ADMIN Shared Cost	\$8.06
			001-000-110-558-60-40-00	Professional Services - ADMIN Shared Cost	\$16.11
			001-000-120-558-50-40-00	Professional Services - ADMIN Shared Cost	\$13.43
			001-000-150-576-80-40-00	Professional Services - ADMIN Shared Cost	\$5.37
			001-000-180-518-80-40-01	Professional Services	\$2.69
			101-000-000-544-90-40-01	Professional Services	\$18.80
			104-000-000-536-10-40-00	Professional Services - ADMIN Shared Cost	\$2.69
			401-000-000-534-10-40-01	Professional Services - ADMIN Shared Cost	\$29.54
			402-000-000-535-10-40-01	Professional Services - ADMIN Shared Cost	\$29.54
			403-000-000-531-10-40-01	Professional Services - ADMIN Shared Cost	\$8.03
			Total Invoice - INV506930		\$268.52
			Total 43899		\$451.20
			Total United Business Machines		\$451.20
			Utilities Underground		
			43922		
			2023 - December - December Extra Period		
			Invoice - 3120175		
			Excavation Notifications		
			401-000-000-534-10-46-01	Utilities-Water Dept. Excavation Notifications	\$13.86
			Total Invoice - 3120175		\$13.86
			Total 43922		\$13.86
			Total Utilities Underground		\$13.86
			VISA		
			43923		
			2023 - December - December Extra Period		
			Invoice - Penny Oct 23		
			101-000-000-543-10-30-01	Supplies	\$52.87
				Amazon - Ink Cartridge for Epson;2024 Daily Planner	
			401-000-000-534-10-30-01	Supplies	\$108.86
				Amazon - Ink Cartridge for Epson;2024 Daily Planner	
			402-000-000-535-10-30-01	Supplies	\$52.87
				Amazon - Ink Cartridge for Epson;2024 Daily Planner	

Vendor	Number	Reference	Account Number	Description	Amount
			403-000-000-531-10-30-01	Supplies	\$52.87
				Amazon - Ink Cartridge for Epson;2024 Daily Planner	
Total Invoice - Penny Oct 23					\$267.47
Invoice - Perry Dec.23					
			001-000-180-518-80-32-04	Software and IT	\$21.75
				Adobe Acrobat Pro	
			401-000-000-534-10-40-06	Professional Services - Legal	\$32.30
				USPS Express Delivery	
			401-000-000-534-10-42-01	Training Travel/Meals/Lodging	\$42.00
				2024 Waterworks Certification Durr	
			401-000-000-534-10-42-01	Training Travel/Meals/Lodging	\$42.00
				2024 Waterworks Certification Hamilton	
			401-000-000-534-10-42-01	Training Travel/Meals/Lodging	\$42.00
				2024 Waterworks Certification Grove	
			401-000-000-534-10-42-01	Training Travel/Meals/Lodging	\$42.00
				2024 Waterworks Certification Perry	
			401-000-000-564-10-32-01	Utility Software - Capital	\$700.00
				Latitude 5540 Laptop	
			402-000-000-535-10-32-01	Small Office equipment & software	\$951.42
				Latitude 5540 Laptop	
			402-000-000-535-10-47-01	Repairs & Maintenance	\$10.75
				Ferry - Mukilteo Clinton	
			402-000-000-535-10-47-01	Repairs & Maintenance	\$10.75
				Ferry - Mukilteo Clinton	
			403-000-000-531-10-32-01	small office equipment & software	\$97.00
				Latitude 5540 Laptop	
Total Invoice - Perry Dec.23					\$1,991.97
Invoice - Rentfrow Dec. 23					
			001-000-010-513-10-42-01	Travel Transportation/Meals/Lodging	\$95.00
				AWC Elected Officials Essentials Carlson	
			001-000-010-513-10-42-01	Travel Transportation/Meals/Lodging	\$95.00
				AWC Elected Officials Essentials Horstman	
			001-000-010-513-10-42-01	Travel Transportation/Meals/Lodging	\$95.00
				AWC Elected Officials Essentials Cyr	
			001-000-025-518-50-40-01	Storage Space Rental	\$139.90
				Archive Storage Rental Ken's Korner	
			001-000-030-514-20-30-01	Supplies	\$21.72
				Desk Calendars	
			001-000-030-514-20-30-01	Supplies	\$135.00
				MRSC Roster Membership	
			001-000-030-514-20-30-01	Supplies	\$130.23
				Business Cards	
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost	\$60.92
				Zoom Webinar/One Pro Monthly	
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost	\$48.96
				Mailchimp	

Vendor	Number	Reference	Account Number	Description	Amount
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost WAPRO 2024 Membership McDivitt	\$25.00
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost Adobe - Acrobat Pro	\$32.63
			001-000-030-598-14-00-00	State Archives Grant Expenses White String/Twine/Manila Files	\$41.32
			001-000-180-518-80-32-03	Computers/r&m Dell Latitude 3540, BTX Horstman	\$1,065.16
			Total Invoice - Rentfrow Dec. 23		\$1,985.84
			Invoice - Wasser Dec. 23		
			001-000-070-521-20-30-01	Supplies-Printing Surefire Batteries	\$27.20
			001-000-070-521-20-42-02	Training Registration Cost Active Shooter Instruction Training	\$712.00
			Total Invoice - Wasser Dec. 23		\$739.20
	Total 43923				\$4,984.48
Total VISA					\$4,984.48
Wa. Assoc. of Sheriffs & 43900			2023 - December - December Extra Period		
			Invoice - INV031556		
			FALL 2023 Conference Registration		
			001-000-070-521-20-42-02	Training Registration Cost FALL 2023 Conference Registration	\$475.00
			Total Invoice - INV031556		\$475.00
	Total 43900				\$475.00
Total Wa. Assoc. of Sheriffs &					\$475.00
Western Facilities Supply 43924			2023 - December - December Extra Period		
			Invoice - 049198		
			Bowl Cleaner/Gloves/Sodium Hypochlorite/Roll Towels		
			001-000-100-518-30-30-01	Facilities Maint. Supplies Bowl Cleaner/Gloves/Sodium Hypochlorite/Roll Towels	\$118.20
			105-000-000-557-30-30-01	Public Restrooms-R&M/Misc'l, Supplies. Bowl Cleaner/Gloves/Sodium Hypochlorite/Roll Towels	\$118.21
			402-000-000-535-10-30-01	Supplies Bowl Cleaner/Gloves/Sodium Hypochlorite/Roll Towels	\$328.41
			Total Invoice - 049198		\$564.82
	Total 43924				\$564.82
Total Western Facilities Supply					\$564.82

Vendor	Number	Reference	Account Number	Description	Amount
Whidbey Telecom	43901			2023 - December - December Extra Period	
		Invoice - 107701 Jan. 1, 2024			
		Web Host Phone			
		001-000-100-518-30-46-01		Utilities-General Government	\$73.00
				Web Host	
		Total Invoice - 107701 Jan. 1, 2024			\$73.00
		Invoice - 117031 Jan 1, 2024			
		Fax			
		001-000-100-518-30-46-01		Utilities-General Government	\$44.86
				Fax	
		Total Invoice - 117031 Jan 1, 2024			\$44.86
		Invoice - 117032 Jan 1, 2024			
		Police Phones			
		001-000-070-521-20-46-01		Utilities	\$222.90
				Police Phones	
		Total Invoice - 117032 Jan 1, 2024			\$222.90
	Total 43901				\$340.76
Total Whidbey Telecom					\$340.76
Whitney Equip CO Inc	43902			2023 - December - December Extra Period	
		Invoice - PS-INV107010			
		GLS Sampler Replacement			
		402-000-000-535-10-47-01		Repairs & Maintenance	\$2,576.38
				GLS Sampler Replacement	
		Total Invoice - PS-INV107010			\$2,576.38
		Invoice - PS-INV107011			
		GLS Sampler Replacement			
		402-000-000-535-10-47-01		Repairs & Maintenance	\$2,383.81
				GLS Sampler Replacement	
		Total Invoice - PS-INV107011			\$2,383.81
	Total 43902				\$4,960.19
Total Whitney Equip CO Inc					\$4,960.19
Grand Total		Vendor Count	39		\$72,498.87



Voucher Directory

Fiscal: : 2024 - January
 Council Date: : 2024 - January - 1st Council Meeting

Vendor	Number	Reference	Account Number	Description	Amount
Abraham, Kristen Miller	43925			2024 - January - 1st Council Meeting	
		Invoice - #017			
			Reorganization of City Records		
			001-000-025-514-20-40-01	Professional Services - Contract	\$1,113.75
				Reorganization of City Records	
		Total Invoice - #017			\$1,113.75
	Total 43925				\$1,113.75
Total Abraham, Kristen Miller					\$1,113.75
AON Risk Insurance Services West, Inc.	43926			2024 - January - 1st Council Meeting	
		Invoice - 760000079378			
			Surety Bonds		
			001-000-010-513-10-40-01	Professional Services - ADMIN Shared Cost	\$175.00
				Surety Bond - Mayor	
			001-000-015-513-10-40-01	Professional Services - ADMIN Shared Cost	\$17.50
				Surety Bond - Deputy Clerk	
			001-000-015-513-10-40-01	Professional Services - ADMIN Shared Cost	\$175.00
				Surety Bond -City Clerk	
			001-000-015-513-10-40-01	Professional Services - ADMIN Shared Cost	\$175.00
				Surety Bond - City Administrator	
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost	\$175.00
				Surety Bond - Finance Director	
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost	\$17.50
				Surety Bond - Accounting Clerk	
			001-000-035-541-99-30-00	Professional Services - ADMIN Shared Cost	\$3.50
				Surety Bond - Front Desk/Passport Specialist	
			001-000-070-521-20-40-01	Professional Services - ADMIN Shared Cost	\$5.00
				Surety Bond - Patrolman #2	
			001-000-070-521-20-40-01	Professional Services - ADMIN Shared Cost	\$5.00
				Surety Bond - Patrolman #1	
			001-000-070-521-20-40-01	Professional Services - ADMIN Shared Cost	\$5.00
				Surety Bond - Patrolman/Evidence Officer	
			001-000-070-521-20-40-01	Professional Services - ADMIN Shared Cost	\$5.00

Vendor	Number	Reference	Account Number	Description	Amount
				Surety Bond - Police Chief	
		Total Invoice - 7600000079378			\$758.50
	Total 43926				\$758.50
Total AON Risk Insurance Services West, Inc.					\$758.50
Arndt Property Management LLC					
43927					
				2024 - January - 1st Council Meeting	
		Invoice - 1222024			
				Cascade Room Rental	
			001-000-000-511-60-40-02	Professional Services - ADMIN Shared Cost Cascade Room Rental	\$65.00
			401-000-000-534-10-40-01	Professional Services - ADMIN Shared Cost Cascade Room Rental	\$21.66
			402-000-000-535-10-40-01	Professional Services - ADMIN Shared Cost Cascade Room Rental	\$21.66
			403-000-000-531-10-40-01	Professional Services - ADMIN Shared Cost Cascade Room Rental	\$21.68
		Total Invoice - 1222024			\$130.00
	Total 43927				\$130.00
Total Arndt Property Management LLC					\$130.00
AT&T Mobility FIRSTNET					
43883					
				2024 - January - 1st Council Meeting	
		Invoice - 287291336274X12132023			
				Wireless Service	
			001-000-070-521-20-46-01	Utilities Wireless Service	\$345.04
		Total Invoice - 287291336274X12132023			\$345.04
	Total 43883				\$345.04
Total AT&T Mobility FIRSTNET					\$345.04
AWC RMSA					
43884					
				2024 - January - 1st Council Meeting	
		Invoice - 121254			
				2024 AWC City Membership	
			001-000-000-513-20-48-01	Association Dues Council	\$64.00
			001-000-010-513-20-48-01	Association dues Mayor	\$64.00
			001-000-015-513-20-48-01	Association dues Admin	\$64.00

Vendor	Number	Reference	Account Number	Description	Amount
			001-000-025-514-20-49-01	Association Dues	\$64.00
			Records		
			001-000-030-514-20-49-01	Association Dues	\$64.00
			Finance		
			001-000-070-521-20-48-01	Association Dues	\$64.00
			Police		
			001-000-110-558-60-48-01	Association dues	\$64.00
			Planning		
			001-000-120-558-50-49-01	Association Dues	\$64.00
			Bldg.		
			101-000-000-543-10-48-01	Association Dues	\$64.00
			Streets		
			401-000-000-534-10-48-01	Association Dues	\$64.00
			Water		
			402-000-000-535-10-48-01	Annual Dues & Pemits	\$64.00
			Sewer		
Total Invoice - 121254					\$704.00
Invoice - 121622					
2024 AWC Risk Management Assessment					
			001-000-000-511-60-40-02	Professional Services - ADMIN Shared Cost	\$2,595.11
			Prop. Ins.		
			001-000-000-511-60-40-02	Professional Services - ADMIN Shared Cost	\$1,647.92
			Liab. Ins.		
			001-000-010-513-10-40-01	Professional Services - ADMIN Shared Cost	\$519.02
			Prop. Ins.		
			001-000-010-513-10-40-01	Professional Services - ADMIN Shared Cost	\$329.58
			Liab. Ins.		
			001-000-015-513-10-40-01	Professional Services - ADMIN Shared Cost	\$1,038.05
			Prop. Ins.		
			001-000-015-513-10-40-01	Professional Services - ADMIN Shared Cost	\$659.17
			Liab. Ins.		
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost	\$823.96
			Liab. Ins.		
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost	\$1,304.23
			Prop. Ins.		
			001-000-035-541-99-30-00	Professional Services - ADMIN Shared Cost	\$164.79
			Liab. Ins.		
			001-000-035-541-99-30-00	Professional Services - ADMIN Shared Cost	\$259.51
			Prop. Ins.		
			001-000-070-521-20-40-01	Professional Services - ADMIN Shared Cost	\$2,208.32
			Prop. Ins.		
			001-000-070-521-20-40-01	Professional Services - ADMIN Shared Cost	\$17,882.55
			Liab. Ins.		
			001-000-110-558-60-40-00	Professional Services - ADMIN Shared Cost	\$329.58
			Liab. Ins.		

Vendor	Number	Reference	Account Number	Description	Amount
			001-000-110-558-60-40-00 Prop. Ins.	Professional Services - ADMIN Shared Cost	\$519.02
			001-000-120-558-50-40-00 Prop. Ins.	Professional Services - ADMIN Shared Cost	\$519.02
			001-000-120-558-50-40-00 Liab. Ins.	Professional Services - ADMIN Shared Cost	\$329.58
			001-000-150-576-80-40-00 Liab. Ins.	Professional Services - ADMIN Shared Cost	\$617.68
			001-000-150-576-80-40-00 Prop. Ins.	Professional Services - ADMIN Shared Cost	\$52.89
			101-000-000-543-10-40-01 Prop. Ins.	Professional Services - ADMIN Shared Cost	\$158.67
			101-000-000-543-10-40-01 Liab. Ins.	Professional Services - ADMIN Shared Cost	\$3,706.11
			104-000-000-536-10-40-00 Liab. Ins.	Professional Services - ADMIN Shared Cost	\$1,853.05
			104-000-000-536-10-40-00 Prop. Ins.	Professional Services - ADMIN Shared Cost	\$79.34
			105-000-000-557-30-40-00 Liab. Ins.	Professional Services - ADMIN Shared Cost	\$1,853.05
			105-000-000-557-30-40-00 Prop. Ins.	Professional Services - ADMIN Shared Cost	\$79.34
			401-000-000-534-10-40-01 Prop. Ins.	Professional Services - ADMIN Shared Cost	\$1,196.72
			401-000-000-534-10-40-01 Liab. Ins.	Professional Services - ADMIN Shared Cost	\$3,706.11
			402-000-000-535-10-40-01 Prop. Ins.	Professional Services - ADMIN Shared Cost	\$1,196.72
			402-000-000-535-10-40-01 Liab. Ins.	Professional Services - ADMIN Shared Cost	\$3,706.11
			403-000-000-531-10-40-01 Prop. Ins.	Professional Services - ADMIN Shared Cost	\$1,196.72
			403-000-000-531-10-40-01 Liab. Ins.	Professional Services - ADMIN Shared Cost	\$3,706.11
			Total Invoice - 121622		\$54,238.03
			Total 43884		\$54,942.03
			Total AWC RMSA		\$54,942.03

Davido Consulting Group, Inc
43928

2024 - January - 1st Council Meeting

Invoice - 0050435

Edgecliff Drive Watermain Replacement

405-000-000-594-34-60-06	CIP W-5 Edgecliff (Furman-Wilkinson) Main	\$1,940.00
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Vendor	Number	Reference	Account Number	Description	Amount
				Edgecliff Drive Watermain Replacement	
		Total Invoice - 0050435			\$1,940.00
	Total 43928				\$1,940.00
Total Davido Consulting Group, Inc					\$1,940.00
De Lage Landen Financial Services					
43886					
				2024 - January - 1st Council Meeting	
		Invoice - 81653179			
		Kyocera Lease			
		001-000-010-513-10-40-01		Professional Services - ADMIN Shared Cost	\$29.48
				Kyocera Lease	
		001-000-030-514-20-40-02		Professional Services - ADMIN Shared Cost	\$135.63
				Kyocera Lease	
		001-000-070-521-20-40-01		Professional Services - ADMIN Shared Cost	\$129.73
				Kyocera Lease	
		001-000-100-518-30-40-01		Professional Services - ADMIN Shared Cost	\$17.69
				Kyocera Lease	
		001-000-110-558-60-40-00		Professional Services - ADMIN Shared Cost	\$35.38
				Kyocera Lease	
		001-000-120-558-50-40-00		Professional Services - ADMIN Shared Cost	\$29.48
				Kyocera Lease	
		001-000-150-576-80-40-00		Professional Services - ADMIN Shared Cost	\$11.79
				Kyocera Lease	
		001-000-180-518-80-40-01		Professional Services	\$5.90
				Kyocera Lease	
		101-000-000-543-10-40-01		Professional Services - ADMIN Shared Cost	\$41.28
				Kyocera Lease	
		104-000-000-536-10-40-00		Professional Services - ADMIN Shared Cost	\$5.90
				Kyocera Lease	
		401-000-000-534-10-40-01		Professional Services - ADMIN Shared Cost	\$64.87
				Kyocera Lease	
		402-000-000-535-10-40-01		Professional Services - ADMIN Shared Cost	\$64.87
				Kyocera Lease	
		403-000-000-531-10-40-01		Professional Services - ADMIN Shared Cost	\$17.70
				Kyocera Lease	
		Total Invoice - 81653179			\$589.70
	Total 43886				\$589.70
Total De Lage Landen Financial Services					\$589.70

Vendor	Number	Reference	Account Number	Description	Amount
Edge Analytical Labs	43929			2024 - January - 1st Council Meeting	
		Invoice - 24-00379			
			Mthly Nutrients #1		
			402-000-000-535-90-00-01	DOE Grant - PW-SWR WQPSNR-2021-LangCo-22310 Reimbursable Expenditures	\$458.00
				Mthly Nutrients #1	
		Total Invoice - 24-00379			\$458.00
	Total 43929				\$458.00
Total Edge Analytical Labs					\$458.00
Evergreen Rural Water	43930			2024 - January - 1st Council Meeting	
		Invoice - 48751			
			2024 Membership		
			401-000-000-534-10-42-02	Training Registration Cost	\$536.85
				2024 Membership	
		Total Invoice - 48751			\$536.85
	Total 43930				\$536.85
Total Evergreen Rural Water					\$536.85
Ferguson Waterworks	43931			2024 - January - 1st Council Meeting	
		Invoice - 0026679			
			3 PTD GRV CHV VLV EPDM 716		
			401-000-000-534-10-47-01	Repairs & Maintenance	\$859.99
				3 PTD GRV CHV VLV EPDM 716	
		Total Invoice - 0026679			\$859.99
		Invoice - 0026679-1			
			E Disc Repair Kit		
			401-000-000-534-10-47-01	Repairs & Maintenance	\$385.25
				E Disc Repair Kit	
		Total Invoice - 0026679-1			\$385.25
	Total 43931				\$1,245.24
Total Ferguson Waterworks					\$1,245.24
Glock Professional, Inc.	43932			2024 - January - 1st Council Meeting	
		Invoice - TRP/100188935			
			Armorer's Course Hathaway		
			001-000-070-521-20-42-02	Training Registration Cost	\$250.00
				Armorer's Course Hathaway	
		Total Invoice - TRP/100188935			\$250.00
	Total 43932				\$250.00
Total Glock Professional, Inc.					\$250.00

Vendor	Number	Reference	Account Number	Description	Amount
Island Disposal Inc	43933			2024 - January - 1st Council Meeting	
		Invoice - 7908090S144			
		Monthly Rent			
			001-000-100-518-30-46-01	Utilities-General Government	\$20.11
			Monthly Rent		
			001-000-110-558-60-46-01	Utilities	\$20.11
			Monthly Rent		
			001-000-120-558-50-46-01	Utilities	\$20.11
			Monthly Rent		
			001-000-150-576-80-46-04	Parks-Utilities/waste Disposal	\$20.11
			Monthly Rent		
			101-000-000-543-10-47-00	Utilities	\$20.12
			Monthly Rent		
			104-000-000-536-10-46-01	Utilities-Cemetery	\$20.12
			Monthly Rent		
			105-000-000-557-30-46-01	Utilities/VIC & R/R	\$20.12
			Monthly Rent		
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$20.12
			Monthly Rent		
			403-000-000-531-10-46-01	Utilities	\$20.12
			Monthly Rent		
		Total Invoice - 7908090S144			\$181.04
	Total 43933				\$181.04
Total Island Disposal Inc					\$181.04
Ken's Korner NV JV LLC dba Ken's Korner WA, LLC	43934			2024 - January - 1st Council Meeting	
		Invoice - #37078			
		Rent 2/1-2/29/2024			
			001-000-025-518-50-40-01	Storage Space Rental	\$155.00
			Rent 2/1-2/29/2024		
		Total Invoice - #37078			\$155.00
	Total 43934				\$155.00
Total Ken's Korner NV JV LLC dba Ken's Korner WA, LLC					\$155.00
Langley United Methodist	43892			2024 - January - 1st Council Meeting	
		Invoice - February 2024			
		Feb. 24 Rent			
			001-000-025-518-50-40-01	Storage Space Rental	\$200.00
			Feb. 24 Rent		
		Total Invoice - February 2024			\$200.00
	Total 43892				\$200.00
Total Langley United Methodist					\$200.00

Vendor	Number	Reference	Account Number	Description	Amount
Northwest Clean Air Agency	43935			2024 - January - 1st Council Meeting	
		Invoice - 14663			
			Local Assessment Per Capita 2024		
			001-000-100-518-30-46-01	Utilities-General Government	\$577.50
				Local Assessment Per Capita 2024	
		Total Invoice - 14663			\$577.50
	Total 43935				\$577.50
Total Northwest Clean Air Agency					\$577.50
PACE Engineers, Inc.	43936			2024 - January - 1st Council Meeting	
		Invoice - 90164			
			Kloes Cottages On Call Engineer		
			001-000-120-558-50-40-03	Professional Fees/Reimbursible - Permit Review	\$215.00
				Kloes Cottages On Call Engineer	
		Total Invoice - 90164			\$215.00
	Total 43936				\$215.00
Total PACE Engineers, Inc.					\$215.00
Sebo's DO IT Center	43937			2024 - January - 1st Council Meeting	
		Invoice - A1562652			
			Dish Soap/Teflon Tape/1/2Px3/8C Q-T		
			401-000-000-534-80-31-01	Parts, Chemicals & Supplies	\$24.01
				Dish Soap/Teflon Tape/1/2Px3/8C Q-T	
		Total Invoice - A1562652			\$24.01
		Invoice - A1562672			
			RETURNED 1/2Px3/8C Q-T		
			401-000-000-534-80-31-01	Parts, Chemicals & Supplies	(\$7.19)
				RETURNED 1/2Px3/8C Q-T	
		Total Invoice - A1562672			(\$7.19)
	Total 43937				\$16.82
Total Sebo's DO IT Center					\$16.82
Sound Publishing Inc	43938			2024 - January - 1st Council Meeting	
		Invoice - SWR989655			
			ZCA-24-001		
			001-000-110-558-60-40-01	Professional Fees/Reimbursible - Permit Review	\$139.50
				Port of SCO Fairground Housing	
		Total Invoice - SWR989655			\$139.50
	Total 43938				\$139.50
Total Sound Publishing Inc					\$139.50

Vendor	Number	Reference	Account Number	Description	Amount
State Auditor's Office					
	43939			2024 - January - 1st Council Meeting	
		Invoice - L158516			
			Audit Period 21-22		
			001-000-030-514-20-40-01	Audit	\$512.40
				Audit Period 21-22	
		Total Invoice - L158516			\$512.40
	Total 43939				\$512.40
Total State Auditor's Office					\$512.40
VISA					
	43940			2024 - January - 1st Council Meeting	
		Invoice - Grone Dec. 23			
			GFOA 2024 Membership Renewal Fees		
			001-000-030-514-20-49-01	Association Dues	\$160.00
				GFOA 2024 Membership Renewal Fees	
		Total Invoice - Grone Dec. 23			\$160.00
	Total 43940				\$160.00
Total VISA					\$160.00
Whidbey Telecom					
	43941			2024 - January - 1st Council Meeting	
		Invoice - 117026 Jan 2024			
			City Hall Phones		
			001-000-100-518-30-46-01	Utilities-General Government	\$914.94
				City Hall Phones	
		Total Invoice - 117026 Jan 2024			\$914.94
		Invoice - 117034 Jan 2024			
			Water Phones		
			401-000-000-534-10-46-01	Utilities-Water Dept.	\$45.31
				Water Phones	
		Total Invoice - 117034 Jan 2024			\$45.31
		Invoice - 117035 Jan 2024			
			Sewer Phones		
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$47.19
				Sewer Phones	
		Total Invoice - 117035 Jan 2024			\$47.19
		Invoice - 117037 Jan 2024			
			Sewer Computer		
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$43.96
				Sewer Computer	
		Total Invoice - 117037 Jan 2024			\$43.96
		Invoice - 118627 Jan 2024			
			Sewer Fax		
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$78.40

Vendor	Number	Reference	Account Number	Description	Amount
				Sewer Fax	
		Total Invoice - 118627 Jan 2024			\$78.40
		Invoice - 178633 Jan 2024			
		Coles Rd Phones			
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$27.21
				Coles Rd Phones	
		Total Invoice - 178633 Jan 2024			\$27.21
	Total 43941				\$1,157.01
Total Whidbey Telecom					\$1,157.01
Grand Total		Vendor Count	21		\$65,623.38



Voucher Directory

Fiscal: : 2024 - January
 Council Date: : 2024 - January - 2nd Council Meeting

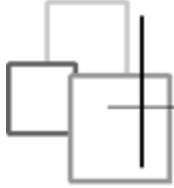
Vendor	Number	Reference	Account Number	Description	Amount
Ackermann Electric Co.	43942			2024 - January - 2nd Council Meeting	
		Invoice - 2178			
			40PVC2 VEGAPULS21		
			402-000-000-535-10-47-01	Repairs & Maintenance	\$4,608.86
			40PVC2 VEGAPULS21		
		Total Invoice - 2178			\$4,608.86
	Total 43942				\$4,608.86
Total Ackermann Electric Co.					\$4,608.86
City of Langley	43943			2024 - January - 2nd Council Meeting	
		Invoice - 1114.0 Jan 2024			
			Water/Sewer/Storm 112 2nd St		
			001-000-100-518-30-46-01	Utilities-General Government	\$412.68
			Water/Sewer/Storm 112 2nd St		
		Total Invoice - 1114.0 Jan 2024			\$412.68
		Invoice - 1139.0 Jan 2024			
			Water/Sewer/Storm 1st St, 300 Hladkey Pk		
			001-000-150-576-80-46-04	Parks-Utilities/waste Disposal	\$178.24
			Water/Sewer/Storm 1st St, 300 Hladkey Pk		
		Total Invoice - 1139.0 Jan 2024			\$178.24
		Invoice - 1176.0 Jan 2024			
			Water/Sewer/Storm 196 Debruyn Ave		
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$183.28
			Water/Sewer/Storm 196 Debruyn Ave		
		Total Invoice - 1176.0 Jan 2024			\$183.28
		Invoice - 1185.1 Jan 2024			
			Water/Sewer/Storm 305 2nd St		
			001-000-150-576-80-46-04	Parks-Utilities/waste Disposal	\$178.96
			Water/Sewer/Storm 305 2nd St		
		Total Invoice - 1185.1 Jan 2024			\$178.96
		Invoice - 1185.2 Jan 2024			
			Water/Sewer/Storm 208 Anthes Ave		
			105-000-000-557-30-46-01	Utilities/VIC & R/R	\$504.90
			Water/Sewer/Storm 208 Anthes Ave		
		Total Invoice - 1185.2 Jan 2024			\$504.90

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - 1396.0 Jan 2024			
			Water/Sewer/Storm 1109 Al Anderson		
			104-000-000-536-10-46-01	Utilities-Cemetery	\$178.96
				Water/Sewer/Storm 1109 Al Anderson	
		Total Invoice - 1396.0 Jan 2024			\$178.96
		Invoice - 1422.0 Jan 2024			
			WaterSewer/Storm 2nd & Cascade 2nd St Irrigation		
			001-000-150-576-80-46-04	Parks-Utilities/waste Disposal	\$89.42
				WaterSewer/Storm 2nd & Cascade 2nd St Irrigation	
		Total Invoice - 1422.0 Jan 2024			\$89.42
		Invoice - 1432.0 Jan 2024			
			Water/Sewer/Storm 4999 Coles Rd		
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$1,321.60
				Water/Sewer/Storm 4999 Coles Rd	
		Total Invoice - 1432.0 Jan 2024			\$1,321.60
		Invoice - 1472.0 Jan 2024			
			Water/Sewer/Storm 300 1st St		
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$178.96
				Water/Sewer/Storm 300 1st St	
		Total Invoice - 1472.0 Jan 2024			\$178.96
	Total 43943				\$3,227.00
Total City of Langley					\$3,227.00
Core & Main LLP					
	43944			2024 - January - 2nd Council Meeting	
		Invoice - U234995			
			5 8X3/4X7 Resetter		
			401-000-000-534-80-31-01	Parts, Chemicals & Supplies	\$1,442.47
				5 8X3/4X7 Resetter	
		Total Invoice - U234995			\$1,442.47
	Total 43944				\$1,442.47
Total Core & Main LLP					\$1,442.47
Correct Equipment, Inc.					
	43945			2024 - January - 2nd Council Meeting	
		Invoice - 50829			
			Accu-tab 60# Pail		
			401-000-000-534-80-31-01	Parts, Chemicals & Supplies	\$1,222.00
				Accu-tab 60# Pail	
		Total Invoice - 50829			\$1,222.00
	Total 43945				\$1,222.00
Total Correct Equipment, Inc.					\$1,222.00

Vendor	Number	Reference	Account Number	Description	Amount
De Lage Landen Financial Services	43946			2024 - January - 2nd Council Meeting	
		Invoice - 81821877			
			Kyocera Copier Lease		
			001-000-000-511-60-40-02	Professional Services - ADMIN Shared Cost	\$41.87
			001-000-010-513-10-40-01	Professional Services - ADMIN Shared Cost	\$41.87
			001-000-015-513-10-40-01	Professional Services - ADMIN Shared Cost	\$41.87
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost	\$44.88
			001-000-070-521-20-40-01	Professional Services - ADMIN Shared Cost	\$41.87
			001-000-100-518-30-40-01	Professional Services - ADMIN Shared Cost	\$41.87
			001-000-120-558-50-40-00	Professional Services - ADMIN Shared Cost	\$41.87
			001-000-150-576-80-40-00	Professional Services - ADMIN Shared Cost	\$41.87
			101-000-000-543-10-40-01	Professional Services - ADMIN Shared Cost	\$41.87
			104-000-000-536-10-40-00	Professional Services - ADMIN Shared Cost	\$41.87
			105-000-000-557-30-40-00	Professional Services - ADMIN Shared Cost	\$41.87
			401-000-000-534-10-40-01	Professional Services - ADMIN Shared Cost	\$42.05
			402-000-000-535-10-40-01	Professional Services - ADMIN Shared Cost	\$42.05
			403-000-000-531-10-40-01	Professional Services - ADMIN Shared Cost	\$42.02
		Total Invoice - 81821877			\$589.70
	Total 43946				\$589.70
Total De Lage Landen Financial Services					\$589.70
Grainger	43947			2024 - January - 2nd Council Meeting	
		Invoice - 1/29/2024 10:58:34 AM			
		Total Invoice - 1/29/2024 10:58:34 AM			
		Invoice - 9974630981			
			Gasket/Vacuum Breaker Repair Kit		
			105-000-000-557-30-47-03	Repair & Maintenance Facilities	\$23.53
				Gasket/Vacuum Breaker Repair Kit	
		Total Invoice - 9974630981			\$23.53
	Total 43947				\$23.53
Total Grainger					\$23.53
Puget Sound Energy	43948			2024 - January - 2nd Council Meeting	
		Invoice - 0042 Jan 24			
			Electricity		
			402-000-000-535-10-43-01	Sewer-Utilities/Waste Disposal	\$11.83
				Electricity	
		Total Invoice - 0042 Jan 24			\$11.83
		Invoice - 0863 Jan 24			
			Electricity		
			402-000-000-535-10-43-01	Sewer-Utilities/Waste Disposal	\$40.48
				Electricity	
		Total Invoice - 0863 Jan 24			\$40.48

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - 0964 Jan 24			
		Electricity			
			105-000-000-557-30-46-01	Utilities/VIC & R/R	\$281.14
			Electricity		
		Total Invoice - 0964 Jan 24			\$281.14
		Invoice - 1532 Jan 24			
		Electricity			
			101-000-000-542-63-46-01	Street Lighting Utilities	\$72.31
			Electricity		
		Total Invoice - 1532 Jan 24			\$72.31
		Invoice - 1760 Jan 24			
		Electricity			
			001-000-150-576-80-46-04	Parks-Utilities/waste Disposal	\$23.12
			Electricity		
		Total Invoice - 1760 Jan 24			\$23.12
		Invoice - 2896 Jan 24			
		Electricity			
			001-000-100-518-30-46-01	Utilities-General Government	\$688.78
			Electricity		
		Total Invoice - 2896 Jan 24			\$688.78
		Invoice - 3304 Jan 24			
		Electricity			
			402-000-000-535-10-43-01	Sewer-Utilities/Waste Disposal	\$398.86
			Electricity		
		Total Invoice - 3304 Jan 24			\$398.86
		Invoice - 3338 Jan 24			
		Electricity			
			001-000-150-576-80-46-04	Parks-Utilities/waste Disposal	\$188.91
			Electricity		
		Total Invoice - 3338 Jan 24			\$188.91
		Invoice - 7646 Jan 24			
		Electricity			
			401-000-000-534-10-46-01	Utilities-Water Dept.	\$195.59
			Electricity		
		Total Invoice - 7646 Jan 24			\$195.59
		Invoice - 8083 Jan 24			
		Electricity			
			402-000-000-535-10-43-01	Sewer-Utilities/Waste Disposal	\$620.07
			Electricity		
		Total Invoice - 8083 Jan 24			\$620.07
		Invoice - 8745 Jan 24			
		Electricity			
			401-000-000-534-10-46-01	Utilities-Water Dept.	\$1,179.85
			Electricity		
		Total Invoice - 8745 Jan 24			\$1,179.85

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - 8978 Jan 24			
			Electricity		
			001-000-150-576-80-46-04	Parks-Utilities/waste Disposal	\$21.09
				Electricity	
		Total Invoice - 8978 Jan 24			\$21.09
		Invoice - 9941 Jan 24			
			Electricity		
			101-000-000-542-63-46-01	Street Lighting Utilities	\$32.37
				Electricity	
		Total Invoice - 9941 Jan 24			\$32.37
	Total 43948				\$3,754.40
Total Puget Sound Energy					\$3,754.40
Sebo's DO IT Center					
	43949				
		2024 - January - 2nd Council Meeting			
		Invoice - A1562418			
			Gal Muriatic Acid		
			402-000-000-535-10-40-04	Sewer Plant Testing	\$12.83
				Gal Muriatic Acid	
		Total Invoice - A1562418			\$12.83
		Invoice - A1562477			
			Wax Ext Kit/Spark Plug		
			402-000-000-535-10-40-06	Fleet Maintenance	\$12.93
				Wax Ext Kit/Spark Plug	
		Total Invoice - A1562477			\$12.93
	Total 43949				\$25.76
Total Sebo's DO IT Center					\$25.76
Grand Total		Vendor Count	8		\$14,893.72



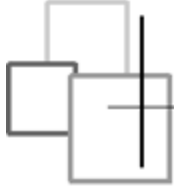
Direct Deposit Activity

Name	Social Security #	Bank Name	Account Number	Type	Amount
Direct Deposit Run - 1/16/2024					
Cattand, Alexis					\$1,968.74
Durr, Robert J.					\$2,202.87
Grone, Wanda J					\$3,235.30
Grove, Timothy J.					\$2,832.86
Gubata, Allison C					\$2,066.98
Hamilton, Bryan E.					\$2,314.21
Hathaway, Nicholas G					\$2,305.39
Herzberg, Robert					\$550.16
Horstman, Krista Kennedy N					\$455.94
Liggitt, Charles E.					\$3,282.38
Marks, Joshua W.					\$2,055.13
McDivitt, Tara J					\$1,840.92
Pace, Jeremiah J.					\$1,706.24
Penny, Meredith B					\$2,900.05
Perry, Randi M.					\$2,943.69
Proffitt, Austin L					\$2,712.58
Rentfrow, Mark					\$3,044.16
Wasser, Tavier					\$3,163.96
					\$41,581.56
Bobis, Harolynne N					\$45.88
Cattand, Alexis					\$1,705.15
Durr, Robert J.					\$2,209.70
Fleming, Gail T					\$45.88
Grone, Wanda J					\$3,067.28
Grove, Timothy J.					\$2,315.39
Gubata, Allison C					\$1,840.67
Hamilton, Bryan E.					\$1,948.51
Hathaway, Nicholas G					\$2,504.75
Herzberg, Robert					\$517.00
Horstman, Krista Kennedy N					\$455.94
Liggitt, Charles E.					\$2,885.79
Marks, Joshua W.					\$1,614.21
McDivitt, Tara J					\$1,581.94

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Pace, Jeremiah J.	\$1,481.11
Penny, Meredith B	\$2,750.65
Perry, Randi M.	\$2,790.18
Proffitt, Austin L	\$1,986.48
Rentfrow, Mark	\$3,015.15
Salerno, Rhonda A	\$45.88
Wasser, Tavier	\$3,007.46
	\$37,815.00
	\$79,396.56



Register

Number	Name	Fiscal Description	Cleared	Amount
<u>43879</u>	Cyr, Craig	2024 - January - 1st Council Meeting	1/19/2024	\$45.88
<u>43880</u>	Gill, Thomas	2024 - January - 1st Council Meeting	1/9/2024	\$45.88
<u>43881</u>	AFLAC WORLDWIDE HEADQTRS	2024 - January - 1st Council Meeting	1/18/2024	\$159.08
<u>43903</u>	Health Care Authority	2024 - January - 1st Council Meeting	1/17/2024	\$29,949.28
<u>43904</u>	National Fraternal Order of Police	2024 - January - 2nd Council Meeting		\$226.50
<u>ACH 1.18.24 EFTPS-IRS</u>	City of Langley	2024 - January - January Manual	1/18/2024	\$14,361.90
<u>ACH 1.24.24 DRS</u>	DEPT OF RETIREMENT	2024 - January - January Manual	1/29/2024	\$9,381.85
<u>ACH 1.25.24 L & I Q4-2023</u>	DEPT OF LABOR & INDUST	2024 - January - January Manual	1/29/2024	\$6,522.85
<u>EFT 1.29.24 Q4-2023</u>	EMPLOYMENT SECURITY DEPT	2024 - January - January Manual	1/29/2024	\$641.39
<u>EFT DRS 1.5.2024</u>	DEPT OF RETIREMENT	2024 - January - 1st Council Meeting	1/17/2024	\$8,421.70
<u>EFTPS 1.4.23 IRS 12.16-12.31</u>	City of Langley	2024 - January - January Manual	1/4/2024	\$13,068.95
				\$82,825.26



CITY OF LANGLEY

DRAFT Council Meeting Minutes

Tuesday, January 16, 2024 @ 5:30 P.M.

Langley City Hall

112 Second Street, Langley, WA 98260

Recording may be found at:

https://www.langleywa.org/GMT20240117-013024_Recording.m4a

Times listed in **red** indicate the location in the recording.

1. CALL TO ORDER at 5:31 pm by Mayor Kennedy Horstman

- a. Land Acknowledgement **(00:01:18)**
- b. Opening Words/Minute of Silence
- c. Roll Call

City officials in attendance: Mayor Kennedy Horstman, Councilmember Harolynne Bobis (arrived 5:39 pm), Councilmember Rhonda Salerno, Councilmember Chris Carlson, Councilmember Craig Cyr, Councilmember Gail Fleming

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

2. CONSENT AGENDA (The CONSENT AGENDA consists of routine items that normally do not require further Council discussion) **(00:03:22)**

- a. Approval of Commission Meeting Minutes posted since previous Council Meeting
- b. Approval of City Council Meeting Minutes for meeting: 01/02/2024
- c. No objection of Liquor License renewals (The Braeburn, The Inn at Langley, The Star Store)
- d. Appointment of Thomas Gill to the Civil Service Commission
- e. Appointment of Judith Adams to the Cemetery Board
- f. Appointment of David Docter to the Parks and Open Space Commission

Motion was made to adopt Consent Agenda as presented

Motion: Councilmember Chris Carlson

2nd: Councilmember Rhonda Salerno

Motion passed 4 – 0. Councilmember Bobis was not present at vote.

3. APPROVAL OF AGENDA **(00:03:55)**

Motion was made to adopt Agenda

Motion: Councilmember Rhonda Salerno

2nd: Councilmember Craig Cyr

Discussion: Councilmember Fleming requested that item – 6.d. Special Meeting be added to the agenda. The order of the agenda was amended as below.

Motion passed 4 - 0 to adopt agenda as amended. Councilmember Bobis was not present at vote.

4. PUBLIC COMMENT PERIOD (00:06:25)

Public comment was given by the following participants:

- Carl Chaney regarding the Port of South Whidbey Zoning Request.
- Albert Gabelein regarding the Port of South Whidbey Zoning Request.
- Mike Gallion regarding the Port of South Whidbey Zoning Request.
- Steve Myers regarding the Port of South Whidbey Zoning Request.
- Nancy Thelen regarding the Port of South Whidbey Zoning Request.
- Dave Lovejoy regarding the Port of South Whidbey Zoning Request.
- Basil Hasoun regarding the actions of Israel with regard to the response to the Hamas attack in October 2023.
- Gwendy Gabelein regarding the Port of South Whidbey Zoning Request.

5. NEW BUSINESS (00:26:40)

a. City of Langley Interfund Loan Policy

Finance Director Wanda Grone reviewed the memo that was included in the package and offered to answer questions. A discussion followed.

Motion was made to approve Interfund Loan Policy as presented. (00:35:27)

Motion: Councilmember Rhonda Salerno

2nd: Councilmember Chris Carlson

Motion passed unanimously 5 – 0

b. Request from Upper Langley (UL) Cohousing Homeowners Association (HOA) for the City Council to approve a change in the UL HOA Covenants, Conditions and Restrictions (CCRs) to allow the community to use the \$16,000 Water Reserve Fund to install a solar panel array on the community Common House. (00:37:05)

Cary Peterson explained the reasoning behind the request to approve a change in the UL HOA CCRs.

Motion was made to approve request from Upper Langley (UL) Cohousing Homeowners Association to change the UL HOA CCRs to allow the community to use the \$16,000 Water Reserve Fund to install a solar panel array on the community Common House.

Motion: Councilmember Rhonda Salerno

2nd: Councilmember Craig Cyr

Motion passed unanimously 5 – 0

c. Langley Infrastructure Project Update (memo) (00:52:09)

Public Works Director Randi Perry reviewed the most recent updates to the Langley Infrastructure Project. A discussion followed where the Council asked a series of questions.

Councilmember Cyr raised a Point of Order that the Council needs to suspend the 5-day requirement in Langley Ordinance 2.06.220 in order to pass the Interfund Loan Policy. (01:53:30)

Motion was made to suspend the 5-day requirement in Ordinance 2.06.220 due to the urgency of the request.

Motion: Councilmember Craig Cyr

2nd: Councilmember Rhonda Salerno

Councilmember Bobis called the question.

The Council voted unanimously in favor.

Motion passed unanimously 5 – 0

d. Special Meeting to discuss Public Works Board Loan opportunity for the Langley Infrastructure Project (LIP) and to answer questions to be held on January 22, 2024. (added to agenda at meeting) (01:55:22)

Motion was made to postpone the Public Meeting from January 22 to January 29, 2024.

Motion: Councilmember Gail Fleming

2nd: Councilmember Rhonda Salerno

Discussion: Council discussed the reason for the request. Staff raised issues with moving the meeting date to January 29.

Councilmember Carlson called the question.

The Council voted in favor of calling the question.

Motion failed to postpone the meeting. Two in favor, three opposed.

Motion was made to hold a Special Council Meeting at a later date.

Motion: Councilmember Rhonda Salerno

Motion was not seconded.

Motion was made to postpone the remaining agenda items for another meeting. (02:27:20)

Motion: Councilmember Rhonda Salerno

2nd: Councilmember Gail Fleming

Motion passed unanimously 5-0.

Mayor Horstman thanked Administrator Mark Rentfrow for his service to the City.
Administrator Rentfrow made a brief statement. (02:29:05)

ALL ITEMS BELOW WERE POSTPONED:

- ~~e. Environmental and Affordability Concerns Related to Increased Density in East Langley—
(Councilmember Carlson)~~
- ~~f. Letter of Support for HB 2049— ReWRAP Act (Extended Producer Responsibility (EPR) for
Packaging and Paper Products)— (Councilmember Salerno)~~

6. UNFINISHED BUSINESS

- ~~a. 2024 Council Handbook (memo— Councilmember Salerno)~~

7. DISCUSSION

- ~~a. Commissions (memo— Councilmember Salerno)— 10 Minutes; pp. 47-49
 - ~~i. Follow up on Ordinance Review~~
 - ~~ii. Report on Feedback from Commissions~~
 - ~~iii. Review of Commission Ordinance Template~~~~

8. STAFF REPORTS & CHAMBER REPORT

- ~~a. MAYOR'S REPORT~~
- ~~b. Mark Rentfrow; pp. 50~~
- ~~c. Wanda Grone; pp. 51~~
- ~~d. Randi Perry; pp. 52-53~~
- ~~e. Tavier Wasser; pp.~~
- ~~f. Meredith Penny; pp. 54-56~~
- ~~g. Inge Morascini— Langley Chamber of Commerce; pp.~~

9. COUNCIL REPORTS — 15 minutes

- ~~a. Councilmember Harolynne Bobis~~
- ~~d. Councilmember Rhonda Salerno~~
- ~~e. Councilmember Chris Carlson~~
- ~~f. Councilmember Craig Cyr~~

~~g. Councilmember Gail Fleming~~

10. **ADJOURNMENT** at 8:02 pm BY Mayor Horstman



CITY OF LANGLEY

Special Council Meeting Minutes - DRAFT

Monday, January 22, 2024, 7:00 pm

Soundview Center

432 Third Street, Langley, WA 98260

Recording may be found at:

cms4files1.revize.com/langleywashington/GMT20240123-024926_Recording.m4a

Times listed in **red** indicate the location in the recording.

1. CALL TO ORDER at 7:02 pm by Mayor Kennedy Horstman

- a. Opening Words/Minute of Silence
- b. Roll Call

City officials in attendance: Mayor Kennedy Horstman, Councilmember Rhonda Salerno, Councilmember Chris Carlson, Councilmember Craig Cyr, Councilmember Gail Fleming

Staff in attendance: Wanda Grone, Director of Finance; Meredith Penny, Director of Community Planning; Randi Perry, Director of Public Works; Kristen Abraham, Interim Deputy Clerk

2. NEW BUSINESS

Councilmember Rhonda Salerno reviewed a memo regarding conversation with Washington Public Works Board Manager Max Wedding. (00:03:55)

3. PRESENTATION

- a. Director of Public Works Randi Perry gave a presentation on the Public Works Board Loan opportunity for the Langley Infrastructure Project (LIP). (00:08:55)
- b. A Question & Answer period with Councilmembers and members of the community followed the presentation. (00:52:00)

4. ADJOURNMENT Meeting adjourned at 9:01 pm



CITY OF LANGLEY VOLUNTEER APPLICATION

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

bnl
 1.17.24

Thank you for your interest in volunteering for the City of Langley. Please complete the following application and submit to adminassist@langleywa.org. We will contact you if we have a position that is suitable.

Which position are you applying for?

Commission/Board/Department:	Finance and Personnel Legislative Commission (FPLC)
Position (i.e., chair, member, alternate, other):	member

Last Name:	First Name:	MI:
McCoy	Barbara (Bobbie)	J
Street Address: REDACTED PER RCW		
City:	Langley	Zip: 98260
Mailing Address (if different than above):		
Street:		
City:		Zip:
Email:	REDACTED PER RCW	Phone: REDACTED PER RCW

Please briefly describe why you are interested in volunteering for the City of Langley:

I enjoying being part of a positive caring environment. I have financial and accounting skills. I believe being part of this commission would support what I enjoy and create an opportunity you use my skills.

BACKGROUND

Education:	BA in Business Management and Accounting (cum laude)
Occupation(s):	Financial Management for an Engineering Firm
Volunteer Work:	Langley Cemetery Board, assisting early reading in Illinois public school, treasurer Prosser Swim Team
Hobbies:	walking, reading, gardening
Other applicable experience:	my background has several accounting, business management, and personnel management positions in both professional and volunteer situations.



CITY OF LANGLEY VOLUNTEER APPLICATION

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

Thank you for your interest in volunteering for the City of Langley. Please complete the following application and submit to adminassist@langleywa.org. We will contact you if we have a position that is suitable.

*KNH
1-22-24*

Which position are you applying for?

Commission/Board/Department:	Civil Service Commission
Position (i.e., chair, member, alternate, other):	member

Last Name:	First Name:	MI:
Emerson	Sharon	
Street Address:	REDACTED PER RCW	
City:	Langley	Zip: 98260
Mailing Address (if different than above):	REDACTED PER RCW	
Street:	REDACTED PER RCW	
City:	Langley	Zip: 98260
Email:	REDACTED PER RCW 42 56 250(1)(d) Sensitive	Phone: REDACTED

Please briefly describe why you are interested in volunteering for the City of Langley:

I'm interested in helping Langley be a great community. I have taken a break from volunteering the last couple of years and am now ready for some new projects. This seems like a board that would fit with my skills and available time.

BACKGROUND

Education:	BS in Nursing
Occupation(s):	Owned home care agency for 30 years
Volunteer Work:	Most recently, founding member of South Whidbey at Home. In prior years, on various boards such as Whidbey Aids Support
Hobbies:	Entertaining my dog, reading, open water swimming, hiking, sewing
Other applicable experience:	I am familiar with the basic structure of Langley government and the general workings of the city.



City of Langley
Council Agenda Packet
01/05/2024

VOLUNTEER APPLICATION

CITY OF LANGLEY

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

SKILLS

Please list any applicable skills you have for the position:

Developed, supervised, and managed workforce of 110+ for several decades; comfortable with most computer technology; decent writing skills, especially good at writing policies, procedures, and other bureaucratic stuff; dependable

Are you at least 18 years of age? Yes <input checked="" type="radio"/> No <input type="radio"/>	If not 18 years or older, please provide your age: <input style="width: 80%;" type="text"/>
--	---

Most commission meetings are held Monday – Friday and may be held either during regular business hours or in the evenings. Please indicate your availability below:

Days:	Mon <input checked="" type="checkbox"/>	Tues <input checked="" type="checkbox"/>	Wed <input checked="" type="checkbox"/>	Thurs <input checked="" type="checkbox"/>	Fri <input checked="" type="checkbox"/>	Sat <input type="checkbox"/>	Sun <input type="checkbox"/>
-------	---	--	---	---	---	------------------------------	------------------------------

Hours: Morning <input type="checkbox"/>	Afternoon <input checked="" type="checkbox"/>	Evening <input checked="" type="checkbox"/>
---	---	---

If there are specific times you are available, please list them here:	
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Signature: <i>Sharon Emerson</i>	Date: 01/19/24
----------------------------------	----------------

City Council Member/Mayor Handbook



**THE CITY OF
LANGLEY**

Third Edition January 2024



Council Member/Mayor Handbook

Welcome to Public Service at the City of Langley! Your effort is what keeps our City working and is greatly appreciated. This handbook has been assembled to help you find your way in your role as part of the legislative body. It will be passed on to the next person filling your role, so please leave the pages intact.

The table of contents contains the links to the documents found within. Included is a page entitled 'Page of Revisions'. The intent of this page is to maintain this handbook as a 'living' document and will be updated every year henceforth. Please use the 'Page of Revisions' to keep track of updates that may be needed, additions of new documents and removal of items no longer useful or accurate. At the beginning of each year, you will be given a new 'Page of Revisions' and the previous one collected from you.

Tasks and Information for new City Council Members:

- Submit photo to administrator@langleywa.org to be published on the City website, https://www.langleywa.org/government/city_council.php.
- Install the council@langleywa.org address onto your computer. Your City email will consist of 'council' with your position number following. You will need to obtain the password from the City Clerk/Administrator.
- Fill out the Oath of Office (see attached), required Tax documentation and any direct deposit information with the City Clerk/Administrator and Finance Director.
- Collect your key to City Hall from the City Clerk/Administrator and locate your Council mailbox.
- Complete the Open Public Meeting Act [OPMA] <https://wacities.org/data-resources/open-public-meetings-act-elearning> and Public Records Act [PRA] https://wacities.org/elearning/prastory_html5.html#trainings and email clerk@langleywa.org indicating that you have done so.
- Save and file all incoming and outgoing emails regarding all City business in an appropriate place on your computer. All communications regarding the City of Langley must be downloaded to the City Clerk at the end of your term. This is a requirement of the Public Records Act.
- Attend City Council meetings on the first and third Monday of every month at 5:30 P.M. Whenever Monday falls on a legal holiday, regular meetings will be held the following Tuesday. When you are unable to attend in person, a Zoom link is available to you.
- Prepare for Council meetings by reading the Agenda Packet that is sent out by email the Friday prior to the meeting.
- Rules of Procedures for City Council are found in Chapter 2.06 in our Langley Municipal Code [LMC], <https://www.codepublishing.com/WA/Langley/>



TABLE OF CONTENTS

I. Parliamentary Procedure

- A. Citizen's Guide to Effective Conduct of Public Meetings Using Parliamentary Procedure and Roberts Rules of Order in Washington State
https://sumnerwa.gov/wp-content/uploads/2017/11/Citizens-Guide_Parliamentary.pdf
- B. Basics of Parliamentary Procedure
<http://octsa.ua.edu/uploads/1/6/6/9/16699238/basics-of-parliamentary-procedures.pdf>
- C. Parliamentary Procedure at a Glance (Alice Sturgis)
https://cseweb.ucsd.edu/~ddahlstr/misc/roberts/parlia_sturgis.pdf
- E. Sturgis's Standard Code of Parliamentary Procedure
https://www.wku.edu/ogden/documents/curriculum_committee/strurgisstandardcodeofparliamentarprocedure08312015.pdf
- F. Getting your Board to Buy in to Robert's Rules of Order
<https://jurassicparliament.com/wp-content/uploads/2019/01/Getting-your-board-to-buy-in.pdf>
- G. Point of Order and Appeal are the Heart of Democracy
<https://jurassicparliament.com/wp-content/uploads/2019/05/Point-of-Order-Appeal-heart.pdf>
- H. How do you 'Call the Question' in Robert's Rules?
<https://jurassicparliament.com/wp-content/uploads/2019/05/Call-the-question.pdf>,
- I. Inappropriate Remarks on Local Government Councils
https://jurassicparliament.com/wp-content/uploads/2017/12/Inappropriate-Remarks_Local-Govt-Councils.pdf

II. Mayor/Council Information

- A. Elected Officials Road Map
<https://wacities.org/docs/default-source/resources/eoroadmap.pdf?sfvrsn=6>
- B. Mayor & Councilmember Handbook
<https://mrsc.org/getmedia/034f13b6-7ec2-4594-b60b-efaf61dd7d10/Mayor-And-Councilmember-Handbook.pdf.aspx?ext=.pdf>,
- C. Knowing the Territory - Basic Legal Guidelines for Washington City Officials
<https://mrsc.org/getmedia/1e641718-94a0-408b-b9d9-42b2e1d8180d/Knowing-The-Territory.pdf.aspx?ext=.pdf>
- D. So You Want to be an Elected Official
https://wacities.org/docs/default-source/resources/electedofficialspamphlet.pdf?sfvrsn=bdd1594f_4
- E. Oath of Office for Local Elected Officials/City of Langley's Oath – See attached.
- F. Oath of Office for Local Elected Officials/City of Langley's Oath – See attached.
<https://mrsc.org/stay-informed/mrsc-insight/october-2023/oath-of-office>

III. Meetings

- A. Essential Guidelines for City Councils
<https://jurassicparliament.com/wp-content/uploads/2021/01/City-Council-Guidelines-Updated.pdf>
- B. What are the 11 Duties of the Chair?
https://jurassicparliament.com/wp-content/uploads/2021/07/Duties-of-Chair_2021.pdf
- C. CHEAT-SHEET-Language-Tips for Meeting Management
<https://jurassicparliament.com/wp-content/uploads/2018/02/CHEAT-SHEET-Language-Tips.pdf>
- D. What does it look like if the chair is being a bully?
<https://jurassicparliament.com/wp-content/uploads/2021/12/What-does-it-look-like-chair-being-bully.pdf>
- E. Follow Four Fundamental Guidelines for Successful Meetings
<https://jurassicparliament.com/wp-content/uploads/2019/01/Four-fundamental-guidelines.pdf>

F. Are your Meetings Seven Hours Long?

<https://jurassicparliament.com/wp-content/uploads/2021/02/Are-your-meetings-long.pdf>

G. Tips for Government Bodies Meeting Remotely

<https://jurassicparliament.com/wp-content/uploads/2020/06/Tips-for-government-bodies.pdf>

H. Essential Tips for Effective Online Meetings

<https://jurassicparliament.com/effective-online-meetings>

J. When Public Pressure is Intense

<https://jurassicparliament.com/wp-content/uploads/2021/01/When-public-pressure-is-intense.pdf>

K. When First Amendment Rights and Public Meetings Clash

<https://mrsc.org/stay-informed/mrsc-insight/july-2020/when-1st-amendment-rights-public-meetings-clash>

L. Mastering Council Meetings-Sample Chapter – See attached.

<https://jurassicparliament.com/what-we-offer/book/>

M. Indigenous People and Land Recognition – See attached.

N. City Council Meeting Agenda Template – See attached.

O. City Council Agenda Item Memo Template – See attached.

IV. Policy Making

A. Roles and Responsibilities of Local Government Leaders

<https://mrsc.org/explore-topics/governance/officials/roles-and-responsibilities>

B. Dangers of Consensus Decision Making

<https://jurassicparliament.com/wp-content/uploads/2019/05/Dangers-of-consensus.pdf>

V. Committees

B. Essential Guidelines for Citizen Advisory Committees

<https://jurassicparliament.com/wp-content/uploads/2019/03/JP-Citizen-Advisory-Committee-Guidelines.pdf>

C. Advisory Boards and Commissions

<https://mrsc.org/explore-topics/governance/engagement/boards-and-commissions>

D. List of City/Town Statutorily Required Boards Under Certain Conditions

<https://mrsc.org/getmedia/76A35D59-DAD3-483A-B335-ABA1A1EC2979/boards-1.aspx>

E. List of City/Town Optional Boards and Commissions

<https://mrsc.org/getmedia/95A1271A-66A1-48A1-8F2A-07949A4BD193/boards-2.aspx>

F. When is a Committee Not a Committee under the OPMA?

<https://mrsc.org/stay-informed/mrsc-insight/april-2014/when-is-a-committee-not-a-committee-under-the-opma>

G. Successful Tips for Recruiting Board and Commission Members

<https://mrsc.org/stay-informed/mrsc-insight/july-2013/successful-tips-for-recruiting-board-and-commissio>

H. Youth Participation in Local Government

<https://mrsc.org/explore-topics/governance/engagement/youth-participation>

I. Essential Guidelines for Planning Commissions

<https://jurassicparliament.com/wp-content/uploads/2019/03/JP-Planning-Commission-Guidelines.pdf>

J. City of Langley Volunteer Application

<https://cms4files1.revize.com/langleywashington/Form%20-%20Volunteer.pdf>

VI. Ethics

A. City of Langley Ethics Code - LMC Chapter 1.25 as of January 2024

<https://www.codepublishing.com/WA/Langley/#!/html/Langley01/Langley0125.html>

VII. Equity

A. Equity Resource Guide

https://wacities.org/docs/default-source/resources/equityresourceguide.pdf?sfvrsn=dd05244f_3

VIII. Rules and Regulations

A. Open Public Meeting Act [OPMA] Training

<https://wacities.org/data-resources/open-public-meetings-act-elearning>

B. Public Records Act [PRA] Training

https://wacities.org/elearning/prastory_html5.html



Council Member/Mayor Handbook

PAGE OF REVISIONS 2024

Please use this page to keep track of updates needed in this City of Langley Council/Mayor Handbook that you become aware of throughout the year, additions of new documents and removal of items no longer useful or accurate. It will be collected at the beginning of each year and replaced with a new one along with a new Table of Contents and any necessary changes. In this way, the council/mayor handbook remains a 'living' document. Thank you.



Indigenous People and Land Recognition

We recognize that South Whidbey Island has been inhabited by the sduhubš (Snohomish) since time immemorial. They have hunted, fished, gathered, and stewarded these lands. We respect their sovereignty, their right to self-determination and honor their sacred and spiritual connection with the land and water. We embrace them as a living, vibrant part of our community's present and future and will work together to help preserve and enhance the ecosystems upon which we all depend.

January 2, 2024



CITY OF LANGLEY DRAFT COUNCIL AGENDA

Monday MONTH DATE, YEAR @ 5:30 P.M.

CALL TO ORDER – 5 minutes

1. **Opening Words**
2. **Roll Call**

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

APPROVAL OF AGENDA – 3 minutes

APPROVAL OF MINUTES – 3 minutes

PUBLIC COMMENT PERIOD* – 30 minutes

PRESENTATION/GUEST SPEAKER/COMMISSION REPORTS – 10 minutes

MAYOR'S REPORT – 10 minutes

ORDINANCES/RESOLUTIONS

PUBLIC HEARING

NEW BUSINESS

UNFINISHED BUSINESS

DISCUSSION/COUNCIL ACTION

STAFF REPORTS

COUNCIL REPORTS– 15 minutes

EXECUTIVE SESSION

ADJOURN

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

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



To: Langley City Council Members

From: _____

Date: _____

Topic: _____ **Number of pages (including this one):** _____

Introduction/Summary:

Council Action Request:

Timeline for Action:

Financial Implications:

Staff Time Implications:

List all Attachments:



**Council Member Oath of Office
City of Langley**

STATE OF WASHINGTON)
) ss.
COUNTY OF ISLAND)

I, **[Name of Council Member]**, do solemnly affirm that I will support the Constitution of the United States and the Constitution and laws of the State of Washington, and all local ordinances, and that I will faithfully and impartially perform and discharge the duties of the office of Langley City Council Position [1, 2, 3, 4 or 5], according to the law and the best of my ability.

[Name of Council Member]

SUBSCRIBED AND AFFIRMED to before me this [] day of [month], [year].

[Name of Certified Clerk or Notary]



**Mayoral Oath of Office
City of Langley**

STATE OF WASHINGTON)
) ss.
COUNTY OF ISLAND)

I, **[Name of Mayor]**, do solemnly affirm that I will support the Constitution of the United States and the Constitution and laws of the State of Washington, and all local ordinances, and that I will faithfully and impartially perform and discharge the duties of the office of mayor for the City of Langley, according to the law and the best of my ability.

[Name of Mayor]

SUBSCRIBED AND AFFIRMED to before me this [] day of [month], [year].

[Name of Certified Clerk or Notary]

**CITY OF LANGLEY
RESOLUTION No. 843**

**A RESOLUTION OF THE CITY OF LANGLEY,
WASHINGTON, REVISING THE CITY COUNCIL
MEMBER/MAYOR HANDBOOK FOR 2024 AND
REPEALING RESOLUTION No. 836**

WHEREAS, chapter 35A.11 RCW gives the Langley City Council the power to organize and regulate its internal affairs within the provisions of Title 35A RCW; and

WHEREAS, the City Council adopted the first edition of the City of Langley City Council Member / Mayor Handbook in 2022 (the “Handbook”); and

WHEREAS, the City Council endeavors to review and update the Handbook annually; and

WHEREAS, the City Council wishes to adopt a revised and updated edition of the Handbook for 2024;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LANGLEY,
WASHINGTON, DOES RESOLVE AS FOLLOWS:**

Section 1. The City of Langley City Council Member / Mayor Handbook is hereby updated and adopted in full as the new updated edition for 2024, as set forth in Exhibit A attached hereto.

Section 2. Resolution No. 836 is hereby repealed in its entirety upon the passage date of this resolution.

Section 3. This resolution is effective immediately upon its enactment by the City Council.

**PASSED BY THE CITY COUNCIL OF THE CITY OF LANGLEY, WASHINGTON, AT
A REGULAR MEETING THERETO, THIS 5th DAY OF FEBRUARY, 2024.**

Krista “Kennedy” Horstman, Mayor

ATTEST:

Tara McDivitt, Notary

**CONTRACT FOR SERVICES
CITY OF LANGLEY AND SOUND MAINTENANCE SERVICES**

THIS CONTRACT FOR SERVICES (“Agreement”) is entered into this _____ day of _____, 2024, by and between the City of Langley, a municipal corporation of the State of Washington (“City”), and Sound Maintenance Services, 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 **one thousand nine hundred and ninety eight Dollars (\$1,998.00)** 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 **APRIL 5, 2024 and ending APRIL 5, 2025**, 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.

C. In the event Contractor fails to pay any taxes, assessments, penalties, or fees imposed by the City or any other governmental body, then Contractor authorizes the City to deduct and withhold and/or pay over to the appropriate governmental body those unpaid amounts upon demand by the governmental body. This provision shall, at a minimum, apply to taxes and fees imposed by City ordinance. Any such payments shall be deducted from the Contractor's total compensation.

8. **Audits and Inspections.** The records and documents with respect to all matters covered by this Agreement shall be subject at all times to inspection, review, or audit by law during the term of this Agreement. The City shall have the right to conduct an audit of Contractor's financial statement and condition and to a copy of the results of any such audit or other examination performed by or on behalf of Contractor.

9. **Termination.** This Agreement may be terminated by the City at any time upon seven (7) days' written notice; provided, that if Contractor's insurance coverage is canceled for any reason, the City shall have the right to terminate this Agreement as provided in Subsection 6(D) herein.

10. **Discrimination Prohibited.** Contractor shall comply with all Equal Employment Opportunity regulations and shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Contractor on the basis of race, color, religion, creed, sex, age, national origin, marital status or the presence of any sensory, mental or physical handicap.

11. **Assignment and Subcontract.** Contractor shall not assign or subcontract any portion of the services contemplated by this Agreement without the prior written consent of the City.

12. **Entire Agreement; Modification.** This Agreement contains the entire agreement between the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind any of the parties hereto. Proposed changes which are mutually agreed upon shall be incorporated by written amendments or addenda signed by both parties.

13. **Notices.** Notices required hereunder shall be delivered via first class U.S. mail to the addresses below:

To the City of Langley: Mayor
City of Langley
P.O. Box 366
Langley, WA 98260

To Contractor: Cameron Quantrille
Sound Maintenance Services, Inc.
8270 S 192nd Street
Kent WA 98032

14. **Applicable Law; Venue; Attorneys' Fees.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit,

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.

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.

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: _____
Krista "Kennedy" Horstman, Mayor

By: _____
Cameron Quantrille, District Manager

Attest/Authenticated:

Tara McDivitt, Notary Public

EXHIBIT A:

SCOPE OF SERVICES

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

- Public Restroom Daily Cleaning:
- Toilet bowl cleaning and sanitizing of surrounding surfaces (2 Men's, 4 Women's).
- Urinal cleaning and sanitizing of surrounding surfaces
- Clean and wipe down sinks, mirrors, and changing tables
- Sweep and mop restroom floors
- Replace restroom consumables as needed (toilet paper, paper towels, seat covers, soap, and sanitary bin liners)
- Replace liners in all trash receptacles
- Apply ice melt as appropriate in snow or icy conditions **to the area in front of the restrooms**

Commented [A1]: Is it fair to assume the application should cover the entire slab of concrete out to the steps for the parking lot and between the Chamber of Commerce? Or should it be limited to the front of the restroom entrances only.

Commented [A2R1]: Just the area in front of the restrooms.

DRAFT

**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#: 2 0 - 0 9 2 6 2 6 2

SS#: - -

Print Name: Cameron Quantrille

Print Title: District Manager

Business Name: Sound Maintenance Services

Business Address: 8270 S. 192nd Street, Kent WA 98032

From: Dismantling Systemic Racism Commission (DSR)
To: Langley City Council
Re: The Emergency in Gaza
Date: January 10, 2024

The DSR recommends the Council pass a Resolution pertaining to the emergency in Gaza. We have taken the liberty of drafting a Resolution for your consideration.

Our research shows at least eleven cities in the U.S. have passed resolutions addressing the emergency in Gaza: Akron OH, Atlanta GA, Bridgeport CT, Detroit MI, Oakland CA, Providence RI, Richmond CA, San Francisco CA, Seattle WA, Wilmington DE, and Ypsilanti MI. In creating this draft Resolution we are recommending to you, we have drawn heavily from the work of these cities and also generally from the work of Jewish Voices for Peace.

Some of these cities chose to focus most simply on calling for a ceasefire, some went much further into potential controversy by naming what is happening in Palestine with terms such as war crimes, violations of international humanitarian law, apartheid, and genocide.

As you will see in the attached draft Resolution, we have veered in the direction of potential controversy. This comes not because we seek controversy but from our commitment to you to help you dismantle systemic racism. That commitment requires us to research, to listen, and to learn from the leaders of marginalized communities locally, across the country, and from around the world. We commit to speak honestly and transparently with you as we advise you regardless of what may be our own or your discomfort.

Discomfort is not the same as danger, as being at risk of violence and death. The reality of violence and death is what is confronting the Palestinians in Gaza, and indeed everyone in Israel too, as you read this memo.

Please note that the Langley Council has also made a commitment to address climate change, within which falls the work of climate justice. We have shared our call with Langley's Climate Crisis Action Commission to join with the DSR to condemn what many are calling the ecocide taking place in Gaza. War by definition creates a toxic biosphere, and renders near impossible any hope for a community's resilience in the face of climate change. For example, wartime activities cause significant greenhouse gas emissions, require intense resources to rebuild, and prevent communities from taking further climate action.

Resolution on the Emergency in Gaza

**Drafted by the DSR for the Langley City Council
January 10, 2024**

WHEREAS, on July 6, 2020 the City of Langley passed Council Resolution 811 stating a commitment to dismantle systemic racism and to create an anti-racist, inclusive community;

WHEREAS, in just a matter of months between October 7th 2023 and January 10, 2024, armed violence has claimed the lives of over 1,200 Israelis and over 22,800 Palestinians;

WHEREAS, in these same few weeks more than 1.9 million Palestinians living in Gaza, many of whom were already refugees or descendants of refugees due to prior decades of strategic violence, have been displaced by Israeli bombing and its ground invasion;

WHEREAS, hundreds of thousands more lives are at risk if a permanent ceasefire is not immediately achieved and humanitarian aid sufficient to the need immediately delivered;

WHEREAS, Palestinian, Jewish, Druze and all other inhabitants of Israel, the Occupied Territories, and Gaza have a right to exist without fear of violence or displacement;

WHEREAS, all human life is precious and the targeting of civilians, no matter their faith or ethnicity, is a violation of international humanitarian law;

WHEREAS, through both their constant bombardment of Gaza and their withholding of access to electricity, drinking water, food, fuel, and humanitarian aid, the state of Israel is engaging in collective punishment against the civilian people in Gaza, by definition a war crime under international law;

WHEREAS, Holocaust and genocide scholars, human rights groups, and legal experts have stated that the Israeli government is acting towards the Palestinian people with clear genocidal intent;

WHEREAS, the City of Langley wishes to decry any and all acts of violence, and express its deepest condolences to all those affected by these actions;

WHEREAS, there have been an increasing number of dehumanizing and deadly incidents of anti-Palestinian, anti-Muslim, and antisemitic (1) rhetoric and violence within the United States;

WHEREAS, there is no military solution to this crisis, and only a political solution can lead to a peace based on common humanity, human rights, freedom and justice;

WHEREAS, the City of Langley recognizes that the current crisis takes place within a long history and affirms that, for a pathway to lasting peace and justice to be developed, the root causes of the crisis need to be addressed;

WHEREAS, in its work to dismantle systemic racism Langley's City Council necessarily takes its direction from Black, Indigenous, and other People of Color (BIPOC);

WHEREAS, BIPOC scholars, educators, teachers, and activists from across the U.S. and around the world define what has been happening in Israel, the Occupied Territories and Gaza for decades, and since October 7th with increasing focus, a clear example of systemic racism by both design and outcome;

WHEREAS, international organizations such as Doctors Without Borders, Amnesty International, the United Nations, the World Health Organization, the U.S. Agency for International Development (USAID), the International Rescue Committee, and many others have called for an immediate and permanent ceasefire in order to prevent the further loss of civilian life and to be in accordance with international humanitarian law;

WHEREAS, leaders of all three Abrahamic faiths, Muslim, Jewish, and Christian, have likewise called for an immediate ceasefire in Gaza, as have national and global organizations representing adherents of these three religions;

WHEREAS, the state of Israel would not be able to conduct itself in Israel, the Occupied Territories and Gaza as it is doing without the enormous financial support of the United States, support that is being provided to Israel at the same time that Americans (and disproportionately BIPOC Americans) are deprived of the funds necessary to meet their urgent needs;

WHEREAS, sixty-six percent of American voters support a ceasefire according to an October 20, 2023 Data for Progress poll (2) and want to see the U.S. leverage its diplomatic relationships to prevent further violence and civilian deaths;

WHEREAS, the Federal Government holds immense diplomatic power to save Palestinian and Israeli lives, and H.Res. 786 (House Resolution 786: "Calling for an immediate deescalation and cease-fire in Israel and occupied Palestine") therefore calls upon the Biden Administration to demand a ceasefire and to provide humanitarian aid (3);

NOW, THEREFORE BE IT RESOLVED, by the Council of the City of Langley, that it decries systemic racism and acts to the full extent of its capacity to dismantle systemic racism not only within its own boundaries but wherever it may have influence;

Page 2 of 3

BE IT FURTHER RESOLVED, the City of Langley supports H.Res 786 and joins other cities in calling for

- our Senators and Representatives to demand an immediate and permanent ceasefire;
- the safe return of all hostages held by Hamas and all Palestinians extrajudicially detained by Israel;
- the unrestricted entry of humanitarian aid into Gaza;
- the restoration of electricity, food, fuel, water, and medical supplies to Gaza; • the respect of and adherence to international law by all parties; and • a solution that protects the security of all innocent civilians and the right to a life of safety and freedom for all Israelis and Palestinians;

BE IT FURTHER RESOLVED, the City of Langley affirms its status as a welcoming community for those of the Jewish and Islamic faiths, and of any other or no religious faith, and encourages Langley residents to support members of our Palestinian and Jewish communities and to continuously learn about and combat Islamophobia, antisemitism and ethno-nationalism in all its forms;

BE IT FURTHER RESOLVED, the City of Langley, in unflinching alignment with the principles of international law, calls for all governments and states and in this case namely Hamas, Israel, and the United States, to abide by these principles in order to promote a just and lawful resolution to the conflict;

BE IT FURTHER RESOLVED, the City of Langley commits to stop enabling Israel's war on Palestinians in Gaza by no longer purchasing products or services from companies with proven records of complicity in Israel's treatment of the Palestinian people, and by encouraging the residents of Langley to do the same (4);

AND BE IT FINALLY RESOLVED, the City of Langley will send a copy of this resolution to city councils in Island County, to those of other cities and of the tribal nations with which the Langley Council has a pre-existing relationship, and to the offices of our Island County Commissioners, our Governor, our U.S. Senators and Representatives, and our U.S. President and Vice President.

1 This Resolution defines antisemitism as per the Jerusalem Declaration on Antisemitism:
<https://jerusalemdeclaration.org/>

2. Data for Progress. "Voters Agree the U.S. Should Call For A Ceasefire and De-escalation of Violence

in Gaza to Prevent Civilian Deaths” <https://www.dataforprogress.org/blog/2023/10/19/voters-agree-the-us-should-call-for-a-ceasefire-and-de-escalation-of-violence-in-gaza> Oct 20, 2023

3 H.Rs. 786: <https://www.congress.gov/bill/118th-congress/house-resolution/786>

4 These companies include Siemens, Hewlett Packard, Puma, SodaStream, ReMax, Marvel and others.

<https://bdsmovement.net/Act-Now-Against-These-Companies-Profiting-From-Genocide>

Contacts for Distributing the Resolution on Gaza

Oak Harbor

Mayor: mayor@oakharbor.org

Council Members: council@oakharbor.org

Coupeville

Mayor: mayor@townofcoupeville.org

Council Members:

- JHenderson@townofcoupeville.org
- RWalti@townofcoupeville.org
- JBright@townofcoupeville.org
- MMoore@townofcoupeville.org
- PPowell@townofcoupeville.org

Other Cities with which Langley has pre-existing relationships

- Seattle?

Tribal Nations with which Langley has pre-existing relationships

- Snohomish Tribe of Indians?
- Tulalip Tribes?

Island County Commissioners

- Melanie Bacon: district1@islandcountywa.gov
- Jill Johnson: district2@islandcountywa.gov
- Janet St. Clair: district3@islandcountywa.gov

Governor Jay Inslee

Office of the Governor

PO Box 40002

Olympia, WA 98504-0002

Senator Patty Murray

154 Russell Senate Office Building

Washington, D.C. 20510

Senator Maria Cantwell

511 Hart Senate Office Building

Washington, DC 20510

Representative Rick Larsen

2163 Rayburn House Office Building

Washington, D.C. 20515

President Joe Biden

The White House
1600 Pennsylvania Ave NW
Washington, DC 20500

Vice President Kamala Harris

The White House
1600 Pennsylvania Ave NW
Washington, DC 20500



Mayor’s Report

To: Langley City Council
From: Kennedy Horstman, Mayor
Re: Activity Report
Meeting Date: February 5, 2024

Langley Infrastructure Project (LIP) & Legal Counsel Engagement

A question was posed as a result of the recent LIP public meeting:

Does approval of the loan mean that all the projects within the LIP are also approved?

This question gave rise to several other questions regarding who is authorized to change the scope of the original bond ordinance. I discussed these questions with the City’s bond attorney. Here are the takeaways:

- Approval of the PWB loan and LIP project inclusion are separate. Approval of the loan does not imply permanent approval of the projects included in the LIP.
- While City Council has, to date, approved all the projects originally scoped in the bond ordinance, City Council as a body has the authority to remove projects.
- The most transparent mechanism to remove projects originally scope in the bond ordinance is a resolution amending the ordinance supported by published notice and public comment.

City Clerk/Administrator Transition and Continuity of Service

Admin support over this period includes but is not limited to:

- Contract renewals/updates
- Invoice and voucher review and check signing
- Interfund Loan Policy review/input & FPLC attendance – round 2
- LIP/PWB Loan preparation and public meeting support
- Public records request support (personnel related records)
- clerk@, administrator@ email monitoring
- Supervision of staff formerly reporting to Mark Rentfrow
- Initial investigation regarding IT systems modernization

Hats off and huge thank you to Kristen Abraham for emptying out the Kenn’s Corner storage unit. Her work will save the City \$1,700 this year.

Interagency Engagement

- **Sno-Isle/Langley Library** – The current location of the library will be closed 2/17/24. Remodeling construction will begin on 2/20/24. And an interim physical library location will open at the Community Center on 2/23/24.
- **Council of Governments (COG)** – Island County Administrator Jones has proposed an updated process and criteria for Rural County Economic Development grant awards that aligns it with the

County Economic Development Comprehensive Economic Development Strategy (CEDS). Part of the state update to granting is the inclusion/emphasis on affordable housing.

- **Island Regional Transportation Planning Organization (IRTPO)** – The regional transportation plan should be ready for public comment next month.
- Also attended: **Island County Tourism Board, Island County Economic Development Council**

Commission Volunteer Recruitment

- **Civil Service** – Sharon Emerson has agreed to serve and is on the agenda for your approval today. With the addition of Sharon to the commission we have a full complement of members. However, I will continue recruiting volunteers as Peter Morton has expressed an in withdrawing once we have sufficient membership to proceed without his membership.
- **Finance & Personnel** – Bobbie McCoy has agreed to serve and is on the agenda for your approval today. I am continuing to recruit for both finance and HR experience.
- **Planning Advisory Board** – I have received several volunteer applications for the alternate position but based on an ordinance inconsistency it's not clear how many members (and an alternate), PAB should have. I am holding on moving forward until there is clarity on this point.

City of Langley, WA Interfund Loan Policy

A policy is needed to provide guidelines for the borrowing of cash or other assets using interfund loans. The City of Langley is a non-charter code city. As such, the legislative body may exercise its power to approve interfund loans and the process for their use, and may also exercise its power to adopt a policy providing for the temporary handling of negative fund balances administratively.

Criteria for the Use of Interfund Loans

This policy applies to all loans made between two or more city funds. Only that portion of a given fund which is clearly inactive or in excess of current needs for the anticipated length of the loan may be loaned and legally available for investment (i.e., not restricted) to other municipal funds.

Interfund loans are temporary or short-term borrowing of cash or other assets and may be made for the following reasons:

- a) To offset timing differences in cash flow which result in a negative fund balance;
- b) To offset timing differences between expenditures and reimbursements, typically associated with grant funding;
- c) To provide funds for interim financing in conjunction with obtaining long-term financing;
- d) For short-term borrowing in place of external financing; and
- e) For other needs as deemed appropriate by City Council.

Interfund loan monies may only be used for the purposes identified above and in the Council resolution authorizing this policy and as further specified by a Council resolution authorizing a particular interfund loan.

- Appropriate accounting records will be maintained to reflect the balances of loans in every fund affected by such transactions.
- A reasonable rate of interest, based on opportunity cost, will be paid.

The City Administrator, in consultation with the City Attorney as appropriate, will determine which money may or may not be available for interfund lending since the special character of some money involves commitments and restrictions which would require individual consideration. Without limitation of the foregoing, the borrowing fund must anticipate sufficient revenues to be in a position over the period of the loan to make the specified principal and interest payments.

Authorization for administrative action to offset timing differences in cash flow which result in a negative fund balance under Criteria a) above:

As allowed under the BARS Manual issued by the Office of the Washington State Auditor, Section 3.9.1.31, the governing body may authorize a policy for handling temporary negative fund balances administratively that provides for appropriate terms and interest, including negative fund balances of fiduciary funds.

Pursuant to Section 3.9.1.31 of the BARS Manual, the Finance Director is hereby authorized to administratively implement an interfund program under criterion a) above to resolve any negative fund

balances. Upon the occurrence of a negative fund balance resulting from a timing difference in cash flow, the Finance Director shall make temporary interfund loans as needed to keep the funds of the City solvent on a month-to-month basis. In conjunction with such interfund loans, the Finance Director shall prepare a planned schedule of repayment of the loan principal plus applicable interest.

The Finance Director is directed and authorized to repay such loans, in whole or in part, when budgeted revenues are received sufficient to cover the projected foreseeable needs of the City for the ensuing month of the budget year.

Reporting to be provided:

- The Finance Director shall include a report within thirty days of such loans and subsequent repayments to the City Council in conjunction with the Finance Director's budget reports to the City Council.
- Any City Council member may request, or the Mayor direct, the Finance Director to make such additional reports as may be necessary to fully inform the City Council of any revenue deficit or interfund loan or similar transfer.

Authorization for Interfund Loans under Criteria b) through e) above:

Interfund loans under criteria b) through e) above require legislative authorization and adoption in advance of any interfund loan transaction. By resolution, Council will approve and direct Finance Director to initiate fund transfer for each specific interfund loan, with date, term, amount, fund identification, and repayment schedule specified.

Terms of Interfund Loans under conditions a) through e):

Interest shall be charged in all cases, unless:

- a) The borrowing fund has no other source of revenue other than the lending fund; or
- b) The borrowing fund is normally funded by the lending fund; or
- c) The borrowing fund is a governmental fund and the lending fund is the general fund.

The monthly rate of interest will not be compounded and will be the same monthly rate of interest paid by the Washington State Treasurer's Office Local Government Investment Pool (LGIP). Interest shall be charged monthly by the lending fund to the borrowing fund, calculated on a daily basis considering outstanding balance and current rate.

The maximum length of any interfund loan will be three (3) years but must be "temporary" in the sense that no permanent diversion of the lending fund results from the failure to repay by the borrowing fund. A loan that continues longer than three years will be scrutinized for a "permanent diversion" of moneys. Note: These restrictions and limitations do not apply to those funds which are legally permitted to support one another through appropriations, transfer, advances, etc.

Repayment parameters:

The Finance Director is directed and authorized to repay such loans, in whole or in part, as directed by the City Council according to the prescribed payment schedule, or when budgeted revenues are received sufficient to cover the projected foreseeable needs of the City for the ensuing month of the budget year.

The status of each loan shall be reviewed annually by the City Council at an open public meeting.

Records to be maintained for all interfund loans:

Appropriate accounting records shall be maintained to reflect the balances of loans in every fund affected by such transactions. Such accounting records to be maintained include without limitation the following:

- Interfund loans receivable and interfund loans payable (or to/from government fund) will be reconciled periodically.
- The original interfund loan and repayments of the loan are recorded as nonexpenditure disbursements and nonrevenue receipts.
- Loan interest on an interfund loan will be recorded as revenue to the loaning fund, and an expenditure of the fund receiving the loan.
- Interfund loan monies may only be used for the purposes identified in the authorizing resolution.

In the event of any doubt regarding the foreseeable needs of the City, the Finance Director shall consult with the Mayor as appropriate and shall bring questions regarding borrowing or repayment to the City Council for direction.

Construction

This policy shall be construed and administered in a manner consistent with applicable state law, local ordinances (including without limitation the City's budget ordinance and any amendments thereto), the BARS Manual, and other applicable directives of the Office of the Washington State Auditor. In the event of any conflict between the provisions of this policy and the above-referenced authorit(ies), the above-referenced authorit(ies) shall control to the extent of such conflict. Without limitation of the foregoing, nothing in this policy shall be construed as authorizing any loan, transfer, or other action that is prohibited under state law.

**CITY OF LANGLEY, WASHINGTON
RESOLUTION NO. #842**

**A RESOLUTION OF THE CITY OF LANGLEY, WASHINGTON
REGARDING AN INTERFUND LOAN POLICY**

WHEREAS, the City of Langley may occasionally incur temporary or short-term needs for cash or other assets under the following criteria:

- To offset timing differences in cash flow which result in a negative fund balance;
- To offset timing differences between expenditures and reimbursements, typically associated with grant funding;
- To provide funds for interim financing in conjunction with obtaining long-term financing;
- For short-term borrowing in place of external financing;
- For other needs as deemed appropriate by City Council, and

WHEREAS, it is the desire of the City of Langley to adhere to best management practices for fiscal matters by passing a resolution to adopt the City's Interfund Loan Policy, and

WHEREAS, an Interfund Loan Policy document will help guide ongoing financial operations;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Langley, that the City does hereby adopt an Interfund Loan Policy document, a copy of which is attached hereto and by reference made part hereof.

PASSED AND ADOPTED by the City Council of the City of Langley, State of Washington on this _____ day of February, 2024.

Krista "Kennedy" Horstman, Mayor

ATTEST:

Tara McDivitt, Notary Public



City of Langley

MEMORANDUM

To: Langley City Council and Mayor Kennedy Horstman
From: Randi Perry, Director of Public Works
Re: Langley Infrastructure Project Funding
Meeting Date: February 5, 2024

The purpose of this memo is to provide the council with written responses to their Langley Infrastructure Project (LIP) inquiries and provide results of the public comments received following the Public Works Board (PWB) Loan Opportunity Community Meeting. Staff are requesting the council select a funding scenario to move the project forward.

A community meeting was held at Soundview Center on January 22, 2024, to discuss three potential scenarios to fund the projected LIP shortfall. Staff presented the projects history, success criteria, locations, cost changes, identified funding sources and funding scenario analysis prepared by The Finance and Personnel Legislative Commission. Approximately 55 members of the community were present and representatives of the FPLC, Public Works Advisory Commission, DCG Watershed, Department of Commerce and staff were available to answer questions.

Three funding scenarios were presented.

- Scenario 1: Existing reserves, bond, grant, and rate increases.
- Scenario 2: Grant and bond funds only (with reduced project scope and project deferral)
- Scenario 3: Existing Reserves, Bond, Grant and PWB Loan.

The presentation slides are available: <https://langleywa.org/2024-1-22-LIP90DesignPublicPresentationFINAL-updated2024-01-31.pdf>. The power point presentation page 20 was updated to correct an error. The original version stated the modeling predicts a rate escalation of 4% annually. This statement has been updated to more accurately reflect the analysis which indicates a 4%-8% fluctuation annually in scenario 1. The dollar amount predicted by the model for 2032 is unchanged.

The video of the presentation is available online: <https://youtu.be/Sr2HOK2a22o>

Staff received twenty-seven separate responses. Sixteen individuals expressed support for moving forward with scenario 3 (accepting the PWB Loan). Eleven responses did not apply to specific funding scenarios. Two of the eleven were follow-up support for the PWB Loan, the remaining were questions regarding project details not related to finance. Three of the eleven responses were against LIP-5 stormwater on Edgecliff from Furman to City Limits. These comments have been compiled and attached to this memo.

STAFF RECOMMENDS: Council move to accept Public Works Board Loan Opportunity.

Councilmember Fleming's Questions

1.

Q. For which projects and why did the LIP go over budget? As we are now looking at one and a half times the original budget (if we take the 3.5 million dollar loan) how do we know it won't go over again? What structures and safeguards are in place to oversee and regulate the budget?

A. The primary reasons for changes can be found on pages 13 and 14 of the community presentation.

<https://langleywa.org/2024-1-22-LIP90DesignPublicPresentationFINAL-updated2024-01-31.pdf>

Detailed explanations can be found in the council memos and cost estimates linked below.

o [2021-04-23 30% Cost Estimate - Rev1](#)

<https://langleywa.org/2021-05-17%20Council%20Packet.pdf> (begin pg. 134)

A \$3.1 Million Dollar funding gap was identified and explained in the May 17, 2021

o [2021-12-22 60% Cost Estimate DRAFT](#)

A \$2.2 million funding gap was identified and presented to the council April 4, 2022

<https://langleywa.org/2022-04-04%20Council%20Packet%20Corrected.pdf>

o [2023-03-05 90% Cost Estimate DRAFT](#)

Costs not identified in the 60% were added remaining items are outlined

<https://langleywa.org/Draft%20Council%20%20Packet%202024%20-01%20-16.pdf>

2.

Q. Why was the Council not told that there was a \$2.5 million funding gap at the 60% mark? We could have started looking for grants and loans then.

A. The statement above is not accurate. The council was informed on May 17, 2021, and April 4, 2022, of a funding gap. The minutes are linked: <https://langleywa.org/2022-04-18%20Council%20Packet.pdf>

The motion to accept the 60% design was made by Councilmember Salerno and seconded by you. A snippet of that motion from the minutes is below.

3. Langley Infrastructure Project-Randi Perry, Public Works Director
- Reviewed status of project
 - Brought recommendation from the Public Works Advisory Commission for the next step

Motion: Accept the 60% design with the incorporation of the technical comments.
Prepare Phase 2C contract and move all projects forward to 90% engineering benchmark.
Staff will continue to seek grant and loan funding opportunities and access capital fund availability to complete projects. Phase 3A will begin with bid packaging and construction support.

Motion: Council Member Rhonda Salerno
2nd: Council Member Gail Fleming

PUBLIC COMMENT

Dominique Emerson-original recommendation in line with staff recommendation.

Motion passed unanimously

I began researching grants and loans and applied for a complete street grant (denied) and for the PWB loan as a result. Drinking Water State revolving funds loans were also investigated, water projects are eligible for these funds but repayment is at a much higher interest rate than the PWB opportunity.

3.

Q. How much will rates go up if we take the loan? Are there other ways to pay off the debt?

A. FPLC has done an analysis of the impact of 3 different scenarios showing how water rates may be impacted. The application specified the funding would be used for water projects and wetland mitigation costs. There is a graph provided on page 23 in the community presentation.

<https://langleywa.org/2024-1-22-LIP90DesignPublicPresentationFINAL-rev.pdf>

4.

- Q. Back when there was only a million dollar shortfall there was talk of prioritizing the projects and dropping some because we didn't have the money to pay for them. Let's look at that again.
- A. PWAC has been discussing ways to reduce scope and defer projects, doing this results in added cost because of the loss of economies of scale and the inability for the city to do full width road restoration.

5.

- Q. Where is the \$250,000 (or \$225,000 - I can't remember) that we got from the state to assist low-income homeowners with their sewer hookups?
- A. The CDBG grants are in the works with Planning to assist residents with the connection from their house to the main. A dollar amount has not been determined for this and is in the works.

6.

- Q. What is the "fully built out sewer capacity" that DCG calculated for East Langley? How many hookups?
- A. DCG watershed conducted the following analysis which I used to inform the decision to up-size in this location:

Sewer Capacity: # of connections vs diameter (order-of-magnitude check):

An **8-in sewer** will serve **270 single-family houses** or 333 townhouses.

A **10-in sewer** will serve **476 single-family units** or 587 townhouses.

A **12-in sewer** will serve **700 single-family units** or 863 townhouses.

Assumptions:

- Generally applicable to the design of sewers to serve a subdivision or development, as opposed to a sewer main or trunk sewer such as might be needed for sewerage an entire sewer shed.
- flowing full at a slope of 0.0042 ft/ft (0.42%),
- and a roughness coefficient n of 0.013.
- based on a minimum velocity of 2.25 fps.

Source: Land Development Handbook: Planning, Engineering, And Surveying, 3rd Edition, Dewberry. 2008.

7.

- Q. What are the concerns of the Planning Department that you are working to address?
- A. I believe you are referring to the conditions of the Critical areas permit conditions.
<https://langleywa.org/CA-22-002%20Final%20Decision%208.24.23.pdf>

8.

- Q. Concerning the Edgecliff Outfall: Has it been upgraded? For many years it has been characterized as "substandard" and was on the County's CIP. Has something changed?
- A. The County is working to replace the outfall this summer. The Water Department will be relocating a portion of the waterline on Edgecliff as part of LIP-13. This was discussed in the June 20th Council meeting. <https://langleywa.org/2023-06-20%20COUNCIL%20PACKET.pdf>

9.

- Q. I am all for the LIP moving forward as quickly as possible. In fact, I'm concerned that it has taken so many years already before anything has been done on the ground. The County has said they would be willing to extend the deadline for the grant. I believe we should take them up on that, which will relieve the pressure to get the sewer done first. Then, after finding a company to do all the projects (only going out to bid once) we should have them start with the repairs on the west side of town that we were told were in dire need of fixing almost 5 years ago.
- A. Moving forward with the installation of the sewer on Edgecliff between Camano and Furman is blocked by absent permits from the Army Corp of Engineers. Additionally, funds are restricted as to where they can be used and what they can be used for. Funding needs to be in place before any projects can be fast-tracked.

10.

- Q. Regarding prioritizing the projects: having lived in East Langley on and off for 40 years (32 in my current home), I am well aware of the drainage problems - what will alleviate the situation and what will not. The stormwater system proposed from Camano to Furman will indeed help the standing water issues on that part of Edgecliff. However, from Furman to the city limits street runoff and standing water are not the issue and the proposed stormwater system will do nothing to alleviate the real problem. The subsurface flows are what are contributing to bluff erosion and the proposed system will not help. I propose we drop the stormwater installation from Furman on down and thereby save a lot of money. Why spend it when it won't help?
- A. The subsurface flows you are referring to are ground water issues not drainage issues. These are characteristics of wetlands which we cannot disturb.

LIP-13 the capitally funded water project from Camano to city limits will require a trench cut down the road, restoration would be a pavement ribbon. An example of this condition exists on 1st street. Every connection will also have a cut across from the main to the meter. The water funding can only be used to repair what is disturbed by the water main.

- o The pavement on Edgecliff is in a failing state. The equipment and work to replace the waterline will exacerbate the current condition. When pavement is cut and patched it weakens the areas around it. This will lead to the formation of potholes and further deterioration of the road surface. There is not another source of funding to handle increased maintenance or to repave this roadway.
- o The stormwater system installation requires pavement to be replaced in order for the water to be directed to the pipes. Combining this project with the water main replacement project eliminates the need for the City to fund an approximately \$1.5 million standalone street project.

11.

- Q. Then, with only the water pipes to contend with from Furman to the city limits, I propose that we install those pipes on the south side of Edgecliff to protect the big trees on north side. If this is not feasible for some reason then I want to use the air spading which was originally proposed but dropped, I believe, because "it would cost too much."
- A. The council chose to eliminate Air Spading due to cost. It will remain as an item in the bid documents to be used as needed. Public Works conducted potholing around the "big trees" and did not locate roots specified in the arborist report as needing protection. The report is available https://langleywa.org/2021-03-12_%20LIP%20Root%20Investigation-Pothole%20results.pdf

Councilmember Salerno's Questions

12.

- Q. Will you explain how the latest design plan for Edgecliff, Furman and Decker has changes regarding trees, storm water, right of ways, etc.?
- A. Preliminary Engineering included 2' widening of the roadway on Edgecliff and the installation of 2000' of extruded curb and a 2" pavement grind and overlay.

During the 30% engineering benchmark to provide gravity sewer service the roadway requires to be raised in the area of Noble Creek to provide adequate sewer pipe coverage. 3900' of asphalt restoration was removed from Camano to Noble Creek. The water main will be trench patched from Camano to Noblecliff on Edgecliff. Storm drainage system on Furman and Decker was reduced (pipes will go about ½ to Sandy Point). Roadway runoff will channel along the thickened edge to catch basins. Trenchless technologies and air spading were investigated. The full memo of all changes in this phase is included in the link provided in answer 1.

During the 60% engineering phase high costs for trenchless methods made implementing them unfeasible. Additional field investigations show tree roots to be less intrusive than expected. Air Spading is included as a bid item to be used where and if needed. Side sewers were added from the main to the property line. Water main alignment modifications were made to avoid utility conflicts and additional isolation valves were added. Stormwater detention and treatment were added voluntarily at noble creek. The full memo of all changes in this phase is included in the link provided in answer 1.

During the 90% phase Island County Coordination took place for the water line and storm outfall project. Some pipe alignments and depths have been revised to accommodate. The full memo of all the changes in this phase is included in the link provided in answer 1.

13.

- Q. Can we see how much we save by not doing Storm Water down Edgecliff, past Furman, as I haven't hear anyone express that it is wanted, since it doesn't address infiltration of ground water?
- A. The 90% cost estimate for LIP -5 is \$966,633.96. This project captures roadway run off and directs it to the Island County outfall. Long term this will not be a savings for the city street fund. More details are provided in answer 10. Additionally grant funding has been expended on this project. Additional information is required to determine how those costs would be repaid.

14.

- Q. Can we get the RFP out sooner than later, so that we can begin recruiting Construction Companies to start this summer?
- A. This approach requires multiple bidding efforts. The various funding sources have limitations as well. It is recommended that all projects go through one bidding process as breaking it up will cost the community additional. This was discussed at the January 16, 2024, council meeting in great detail. For additional information the audio recording is posted here: https://langleywa.org/GMT20240117-013024_Recording.m4a

Councilmember Carlson's Question

15.

- Q. How is stormwater managed? (an in-person explanation at some point, just to get me up to speed)
- A. Currently the water from the roadway sheet flows to the shoulders and infiltrates onto the road shoulders and neighboring lawns. Also ponding in multiple locations.

16.

- Q. What happens to overflow?
- A. The planned system will filter harmful roadway runoff before discharging to noble creek. In the event the system can't handle the volume flowing into it, it will flow into the creek without treatment.

17.

- Q. Does the planned system have any capacity for stormwater beyond the rain that hits the road?
- A. The intent is to handle the "new" runoff (from the road) to ensure that the project isn't negatively impacting the downstream drainage course beyond what is happening today. Basically, we modeled the contributing road area under current conditions, with the assumption that the existing flow is making it to the creek/drainage course, and then we modeled it under proposed conditions. The difference in the rate of runoff between the two is what's driving the size of the detention system proposed. Early on, we had modeled other scenarios to look at the potential of picking up and controlling more of the contributing area, other than just the road, but the size of the system required was way beyond the space available and wasn't financially feasible.

The project itself doesn't trigger the installation of the detention system; this is a voluntary action that is being reviewed under the JARPA. This process includes review by agencies such as the Washington Department of Fish and Wildlife who will be focused on fish and habitat impacts. So, in addition to following DOE stormwater code and City regulations, this is another layer of checks and balances for that approach.

Runoff that does not land on the road, ie on adjacent landscape or on private property, will continue to infiltrate as it does today. The one exception being the existing drainage ditch system along the east end of Edgecliff which picks up some amount of runoff from properties to the south – this condition won't change and will continue to discharge to the outfall as it does today.

18.

Q. What is the critical area "mitigation site"?

A. In locations where the city utility project impacts wetland, the buffer noble creek buffer, and on 6th street, we are required to mitigate with plantings. We have proposed to enhance the city owned wetlands between 3rd street and 6th behind the habitat property.

19.

Q. What's the scale/size of additional work/costs if JARPA/ACE continue to be stalled, and we decide to move forward with the projects not affected by that?

A. The cost of bidding would be double if we split the project in two. There are projects that can be fast tracked but it is most cost effective to run all projects through a single bidding process. Additional information is available in answers 9 and 15.

20.

Q. It appears \$1 million is set aside for construction management. What goes into that? Is that a typical share of overall project costs compared to other similar projects?

A. Construction management is the engineer oversight to ensure the project is installed per specifications, design and bid contract. They review pay requests, verify materials, trench compaction, identify the appropriate times to use alternative trenching methods due to tree roots, confirm safety on site is installed per contract. The dollar amount in the package is for planning purposes and the scope of this work is still being determined. The percentage used is consistent with others at this stage in the project.

21.

Q. Does the \$1 million include overall project management?

A. The cost estimate is intended to cover the cost of project management. It does not include staff time.

22.

Q. Can project management be a separate contract from the construction contract? What would be the pros/cons from your perspective?

A. This can be split into multiple contracts. The scope of this work is still being determined. Depending on the scope and level of service determined to be necessary, it may be appropriate to have multiple contracts. The higher level of service expected results in higher costs to the community.

23.

Q. How many bids do you anticipate receiving? How many qualified contractors are there in the region that would likely apply?

A. This project is quite desirable. I would anticipate receiving quite a few. Ideally local contractors would bid on the work.

24.

Q. Will the timeline being discussed for going to bid to starting & completing construction present challenges that could scare off potential bidders?

A. A definitive timeline cannot be provided until permitting and 100% design is complete. The original hope was to move to bid in June. A contractor familiar with this type of work won't be scared.

25.

Q. Are all of the recommendations from the [2020 Tree Assessment](#) being planned for and followed?

A. We will follow the guidelines and monitor as required.

26.

Q. Can you confirm how "dig once" will logistically play out? Will each individual project be dug and pipe placed at once, or will all projects be dug and open at the same time?

A. I anticipate multiple areas will be disturbed for the duration of the project. Dig once means that the project goes to bid as a whole and is coordinated at one time. Traffic may be detoured so multiple trenches or utilities can be installed at once where possible (local access will be available). In areas where detouring is not possible, we require one lane open so they would only be able to work on one side of the street or the other.

City of Langley
Council Agenda Packet
02/05/2024

LIP -PWB Community Comment/Question Matrix

Number	Date	Name	Address	Comment	Scenario of support				Response		
					Does not Apply	Against project 5	1	2		3	
1	1/22/2024	Paul Samuelson	RED	Supports funding scenario 3, would like to know how other jurisdictions rates compare supports additional bond/ loans to move projects ahead and keep rates low						1	
2	1/22/2024	David Smith	RE	Voted in support of bond expressed concern about the stormwater vs open ditch the full width restoration is expensive, he wants to support it but doesn't think we need to spend \$2 million. A better solution is not doing it. Agrees with Water portion of the project.	1	1					Comment pertains to project design not specific funding scenario
3	1/22/2024	Bruce Kortebein	RED	Loan doesn't affect them, doesn't agree with spending \$1.5. million to put storm water just to pave over water? Will a roadway runoff system be sufficient not taking into account the existing ditch? Need a definition of replacement, update and restoration. ACE, does the permit refer to two systems? Do we have county approval to add flow to the outfall? Understands water line replacement, needs to be another way to pave the roadway besides installing storm. Asking if the community should take on more debt on the stormwater system that runs parallel to an existing system? Do we have county approval to incorporate flow?	1	1					Comment pertains to project design not specific funding scenario
4	1/22/2024	Ann Marie Gloster	REDACTE	Looking forward to connecting to sewer, supports scenario 3, Council is here for the public, community needs things to function							1 acknowledged
5	Follow-up email 1/26/24	Ann Marie Gloster		<p>I was at the meeting the other night and made comments, but I want to reiterate that I support the finance plan #3 to proceed with the Langley Infrastructure Plan. I have been waiting for sewer to run up Furman since 2018 and I believe that this project has been thoroughly monitored, managed, and the entire community's needs have been considered.</p> <p>From what I heard at the open meeting there is a small contingency (limited to Edgcliff property owners) that is anti-LIP, but in general it should be noted that they are also anti-development in general. They appear to be willing to use any excuse, distraction, or made up version of reality that they can find to keep this project from moving forward. These few individuals are more concerned with protecting their own interests instead of building a healthier community for the future. They want those of us that have less means and property to continue to be incapable of improving our circumstances. They don't care what the cost is to the majority of us, they only care about their own bottom line. This is so short-sighted because a rising tide lifts all boats, no matter the size.</p> <p>Thanks for all your efforts and I hope to see the LIP break ground in the near future.</p>	1						acknowledged
6	1/22/2024	Monica Guzman	RE	Encouraging folks not to just complain but to volunteer and to come up with questions before the meeting	1						acknowledged
7	1/22/2024	Patrick Chestnut	RE	<p>The Design is deficient doesn't address the ditch on the North east end of edgecliff and doesn't eliminate underground movement. Don't cut corners, put money in the fund, residents have put effort into the fix and maintain the ditch, this is a big project for a small city-</p> <p>Submitted follow up questions 1/26 related to water loss and the contact for Island County Public Works. Would like current water loss data? Downside risk in the even the city defaults on the loan. Wants to support, but has concerns about the city's ability to perform</p>	1						addressed in the meeting - Email follow up with data requested
8	1/22/2024	Leanne Finley		<p>Supports scenario 3, the loan is a good rate, this has been needed for a long time and there is a lot of information on line. We don't have to use the loan, get it signed and then talk there is no reason to delay, set it in stone that it's your money.</p> <p>The vote on February 5 to support the WA State Department of Commerce Public Work Board loan for Langley's infrastructure project should be a resounding YES.</p> <p>The city staff, 2 Public Works department heads, many committee members including PWAC and PAB, several mayors, and several versions of the city council have all approved doing this necessary infrastructure work. Even 80% of the Langley voters voted to approve it.</p> <p>As to the loan from the State of WA – the Public Work Board is on record of stating that there is 0 risk to the loan being offered to the City of Langley, no risk at all.</p> <p>The city cannot afford the true risk – which is the risk of not supporting this major project with full council approval.</p> <p>If this project doesn't get started, the development costs will be much higher, plus the loan interest rate will go up, adding more unnecessary costs.</p> <p>Kudos to Randi Perry, Public Works Director for working so diligently to get this loan in place – the basic infrastructure of this city is ancient, and like all of us ... it is not getting any younger.</p> <p>It's time to say YES. It's 2024, let's have a new goal: respect the professionals, as well as the professional experts that city staff consults with.</p>							1 acknowledged
9	Email 1/26/24	Leanne Finley		<p>The city staff, 2 Public Works department heads, many committee members including PWAC and PAB, several mayors, and several versions of the city council have all approved doing this necessary infrastructure work. Even 80% of the Langley voters voted to approve it.</p> <p>As to the loan from the State of WA – the Public Work Board is on record of stating that there is 0 risk to the loan being offered to the City of Langley, no risk at all.</p> <p>The city cannot afford the true risk – which is the risk of not supporting this major project with full council approval.</p> <p>If this project doesn't get started, the development costs will be much higher, plus the loan interest rate will go up, adding more unnecessary costs.</p> <p>Kudos to Randi Perry, Public Works Director for working so diligently to get this loan in place – the basic infrastructure of this city is ancient, and like all of us ... it is not getting any younger.</p> <p>It's time to say YES. It's 2024, let's have a new goal: respect the professionals, as well as the professional experts that city staff consults with.</p>	1						acknowledged
10	1/22/2024	Casey Gloster	REDACTE	Why is Rhonda calling for us to wait? Waiting costs the city money. Concerned about the aging infrastructure. This process is overdue.							1 acknowledged

City of Langley
Council Agenda Packet
02/05/2024

11	1/22/2024	Tom Fox	RE	Langley is blessed with good staff this is a good project just do it. PWAC working on this approach and others. Suggest the City move forward with this loan					1	acknowledged
12	1/22/2024	Gordon	?	What will be the cost to residents of Langley? Total interest?					1	Addressed in public meeting
13	1/22/2024	Thomas Gill	RE	What is the dooms day scenario? He is in support of Funding scenario 3					1	
14	1/22/2024	Bonnie Arndt	?	Worst outcome would be a delay. Understand the questions, you assume some risk, so much research has been done or else you will spend more, she has been watching things get delayed. If we sign up for the loan if there was a cheaper option we could use. She is in support of scenario 3.					1	acknowledged
15	1/22/2024	Kitty Adams	RE	Why would construction management cost \$1 million? How long will the project take					1	Quin - The project most likely will take over a year each project may take 30-120 days. Addressed in meeting
16	1/26/2024	Susan Cyr	RE	Where will wetland mitigation take place? And what will that be like. Supports funding scenario 3					1	addressed in public meeting
17	Email 1/25/24	Peter Morton	RED	In any event, as a private citizen, I submit my recommendations as follows: - Continue with the LIP as Planned. - Secure the loan to cover overages as they actually occur moving forward. - I assume the loan payments will reflect the actual drawdown on the loan as payments are made to the contractors. - I believe the overages will be less than the amounts shown on the financial analysis pages for the following reasons: everything we do is essentially based on a certain risk management assessments, i believe the chars on financials should include a line itemizing the contingency built into the estimate. I am of the opinion that the original contingency which i believe were 30%, and that would calculate to adollar number for the 2018 that could be added to chart 13.. Once we began engineering as shwn in the 30/60/60% columns, it seems reasonable to add a row showing the dollar number of current contingency in the respective estimate. for some of us, it may seem reasonable to calculate a lower contingency percentage and dollar number as the estimate benefits from more precise engineering. With that number in the chart, we may have a richer discussion on how to proceed.					1	acknowledged
18	Email 1/25/24	Linda Morris	REDA	1. I was told over 4 years ago that this was imminent. Why has it taken so long? 2. I understand that part of the reason might be the engineering. Please help me understand why engineering on these seemingly straight forward projects would take so long, and how much this cost the taxpayers. 3. Perhaps this was discussed on Monday night, but it would be helpful if people in the city understood more about the cost of this kind of thing, and how we could have completed the project earlier before materials, etc. skyrocketed after the pandemic.					1	Provided Linda with links to presentation and video.
19	Email 1/25/24	Paul Goldfinger	RED	I'm writing to say that I am very supportive of the City taking advantage of the very low interest loan that has been offered. There's lots of good things that can be done with that money.					1	acknowledged
20	Phone 1/25/24	Gordon Marvin	RE	Supports Scenario 3, and will point his neighbors to the presentation					1	acknowledged
21	Email 1/26/24	Ron Kasprisin, professor Emeritus College of Built Environments University of Washington	REDA	While i am not in the City, I realize the need to prepare for growth before it overcomes us and we make hurried and bad decisions. The infrastructure loan is beneficial to the City and its citizens and i support its acceptance and implementation. Since the City decided to eliminate the UGA, infill growth in the City is now happening, contrary to old and obsolete state housing data that projected minimal growth. I support the infill approach and lament the loss of UGA lands for housing options for affordable and work force housing. that is water over the dam. In summary, i support the infrastructure project and wish you well in getting approval.					1	acknowledged
22	Email 1/26/24 & Phone Conversation	Carol Kerley	RE	I was unable to attend the meeting last week. I am 100% in favor of sewer coming down Edgecliff and would hook up as soon as possible to the sewer. Supports loan					1	acknowledged

City of Langley
Council Agenda Packet
02/05/2024

23	1/26/2024	Valerie Easton Langley RED	<p>Please proceed with the Langley Infrastructure Project according to scenario 3 - as recommended by Langley City staff.</p> <ul style="list-style-type: none"> - Under this scenario all LIP projects will be completed. - The funding shortfall would be financed using a Public Works Board low-interest loan - Langley will continue to pursue grants to reduce the amount funded by the loan.... <p>This project has been worked on and discussed for five years, and now is the time to get it underway. I firmly believe this is a responsible way to fund and construct vital improvements to Langley's infrastructure. Please proceed with the Langley Infrastructure Project according to scenario 3 - as recommended by Langley City staff.</p> <ul style="list-style-type: none"> - Under this scenario all LIP projects will be completed. - The funding shortfall would be financed using a Public Works Board low-interest loan - Langley will continue to pursue grants to reduce the amount funded by the loan.... <p>This project has been worked on and discussed for five years, and now is the time to get it underway. I firmly believe this is a responsible way to fund and construct vital improvements to Langley's infrastructure.</p>						1 acknowledged
24	1/26/2024	Ellen Nelson	<p>Mayor Kennedy - I am strongly in support of all the projects associated with the infrastructure. I believe the City needs to move forward with the 1.2% loan from the PWB. We will never be able to finish these long</p>						1 acknowledged
25	1/26/2024 Email	Stefani Christensen Sue Meister REDAC	<p>Attached are three articles on WWTP and Biosolids. As a 98260 resident, I am concerned about development adjacent to the Langley WWTP. A tree and vegetation buffer, wetland now exist around the WWTP, sludge/biosolid piles and storage areas. Developers plan to open up the adjacent area for housing, exposing the WWTP, Biosolid and sludge piles to city residents, visitors, drivers on Coles Road and 98260 residents living within one mile of the plant.</p> <p>As Langley densifies, the amount of biosolids available will increase. The WWTP may need to expand. Cities build WWTP's away from the public. Australia and New Zealand require a 400 meter tree and vegetation buffer between housing/populations and WWTP. Studies show vectors can travel several miles. China requires a 1 km buffer from populations. Biosolids and bioaerosols may contain heavy metals, pathogenic organisms, chemical pollutants, and synthetic organic compounds, which may pose a risk to public health and the environment. The winds in the Coles Road area are unpredictable and gusts can reach 40-50 mph.</p> <p>In Iran, a study indicates the optimum distance of the WWTP from "settlements" (eg built up areas) is 550 meters to 5,000 meters. For roads the minimum distance is 300 meters and the maximum distance is 3000 meters. Most cities have ordinances specifying the distance requirement for buffers around a WWTP and distance from populations.</p> <p>As the city moves forward with the Public Works project, I request the PWAC committee and city officials consider the impact of removing or modifying the tree and vegetation buffers around the plant exposing biosolids and aerosols to those us living within one mile. In 1992, when building the WWTP, the Army Corps of Engineers required a tree and vegetation buffer. Housing development within 400 yards, without a significant tree/vegetation buffer, will expose people, pets and wildlife.</p> <p>Please protect the citizens of Langley, local environment, 98260 residents and users of Coles Road. Consider a minimum 400 yard tree and vegetation buffer ordinance, around the WWTP and biosolid storage areas.</p>	1					acknowledged
26	1/26/2024 Email	David Thomley REDAC	<p>I virtually attended the special council meeting on Zoom last week. I was impressed with the thoroughness and care put into the presentation.</p> <p>Based on the information presented, it seemed clear to me that Scenario 3 is the best option for the city, moving forward.</p> <p>I agree that better stormwater management on Edgecliff is a priority. Given that funds are available, it makes sense to upgrade the road at the same time in order to reduce the cost of future maintenance.</p> <p>I remain interested in these extensive upgrades and your progress towards completion.</p>						1 acknowledged

City of Langley
Council Agenda Packet
02/05/2024

27	1/30/2024 Email	Diana Deering Susan Burgers	<p>We are writing to express our concerns about the proposed storm drain project on Edgecliff Drive.</p> <p>We believe that east of Furman to the city limits, installation of a new underground pipe, requiring removal and replacement of the road is unnecessary use of city funds.</p> <p>As residents of Edgecliff for twenty years, we believe that improvements to the current open trench permeable water catchment method would be the most beneficial and cost effective way to proceed. Establishing the proper width and depth of the ditch with the use of base layers of drain rock to allow for adequate percolation would have the benefit of ferrying surface water as well as upslope wetland ground water.</p> <p>The current ditch, (east of Furman to the city limits) which receives minimal maintenance, has provided continual eastward drainage and has preserved the road surface with no standing water. Standing water and potholes do occur west of Furman, where drainage pipe installation is necessary for roadway run-off and preservation.</p> <p>Thank you for your attention this matter.</p>	1	1					acknowledged
				Scenario of support						
				Does not Apply	Against project 5	One	Two	Three		
				11	3	0	0	16		



To: Langley City Council Members

From: Rhonda Salerno, Council Member, Position 2____

Date: __February 5, 2024_____

Topic: __Letter of Support for [HB 2049](#) – ReWRAP Act__ **Number of pages (incl. this one): 12**

Introduction/Summary:

"City councils can vote to take official positions on state issues that affect the city" (Chapter 7, Mayor and Council Handbook page 25). Our community has spoken strongly to Council about going Zero Waste. Here is an opportunity to influence waste management where it begins, at the manufacturers' level. HB 2049 is called the ReWRAP Act, Improving Washington's solid waste management outcomes, and I believe it deserves our support. I attended an informational event by the Northwest Product Stewardship Council that offered background on the problem and have attached some slides for the presentation here. Also, included here is an informational sheet promoting EPR (Extended Producer Responsibility for Packaging and Paper Products). The bill can be tracked here, <https://app.leg.wa.gov/bills/summary?BillNumber=2049&Year=2023&Initiative=false>.

Council Action Request:

Please approve the letter of support for HB 2049 to send to our legislators and other local elected officials.

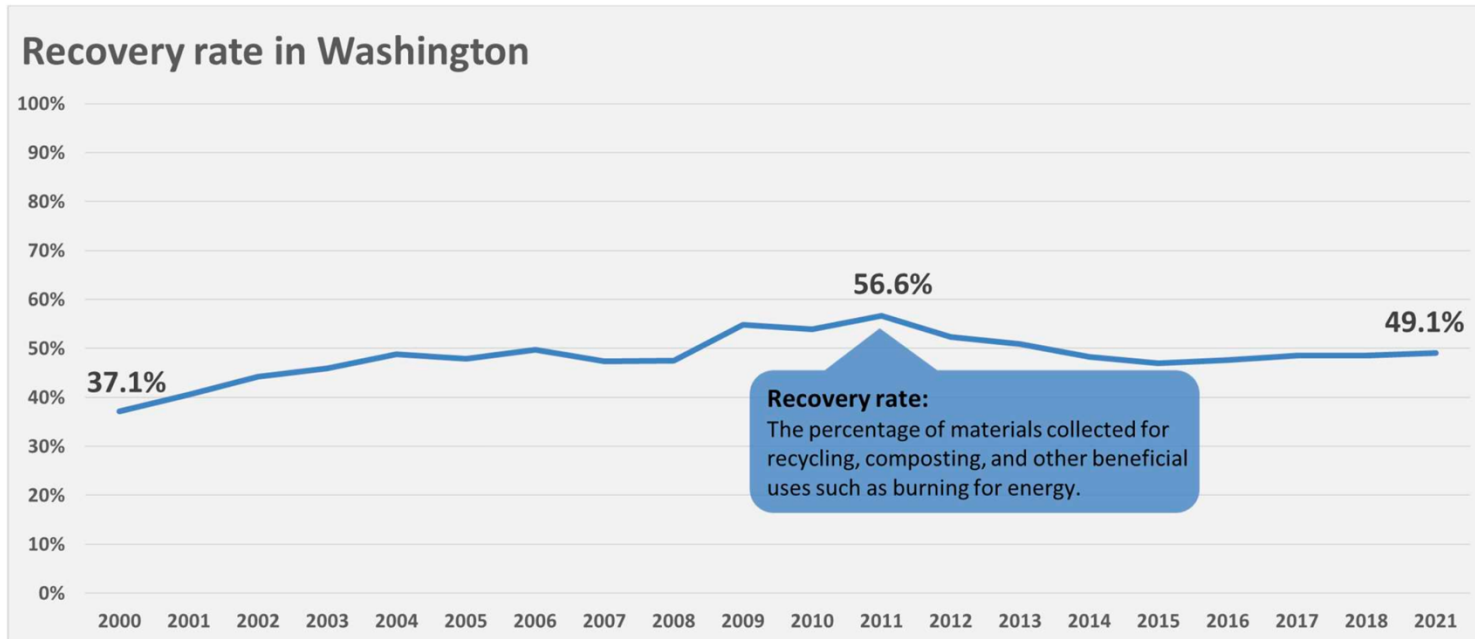
Financial Implications: None

Staff Time Implications: None

List all Attachments: Northwest Product Stewardship Council Presentation Slides, EPR Outreach Handout, Draft Letter of Support for HB 2049



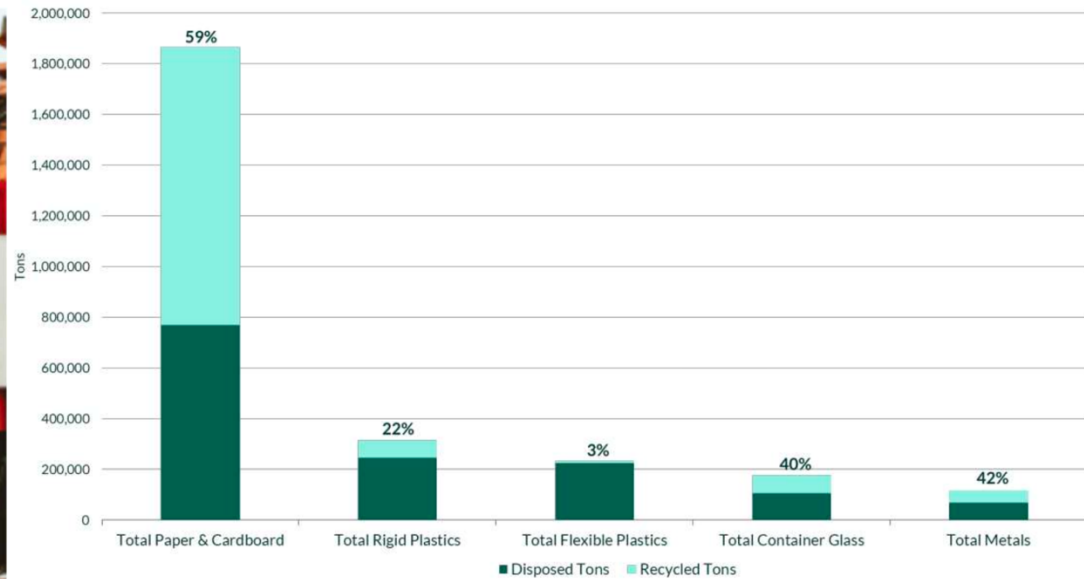
Recycling in WA 10+ years of stagnation/decline



Dept. of Ecology: Waste generation and recovery data (2021) <https://ecology.wa.gov/Research-Data/Data-resources/Solid-waste-recycling-data>



Recycling in WA >50% of packaging and paper is wasted

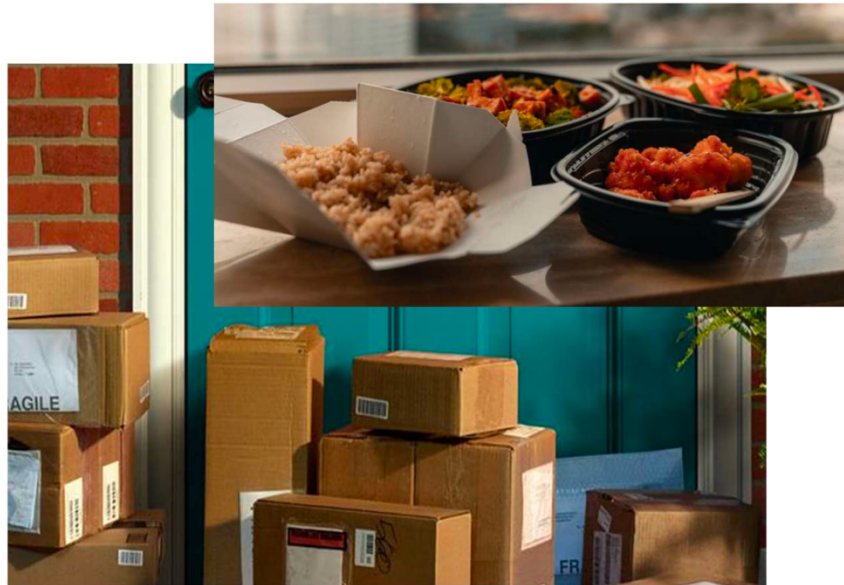


[Dept. of Ecology (2023) Washington Consumer Packaging and Paper Study: Recycling Rate Assessment and Recommendations]



Recycling in WA The material stream has changed

Rise of e-commerce, home deliveries



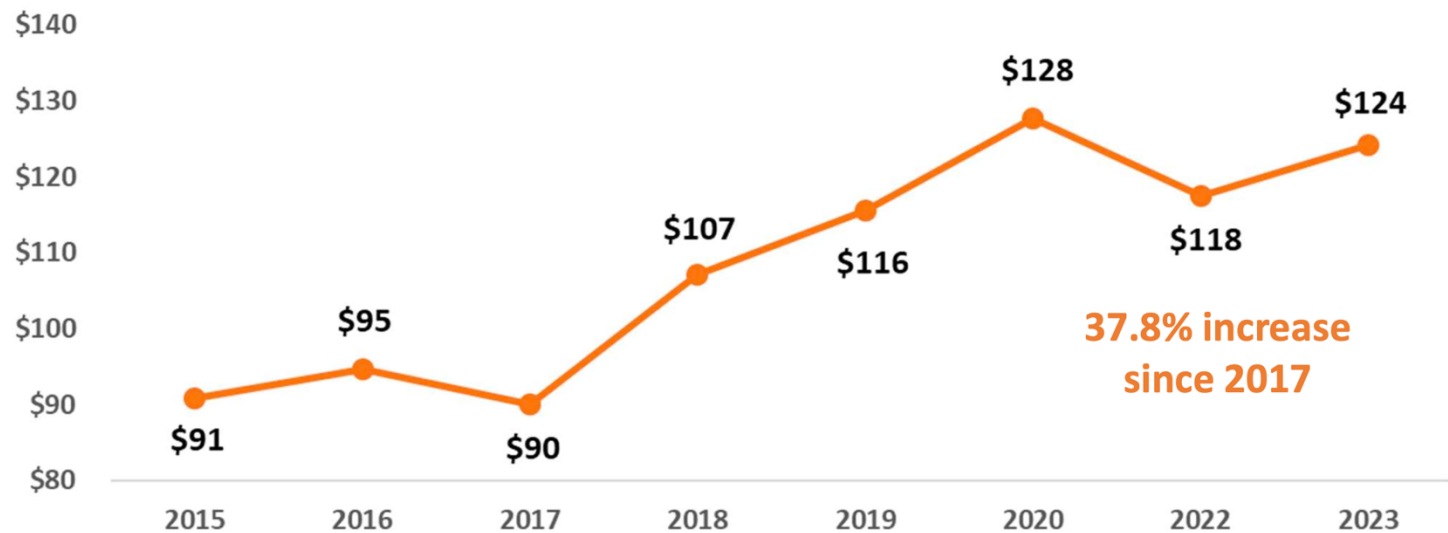
Shift to plastic and flexible plastic





Recycling in WA Costs to residents are increasing

Average Annual Cost to Residents for Recycling Service in UTC-Regulated Areas





Persistent lack of transparency, no assurance of responsible recycling

Of all Paper tons reported as "recycled" in WA in 2022:

- Only 34% was reported as sent to a U.S. or Canadian recycler.
- 28% was sold to a broker.
- **38% had no clear buyer/final destination listed.**

Of all Plastic tons reported as "recycled" in WA in 2022:

- Only 20% was reported as sent to a U.S. or Canadian recycler.
- 38% was sold to a broker.
- **40% had no clear buyer/final destination listed.**



Photo: Megan Ponder

Only **38%** of WA residents who participate in recycling programs feel confident that items placed in recycling carts actually get recycled into new products.



Recycling in WA – Many studies!

Evaluation, Assessment, and Recommendations for the Responsible Management of Plastic Packaging in Washington

Report prepared under RCW 70A.520

Solid Waste Management Program
Washington State Department of Ecology
Olympia, Washington
December 2020, Publication 20-07-028

Washington Consumer Packaging and Paper Study: Recycling Rate Assessment and Recommendations

Publication 22-07-022
Original publication January 2023
Updated publication April 2023

economia

Washington Recycling, Reuse, and Source Reduction Target Study and Community Input Process

Report to the Washington State Legislature
Ecology Publication 23-07-060 - December 2023



HB 2049 - ReWRAP Act

1. EPR for Packaging & Paper Products

1. Advisory Council
2. **Producer Responsibility Organization (PRO) to fund and coordinate residential recycling**
3. Statewide Needs Assessment
4. Ecology established **uniform statewide list of recyclable items**: curbside, drop-off, alternative collection
5. Stakeholder Consultation before Program Plan
6. Implementation in 2029
7. Local governments maintain authority
8. **Curbside recycling collection to all households with curbside garbage collection**
9. **Cover all costs of residential recycling** including education & upgrades - reimbursement to local governments
 - UTC-regulated areas remain (PRO pays for residential recycling services)
10. Performance Rates (recycling, reuse and source reduction of plastic)
11. Annual Report (verification and transparency) – MRF reporting, responsible end markets, etc.
12. Truth in Labeling

2. Post-Consumer Recycled Content (PCRC) Requirements

- PP tubs, PET thermoforms and plastic single-use cups



Northwest Product Stewardship Council

About the NWPSC

- Coalition of government organizations in WA and OR that work together to develop and improve (EPR) policies and programs.
- Steering Committee members
 - Washington State Department of Ecology
 - King County Solid Waste Division, Washington
 - Hazardous Waste Management Program in King County
 - Seattle Public Utilities, Washington
 - City of Kirkland, Washington
 - City of Spokane, Washington
 - Oregon Department of Environmental Quality
 - Metro, Oregon
 - Kitsap County, Washington
 - Thurston County Public Health and Social Services
 - City of Tacoma, Washington
- Associate Members:
 - Local, state, regional, and federal government agencies, and non-profit organizations that support the NWPSC mission.
- Community Members receive monthly newsletter: <https://productstewardship.net/join>

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REDUCE WASTEFUL PACKAGING, MODERNIZE RECYCLING & EXPAND SERVICE



THE PROBLEM:

With \$104 million in valuable consumer paper and packaging ending up in our landfills each year, Washington is wasting a tremendous opportunity to create jobs, strengthen local supply chains and economies, and modernize the recycling system.

Valuable materials are being wasted.

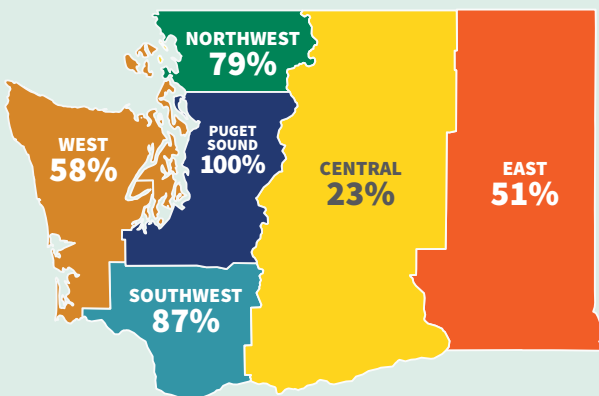
- Greater than 50% of Washington's consumer paper and packaging ends up in landfills and incinerators adding up to over \$104 million¹ in value.
- Modernization of our recycling system would lead to cleaner materials that could then be made into new products.

Packaging waste and confusion are growing.

- Washingtonians want to recycle but are confused because recycling rules vary across cities and counties.
- Companies produce excessive packaging and are not incentivized to reduce it or use packaging that minimizes environmental impacts.

Recycling costs are increasing.

- More packaging entering our homes has made recycling challenging and costly for local governments to operate – and more expensive for residents.
- Residents' recycling service bills have increased by up to 30% over the past five years.



Percent of households with curbside recycling services

Not every Washingtonian has the same access to recycling.

Access varies across the state and many Washington residents must pay extra for recycling services. Residents in 11 counties have no access to curbside recycling services at all.

THE SOLUTION:

Modernize Washington’s recycling system.

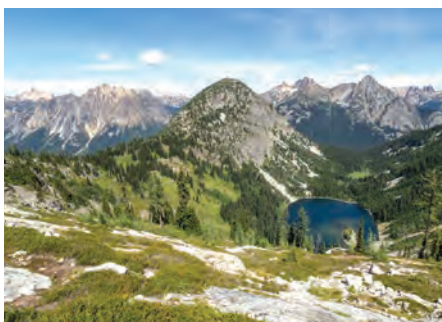
Create a producer responsibility program in which manufacturers and brands come together to reduce unnecessary packaging and paper, fund statewide recycling services, and ensure that materials are actually recycled.



This is a proven solution:

- Companies have been complying with producer responsibility programs in many other countries since the 1990s, with great results.
- California, Colorado, Maine, and Oregon have passed producer responsibility programs and more states are considering putting their own programs in place.

A producer responsibility program for packaging and paper will:



Reduce emissions and improve our environment by increasing our reuse and recycling rates.



Make it easy to recycle by increasing access, including at apartments and in rural areas.



Reduce confusion and contamination by developing a clear common list of what can be recycled statewide.



Save local governments and residents money by covering the costs of recycling programs.



Support Washington’s economy by building local supply chains and recycling businesses and creating new, green jobs.



Create financial incentives for companies to reduce unnecessary packaging and use greener, more recyclable materials.



City of Langley Elected Officials
112 Second Street
Langley, WA 98260

Dear {Elected Official},

We would like to express our support for the ReWrap Act HB2049. Our community has spoken strongly to Council about going Zero Waste and we believe that this bill is an opportunity to influence waste management where it begins, at the manufacturers' level. There is little confidence in the recycling system as it exists, knowing that only a small percentage of plastics actually find their way back into the product stream. We need increased transparency to ensure materials are responsibly recycled. Without State leadership and a producer responsibility program like HB2049 lays out, we do not believe that modernizing our current system will happen.

On the island where we live, we are very concerned about not only our waste that is being trucked over to Eastern Washington, but about the lack of recycling pick up for households that receive garbage services. HB 2049 will address these concerns without a burden to the State. We need a Statewide recycling standard, so that people are not confused about what can be recycled and begin to believe that the practice of recycling is worth it and can be trusted.

Thank you for giving it your all to support this commonsense bill for the sake of our people, wildlife and the Salish Sea which surrounds us.

The City of Langley Council members and Mayor



City of Langley

MEMORANDUM

To: Langley City Council
From: Meredith Penny, Director of Community Planning
Re: Background on Washington Office of Financial Management twenty-year population projections for comprehensive planning and transmission of Planning Advisory Board recommendation.
Meeting Date: February 5, 2024

The purpose of this memo is to:

- 1) provide the Council with information on the Washington Office of Financial Management twenty-year population projections for comprehensive planning;
- 2) transmit a recommendation from the Planning Advisory Board to ratify Island County Resolution C-85-23, utilizing the medium series projection for the 2025-2045 comprehensive plan updates;
- 3) Inform Council that City staff will be requesting action on the population projections at their next meeting, February 20, 2024; and
- 4) Request Council schedule a special meeting on March 11, 2024, to hold a workshop on proposed updates to the Countywide Planning Policies and recommendations for population and housing unit allocations to the City of Langley.

A. Background on planning requirements and Office of Financial Management population projections.

City planning staff have been working with the Countywide Planning Group (CPG) to prepare for the 2025 comprehensive plan update. The CPG is established by the adopted Countywide Planning Policies and consists of planners from all local Island County jurisdictions. One of the tasks of the CPG is to review, and if necessary, revise the 20-year population projection for the periodic review and update of the County Comprehensive Plan.

Under RCW 43.62.035, the Washington State Office of Financial Management (OFM) is charged with preparing “twenty-year growth management planning population projections required by RCW 36.70A.110 for each county that adopts a comprehensive plan under RCW 36.70A.040.” OFM issues a low, medium, and high population projection for each county required to plan under the Growth Management Act (Table 1 and Figure 1). Counties must choose a projection within this series and per RCW 36.70A.110 based upon this projection, “the county and each city within the county shall include areas and densities sufficient to permit the urban growth that is projected to occur in the county or city for the succeeding twenty-year period.”

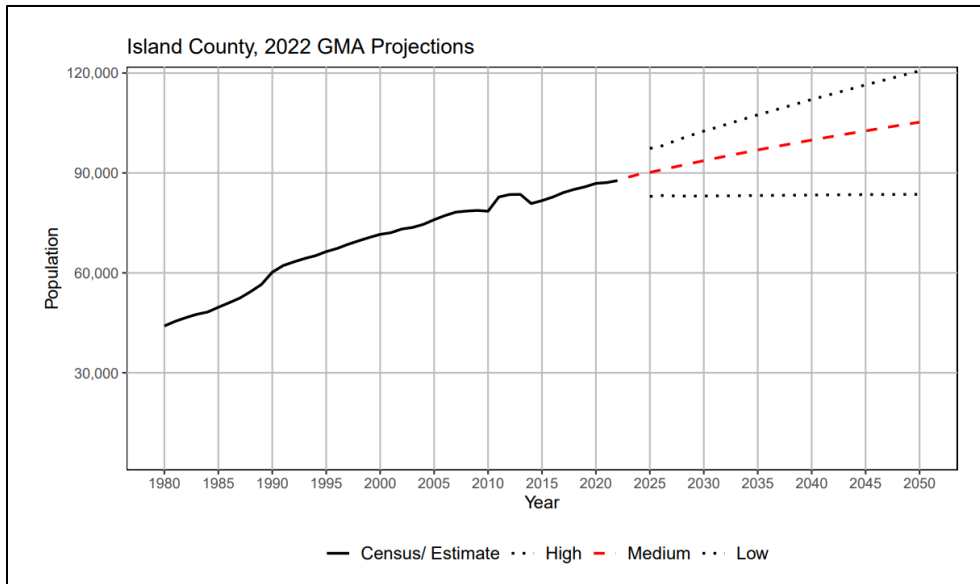
Table 1. Office of Financial Management Population Estimates and Projections

2020 Census	OFM 2023 Pop. Estimate	OFM 2045 Low Projection	OFM 2045 Med Projection	OFM 2045 High Projection
86,857	88,150	83,501	102,639	116,450

Office of Financial Management. “April 1, 2023 Population of Cities, Towns and Counties Used for Allocation of Selected State Revenues State of Washington.” Washington Data & Research. November 30, 2021. https://ofm.wa.gov/sites/default/files/public/dataresearch/pop/april1/ofm_april1_population_final.pdf

Office of Financial Management. “Projections of the Total Resident Population for Growth Management. County projections, five-year intervals.” Washington Data & Research. December 2022. https://ofm.wa.gov/sites/default/files/public/dataresearch/pop/GMA/projections2022/gma_2022_high_low_charts.pdf

Figure 1. Office of Financial Management 2022 Projection Graph for Island County



Office of Financial Management. "Growth Management Act population projections for counties: 2020 to 2050. County projections graphs." Washington Data & Research. December 2022.

https://ofm.wa.gov/sites/default/files/public/datarsearch/pop/GMA/projections2022/gma_2022_high_low_charts.pdf

B. Climate migration and population projections.

One question City planning staff have heard frequently from members of the public is whether OFM accounts for climate migration in their population projections. Staff reached out to Mike Mohrman, a State Demographer with OFM to ask this question. Mr. Mohrman outlined three main points to answer this question.

From Mike Mohrman, State Demographer WA OFM:

1. OFM's models do not have a specific factor or adjustment for climate related migration or refugees.
 - However, staff with OFM believe that climate change migration may already be happening at some level.
 - To the extent that climate migration is already occurring, OFM's existing data sources (school enrollments, voter registrations, driver license issuances etc.), will pick up on climate related migrants.
 - It is important to note though, that those data sources do not single people out by the reasons they choose to move here. Migrants can move for many reasons at once: they may want to escape the heat but might wait until they can secure employment or take advantage of a social tie before moving.
2. Before developing the 2022 county projections, OFM staff met with experts from the University of Washington.
 - These experts at the University of Washington believe the science is not yet ready to specifically project climate migrants.
 - This is because it is not yet clear how climate change may affect fertility, mortality, or migration rates in specific places.
 - So, there is uncertainty in how OFM could make climate specific adjustments to their existing models.
3. It is not clear yet how Washington will factor in as a receiving or sending state for climate migration.
 - Washinton is a large, geographically and climactically diverse state.
 - Eastern Washington is prone to fires which are likely to get worse as temperatures rise.
 - Western Washington could see more flooding, coastal flooding/sea-level rise, wildfires, and drought as well.
 - Climate change impacts such as these may work to both pull and push migrants.

C. Status of population projection selection process.

The Countywide Planning Policies instruct the CPG to utilize the medium series projection range issued by OFM, analyze the assumptions used, and if needed, adjust for locally observed trends.

In 2016, the County reviewed previous OFM population ranges and compared them to the County census data to test for accuracy of past projections and determine if adjustments were needed for the 2016 update. Their review showed that the projections for the 1998 and 2005 Comprehensive Plan updates overestimated the rate of growth. This informed the

adoption of a population projection between the low and medium OFM series for the year 2036 during the Island County 2016 Comprehensive Plan.

During Langley's recent creation of a Housing Action Plan, staff and the consultant team found that both Langley and Island County's population is growing faster than the adopted population projections from the 2016 Comprehensive Plan. Island County's 2036 population estimate tracks closer to the OFM medium projection than the low-medium that was adopted. With a 2023 estimated population of 1,165, Langley has already exceeded its adopted population estimate for 2036 of 1,127 people.

The CPG reviewed local trends such as those outlined above, and recommended Island County utilize the medium series projection of a total population of 102,639 by 2045 for the purposes of planning under the Washington State Growth Management Act. On December 12, 2023, the Island County Board of County Commissioners adopted Resolution C-85-23 confirming the CPG's recommendation.

A majority of the legislative bodies representing Coupeville, Island County, Langley, and Oak Harbor must now ratify the projection for it to become the official population projection that all Island County jurisdictions plan for during their respective 2025 comprehensive plan updates.

D. Planning Advisory Board recommendation.

On January 24, 2024, staff presented the above information to the Planning Advisory Board along with Island County Resolution C-85-23. After review and consideration, the Planning Advisory Board voted to recommend that the Langley City Council ratify Island County's selection of the medium series twenty-year population projection of 102,639 by 2045 to comply with the Washington State Growth Management Act RCW 36.70A.110.

This step is focused on confirming the total amount of growth the County, as a whole, should plan for. The percentage of this projected growth allocated to the City of Langley has not been finalized and is still up for further conversation.

E. Request.

Staff are introducing this information for City Council consideration but are **not requesting any action** from City Council currently. Staff will return to City Council's **February 20th meeting** to request a vote ratifying Island County's selection of the medium series twenty-year population projection of 102,639 by 2045 to comply with the Washington State Growth Management Act RCW 36.70A.110.

Staff are also requesting City Council **schedule a special meeting March 11, 2023** to hold a workshop on proposed updates to the Countywide Planning Policies and recommendations for population and housing unit allocations to the City of Langley.

Attachments:

- A. Island County Resolution C-85-23

Updated
12/11/23



Island County Planning and Community Development

Mary Engle, Director

Physical Address: 1 NE 7th St, Coupeville, WA 98239 Mailing Address: 1 NE 7th St, Coupeville, WA 98239
Ph: Whidbey 360-679-7339 | Camano 360-387-3443 | Fax: 360-679-7306
Email: PlanningDept@islandcountywa.gov | <https://www.islandcountywa.gov/Planning/Pages/Home.aspx>

~MEMORANDUM~

December 12, 2023

TO: Board of Island County Commissioners
FROM: Long Range Planning

OFM Population Projections

This memorandum serves as a formal transmission of the Island County Planning Commission's recommendation and findings for the selection of a twenty-year population projection to the Board of Island County Commissioners.

Island County Planning and Community Development reviewed historic trends, economic conditions, and demographic patterns to inform the recommendation for a twenty-year population projection and to comply with Chapter 36.70A RCW. The Planning Department consulted with the municipalities in Island County on the population projections provided by the Office of Financial Management (OFM). Planning and Community Development presented a recommendation to use OFM's medium population figure to the Board of County Commissioners and the Island County Planning Commission.

The Island County Planning Commission reviewed the twenty-year population projection at a public hearing on November 15th. After considering public comments, the Planning Commission voted to recommend that the Board of County Commissioners adopt a resolution stating that Planning and Community Development will utilize a 2045 population estimate of 102,639 for the purposes of planning under the Washington State Growth Management Act. The Planning Commission's recommendation and findings are included as Exhibit A in the proposed resolution.

ACTION REQUESTED: Island County Planning and Community Development recommends that the Board of County Commissioners approve a resolution that directs the Planning Department to utilize a 2045 population estimate of 102,639 for the purposes of planning under the Washington State Growth Management Act and to comply with the regulatory deadline established by RCW 36.70A.130(5)(b).

**BEFORE THE BOARD OF ISLAND COUNTY COMMISSIONERS
OF ISLAND COUNTY, WASHINGTON**

IN THE MATTER OF SELECTING A
TWENTY-YEAR POPULATION
PROJECTION TO COMPLY WITH THE
WASHINGTON STATE GROWTH
MANAGEMENT ACT

RESOLUTION NO. C- 85 -23;
PLG-011-23

WHEREAS, Island County conducts planning activities in accordance with Chapter 36.70 RCW, the Planning Enabling Act; and

WHEREAS, the planning process and the Island County Comprehensive Plan are further governed by Chapter 36.70A RCW, the Growth Management Act (GMA); and

WHEREAS, in order to comply with Chapters 36.70 and 36.70A RCW, Island County adopted its Comprehensive Plan on September 29, 1998 by Ordinance C-123-98, with an effective date of December 1, 1998; and

WHEREAS, state law requires periodic reviews of GMA comprehensive plans; and

WHEREAS, the Washington State Legislature amended RCW 36.70A.130 to extend the schedule and subsequent review cycles for GMA comprehensive plan periodic reviews; and

WHEREAS, RCW 36.70A.130(5)(b) establishes June 30, 2025 and at least every ten (10) years thereafter as the regulatory deadline for Island County to complete the next periodic review of its GMA Comprehensive Plan; and

WHEREAS, on November 7, 2023, the Board of Island County Commissioners approved Resolution C-61 -23 establishing the County's 2024 Work Plan and Docket stating intent to complete its periodic review of its GMA Comprehensive Plan by the deadline established in RCW 36.70A.130(5)(b) and periodically at least every ten (10) years thereafter; and

WHEREAS, Island County Planning and Community Development coordinated with the municipalities in Island County on a twenty-year population projection and determined that a population increase to 102,639 people by the year 2045 represents the most probable forecast; and

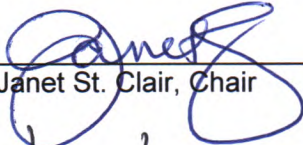
Res. No. C-~~5~~⁵-23, PLG-011-23
OFM Population Projection
Page 2 of 4

WHEREAS, the Island County Planning Commission reviewed the twenty-year population projection and adopted findings of fact on November 15, 2023; **NOW, THEREFORE**,

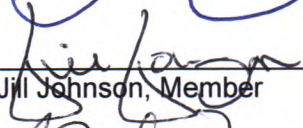
IT IS HEREBY RESOLVED that the Board of Island County Commissioners directs the Department of Planning and Community Development to utilize a 2045 population estimate of 102,639 for the purposes of planning under the Washington State Growth Management Act and to comply with the regulatory deadline established by RCW 36.70A.130(5)(b); and further directs the Department of Planning and Community Development to adhere to the Findings of Fact approved by the Planning Commission, attached hereto as Exhibit A.

ADOPTED this the 12th day of December, 2023 following a public hearing.

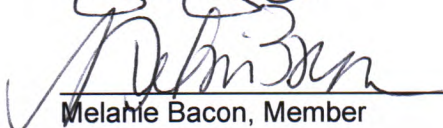
**BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON**



Janet St. Clair, Chair



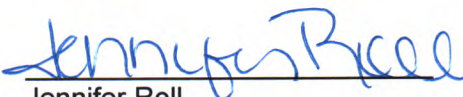
Jill Johnson, Member



Melahie Bacon, Member



ATTEST:



Jennifer Roll
Clerk of the Board

EXHIBIT A - Planning Commission Findings of Fact



Island County Planning and Community Development

Mary Engle, Director

Physical Address: 1 NE 6th St, Coupeville, WA 98239 Mailing Address: 1 NE 7th St, Coupeville, WA 98239

Ph: Whidbey 360-679-7339 | Camano 360-387-3443 | Fax: 360-679-7306

Email: PlanningDept@islandcountywa.gov | <https://www.islandcountywa.gov/207/Planning-Community-Development>

~ FINDINGS OF FACT ~

TO: Planning Commissioners
FROM: Emily Neff, Long Range Planner
DATE: November 15, 2023
SUBJECT: Findings of Fact – OFM Population Estimate

Summary

Island County has reviewed the twenty-year population estimates prepared by the Washington State Office of Financial Management (OFM). Island County and the municipalities within Island County must use the twenty-year population estimate to ensure that Urban Growth Area boundaries are adequately sized and support sufficient densities to allow for future urban growth. In 1998 Island County selected the OFM high population series; and in 2005 Island County selected a population projection at the midpoint between the high and medium series. Both projections overestimated actual population growth according to 2010 U.S. Census counts. In 2016, Island County selected a population projection between the medium and low estimate due to slower than anticipated growth. Since then, growth rates have increased and the 2021-22 estimates are at, and in some cases, above the 2036 projections.

Findings

1. In order to address the requirements of the Washington State Growth Management Act, Island County first adopted a Comprehensive Plan and development regulations in 1998.
2. The GMA requires counties and cities to periodically update their comprehensive plans and development regulations (RCW 36.70A.130(5)). Island County last completed a periodic update in 2016; and Island County must complete an update by June 30, 2025.
3. The Washington State Office of Financial Management (OFM) prepared a twenty-year growth management planning population projection for Island County in accordance with RCW 43.62.035.

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4. Island County and the municipalities within the County are required to use the population projection prepared by OFM to provide an Urban Growth Area with densities sufficient to permit the urban growth that is projected to occur for the succeeding twenty-year period per RCW 36.70A.110(2). The town of Coupeville is not required to adjust its Urban Growth Area as it is contained totally within a National Historic Reserve and is exempt under RCW 36.70A.110(2).
5. The Countywide Planning Policies requires a hearing before the Planning Commission on the selection of a twenty-year population projection. Section 4.3 requires Island County to formally adopt a population figure through a resolution.
6. The Planning Commission has reviewed the research prepared by Planning & Community Development and believes that the recommended population of 102,639 (OFM Medium) for 2045 represents the most probable forecast based on past trends, as well as current economic, and demographic conditions.

Conclusion

The Island County Planning Commission has reviewed the research supporting a 2045 population estimate for Island County and hereby recommends that the Board of Island County Commissioners adopt a resolution stating that Island County Planning & Community Development will utilize a 2045 population estimate of 102,639 (OFM Medium) for the purposes of planning under the Washington State Growth Management Act.

Respectfully submitted through the Island County Planning Department to the Board of Island County Commissioners, pursuant to RCW 36.70.430, this 15 day of Nov, 2023 by,



Steve Schwalbe
Chair, Island County Planning Commission



To: Langley City Council Members

From: Rhonda Salerno, Council Member, Position 2 ___

Date: __February 5, 2024_____

Topic: __Discussion Item regarding Commissions Special Meeting__

Number of pages (including this one): __1__

Introduction/Summary: Work regarding Council Commission requires a deep dive for Council to review, discuss and finalize decisions regarding our Advisory Commissions and work plans and requires that we schedule a Special meeting in the very near future.

Council Action Request: Discuss and plan a date for the Special Council Workshop. Please check your availability for February 26, 2024 from 1:00 to 3:00 PM.



To: Langley City Council Members

From: __Rhonda Salerno, Council Member, Position 2__

Date: __January 16, 2024__

Topic: __Commission Items __

Number of pages (Including this one): 3

Introduction/Summary:

Comments after our last meeting regarding the current code and policies on Council Commissions (to bring them into compliance with City and State statute) are still being compiled and will be presented for your review at our next meeting.

Included in this packet is the 2024 Commission Ordinance Template that will be populated with the information received from Commissions. Feedback from our letter that went out in November has been gathered from all Commissions except Civil Service, Design Review Board, Ethics, and LTAC. Relevant information from these responses will be compiled and brought to Council to serve the process of populating the Uniform Commission Ordinance Template for each Commission.

Council Action Request:

Please review the 2024 Commission Ordinance Template that Council approved last year.

The Commission study will be a deep dive and Council may consider a Special Workshop in the near future for that purpose.

List all Attachments: 2024 Commission Ordinance Template

CITY OF LANGLEY ORDINANCE NUMBER [REDACTED]
AN ORDINANCE OF THE CITY OF LANGLEY, WA
ESTABLISHING A [REDACTED] COMMISSION IN TITLE 2 OF THE LANGLEY MUNICIPAL CODE

NOW THEREFORE, be it ordained by the City Council of the City of Langley, Washington, as follows:

Section 1. New Langley Municipal Code Section X.XX establishing the City of Langley [REDACTED] Commission.

Created – Purpose

This section establishes the commission and describes its purpose.

The [REDACTED] Commission ([REDACTED]) is created to support and act in an advisory capacity and make recommendations to the city council and mayor on policy matters related to [REDACTED].

Responsibilities

This section explicitly enumerates and describes each of the responsibilities of the commission.

The [REDACTED] shall be responsible to advise and make recommendations to the city council and the mayor on the following:

1. [REDACTED]
2. [REDACTED]
3. [REDACTED]

Membership (and terms)

This section defines the composition of the commission. Chapter 2.34 Uniform Policies for Citizen Commissions defines default membership rules. Variations from those rules must be explicitly defined in this section.

- A. The [REDACTED] shall be comprised of [REDACTED] of voting commission members, and one alternate member. The number of members is determined by the commission and can be changed with a majority vote of city council.
- B. Pursuant to Section 2.34.030, a majority of citizen members shall reside within the city limits unless otherwise approved by a majority vote of city council.
- C. Pursuant to Section 2.34.050 commission members shall serve for three years from the date of their appointment. Terms shall be staggered so that no more than two positions need be filled in any one year. The mayor shall determine which initial members will serve one-year, two-year and three-year appointments.
- D. Pursuant to Section 2.34.080, the mayor shall assign a staff member to the [REDACTED] to provide technical expertise and staff support if necessary.

Meetings

The <commission acronym> shall meet regularly and shall adopt and publish policies regarding the time, place, and frequency of meetings. If there is no business to conduct, a meeting cancellation notice shall be posted in the same manner as all meeting notices. Special meetings may be held as often as the <commission acronym> deems necessary. Notice of special meetings must be provided in accord with the Washington State Open Public Meetings Act.

Section 2. Severability. If any provision of this ordinance or its application to any person or circumstance is held invalid, the remainder of the ordinance or the application of the provisions to other persons or circumstances is not affected.

PASSED BY THE CITY COUNCIL OF THE CITY OF LANGLEY, WASHINGTON, and approved by the Mayor at a regular meeting held this ____ day of _____, 2024.

_____ Krista "Kennedy" Horstman, Mayor

_____ Tara McDivitt, City of Langley Notary