



**CITY OF LANGLEY**

**DRAFT COUNCIL AGENDA**

**Monday, July 1, 2024 @ 5:30 P.M.**

**City Hall**

**112 Second Street, Langley, WA 98260**

**And via Zoom:**

<https://us02web.zoom.us/j/85016739615?pwd=hmD9ouWjXMUdgXZ1j92U5TNdXAENA4.1>

Webinar ID: 850 1673 9615

Passcode: 378405

**NOTE: A Special Meeting will be held at 5:00 pm for an Executive Session.**

1. **CALL TO ORDER** – 5 minutes
  - a. Opening Words
  - b. Moment of Silence
  - c. Roll Call
2. **CONSENT AGENDA** (The CONSENT AGENDA consists of routine items that normally do not require further Council discussion) – 2 minutes
  - a. Approval of Claim Warrants in the amount of \$90,958.07, p. 3
  - b. Approval of Manual Warrants in the amount of \$77,028.75, p. 27
  - c. Approval of Payroll Direct Deposit Runs (6/3/2024) in the amount of \$40,375.32 & (6/17/2024) in the amount of \$43,226.36, p. 28
  - d. Approval of Commission Meeting Minutes posted since previous Council Meeting
  - e. Approval of Council Meeting Minutes of 06/17/2024 and 0624/2024, p. 30
  - f. Liquor license – No objection Whidbey Island Nourishes, p. 73
  - g. Liquor license – No objection Whidbey Ren Fair, p. 74
  - h. Authorization for Local Records Grant for Digitization from Washington State Archives in the amount of \$38,871.00, p. 75
  - i. Authorization to appoint Mayor Horstman to represent Langley on the Embrace Whidbey Camano Islands Tourism Committee, p. 84
3. **APPROVAL OF AGENDA** – 3 minutes
4. **PUBLIC COMMENT PERIOD\*** - 30 minutes
5. **PRESENTATION/GUEST SPEAKER/COMMISSION REPORTS**

- a. Presentation of Flag and Commemoration of William Webber Locke, Mayor Horstman, 10 minutes
- b. Climate Resilience Report, Director Perry, 15 minutes

6. **MAYOR'S REPORT** – 10 minutes, p. 85

1. **ORDINANCES/RESOLUTIONS**

Resolution on Public Safety Tax, Councilmember Carlson, 10 minutes, p. 86

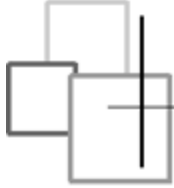
2. **COUNCIL ANNOUNCEMENTS** – 10 minutes

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

3. **ADJOURN**

**\*Public Comment:** We welcome requests to comment on subjects that are not on the agenda or requests to comment on a particular agenda item at the time the item is being discussed. The purpose of a public comment is to allow the public to inform the Council of your views. We appreciate and welcome your comments, but please note that we will not be entering into dialogue at this time. Please limit your comments to no more than three minutes and address subjects, not individuals, in an orderly and courteous manner. Please state your name, where you reside, and the subject of your comment.

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: : 2024 - June  
 Council Date: : 2024 - June - 2nd Council Meeting, 2024 - June - 1st Council Meeting

Vendor	Number	Reference	Account Number	Description	Amount
<b>Airgas USA LLC</b>					
	<b>44168</b>			<b>2024 - June - 1st Council Meeting</b>	
		<b>Invoice - 9149880814</b>			
		<b>Chlorine High Purity</b>			
		402-000-000-535-10-30-01		Supplies	\$3,751.97
		<b>Total Invoice - 9149880814</b>			<b>\$3,751.97</b>
	<b>Total 44168</b>				<b>\$3,751.97</b>
	<b>44192</b>			<b>2024 - June - 2nd Council Meeting</b>	
		<b>Invoice - 5508600954</b>			
		<b>Rent Cyl Spec Large Other</b>			
		402-000-000-535-10-30-01		Supplies	\$15.50
				Rent Cyl Spec Large Other	
		<b>Total Invoice - 5508600954</b>			<b>\$15.50</b>
	<b>Total 44192</b>				<b>\$15.50</b>
<b>Total Airgas USA LLC</b>					<b>\$3,767.47</b>
<b>AT&amp;T Mobility FIRSTNET</b>					
	<b>44169</b>			<b>2024 - June - 1st Council Meeting</b>	
		<b>Invoice - 287314814505X05272024</b>			
		<b>Phone</b>			
		001-000-010-513-10-46-01		Utilities	\$55.98
		Phone			
		001-000-100-518-30-46-01		Utilities-General Government	\$46.20
		Phone			
		001-000-110-558-60-46-01		Utilities	\$55.98
		Phone			
		001-000-150-576-80-41-02		Utilities	\$46.20
		Phone			
		101-000-000-543-10-47-00		Utilities	\$46.20
		Phone			
		401-000-000-534-10-46-01		Utilities-Water Dept.	\$55.98
		Phone			
		402-000-000-535-10-46-01		Utilities-Sewer Dept.	\$46.20
		Phone			
		403-000-000-531-10-46-01		Utilities	\$46.20

Vendor	Number	Reference	Account Number	Description	Amount
			Phone		
		<b>Total Invoice - 287314814505X05272024</b>			<b>\$398.94</b>
	<b>Total 44169</b>				<b>\$398.94</b>
<b>Total AT&amp;T Mobility FIRSTNET</b>					<b>\$398.94</b>
<b>AT&amp;T Mobility FIRSTNET</b>					
	<b>44193</b>				
		<b>2024 - June - 2nd Council Meeting</b>			
		<b>Invoice - 287291336274X05132024</b>			
		<b>Wireless Service</b>			
		001-000-070-521-20-46-01	Utilities		\$235.10
			Wireless Service		
		<b>Total Invoice - 287291336274X05132024</b>			<b>\$235.10</b>
	<b>Total 44193</b>				<b>\$235.10</b>
<b>Total AT&amp;T Mobility FIRSTNET</b>					<b>\$235.10</b>
<b>AWC RMSA</b>					
	<b>44194</b>				
		<b>2024 - June - 2nd Council Meeting</b>			
		<b>Invoice - 121622 E</b>			
		<b>Risk Management</b>			
		001-000-000-511-60-40-02	Professional Services - ADMIN Shared Cost		\$2,595.11
			RMSA Property Insurance		
		001-000-000-511-60-40-02	Professional Services - ADMIN Shared Cost		\$1,647.92
			RMSA Liability Insurance		
		001-000-010-513-10-40-01	Professional Services - ADMIN Shared Cost		\$329.58
			RMSA Liability Insurance		
		001-000-010-513-10-40-01	Professional Services - ADMIN Shared Cost		\$519.02
			RMSA Property Insurance		
		001-000-015-513-10-40-01	Professional Services - ADMIN Shared Cost		\$1,038.04
			RMSA Property Insurance		
		001-000-015-513-10-40-01	Professional Services - ADMIN Shared Cost		\$659.16
			RMSA Liability Insurance		
		001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost		\$823.98
			RMSA Liability Insurance		
		001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost		\$1,264.27
			RMSA Property Insurance		
		001-000-035-541-99-30-00	Professional Services - ADMIN Shared Cost		\$164.79
			RMSA Liability Insurance		
		001-000-035-541-99-30-00	Professional Services - ADMIN Shared Cost		\$259.54
			RMSA Property Insurance		
		001-000-070-521-20-40-01	Professional Services - ADMIN Shared Cost		\$17,882.54
			RMSA Liability Insurance		

CITY OF LANGLEY  
COUNCIL MEETING PACKET  
7/1/2024

Vendor	Number	Reference	Account Number	Description	Amount
			001-000-070-521-20-40-01	Professional Services - ADMIN Shared Cost RMSA Property Insurance	\$2,208.31
			001-000-110-558-60-40-00	Professional Services - ADMIN Shared Cost RMSA Liability Insurance	\$329.58
			001-000-110-558-60-40-00	Professional Services - ADMIN Shared Cost RMSA Property Insurance	\$519.02
			001-000-120-558-50-40-00	Professional Services - ADMIN Shared Cost RMSA Property Insurance	\$519.02
			001-000-120-558-50-40-00	Professional Services - ADMIN Shared Cost RMSA Liability Insurance	\$329.58
			001-000-150-576-80-40-00	Professional Services - ADMIN Shared Cost RMSA Property Insurance	(\$158.71)
			001-000-150-576-80-40-00	Professional Services - ADMIN Shared Cost RMSA Liability Insurance	\$617.68
			<b>Total Invoice - 121622 E</b>		<b>\$31,548.43</b>
	<b>Total 44194</b>				<b>\$31,548.43</b>
<b>Total AWC RMSA</b>					<b>\$31,548.43</b>

<b>Axon Enterprise Inc</b>					
44195				<b>2024 - June - 2nd Council Meeting</b>	
				<b>Invoice - INUS252161</b>	
				<b>Amendment Credit</b>	
			001-000-070-594-21-64-00	Equipment Taser Amendment Credit	\$310.85
			<b>Total Invoice - INUS252161</b>		<b>\$310.85</b>
	<b>Total 44195</b>				<b>\$310.85</b>
<b>Total Axon Enterprise Inc</b>					<b>\$310.85</b>

<b>Bay City Supply</b>					
44170				<b>2024 - June - 1st Council Meeting</b>	
				<b>Invoice - 358675</b>	
				<b>Bowl Cleaner/Nitrile Gloves/Toilet Tissue</b>	
			001-000-100-518-30-30-01	Facilities Maint. Supplies Bowl Cleaner/Nitrile Gloves/Toilet Tissue	\$27.44
			001-000-150-576-80-30-01	Supplies Bowl Cleaner/Nitrile Gloves/Toilet Tissue	\$41.15
			105-000-000-557-30-30-01	Public Restrooms-R&M/Misc'l, Supplies. Bowl Cleaner/Nitrile Gloves/Toilet Tissue	\$208.15
			402-000-000-535-10-30-01	Supplies Bowl Cleaner/Nitrile Gloves/Toilet Tissue	\$27.45
			<b>Total Invoice - 358675</b>		<b>\$304.19</b>
				<b>Invoice - 358675A</b>	
				<b>Tork Perforated Kitchen Towel</b>	
			402-000-000-535-10-30-01	Supplies	\$50.81

Vendor	Number	Reference	Account Number	Description	Amount
				Tork Perforated Kitchen Towel	
		<b>Total Invoice - 358675A</b>			<b>\$50.81</b>
	<b>Total 44170</b>				<b>\$355.00</b>
<b>Total Bay City Supply</b>					<b>\$355.00</b>
<b>Beech Business Services, PLLC</b>					
<b>44196</b>				<b>2024 - June - 2nd Council Meeting</b>	
		<b>Invoice - 1008</b>			
			<b>Professional Services</b>		
			001-000-030-514-20-40-04	Professional Services - Contract	\$1,069.14
				Professional Services	
		<b>Total Invoice - 1008</b>			<b>\$1,069.14</b>
	<b>Total 44196</b>				<b>\$1,069.14</b>
<b>Total Beech Business Services, PLLC</b>					<b>\$1,069.14</b>
<b>Builders Exchange of WA Inc</b>					
<b>44171</b>				<b>2024 - June - 1st Council Meeting</b>	
		<b>Invoice - 1077110</b>			
			<b>Publish Projects Online</b>		
			101-000-000-595-65-60-04	Saratoga to DeBruyn	\$45.00
				Publish Projects Online	
		<b>Total Invoice - 1077110</b>			<b>\$45.00</b>
	<b>Total 44171</b>				<b>\$45.00</b>
<b>Total Builders Exchange of WA Inc</b>					<b>\$45.00</b>
<b>Coast Insulation LLC</b>					
<b>44197</b>				<b>2024 - June - 2nd Council Meeting</b>	
		<b>Invoice - 5/31/2024 Bus Lic Ref Coast</b>		<b>Daniel Isom</b>	
			<b>Bus Lic Refund</b>		
			001-000-030-321-99-00-00	Business Licenses/Permits	\$66.00
				Bus Lic Refund	
		<b>Total Invoice - 5/31/2024 Bus Lic Ref Coast</b>			<b>\$66.00</b>
	<b>Total 44197</b>				<b>\$66.00</b>
<b>Total Coast Insulation LLC</b>					<b>\$66.00</b>

Vendor	Number	Reference	Account Number	Description	Amount
<b>Compass Rose Planning</b>	<b>44198</b>			<b>2024 - June - 2nd Council Meeting</b>	
		<b>Invoice - 1091</b>			
			<b>Planning support</b>		
			001-000-110-558-60-40-01	Professional Fees/Reimbursible - Permit Review	\$736.25
				Planning support	
		<b>Total Invoice - 1091</b>			<b>\$736.25</b>
	<b>Total 44198</b>				<b>\$736.25</b>
<b>Total Compass Rose Planning</b>					<b>\$736.25</b>
<b>Correct Equipment, Inc.</b>	<b>44199</b>			<b>2024 - June - 2nd Council Meeting</b>	
		<b>Invoice - 56131</b>			
			401-000-000-534-80-31-01	Parts, Chemicals & Supplies	\$1,222.00
				SKU 8004313, Accu-Tab 60#Pail	
		<b>Total Invoice - 56131</b>			<b>\$1,222.00</b>
	<b>Total 44199</b>				<b>\$1,222.00</b>
<b>Total Correct Equipment, Inc.</b>					<b>\$1,222.00</b>
<b>Cross Reiter, Inc.</b>	<b>44200</b>			<b>2024 - June - 2nd Council Meeting</b>	
		<b>Invoice - LANG-2301.08</b>			
			<b>Bluff Management Plan</b>		
			001-000-150-594-76-40-00	Seawall Park Capital Expenditures	\$365.00
				Bluff Management Plan	
		<b>Total Invoice - LANG-2301.08</b>			<b>\$365.00</b>
	<b>Total 44200</b>				<b>\$365.00</b>
<b>Total Cross Reiter, Inc.</b>					<b>\$365.00</b>
<b>De Lage Landen Financial Services</b>	<b>44172</b>			<b>2024 - June - 1st Council Meeting</b>	
		<b>Invoice - 82654530</b>			
			<b>Kyocera Lease</b>		
			001-000-000-511-60-40-02	Professional Services - ADMIN Shared Cost	\$29.48
				Kyocera Lease	
			001-000-006-511-60-40-01	Professional Services - ADMIN Shared Cost	\$14.74
				Kyocera Lease	
			001-000-010-513-10-40-01	Professional Services - ADMIN Shared Cost	\$14.74
				Kyocera Lease	
			001-000-015-513-10-40-01	Professional Services - ADMIN Shared Cost	\$58.97
				Kyocera Lease	
			001-000-025-514-20-40-00	Professional Shared Administrative Cost	\$14.74
				Kyocera Lease	
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost	\$58.97
				Kyocera Lease	

CITY OF LANGLEY  
COUNCIL MEETING PACKET  
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Vendor	Number	Reference	Account Number	Description	Amount
			001-000-035-541-99-30-00	Professional Services - ADMIN Shared Cost	\$8.85
			Kyocera Lease		
			001-000-070-521-20-40-01	Professional Services - ADMIN Shared Cost	\$5.90
			Kyocera Lease		
			001-000-110-558-60-40-00	Professional Services - ADMIN Shared Cost	\$58.97
			Kyocera Lease		
			001-000-120-558-50-40-00	Professional Services - ADMIN Shared Cost	\$58.97
			Kyocera Lease		
			001-000-150-576-80-40-00	Professional Services - ADMIN Shared Cost	\$14.74
			Kyocera Lease		
			101-000-000-543-10-40-01	Professional Services - ADMIN Shared Cost	\$44.23
			Kyocera Lease		
			104-000-000-536-10-40-00	Professional Services - ADMIN Shared Cost	\$14.74
			Kyocera Lease		
			105-000-000-557-30-40-00	Professional Services - ADMIN Shared Cost	\$29.48
			Kyocera Lease		
			401-000-000-534-10-40-01	Professional Services - ADMIN Shared Cost	\$58.97
			Kyocera Lease		
			402-000-000-535-10-40-01	Professional Services - ADMIN Shared Cost	\$73.71
			Kyocera Lease		
			403-000-000-531-10-40-01	Professional Services - ADMIN Shared Cost	\$29.50
			Kyocera Lease		
			<b>Total Invoice - 82654530</b>		<b>\$589.70</b>
			<b>Total 44172</b>		<b>\$589.70</b>
			<b>Total De Lage Landen Financial Services</b>		<b>\$589.70</b>
			<b>Diamond Rentals &amp; Sales</b>		
			<b>44201</b>		
				<b>2024 - June - 2nd Council Meeting</b>	
			<b>Invoice - 1-632013-14</b>		
			<b>Portable Construction</b>		
			105-000-000-557-30-40-03	Contract Services (R&R, Chamber 1%, County)	\$180.00
			Portable Construction		
			<b>Total Invoice - 1-632013-14</b>		<b>\$180.00</b>
			<b>Total 44201</b>		<b>\$180.00</b>
			<b>Total Diamond Rentals &amp; Sales</b>		<b>\$180.00</b>
			<b>Edge Analytical Labs</b>		
			<b>44173</b>		
				<b>2024 - June - 1st Council Meeting</b>	
			<b>Invoice - 24-12520</b>		
			<b>Mthly Nutrients #1-May 2024</b>		
			402-000-000-535-90-00-01	DOE Grant - PW-SWR WQPSNR-2021-LangCo-22310 Reimbursable Expenditures	\$394.00
			Mthly Nutrients #1-May 2024		
			<b>Total Invoice - 24-12520</b>		<b>\$394.00</b>
			<b>Total 44173</b>		<b>\$394.00</b>



CITY OF LANGLEY  
COUNCIL MEETING PACKET  
7/1/2024

Vendor	Number	Reference	Account Number	Description	Amount
	<b>44202</b>			<b>2024 - June - 2nd Council Meeting</b>	
		<b>Invoice - 24-14159</b>			
			402-000-000-535-90-00-01	DOE Grant - PW-SWR WQPSNR-2021-LangCo-22310 Reimbursable Expenditures	\$309.00
				Monthly Nutrient #2	
		<b>Total Invoice - 24-14159</b>			<b>\$309.00</b>
	<b>Total 44202</b>				<b>\$309.00</b>
<b>Total Edge Analytical Labs</b>					<b>\$703.00</b>
<b>Facet, Inc.</b>					
	<b>44174</b>			<b>2024 - June - 1st Council Meeting</b>	
		<b>Invoice - 0055276</b>			
		<b>Edgecliff Dr. Watermain Replacement</b>			
			405-000-000-594-34-60-06	CIP W-5 Edgecliff (Furman-Wilkinson) Main	\$779.00
				Edgecliff Dr. Watermain Replacement	
		<b>Total Invoice - 0055276</b>			<b>\$779.00</b>
	<b>Total 44174</b>				<b>\$779.00</b>
<b>Total Facet, Inc.</b>					<b>\$779.00</b>
<b>Freeland Ace Hardware</b>					
	<b>44203</b>			<b>2024 - June - 2nd Council Meeting</b>	
		<b>Invoice - 135753</b>			
		<b>Backpk Blwr, STIHL repair labor</b>			
			001-000-150-576-80-40-04	Parks/open Space Maintenance & Improvements	\$188.36
			101-000-000-542-67-30-01	Street Cleaning supplies	\$37.66
			402-000-000-535-10-47-01	Repairs & Maintenance	\$150.69
			403-000-000-531-10-47-02	Annual Equipment Maintenance	\$376.72
		<b>Total Invoice - 135753</b>			<b>\$753.43</b>
		<b>Invoice - 135818</b>			
		<b>Round Line 261 M Org</b>			
			001-000-150-576-80-40-04	Parks/open Space Maintenance & Improvements	\$40.25
				Round Line 261 M Org	
		<b>Total Invoice - 135818</b>			<b>\$40.25</b>
	<b>Total 44203</b>				<b>\$793.68</b>
<b>Total Freeland Ace Hardware</b>					<b>\$793.68</b>
<b>Freeland Country Store</b>					
	<b>44204</b>			<b>2024 - June - 2nd Council Meeting</b>	
		<b>Invoice - 29612475 - 05/24/2024</b>			
		<b>Georgia Boot Romeo Men</b>			
			402-000-000-535-10-33-01	Uniforms	\$97.91
				Georgia Boot Romeo Men	
		<b>Total Invoice - 29612475 - 05/24/2024</b>			<b>\$97.91</b>
	<b>Total 44204</b>				<b>\$97.91</b>
<b>Total Freeland Country Store</b>					<b>\$97.91</b>

CITY OF LANGLEY  
COUNCIL MEETING PACKET  
7/1/2024

Vendor	Number	Reference	Account Number	Description	Amount
<b>Grainger</b>					
	<b>44175</b>			<b>2024 - June - 1st Council Meeting</b>	
		<b>Invoice - 9121778170</b>			
		<b>Pet Waste Bag</b>			
		001-000-150-576-80-30-01		Supplies	\$468.56
				Pet Waste Bag	
		<b>Total Invoice - 9121778170</b>			<b>\$468.56</b>
		<b>Invoice - 9126468637</b>			
		<b>Door Lock Battery</b>			
		105-000-000-557-30-47-03		Repair & Maintenance Facilities	\$65.52
				Door Lock Battery	
		<b>Total Invoice - 9126468637</b>			<b>\$65.52</b>
	<b>Total 44175</b>				<b>\$534.08</b>
	<b>44205</b>			<b>2024 - June - 2nd Council Meeting</b>	
		<b>Invoice - 9138809208</b>			
		<b>Battery, Lithium size 223</b>			
		105-000-000-557-30-47-03		Repair & Maintenance Facilities	\$26.07
				Battery, Lithium size 223	
		<b>Total Invoice - 9138809208</b>			<b>\$26.07</b>
	<b>Total 44205</b>				<b>\$26.07</b>
<b>Total Grainger</b>					<b>\$560.15</b>
<b>Island County Treasurer</b>					
	<b>44206</b>			<b>2024 - June - 2nd Council Meeting</b>	
		<b>Invoice -Q1-2024 1% Tourism Interlocal Agreement</b>			
		<b>Q1-2024 1% Tourism Interlocal Agreement</b>			
		105-000-000-557-30-48-07		Countywide Interlocal Agreeem't	\$8,808.13
				Q1-2024 1% Tourism Interlocal Agreement	
		<b>Total Invoice -Q1-2024 1% Tourism Interlocal Agreement</b>			<b>\$8,808.13</b>
	<b>Total 44206</b>				<b>\$8,808.13</b>
<b>Total Island County Treasurer</b>					<b>\$8,808.13</b>
<b>Island Disposal Inc</b>					
	<b>44207</b>			<b>2024 - June - 2nd Council Meeting</b>	
		<b>Invoice - 8106004S144</b>			
		<b>Roll Off-Monthly Rent</b>			
		001-000-000-511-60-40-02		Professional Services - ADMIN Shared Cost	\$2.90
		001-000-006-511-60-40-01		Professional Services - ADMIN Shared Cost	\$1.93
		001-000-010-513-10-40-01		Professional Services - ADMIN Shared Cost	\$2.90
		001-000-015-513-10-40-01		Professional Services - ADMIN Shared Cost	\$3.87
		001-000-025-518-90-30-02		Professional Services - Admin Shared Cost	\$1.93
		001-000-030-514-20-40-02		Professional Services - ADMIN Shared Cost	\$3.87
		001-000-035-541-99-30-00		Professional Services - ADMIN Shared Cost	\$1.93
		001-000-070-521-20-40-01		Professional Services - ADMIN Shared Cost	\$3.87
		001-000-110-558-60-40-00		Professional Services - ADMIN Shared Cost	\$3.87

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Vendor	Number	Reference	Account Number	Description	Amount
			001-000-120-558-50-40-00	Professional Services - ADMIN Shared Cost	\$3.87
			001-000-150-576-80-40-00	Professional Services - ADMIN Shared Cost	\$65.78
			101-000-000-543-10-40-01	Professional Services - ADMIN Shared Cost	\$9.67
			104-000-000-536-10-40-00	Professional Services - ADMIN Shared Cost	\$3.87
			105-000-000-557-30-40-00	Professional Services - ADMIN Shared Cost	\$38.70
			401-000-000-534-10-40-01	Professional Services - ADMIN Shared Cost	\$5.80
			402-000-000-535-10-40-01	Professional Services - ADMIN Shared Cost	\$19.35
			403-000-000-531-10-40-01	Professional Services - ADMIN Shared Cost	\$19.37
			<b>Total Invoice - 8106004S144</b>		<b>\$193.48</b>
	<b>Total 44207</b>				<b>\$193.48</b>
<b>Total Island Disposal Inc</b>					<b>\$193.48</b>
<b>James King Roofing, LLC</b>	<b>44208</b>				
				<b>2024 - June - 2nd Council Meeting</b>	
				<b>Invoice - BUS REFUND JKR</b>	
				<b>BUS LICENSE REFUND</b>	
			001-000-030-321-99-00-00	Business Licenses/Permits	\$66.00
				<b>BUS LICENSE REFUND</b>	
			<b>Total Invoice - BUS REFUND JKR</b>		<b>\$66.00</b>
	<b>Total 44208</b>				<b>\$66.00</b>
<b>Total James King Roofing, LLC</b>					<b>\$66.00</b>
<b>KLCO, Mark James</b>	<b>44209</b>				
				<b>2024 - June - 2nd Council Meeting</b>	
				<b>Invoice - 5/31/2024 Bus Lic Ref KLCO</b>	
				<b>Bus Lic Refund</b>	
			001-000-030-321-99-00-00	Business Licenses/Permits	\$66.00
				<b>Bus Lic Refund</b>	
			<b>Total Invoice - 5/31/2024 Bus Lic Ref KLCO</b>		<b>\$66.00</b>
	<b>Total 44209</b>				<b>\$66.00</b>
<b>Total KLCO, Mark James</b>					<b>\$66.00</b>
<b>Langley United Methodist</b>	<b>44210</b>				
				<b>2024 - June - 2nd Council Meeting</b>	
				<b>Invoice - July</b>	
				<b>Storage</b>	
			001-000-025-518-50-40-01	Storage Space Rental	\$200.00
				<b>Storage</b>	
			<b>Total Invoice - July</b>		<b>\$200.00</b>
	<b>Total 44210</b>				<b>\$200.00</b>
<b>Total Langley United Methodist</b>					<b>\$200.00</b>

Vendor	Number	Reference	Account Number	Description	Amount
<b>Les Schwab Tire Centers</b>	<b>44176</b>			<b>2024 - June - 1st Council Meeting</b>	
		<b>Invoice - 41300444727</b>			
			<b>Flat Tire Repair</b>		
			001-000-150-576-80-40-04	Parks/open Space Maintenance & Improvements	\$21.74
				Flat Tire Repair	
		<b>Total Invoice - 41300444727</b>			<b>\$21.74</b>
	<b>Total 44176</b>				<b>\$21.74</b>
<b>Total Les Schwab Tire Centers</b>					<b>\$21.74</b>
<b>Ogden, Murphy, Wallace; Attorneys</b>	<b>44211</b>			<b>2024 - June - 2nd Council Meeting</b>	
		<b>Invoice - 892949</b>			
			<b>Professional Services</b>		
			001-000-100-518-30-40-02	Professional Services - Legal	\$253.60
				Professional Services	
			001-000-110-558-60-40-01	Professional Fees/Reimbursible - Permit Review	\$39.50
				Professional Services	
			306-000-000-594-34-60-01	Capital Grant Expenditures	\$95.10
				Professional Services	
		<b>Total Invoice - 892949</b>			<b>\$388.20</b>
	<b>Total 44211</b>				<b>\$388.20</b>
<b>Total Ogden, Murphy, Wallace; Attorneys</b>					<b>\$388.20</b>
<b>Oscar Eugenio Romero</b>	<b>44177</b>			<b>2024 - June - 1st Council Meeting</b>	
		<b>Invoice - 5/21/2024 Bus Lic Refund</b>		<b>Oscar Eugenio Romero</b>	
			<b>Business License Refund</b>		
			001-000-030-321-99-00-00	Business Licenses/Permits	\$66.00
				Business License Refund	
		<b>Total Invoice - 5/21/2024 Bus Lic Refund</b>			<b>\$66.00</b>
	<b>Total 44177</b>				<b>\$66.00</b>
<b>Total Oscar Eugenio Romero</b>					<b>\$66.00</b>
<b>PACE Engineers, Inc.</b>	<b>44178</b>			<b>2024 - June - 1st Council Meeting</b>	
		<b>Invoice - 91688</b>			
			<b>Engineering</b>		
			001-000-110-558-60-40-01	Professional Fees/Reimbursible - Permit Review	\$505.00
				Engineering	
		<b>Total Invoice - 91688</b>			<b>\$505.00</b>
		<b>Invoice - 91689</b>			
			<b>Engineering</b>		
			001-000-110-558-60-40-01	Professional Fees/Reimbursible - Permit Review	\$243.00
				Engineering	



Vendor	Number	Reference	Account Number	Description	Amount
<b>Puget Sound Energy</b>	<b>44180</b>			<b>2024 - June - 1st Council Meeting</b>	
		<b>Invoice - 0042 May 24</b>			
		<b>Electricity</b>			
			402-000-000-535-10-43-01	Sewer-Utilities/Waste Disposal	\$11.59
			Electricity		
		<b>Total Invoice - 0042 May 24</b>			<b>\$11.59</b>
		<b>Invoice - 0863 May 24</b>			
		<b>Electricity</b>			
			402-000-000-535-10-43-01	Sewer-Utilities/Waste Disposal	\$34.00
			Electricity		
		<b>Total Invoice - 0863 May 24</b>			<b>\$34.00</b>
		<b>Invoice - 0964 May 24</b>			
		<b>Electricity</b>			
			105-000-000-557-30-46-01	Utilities/VIC & R/R	\$95.47
			Electricity		
		<b>Total Invoice - 0964 May 24</b>			<b>\$95.47</b>
		<b>Invoice - 1532 May 24</b>			
		<b>Electricity</b>			
			101-000-000-542-63-46-01	Street Lighting Utilities	\$46.14
			Electricity		
		<b>Total Invoice - 1532 May 24</b>			<b>\$46.14</b>
		<b>Invoice - 1760 May 24</b>			
		<b>Electricity</b>			
			001-000-150-576-80-46-04	Parks-Utilities/waste Disposal	\$20.40
			Electricity		
		<b>Total Invoice - 1760 May 24</b>			<b>\$20.40</b>
		<b>Invoice - 2896 May 24</b>			
		<b>Electricity</b>			
			001-000-100-518-30-46-01	Utilities-General Government	\$351.18
			Electricity		
		<b>Total Invoice - 2896 May 24</b>			<b>\$351.18</b>
		<b>Invoice - 3304 May 24</b>			
		<b>Electricity</b>			
			402-000-000-535-10-43-01	Sewer-Utilities/Waste Disposal	\$377.12
			Electricity		
		<b>Total Invoice - 3304 May 24</b>			<b>\$377.12</b>
		<b>Invoice - 3338 May 24</b>			
		<b>Electricity</b>			
			001-000-150-576-80-46-04	Parks-Utilities/waste Disposal	\$140.27
			Electricity		
		<b>Total Invoice - 3338 May 24</b>			<b>\$140.27</b>
		<b>Invoice - 7646 May 24</b>			
		<b>Electricity</b>			
			401-000-000-534-10-46-01	Utilities-Water Dept.	\$152.91

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Vendor	Number	Reference	Account Number	Description	Amount
				Electricity	
		<b>Total Invoice - 7646 May 24</b>			<b>\$152.91</b>
		<b>Invoice - 8083 May 24</b>			
		Electricity			
			402-000-000-535-10-43-01	Sewer-Utilities/Waste Disposal	\$586.35
				Electricity	
		<b>Total Invoice - 8083 May 24</b>			<b>\$586.35</b>
		<b>Invoice - 8745 May 24</b>			
		Electricity			
			401-000-000-534-10-46-01	Utilities-Water Dept.	\$1,299.91
				Electricity	
		<b>Total Invoice - 8745 May 24</b>			<b>\$1,299.91</b>
		<b>Invoice - 8978 May 24</b>			
		Electricity			
			001-000-150-576-80-46-04	Parks-Utilities/waste Disposal	\$18.81
				Electricity	
		<b>Total Invoice - 8978 May 24</b>			<b>\$18.81</b>
		<b>Invoice - 9941 May 24</b>			
		Electricity			
			101-000-000-542-63-46-01	Street Lighting Utilities	\$19.84
				Electricity	
		<b>Total Invoice - 9941 May 24</b>			<b>\$19.84</b>
					<b>\$3,153.99</b>
				<b>2024 - June - 2nd Council Meeting</b>	
		<b>Invoice - 3489-05/30/24</b>			
		Electricity			
			401-000-000-534-10-46-01	Utilities-Water Dept.	\$552.00
				Electricity	
		<b>Total Invoice - 3489-05/30/24</b>			<b>\$552.00</b>
		<b>Invoice - 3859-05/24/24</b>			
			402-000-000-535-10-43-01	Sewer-Utilities/Waste Disposal	\$36.67
				Electricity	
		<b>Total Invoice - 3859-05/24/24</b>			<b>\$36.67</b>
		<b>Invoice - 5060-05/24/24</b>			
		Electricity			
			401-000-000-534-10-46-01	Utilities-Water Dept.	\$352.29
				Electricity	
		<b>Total Invoice - 5060-05/24/24</b>			<b>\$352.29</b>
		<b>Invoice - 6751-05/30/24</b>			
		Electricity			
			402-000-000-535-10-43-01	Sewer-Utilities/Waste Disposal	\$3,824.78
				Electricity	
		<b>Total Invoice - 6751-05/30/24</b>			<b>\$3,824.78</b>

**Total 44180  
44213**

Vendor	Number	Reference	Account Number	Description	Amount
<b>Invoice - 8113-05/30/24</b>					
		<b>Electricity</b>			
			401-000-000-534-10-46-01	Utilities-Water Dept.	\$26.57
			Electricity		
		<b>Total Invoice - 8113-05/30/24</b>			<b>\$26.57</b>
	<b>Total 44213</b>				<b>\$4,792.31</b>
<b>Total Puget Sound Energy</b>					<b>\$7,946.30</b>
<b>Raught Prevention Homes, LLC</b>					
	<b>44214</b>			<b>2024 - June - 2nd Council Meeting</b>	
		<b>Invoice - 5/31/2024 Bus Lic Ref Raught</b>		<b>Nathan Raught</b>	
		<b>Bus Lic Refund</b>			
			001-000-030-321-99-00-00	Business Licenses/Permits	\$66.00
			Bus Lic Refund		
		<b>Total Invoice - 5/31/2024 Bus Lic Ref Raught</b>			<b>\$66.00</b>
	<b>Total 44214</b>				<b>\$66.00</b>
<b>Total Raught Prevention Homes, LLC</b>					<b>\$66.00</b>
<b>Red Hawk Fire Protection</b>					
	<b>44181</b>			<b>2024 - June - 1st Council Meeting</b>	
		<b>Invoice - 5/21/2024 Bus Lic Refund</b>		<b>Lisa Marie Radloff</b>	
		<b>Bus Lic Refund</b>			
			001-000-030-321-99-00-00	Business Licenses/Permits	\$66.00
			Bus License Refund		
		<b>Total Invoice - 5/21/2024 Bus Lic Refund</b>			<b>\$66.00</b>
	<b>Total 44181</b>				<b>\$66.00</b>
<b>Total Red Hawk Fire Protection</b>					<b>\$66.00</b>
<b>Sebo's DO IT Center</b>					
	<b>44182</b>			<b>2024 - June - 1st Council Meeting</b>	
		<b>Invoice - A1593956</b>			
		<b>Silicone Gasket</b>			
			001-000-150-576-80-40-04	Parks/open Space Maintenance & Improvements	\$12.28
			Silicone Gasket		
		<b>Total Invoice - A1593956</b>			<b>\$12.28</b>
		<b>Invoice - B1368364</b>			
		<b>Battery</b>			
			401-000-000-534-10-47-01	Repairs & Maintenance	\$27.73
			Battery		
		<b>Total Invoice - B1368364</b>			<b>\$27.73</b>
		<b>Invoice - A1592690</b>			
		<b>Sewer Supplies</b>			
			402-000-000-535-10-47-01	Repairs & Maintenance	\$19.93
			Sewer Supplies		
		<b>Total Invoice - A1592690</b>			<b>\$19.93</b>



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Vendor	Number	Reference	Account Number	Description	Amount
		<b>Invoice - A1594048</b>			
		<b>Work Glove Bryan</b>			
			401-000-000-534-10-47-01	Repairs & Maintenance	\$18.26
				Work Glove Bryan	
		<b>Total Invoice - A1594048</b>			<b>\$18.26</b>
	<b>Total 44182</b>				<b>\$78.20</b>
	<b>44215</b>				
		<b>2024 - June - 2nd Council Meeting</b>			
		<b>Invoice - A1596333</b>			
		<b>Sewer liftstations light</b>			
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$31.77
				Sewer liftstations light	
		<b>Total Invoice - A1596333</b>			<b>\$31.77</b>
		<b>Invoice - A1598882</b>			
		<b>Jigsaw blade set + orbital jigsaw</b>			
			001-000-150-576-80-40-04	Parks/open Space Maintnenance & Improvements	\$100.40
				Jigsaw blade set + orbital jigsaw	
		<b>Total Invoice - A1598882</b>			<b>\$100.40</b>
		<b>Invoice - A1600296</b>			
		<b>Safety glasses + gloves</b>			
			402-000-000-535-10-47-01	Repairs & Maintenance	\$35.87
				Safety glasses + gloves	
		<b>Total Invoice - A1600296</b>			<b>\$35.87</b>
	<b>Total 44215</b>				<b>\$168.04</b>
<b>Total Sebo's DO IT Center</b>					<b>\$246.24</b>
		<b>2024 - June - 1st Council Meeting</b>			
		<b>Invoice - 8007265575</b>			
		<b>Shredding Service</b>			
			001-000-000-511-60-40-02	Professional Services - ADMIN Shared Cost	\$2.93
				Shredding Service	
			001-000-006-511-60-40-01	Professional Services - ADMIN Shared Cost	\$2.93
				Shredding Service	
			001-000-010-513-10-40-01	Professional Services - ADMIN Shared Cost	\$3.91
				Shredding Service	
			001-000-015-513-10-40-01	Professional Services - ADMIN Shared Cost	\$7.81
				Shredding Service	
			001-000-025-514-20-40-00	Professional Shared Administrative Cost	\$3.91
				Shredding Service	
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost	\$7.81
				Shredding Service	
			001-000-035-541-99-30-00	Professional Services - ADMIN Shared Cost	\$1.95
				Shredding Service	
			001-000-070-521-20-40-01	Professional Services - ADMIN Shared Cost	\$19.53
				Shredding Service	

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Vendor	Number	Reference	Account Number	Description	Amount
			001-000-110-558-60-40-00	Professional Services - ADMIN Shared Cost Shredding Service	\$7.81
			001-000-120-558-50-40-00	Professional Services - ADMIN Shared Cost Shredding Service	\$7.81
			001-000-150-576-80-40-00	Professional Services - ADMIN Shared Cost Shredding Service	\$3.91
			101-000-000-543-10-40-01	Professional Services - ADMIN Shared Cost Shredding Service	\$3.91
			104-000-000-536-10-40-00	Professional Services - ADMIN Shared Cost Shredding Service	\$2.93
			105-000-000-557-30-40-00	Professional Services - ADMIN Shared Cost Shredding Service	\$8.79
			401-000-000-534-10-40-01	Professional Services - ADMIN Shared Cost Shredding Service	\$3.91
			402-000-000-535-10-40-01	Professional Services - ADMIN Shared Cost Shredding Service	\$3.91
			403-000-000-531-10-40-01	Professional Services - ADMIN Shared Cost Shredding Service	\$3.91
			<b>Total Invoice - 8007265575</b>		<b>\$97.67</b>
			<b>Total 44183</b>		<b>\$97.67</b>
<b>Total Shred-IT c/o Stericycle, Inc</b>					<b>\$97.67</b>
<b>Sound Maintenance Services Inc</b>					
44216				<b>2024 - June - 2nd Council Meeting</b>	
				<b>Invoice - 140183</b>	
				<b>Janitorial Service</b>	
			105-000-000-557-30-40-02	Professional Services - Legal Janitorial Service	\$1,998.00
			<b>Total Invoice - 140183</b>		<b>\$1,998.00</b>
			<b>Total 44216</b>		<b>\$1,998.00</b>
<b>Total Sound Maintenance Services Inc</b>					<b>\$1,998.00</b>
<b>Sound Publishing Inc</b>					
44217				<b>2024 - June - 2nd Council Meeting</b>	
				<b>Invoice - SWR997047</b>	
				<b>Notice of Public Hearing</b>	
			001-000-110-558-60-43-02	Publications/Notifications Notice of Public Hearing	\$46.73
			<b>Total Invoice - SWR997047</b>		<b>\$46.73</b>
			<b>Total 44217</b>		<b>\$46.73</b>
<b>Total Sound Publishing Inc</b>					<b>\$46.73</b>

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Vendor	Number	Reference	Account Number	Description	Amount
<b>South Whidbey School Dist. #206</b>	<b>44184</b>			<b>2024 - June - 1st Council Meeting</b>	
		<b>Invoice - Langley-2024-08</b>			
		<b>Fuel</b>			
		001-000-070-521-20-31-02	Fuel		\$876.03
			Fuel		
		001-000-150-576-80-31-02	Fuel		\$90.80
			Fuel		
		101-000-000-544-90-31-02	Fuel & Maintenance		\$90.80
			Fuel		
		104-000-000-536-10-32-01	Fuel		\$70.18
			Fuel		
		401-000-000-534-10-31-02	Fuel		\$107.32
			Fuel		
		402-000-000-535-10-31-02	Fuel		\$255.72
			Fuel		
		403-000-000-531-10-31-02	Fuel		\$127.93
			Fuel		
		<b>Total Invoice - Langley-2024-08</b>			<b>\$1,618.78</b>
<b>Total 44184</b>					<b>\$1,618.78</b>
<b>44218</b>				<b>2024 - June - 2nd Council Meeting</b>	
		<b>Invoice - Langley-2024-03</b>			
		<b>Public Works Diesel- Police Unleaded</b>			
		001-000-070-521-20-31-02	Fuel		\$738.46
			Police Unleaded		
		001-000-150-576-80-31-02	Fuel		\$105.07
			Public Works Diesel		
		101-000-000-544-90-31-02	Fuel & Maintenance		\$105.07
			Public Works Diesel		
		104-000-000-536-10-32-01	Fuel		\$74.33
			Public Works Diesel		
		401-000-000-534-10-31-02	Fuel		\$119.60
			Public Works Diesel		
		402-000-000-535-10-31-02	Fuel		\$350.94
			Public Works Diesel		
		403-000-000-531-10-31-02	Fuel		\$150.34
			Public Works Diesel		
		<b>Total Invoice - Langley-2024-03</b>			<b>\$1,643.81</b>
		<b>Invoice - Langley-2024-09</b>			
		<b>Public Works Diesel- Police Unleaded</b>			
		001-000-070-521-20-31-02	Fuel		\$906.20
			Police		
		001-000-150-576-80-31-02	Fuel		\$135.57
			Public Works		
		101-000-000-544-90-31-02	Fuel & Maintenance		\$135.57
			Public Works		

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Vendor	Number	Reference	Account Number	Description	Amount
			104-000-000-536-10-32-01	Fuel	\$114.92
			Public Works		
			401-000-000-534-10-31-02	Fuel	\$166.99
			Public Works		
			402-000-000-535-10-31-02	Fuel	\$300.88
			Public Works		
			403-000-000-531-10-31-02	Fuel	\$187.65
			Public Works		
			<b>Total Invoice - Langley-2024-09</b>		<b>\$1,947.78</b>
			<b>Total 44218</b>		<b>\$3,591.59</b>
			<b>Total South Whidbey School Dist. #206</b>		<b>\$5,210.37</b>
<b>Specialty Pump and Plumbing, Inc</b>	<b>44219</b>				
			<b>2024 - June - 2nd Council Meeting</b>		
			<b>Invoice - 5/31/2024 Bus Lic Ref Specialty</b>		
			<b>Bus Lic Refund</b>		
			001-000-030-321-99-00-00	Business Licenses/Permits	\$66.00
			Bus Lic Refund		
			<b>Total Invoice - 5/31/2024 Bus Lic Ref Specialty</b>		<b>\$66.00</b>
			<b>Total 44219</b>		<b>\$66.00</b>
			<b>Total Specialty Pump and Plumbing, Inc</b>		<b>\$66.00</b>
<b>Star Store Inc</b>	<b>44185</b>				
			<b>2024 - June - 1st Council Meeting</b>		
			<b>Invoice - 00296983</b>		
			<b>Distilled Water</b>		
			402-000-000-535-10-40-04	Sewer Plant Testing	\$201.63
			Distilled Water		
			<b>Total Invoice - 00296983</b>		<b>\$201.63</b>
			<b>Total 44185</b>		<b>\$201.63</b>
			<b>Total Star Store Inc</b>		<b>\$201.63</b>
<b>Town of Coupeville</b>	<b>44186</b>				
			<b>2024 - June - 1st Council Meeting</b>		
			<b>Invoice - 1060 Feb 2024</b>		
			<b>Building Official 02/2024</b>		
			001-000-120-558-50-40-02	Bldg. Official/inspections	\$2,385.00
			Building Official 02/2024		
			<b>Total Invoice - 1060 Feb 2024</b>		<b>\$2,385.00</b>
			<b>Invoice - 1061 April 2024</b>		
			<b>Building Official 04/2024</b>		
			001-000-120-558-50-40-02	Bldg. Official/inspections	\$2,915.00
			Building Official 04/2024		
			<b>Total Invoice - 1061 April 2024</b>		<b>\$2,915.00</b>

CITY OF LANGLEY  
COUNCIL MEETING PACKET  
7/1/2024

Vendor	Number	Reference	Account Number	Description	Amount
<b>Invoice - 1062 March 2024</b>					
<b>Building Official 03/2024</b>					
			001-000-120-558-50-40-02	Bldg. Official/inspections	\$2,067.00
				Building Official 03/2024	
				<b>Total Invoice - 1062 March 2024</b>	<b>\$2,067.00</b>
	<b>Total 44186</b>				<b>\$7,367.00</b>
	<b>44220</b>				
<b>2024 - June - 2nd Council Meeting</b>					
<b>Invoice - 1168</b>					
<b>Shared Time Employee</b>					
			001-000-120-558-50-40-02	Bldg. Official/inspections	\$3,339.00
				Shared Time Employee	
				<b>Total Invoice - 1168</b>	<b>\$3,339.00</b>
	<b>Total 44220</b>				<b>\$3,339.00</b>
<b>Total Town of Coupeville</b>					<b>\$10,706.00</b>
<b>United Business Machines</b>					
	<b>44187</b>				
<b>2024 - June - 1st Council Meeting</b>					
<b>Invoice - 5/29/2024 3:42:32 PM</b>					
<b>Kyocera Lease</b>					
			001-000-000-511-60-40-02	Professional Services - ADMIN Shared Cost	\$2.18
				Kyocera Lease	
			001-000-006-511-60-40-01	Professional Services - ADMIN Shared Cost	\$1.09
				Kyocera Lease	
			001-000-010-513-10-40-01	Professional Services - ADMIN Shared Cost	\$1.09
				Kyocera Lease	
			001-000-015-513-10-40-01	Professional Services - ADMIN Shared Cost	\$4.35
				Kyocera Lease	
			001-000-025-518-90-30-10	Professional Services - Contract - Grant Eligible	\$1.09
				Kyocera Lease	
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost	\$4.35
				Kyocera Lease	
			001-000-035-541-99-30-00	Professional Services - ADMIN Shared Cost	\$0.65
				Kyocera Lease	
			001-000-070-521-20-40-01	Professional Services - ADMIN Shared Cost	\$0.44
				Kyocera Lease	
			001-000-110-558-60-40-00	Professional Services - ADMIN Shared Cost	\$4.35
				Kyocera Lease	
			001-000-120-558-50-40-00	Professional Services - ADMIN Shared Cost	\$4.35
				Kyocera Lease	
			001-000-150-576-80-40-00	Professional Services - ADMIN Shared Cost	\$1.09
				Kyocera Lease	
			101-000-000-543-10-40-01	Professional Services - ADMIN Shared Cost	\$3.26
				Kyocera Lease	
			104-000-000-536-10-40-00	Professional Services - ADMIN Shared Cost	\$1.09
				Kyocera Lease	

CITY OF LANGLEY  
COUNCIL MEETING PACKET  
7/1/2024

Vendor	Number	Reference	Account Number	Description	Amount
			105-000-000-557-30-40-00	Professional Services - ADMIN Shared Cost	\$2.18
			Kyocera Lease		
			401-000-000-534-10-40-01	Professional Services - ADMIN Shared Cost	\$4.35
			Kyocera Lease		
			402-000-000-535-10-40-01	Professional Services - ADMIN Shared Cost	\$5.44
			Kyocera Lease		
			403-000-000-531-10-40-01	Professional Services - ADMIN Shared Cost	\$2.17
			Kyocera Lease		
			<b>Total Invoice - 5/29/2024 3:42:32 PM</b>		<b>\$43.52</b>
			<b>Total 44187</b>		<b>\$43.52</b>
			<b>Total United Business Machines</b>		<b>\$43.52</b>
<b>UST GENERAL YARD WORK ATTN: Zacarias DeJesus Alvarez</b>					
	44221		<b>2024 - June - 2nd Council Meeting</b>		
			<b>Invoice - INV-1722</b>		
			<b>Monthly Mowing</b>		
			104-000-000-536-10-40-04	Professional Services - Asset Management	\$1,196.80
			Monthly Mowing		
			<b>Total Invoice - INV-1722</b>		<b>\$1,196.80</b>
			<b>Total 44221</b>		<b>\$1,196.80</b>
			<b>Total UST GENERAL YARD WORK ATTN: Zacarias DeJesus Alvarez</b>		<b>\$1,196.80</b>
<b>Utilities Underground</b>					
	44222		<b>2024 - June - 2nd Council Meeting</b>		
			<b>Invoice - 4050174</b>		
			<b>Excavation notifications</b>		
			401-000-000-534-10-46-01	Utilities-Water Dept.	\$28.26
			Excavation notifications		
			<b>Total Invoice - 4050174</b>		<b>\$28.26</b>
			<b>Total 44222</b>		<b>\$28.26</b>
			<b>Total Utilities Underground</b>		<b>\$28.26</b>
<b>VISA</b>					
	44223		<b>2024 - June - 2nd Council Meeting</b>		
			<b>Invoice - 1711 Grone May</b>		
			<b>Whidbey Sign Co-Inv 24284</b>		
			104-000-000-536-10-40-05	Cemetery Grant FY24 90009-005 Expenditures	\$28.34
			Whidbey Sign Co		
			<b>Total Invoice - 1711 Grone May</b>		<b>\$28.34</b>
			<b>Invoice - 3072 Wasser May</b>		
			<b>Blink, Tesla, DoubleTree</b>		
			001-000-070-521-20-31-03	Fuel - EV Charging	\$12.90
			Tesla		
			001-000-070-521-20-31-03	Fuel - EV Charging	\$10.56
			Tesla		

CITY OF LANGLEY  
COUNCIL MEETING PACKET  
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Vendor	Number	Reference	Account Number	Description	Amount
			001-000-070-521-20-31-03	Fuel - EV Charging	\$16.20
			Tesla		
			001-000-070-521-20-31-03	Fuel - EV Charging	\$20.00
			Blink		
			001-000-070-521-20-42-01	Travel Transportation/Meals/Lodging	\$519.45
			DoubleTree		
<b>Total Invoice - 3072 Wasser May</b>					<b>\$579.11</b>
<b>Invoice - 3732 Horstman May</b>					
<b>ZOOM</b>					
			001-000-000-511-60-40-02	Professional Services - ADMIN Shared Cost	\$1.09
			001-000-006-511-60-40-01	Professional Services - ADMIN Shared Cost	\$10.88
			001-000-010-513-10-40-01	Professional Services - ADMIN Shared Cost	\$8.70
			001-000-015-513-10-40-01	Professional Services - ADMIN Shared Cost	\$8.70
			001-000-025-518-90-30-02	Professional Services - Admin Shared Cost	\$1.09
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost	\$1.31
			001-000-070-521-20-40-01	Professional Services - ADMIN Shared Cost	\$1.31
			001-000-110-558-60-40-00	Professional Services - ADMIN Shared Cost	\$0.87
			001-000-120-558-50-40-00	Professional Services - ADMIN Shared Cost	\$0.87
			001-000-150-576-80-40-00	Professional Services - ADMIN Shared Cost	\$0.87
			101-000-000-543-10-40-01	Professional Services - ADMIN Shared Cost	\$0.87
			104-000-000-536-10-40-00	Professional Services - ADMIN Shared Cost	\$1.31
			105-000-000-557-30-40-00	Professional Services - ADMIN Shared Cost	\$2.18
			401-000-000-534-10-40-01	Professional Services - ADMIN Shared Cost	\$1.31
			402-000-000-535-10-40-01	Professional Services - ADMIN Shared Cost	\$1.31
			403-000-000-531-10-40-01	Professional Services - ADMIN Shared Cost	\$0.85
<b>Total Invoice - 3732 Horstman May</b>					<b>\$43.52</b>
<b>Invoice - 5839 Perry May</b>					
<b>Red Lion Controls, Amazon, Adobe</b>					
			001-000-000-511-60-40-02	Professional Services - ADMIN Shared Cost	\$0.54
			001-000-006-511-60-40-01	Professional Services - ADMIN Shared Cost	\$5.44
			001-000-010-513-10-40-01	Professional Services - ADMIN Shared Cost	\$4.35
			001-000-015-513-10-40-01	Professional Services - ADMIN Shared Cost	\$4.35
			001-000-025-518-90-30-02	Professional Services - Admin Shared Cost	\$0.53
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost	\$0.65
			Adobe		
			001-000-070-521-20-40-01	Professional Services - ADMIN Shared Cost	\$0.65
			Adobe		
			001-000-110-558-60-40-00	Professional Services - ADMIN Shared Cost	\$0.44
			Adobe		
			001-000-120-558-50-40-00	Professional Services - ADMIN Shared Cost	\$0.44
			Adobe		
			001-000-150-576-80-40-00	Professional Services - ADMIN Shared Cost	\$0.44
			Adobe		
			101-000-000-543-10-40-01	Professional Services - ADMIN Shared Cost	\$0.44
			Adobe		

CITY OF LANGLEY  
COUNCIL MEETING PACKET  
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Vendor	Number	Reference	Account Number	Description	Amount
			104-000-000-536-10-40-00 Adobe	Professional Services - ADMIN Shared Cost	\$0.65
			105-000-000-557-30-40-00 Adobe	Professional Services - ADMIN Shared Cost	\$1.09
			401-000-000-534-10-40-01 Adobe	Professional Services - ADMIN Shared Cost	\$0.65
			401-000-000-534-10-47-01 Red Lion Controls	Repairs & Maintenance	\$290.36
			402-000-000-535-10-40-01 Adobe	Professional Services - ADMIN Shared Cost	\$0.65
			402-000-000-535-10-47-01 Amazon	Repairs & Maintenance	\$315.51
			403-000-000-531-10-40-01 Adobe	Professional Services - ADMIN Shared Cost	\$0.44
<b>Total Invoice - 5839 Perry May</b>					<b>\$627.62</b>
<b>Invoice - 5847 Penny May</b>					
<b>Mailchimp</b>					
			001-000-000-511-60-40-02	Professional Services - ADMIN Shared Cost	\$1.22
			001-000-006-511-60-40-01	Professional Services - ADMIN Shared Cost	\$12.24
			001-000-010-513-10-40-01	Professional Services - ADMIN Shared Cost	\$9.79
			001-000-015-513-10-40-01	Professional Services - ADMIN Shared Cost	\$9.79
			001-000-025-518-90-30-02	Professional Services - Admin Shared Cost	\$1.22
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost	\$1.47
			001-000-070-521-20-40-01	Professional Services - ADMIN Shared Cost	\$1.47
			001-000-110-558-60-40-00	Professional Services - ADMIN Shared Cost	\$0.98
			001-000-120-558-50-40-00	Professional Services - ADMIN Shared Cost	\$0.98
			001-000-150-576-80-40-00	Professional Services - ADMIN Shared Cost	\$0.98
			101-000-000-543-10-40-01	Professional Services - ADMIN Shared Cost	\$0.98
			104-000-000-536-10-40-00	Professional Services - ADMIN Shared Cost	\$1.47
			105-000-000-557-30-40-00	Professional Services - ADMIN Shared Cost	\$2.45
			401-000-000-534-10-40-01	Professional Services - ADMIN Shared Cost	\$1.47
			402-000-000-535-10-40-01	Professional Services - ADMIN Shared Cost	\$1.47
			403-000-000-531-10-40-01	Professional Services - ADMIN Shared Cost	\$0.98
<b>Total Invoice - 5847 Penny May</b>					<b>\$48.96</b>
<b>Total 44223</b>					<b>\$1,327.55</b>
<b>Total VISA</b>					<b>\$1,327.55</b>

Vision Municipal Solutions  
44188

**2024 - June - 1st Council Meeting**

**Invoice - 09-14533**

**Utility Statement & Insert**

401-000-000-534-10-40-01	Professional Services - ADMIN Shared Cost	\$78.34
	Utility Statement & Insert	
401-000-000-534-10-40-01	Professional Services - ADMIN Shared Cost	\$312.44
	Utility Statement & Insert	

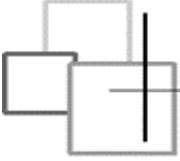


CITY OF LANGLEY  
COUNCIL MEETING PACKET  
7/1/2024

Vendor	Number	Reference	Account Number	Description	Amount
			402-000-000-535-10-40-01	Professional Services - ADMIN Shared Cost	\$312.44
				Utility Statement & Insert	
		<b>Total Invoice - 09-14533</b>			<b>\$703.22</b>
	<b>Total 44188</b>				<b>\$703.22</b>
<b>Total Vision Municipal Solutions</b>					<b>\$703.22</b>
<b>Whidbey Telecom</b>					
	<b>44224</b>				
				<b>2024 - June - 2nd Council Meeting</b>	
		<b>Invoice - 107701-06/01/24</b>			
		<b>Telephone</b>			
			001-000-100-518-30-46-01	Utilities-General Government	\$120.00
				Telephone	
		<b>Total Invoice - 107701-06/01/24</b>			<b>\$120.00</b>
		<b>Invoice - 117026-06/01/24</b>			
		<b>Telephone</b>			
			001-000-100-518-30-46-01	Utilities-General Government	\$946.50
				Telephone	
		<b>Total Invoice - 117026-06/01/24</b>			<b>\$946.50</b>
		<b>Invoice - 117031-06/01/24</b>			
		<b>Telephone</b>			
			001-000-100-518-30-46-01	Utilities-General Government	\$44.35
				Telephone	
		<b>Total Invoice - 117031-06/01/24</b>			<b>\$44.35</b>
		<b>Invoice - 117032-06/01/24</b>			
		<b>Telephone</b>			
			001-000-070-521-20-46-01	Utilities	\$222.90
				Telephone	
		<b>Total Invoice - 117032-06/01/24</b>			<b>\$222.90</b>
		<b>Invoice - 117035-06/01/24</b>			
		<b>Telephone</b>			
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$47.08
				Telephone	
		<b>Total Invoice - 117035-06/01/24</b>			<b>\$47.08</b>
		<b>Invoice - 117037-06/01/24</b>			
		<b>Telephone</b>			
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$43.91
				Telephone	
		<b>Total Invoice - 117037-06/01/24</b>			<b>\$43.91</b>
		<b>Invoice - 118627-06/01/24</b>			
		<b>Telephone</b>			
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$81.40
				Telephone	
		<b>Total Invoice - 118627-06/01/24</b>			<b>\$81.40</b>

CITY OF LANGLEY  
 COUNCIL MEETING PACKET  
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Vendor	Number	Reference	Account Number	Description	Amount
		<b>Invoice - 178633-06/01/24</b>			
			<b>Telephone</b>		
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$38.09
			Telephone		
		<b>Total Invoice - 178633-06/01/24</b>			<b>\$38.09</b>
		<b>Invoice -117034-06/01/24</b>			
			<b>Telephone</b>		
			401-000-000-534-10-46-01	Utilities-Water Dept.	\$45.10
			Telephone		
		<b>Total Invoice -117034-06/01/24</b>			<b>\$45.10</b>
	<b>Total 44224</b>				<b>\$1,589.33</b>
<b>Total Whidbey Telecom</b>					<b>\$1,589.33</b>
<b>Grand Total</b>		<b>Vendor Count</b>	<b>47</b>		<b>\$90,958.07</b>



## A/P Check Register

Fiscal : 2024  
 Period : 2024 - June  
 Council Date : 2024 - June - June Manual

Number	Vendor Name	Account Description	Amount
44189	Chapter 13 Trustee		Check Total: \$875.00
44191	Health Care Authority		Check Total: \$28,964.08
44226	Chapter 13 Trustee		Check Total: \$875.00
6.17.24 Heritage Bank Fee	Heritage Bank	Credit fees	\$233.73
6.18 DOR May 24 Excise	St of WA Dept of Revenue		Check Total: \$94.16
6.18.24 EFTPS-IRS 6.1-6.15	City of Langley		Check Total: \$15,406.95
6.21.24 DRS 6.1-6.15	DEPT OF RETIREMENT		Check Total: \$7,885.13
6.4.24 EFT IRS 5.16-5.31	City of Langley		Check Total: \$14,033.19
6.6.24 DRS 5.16-5.31	DEPT OF RETIREMENT		Check Total: \$8,661.51
<b>Grand Total</b>			<b>\$77,028.75</b>
<b>Total Accounts Payable for Checks #44189 Through #6.6.24 DRS 5.16-5.31</b>			



## Direct Deposit Activity

Name	Social Security #	Bank Name	Account Number	Type	Amount
<b>Direct Deposit Run - 6/17/2024</b>			<b>6/18/2024</b>		
Abraham, Kristen Miller					\$1,683.84
Cattand, Alexis					\$1,799.92
Durr, Robert J.					\$2,335.08
Grone, Wanda J					\$3,237.44
Grove, Timothy J.					\$2,643.29
Gubata, Allison C					\$999.78
Hamilton, Bryan E.					\$2,098.62
Hathaway, Nicholas G					\$2,177.44
Herzberg, Robert					\$561.13
Horstman, Krista Kennedy N					\$456.21
Liggitt, Charles E.					\$7,246.30
Marks, Joshua W.					\$1,734.64
McDivitt, Tara J					\$1,673.76
Pace, Jeremiah J.					\$1,560.85
Penny, Meredith B					\$2,903.10
Perry, Randi M.					\$2,946.73
Proffitt, Austin L					\$2,256.73
Uculmana, Eyleen Carolyn					\$1,736.70
Wasser, Tavier					\$3,174.80
					\$43,226.36
<b>Direct Deposit Run - 6/3/2024</b>			<b>6/4/2024</b>		
Abraham, Kristen Miller					\$796.26
Cattand, Alexis					\$2,121.55
Durr, Robert J.					\$2,800.39
Grone, Wanda J					\$3,237.44
Grove, Timothy J.					\$3,023.39
Gubata, Allison C					\$1,702.88
Hamilton, Bryan E.					\$2,555.68
Hathaway, Nicholas G					\$2,821.45
Herzberg, Robert					\$805.59
Horstman, Krista Kennedy N					\$456.21
Liggitt, Charles E.					\$2,340.77
Marks, Joshua W.					\$2,206.94
McDivitt, Tara J					\$2,002.29

2024-06-27

CITY OF LANGLEY  
COUNCIL MEETING PACKET  
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Pace, Jeremiah J.	\$1,977.18
Penny, Meredith B	\$2,903.10
Perry, Randi M.	\$2,946.73
Proffitt, Austin L	\$2,502.67
Wasser, Tavier	\$3,174.80
	\$40,375.32
	<b>\$83,601.68</b>



**CITY OF LANGLEY**

**DRAFT COUNCIL MINUTES**

**Monday, June 17, 2024 @ 5:30 P.M.**

**City Hall**

**112 Second Street, Langley, WA 98260**

**And via Zoom:**

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

Webinar ID: **849 4283 4088**

Passcode: **283347**

**1. CALL TO ORDER at 5:30 pm by Mayor Kennedy Horstman**

a. Land Acknowledgement

The Mayor read a statement in honor of Juneteenth. She also announced a Juneteenth event to be held by [Pamoja Place](#) and a Pride Event held by [South Whidbey Pride](#) on June 22.

b. Moment of Silence

c. Roll Call

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

Absent: Councilmember Harolynne Bobis

e. Staff in attendance: Wanda Grone, Director of Finance; Meredith Penny, Director of Community Planning; Randi Perry, Director of Public Works; 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) (0:08:16)**

a. Approval of Commission Meeting Minutes posted since previous Council Meeting

b. Minutes of 6/3/2024 Council Meeting

c. Liquor license – No objection – Whidbey Island Fair

d. Liquor license – No objection – Ott & Hunter

**Motion to adopt Consent Agenda as presented**

Motion: Councilmember Chris Carlson

2nd: Councilmember Gail Fleming

**Motion passed unanimously**

**3. APPROVAL OF AGENDA – 3 minutes (0:09:00)**

**Motion to adopt Agenda as presented**

Motion: Councilmember Gail Fleming

2nd: Councilmember Chris Carlson

**Motion passed unanimously**

**4. PUBLIC COMMENT PERIOD (0:09:30)**

Library Manager Kayley Costello gave an update of the Library remodel and also announced that Covid tests are available at the Library.

Mike Gallion spoke about the zoning at the fairgrounds and how public input is handled.

**5. STAFF REPORTS**

e. Finance Director Wanda Grone (0:16:30)

Director Grone answered questions from the council.

f. Community Planning Director Meredith Penny (0:25:17)

There will be two community meetings on the Comprehensive Plan – June 27<sup>th</sup>, from 6:00-8:00 pm at Soundview Center, and July 11<sup>th</sup> from 6:00-8:00 pm (via Zoom). Both sessions will be covering the same topics.

She also answered questions from the council.

g. Public Works Director Randi Perry (0:32:12)

Director Perry answered questions from the council.

h. Chief of Police Tavier Wasser (0:49:49)

Chief Wasser answered questions from the council.

**6. MAYOR'S REPORT**

No report was given

**7. UNFINISHED BUSINESS (1:02:39)**

Planning Framework/Prioritization Exercise, Councilmember Carlson

Councilmember Carlson led a conversation about planning for the next six months.

Recording was stopped and new recording started at 7:07 pm

**8. ADJOURN Meeting adjourned at 7:26 by Mayor Horstman**



## City of Langley

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### MEMORANDUM

**To:** Langley City Council  
**From:** Meredith Penny, Director of Community Planning  
**Re:** Update on Housing Action Plan Implementation Efforts.  
**Meeting Date:** June 17, 2024

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**The purpose of this memo is to inform Council's planning framework and prioritization discussion at their June 17, 2024 meeting (agenda item 7) by providing an update on implementation efforts for the City's adopted Housing Action Plan.**

#### Background

On June 20, 2023, City Council adopted a new Housing Action Plan (HAP) via Resolution 833, which outlines strategies to increase the supply of housing and the variety of housing types to serve the needs identified in the HAP. At their October 2, 2023 meeting, City Council directed the Mayor and staff to reinstate an Affordable Housing Ad-hoc Committee beginning in January 2024. Since then, the Mayor and staff have been developing a plan to present to Council regarding the purpose, goals, and composition of this group.

#### Recommendation

Mayor Horstman and staff are recommending that instead of forming a new Commission, specific priorities from the HAP are selected and unique plans for action are developed for implementing each of those priorities. Depending on the action, this may include forming specific groups of volunteers to assist. Below are three recommended priority actions from the HAP, as suggested by Mayor Horstman and staff. This includes an outline of the proposed strategy for each action.

- 1. Review and Update Chapter 18.26 LMC, the Multifamily Infill Form-Based Code Overlay and specifically, the inclusionary zoning provisions.**

The Mayor and staff's recommendation is to start initial conversations with the community during the Comprehensive Plan Update process. There are a wide variety of opinions on the City's multifamily infill code. Staff believe revisiting the purpose and intent of multifamily infill development in the city is important before attempting to make updates. This will allow the community to establish a common set of goals and policies that can be referred to during the code update process. In the meantime, the Planning Advisory Board would like to put out a call to developers and neighbors regarding their concerns with the current multifamily infill code and begin creating a list of areas of concern.
- 2. In accordance with HAP Action 3.2, conduct an income survey of the Furman and Decker neighborhoods to establish whether 51% or more of the population have incomes of 80% AMI or below.**

If this can be established, the City would be eligible to apply for Community Development Block Grant (CDBG) funds to assist homeowners with connection fees for the new sewer infrastructure in this area. This can help reduce potential displacement of existing residents due to City infrastructure investments. The Mayor and staff have recruited two volunteers to lead the survey effort. This will involve developing the survey materials, organizing and mobilizing volunteers, and collecting and analyzing the results in accordance with CDBG requirements.
- 3. Initiate work on HAP Action 1.3 to coordinate with other public agencies to identify publicly owned land in Langley suitable for housing development.**



At the April 15th City Council meeting, the Council voted on a motion directing planning staff to evaluate making housing an accessory use in the PU-1 zone during the comprehensive planning process. This aligns with HAP Action 1.3, but requires the City to begin outreach to agencies and organizations that currently own PU-1 zoned properties. Staff recommends that the Council take the lead in initiating this outreach and establish a process by which community stakeholders will identify PU-1 properties suitable for housing development.

4. **HAP Action 1.2, Conduct a More Robust Buildable Lands Analysis to Validate Current Availability of Land for Housing Development, is currently underway as a part of the Comprehensive Plan Update.** Staff anticipate bringing the initial results of the Buildable Lands Analysis to PAB's July 3<sup>rd</sup> meeting for discussion.
5. **HAP Action 4.1, Adopt Code Amendments That Accommodate Supportive and Transitional Housing and Emergency Shelters, is complete.** Council adopted Ordinance 1111 on June 20, 2023 establishing regulations for supportive and transitional housing and emergency shelters.

#### **Request**

The Mayor and staff request City Council consider the above recommendations when setting their work plan prioritization for the remainder of 2024 and 2025.

Council Priorities for July - December 2024				
Bobis	Salerno	Carlson	Cyr	Flemming
1.	1.	1. <b>New</b> - HAP Action 1.3 coordinate with other public agencies to identify publicly owned land in Langley suitable for housing development. <b>(Lead)</b>	1.	1.
2.	2.	2. <b>New</b> - Pursuit of new sources of revenue: - Public Safety Sales Tax - Indirect Cost Recovery Policy - Transportation Improvement District <b>(Lead)</b>	2.	2.
<p><b>Goal for tonight:</b> Identify the highest value <i>discretionary</i> work for the City Council for July - December 2024.</p> <p><b>"discretionary" excludes</b> work that's either <b>already initiated</b> or <b>mandatory</b>, such as:</p> <ul style="list-style-type: none"> <li>- Mid-year revenue and expenditure review at the 6/24 council workshop</li> <li>- 2025 budget</li> <li>- Comprehensive Plan</li> <li>- Fairgrounds overlay zoning code amendment proposal</li> <li>- Coles Valley PUD proposal</li> <li>- LIP bid &amp; contract selection</li> </ul> <p><b>My request of each council member:</b></p> <ul style="list-style-type: none"> <li>- The highest priority discretionary work item for council the next 6 months</li> <li>- 1 high priority discretionary work item each person would like to contribute to/lead</li> <li>- Capacity considerations, such as budget, staff time, commissions, council meetings</li> </ul> <p><b>Process for tonight:</b></p> <ul style="list-style-type: none"> <li>- Map out what we each think are the highest value work items for the next 6 months</li> <li>- Determine what we have the capacity to accomplish (resources, time, capabilities)</li> <li>- Determine whether we have support for this work (mayor, staff, stakeholders)</li> <li>- Identify what on the existing work plan won't get done</li> <li>- Determine readiness to approve updated work plan</li> </ul>				

City of Langley  
Planning Framework

Comprehensive Plan

Multi-Year Plans

Capital Improvement Plan(s)

Transportation Improvement Plan

Other Multi-Year Action Plans  
- Affordable Housing Action Plan

Police Department Strategic Plan

Annual City-Wide Plans

Mayor's Work Plan  
- Goals  
- Actions

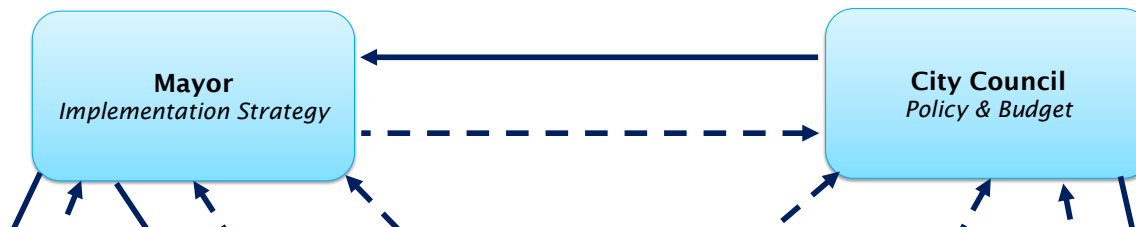
Council Work Plan  
- Goals  
- Actions

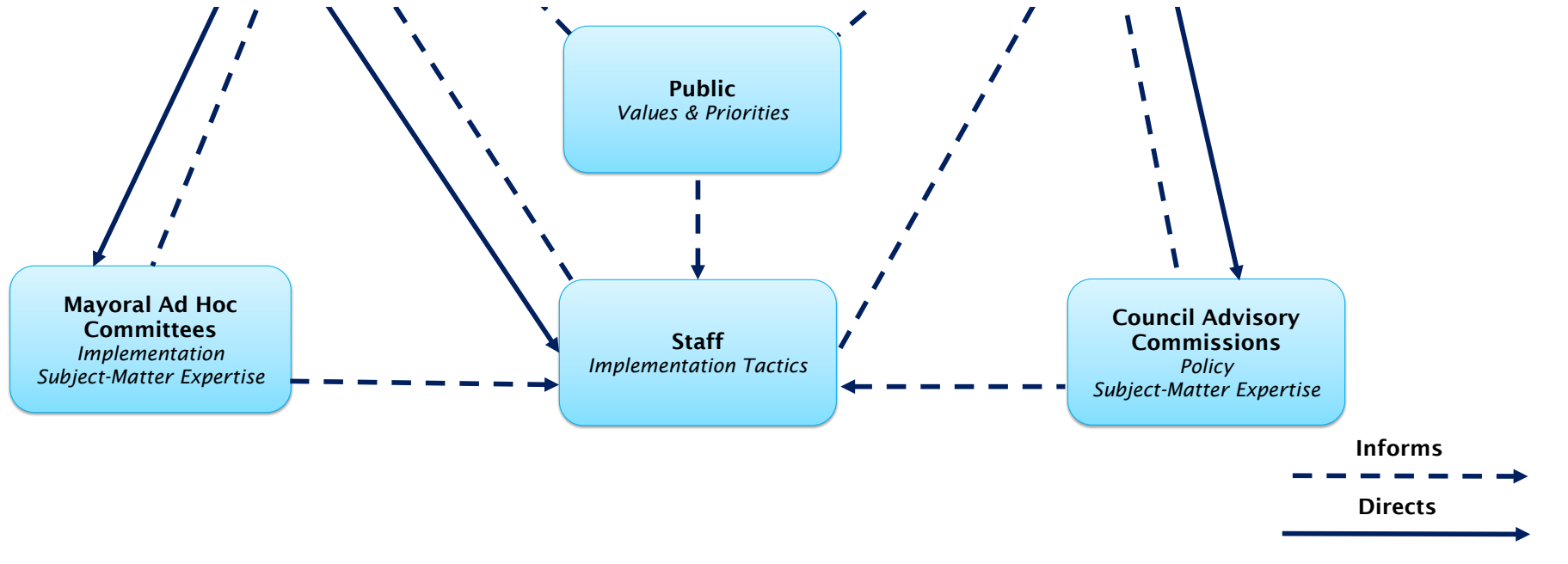
Annual Budget

Annual Unit-Level Plans

Department Work Plans

Council Advisory Commission  
Work Plans





# City of Langley

## Comprehensive Plan Vision & Goals (last updated 2020)

### Vision

The City of Langley maintains its small town historic charm and unique sense of place that is characterized by the convergence of beautiful and inspiring natural and built environments. Because of these wonderful assets Langley has been called the "Village by the Sea". It continues to be a vibrant, artistic, human-scaled, and walkable community that supports social and cultural connections amongst locals and visitors. Due to these assets, Langley continues to be the artistic, cultural, retail, service and entertainment center for South Whidbey, attracting visitors, retirees, businesses and new families to the community.

Langley's assets have been strengthened by new development and growth that fits with the strong sense of place and community identity while preserving key cultural, historical and environmental assets including:

- The marina has been further expanded to support economic development and marine access to the city as well as greater access to the waterfront for locals and visitors.
- New mixed-use, multi-family and single-family housing has been integrated seamlessly into the community in appropriate areas with high quality design that respects the local character and minimizes impacts on critical areas.
- The city continues to support a number of non-profit organizations that meet the needs of the local community.
- Knowledge workers, those that have the freedom to work anywhere, have increasingly chosen to locate in Langley with their families due to broadband access and the variety of artistic, natural, and cultural amenities.
- The city has preserved land in and around the city for recreation and environmental benefits.
- Artisan manufacturing and associated cottage industries have integrated into the city and are driving new investment in the local economy.

The City has continued investing in public infrastructure with new street design and public space investments that provide placemaking opportunities to be capitalized on by local community stakeholders as a means to increase the vibrancy, economic activity, social interaction and amusement in the downtown core.

**To achieve the above vision the City of Langley has the following goals**

**1. Environmental Stewardship.**

The City of Langley provides an effective stewardship of the environment to protect critical areas and conserve land, air, water, and energy resources as well as shoreline views.

**2. Downtown Vitality.**

The City of Langley maintains and enhances the downtown core as the economic, cultural, retail and social hub of the community to attract residents, organizations and businesses to the community.

**3. Community Design.**

The City of Langley encourages changes that promote livability, pedestrian orientation, and thoughtful design, and that limit stress factors such as noise, air pollution and traffic congestion.

**4. Local Economy.**

The City of Langley uses local resources whenever possible to encourage local involvement in community actions and to enhance community pride. This should include continued encouragement of public and private involvement in community traditions, as well as encouragement of volunteerism and activism.

**5. Diverse Economy.**

The City of Langley encourages the local economy by providing a timely review of projects and allowing a diversity in the range of goods and services. The City recognizes that as the economy changes, employment opportunities should be balanced with a range of diverse housing opportunities.

**6. Diverse and Affordable Housing.**

The City of Langley actively plans for diverse and affordable housing options that promote innovative styles of development that integrate seamlessly with existing development patterns.

**7. Recreational Amenities.**

The City of Langley enhances the opportunities for enjoyment of recreational activities, providing a range of activities for all ages. The enjoyment and educational value of such activities is enhanced by diversity in the available choices.

**8. Arts + Culture.**

The City of Langley encourages and supports cultural activities and the arts as an integral element of the community.

**9. Public Investment.**

The City of Langley identifies the public improvements needed to properly serve existing and planned future growth and the means to finance these improvements so that they are implemented in a timely and equitable manner.

**10. Public Participation.**

The City of Langley encourages community involvement by ensuring effective communication, providing ample and diverse opportunities for input, and empowering people to be involved in the planning, design and development process.

**11. Partnerships.**

The city commits to working with Island County, Port of South Whidbey, Island Transit, South Whidbey School District, and other relevant jurisdictions to coordinate and resolve regional issues.

**12. Preservation.**

The City of Langley identifies and encourages the preservation of lands, sites, and structures that have historical or archaeological significance. It will continue to preserve scenic entrances into Langley and enhance buffering between roadways and development.

**13. Community Character.**

The City of Langley preserves and enhances the existing small town and historic character of Langley.

**14. Knowledge Based Businesses and Workers.**

The City of Langley actively promotes Langley as a hub for knowledge based businesses and workers that have the freedom to locate anywhere.

**15. Dismantling Systemic Racism.**

The City of Langley is committed to dismantling systemic racism and to the advancement of equity in its community engagement, policies, procedures, services, and programs. The City will consider the diversity of our communities and seek to create an equitable, inclusive and accessible process for Black, Indigenous, people of color (BIPOC). Through the continued review and revision of City procedures, programs, policies, and systems the City will begin to create a welcoming, inclusive, safe, and equitable community for all to not only survive but thrive.

**City of Langley**  
**Water Capital Improvement Projects**  
2024-2029  
(405) Water Reserve Fund

Year	Location	Description	Cost & Funding Source	Dependencies on Council
2024-2025	On Sixth Street Park Ave to Cascade	(LIP-9) Replace 1850 lineal feet (LF) undersized AC water main and services to meter. Upgrade Fire Hydrants to meet current code. (Parent project is W3)	\$731,475 * bond, rate/reserve, loan eligible	
	Fourth Street Anthes to Cascade	(LIP-10) Replace 1020 LF undersized AC water main and services from main to meter. Upgrade Fire Hydrants to meet current code. (Parent project is W4)	\$529,672 *bond, rate/reserve, loan eligible <b>\$383,869 reserve</b>	
	On Island View	(LIP-11) Replaced undersized main and services to meter. Upgrade Fire Hydrants to meet current code. (Parent project is W6)	\$224,436 *bond, rate/reserve, loan eligible	
	On Edgecliff- Camano to Furman/Wilkinson On Furman- Edgecliff to Sandy Point	(LIP-1 and LIP-2) Replace 2550 lineal feet undersized AC water main and services from main to meter. Upgrade Fire Hydrants to meet current code. <input type="checkbox"/> LIP-1 1550 LF Edgecliff-Camano to Furman <input type="checkbox"/> LIP-2 1300 LF Furman- Edgecliff to Sandy Point (Parent project is W5)	\$1,391,005 *bond, rate/reserve, loan eligible	
	On Edgecliff – Furman to City Limits	(LIP-13) Replace 2200 LF undersized AC water main and services to meter. Upgrade Fire Hydrants to meet current code. (Parent project is W5)	<b>\$925,000 rate/reserve</b>	
			<b>2024 TOTAL = \$1,308,869 rate/reserve</b>	
2026	Pump Station Mechanical Upgrade	(M-1) Pump Station PLC upgrade, eliminate discharge to atmosphere, Auto transfer generators for Cedars & Pump station, Upsize Highlands gen to provide fire flow in during outage.	*\$200,000 rate/reserve	
2027	Fourth Street Park to Cascade	W-4 (remainder) 660 LF	*\$158,400 rate/reserve	
2028	Sandy Point-Furman to Wilkinson	(W2) Install 2900 LF 8-inch water main to loop the supply to Sandy Point sub-service, outside city limits to the east. This project benefits customers outside the city limits within the eastern portion of the service area	*\$696,000 rate/reserve	
2029	Reservoir	(M-2) Recoat reservoir interior, install new vents	*\$500,000 rate/reserve	
*Projects included in the Langley Infrastructure Project & Water Comprehensive plan. (90%-LIP cost estimate 7/28/2023)				

**City of Langley**  
**Sewer Capital Improvements**  
2023-2028  
(408) Sewer Reserve Fund

Year	Location	Description	Cost
2024-2025		2015 Comprehensive Plan UPDATE /modeling/capacity analysis listed as an amendment in 2023. NOTE: This was	<b>\$100,000 rate/reserve</b>
	On Al Anderson (Louisa to Suzanne Court)	(RR-10, LIP-14) Replace 160 lineal feet (LF) of sagging sewer main	<b>\$197,690 rate/reserve</b>
	On Al Anderson Ave Sixth Street to Louisa	(RR-6, LIP-3) Replace 230 LF sewer main to address broken piping and protruding lateral	*\$158,096 bond, rate/reserve, loan eligible
	On Sixth- Al Anderson to Anthes & Groom Lane to Children's Center	(RR-7, LIP-6) Replace main	\$357,608 *bond, rate/reserve, loan eligible
	Fourth Street near Brookhaven	(RR-13, LIP-7) Replace main	\$131,713 *bond, rate/reserve, loan eligible

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	Third Street near Brookhaven	(RR-11, LIP-8) Replace main or rehab	\$121,473 *bond, rate/reserve, loan eligible
	On Edgecliff- (Camano to Furman) Furman/Decker (Sandy Point to Edgecliff)	(LIP-1, LIP-2) Extension- install new main	\$ 1,607,804 * grant, bond, rate/reserve, loan eligible
*Projects are included in the Langley Infrastructure Project, cost estimates from Davido Consulting Group 90%. Listed amounts are funding options, not dedication.			
			<b>2024 Total = \$297,690 rate/reserve</b>
2026	Sunrise Pump Station (Wharf Street)	(P-1) Upgrade pumps (installed 1980), install telemetry, electrical controls, and back-up power generator	\$323,300 rate/reserve
	Parallel to Brookhaven Creek (E35-E31)	(RR-1) Replace or rehab section	\$21,200 rate/reserve
2027	Wastewater Treatment Plant	(WWTP-1) Replace Emergency Generator- Generator cannot power all vital equipment and relies on Potable Water to cool.	\$214,500 rate/reserve
	Wastewater Treatment Plant	(WWTP-6) Replace digester blower air lines	\$26,000 rate/reserve
	McLeod Alley (N13-N12)	(RR-3) Replace or rehab section	\$30,000 rate/reserve
2028	Lift Station #1 Seawall Park near Doghouse	(P2) Upgrade piping from the wet well to the check valve vault	\$81,400 rate/reserve
	Alley-Park and Island View (W65—W64)	(RR-5) Replace or rehab section	\$167,000 rate/reserve
	Wharf Street (B1-B2)	(RR-12) Replace or rehab section	\$78,000 rate/reserve
2029	Wastewater Treatment Plant	(WWTP-3) Non-potable Water system controls	\$31,000 rate/reserve
	Wastewater Treatment Plant	(WWTP-5) Compost Drainage	\$15,500 rate/ reserve
	Suzanne Court (W75-W72) &(W72-W71)	(RR-9) & (RR-10) Replace or rehab section	\$101,000 rate/reserve

City of Langley  
Storm Water Capital Improvements  
2023-2028  
(407) Storm Water Reserve Fund

Year	Location	Description/Project Number	Cost
	Improvement of problem areas	Public works will address priority areas of concern as they arise to prevent property damage	\$50,000 rate/reserve
2024-2025	On Sixth Park to Cascade	(1, LIP-4) Replace failing infrastructure to eliminate hazardous overland flow.	*\$408,330 bond, rate/reserve, loan eligible
	On Edgecliff Noblecliff to Furman & On Furman Edgecliff to Sandy Point & On Decker Edgecliff to Sandy Point	(2, LIP-1, 3, LIP-2) Install infrastructure to collect and convey storm water to reduce overland flow and ponding hazards to benefit the bluff.	*\$1,271,662 grant bond, rate/reserve, loan eligible
	On Edgecliff East of Furman	(8, LIP-5) Install tight-lined storm sewer system to collect runoff and surface water that travel as overland flow and convey this water to the County outfall near City limits	*\$1,123,722 grant, bond, rate/reserve, loan eligible
2026	On Melsen Alley Fourth to Sixth Street	(5) Install storm drain system to eliminate flooding and erosion near Fourth Street	\$225,160 rate/reserve
2027	Outfalls Park Ave, Anthes, & 2 on Camano	(6) Replace existing catch basins with water quality treatment units in new manhole	\$346,400 rate/reserve
		Storm Water Comprehensive Plan Update	\$75,000 rate/reserve
2028	Wharf Street	(7) Replace inadequately sized storm line and install water quality treatment unit	\$112,424 rate/reserve



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	Anthes & 1st	(4) 4 catch basins to type 1 structure *this project will require ADA improvements that cost is NOT reflected here.	\$37,500 rate/reserve
<b>2029</b>	Northview	Drainage Improvements	\$136,400 rate/reserve
*Projects are included in the Langley Infrastructure Projects, cost estimates from Davido Consulting Group 90% Cost Opinion.			

City of Langley Facilities Capital Improvements 2024-2029 (303) Municipal Capital Reserve Fund			
Year	Location	Description	Total Cost
2024	City Hall-Structural 112 2 <sup>nd</sup> Street	2015 PACE Engineering Report - General brick veneer repair & maintenance program - includes correcting existing cracks and applying a spray on waterproof sealer to the entire building perimeter. o This should be placed on a 10-15-year schedule	\$20,000
	Old Firehouse- Structural 179 2 <sup>nd</sup> Street	PROJECT DEVELOPEMENT (2018/2019 DCG engineering report) - Invenstigate tower and replace with roof (2021 Removal discussion) - 2023 (Ground Penetrating Radar Inspection pending) - Structural Engineering & Cost estimate <i>This project requires scope clarification in progress since September 2022, DRB review if tower is eliminated and structural engineering, building permit.</i>	\$15,000
	Electric Vehicle Charging Station	Provide 1 police department 1 ev charging station and 1 public parking ev station on 1st street	\$40,000
2025	Lock upgrade project	All facilities to a code lock system with the capability of setting entrance parameters and restricting access	COST TBD
	City Hall	Replace carpet First and Second Floors	\$60,000
2026	Seawall Park - Planning	Complete Assessment include climate change evaluation and engineering plan preparation for concrete rehabilitation or replacements and installation of metal handrails	\$40,000
2027	Seawall Park - Construction	Concrete stairway rehabilitation or replacement and installation of metal handrails	\$70,000
2028	Bluff Management Infrastructure Improvements	Planning underway to identify potential projects to enhance bluff safety, estimated report completion date 2024	TBD from report
2029	Bluff Management Infrastructure Improvements	Planning underway to identify potential projects to enhance bluff safety, estimated report completion date 2024	TBD from report

City of Langley Public Works Fleet Capital Plan 2024-2029 (501) PW Vehicle/Equipment Reserve Fund		
Year	Description	Total Cost
	Street Paint Machine	\$30,000
	Replace 2013 Ford F250 (tow package) Investigate electric/hybrid options	\$65,000
	Replace 2013 Ford F250 (tow package) Investigate electric/hybrid options	\$66,000
	Replace 2013 Ford F250 (tow package) Investigate electric/hybrid options	\$67,000
	Replace 2014 Cat 420F Backhoe Loader	\$100,000
	Street Sweeper	\$40,000



City of Langley  
Transportation Improvement Plan  
2024-2029

(101) Transportation Fund

Dependencies on Council

Year	Location	Description	Total Cost	Funding Source
2024-2025	All City - 2024	Action Plan – IRTPO grant management lead. (carry over 2023 project)	\$7500	General Fund transfer to Streets (matching)
	Langley Infrastructure Project 2024/2025	Pavement restoration /walkway on 6th	\$1,231,895	LIP BOND Funds/ PWB LOAN or other to be identified. Only partial restoration can be funded by enterprise funding.
	Saratoga Road DeBruyn to City Limits	<i>This project requires final engineering, and TIB application submittal June 2022</i> <input type="checkbox"/> Complete Bid documents = \$ + \$32,500 Grant Match (\$6500 Engineering) <input type="checkbox"/> Full depth Road Reclamation - Construction \$650,000 Grant	\$39,000 \$540,000	Street Fund (101) TIB Construction Grant
2026	Fourth Street Park Ave to Anthes	Pavement reconstruction	\$930,000	Possible TIB Grant 5% Local Match
2026	Fourth Street	Pavement Condition Ratings of 40, 48 and 52 are considered poor to fair. It is the lowest rated City Street in the 2019 Pavement Condition Survey conducted by the Washington State Transportation Board.		
	First Street Wharf to DeBruyn	Mill pavement and asphalt overlay Anthes Plaza Improvements Frick Lane ADA crosswalk	\$980,000	Nofunding
	Al Anderson Sixth to Highlands	Construct separated asphalt walkway NOTE: project requires property acquisition Road reconstruction	\$800,000 \$650,000	No funding Possible TIB Grant 5% Local Match
2027	Edgecliff Drive Furman to City limits EDGECLIFF Drive	Pavement reconstruction	\$800,000	No funding
		Second lowest rated city street in the TIB Pavement Condition Survey at 42 - POOR. - This project may be included in the Langley Infrastructure Project as it includes stormwater and water line improvements. Improvements of this magnitude would require a complete overlay and should remain in the TIP. - Cost consideration with the LIP may only allow for trench patching over utilities		
2028	Sandy Point Road Camano to City limits	Pavement reconstruction including widening to provide bike and pedestrian lane	\$1,500,000	No funding
2029	Fairgrounds Road Highlands to Langley Road	Provide bike and pedestrian accomodation	\$1,000,000	No funding

# City of Langley Housing Action Plan

Goals	#	Action	Rationale	Action Type	Household Income Level
1. Support the Development of Diverse Housing Types	1.1	<i>Identify Public-Private Partnerships to Support Housing Development</i>	Due to the City's financial constraints, it is unlikely the City will be able to directly fund the development of housing, nor can it afford to purchase and then donate or sell land at a reduced cost to support such initiatives. Nonetheless, the City can explore the potential of forging new partnerships or strengthening existing ones to facilitate the creation of more housing options.	Research/Policy Change/Financial Support	All
	1.2	<i>Conduct a More Robust Buildable Lands Analysis to Validate Current Availability of Land for Housing Development</i>	The cost of redeveloping existing improved land is an impediment to the feasibility of new, denser development. Given that new development is most likely to occur on vacant land in Langley, the City can create an inventory of vacant or underdeveloped land suitable for housing development to better track how it can adequately accommodate housing needs. While the previous buildable lands analysis identified adequate land for meeting projected population and housing growth, the City is interested in conducting a more robust analysis to validate the previous findings.	Research	All
	1.3	<i>Coordinate with Other Public Agencies to Identify Publicly Owned Land in Langley Suitable for Housing Development</i>	Some of the largest vacant or underdeveloped sites in the City are owned by the school district and the Port of South Whidbey, which could be suitable for housing development if the sites are deemed to be surplus by the owners. The City can work with these property owners to determine if there are opportunities for partnerships and development. If so, the City could consider zoning changes to help reduce barriers and facilitate housing development.	Policy Change	All
	1.4	<i>Align Capital Investments in Infrastructure to Support Future Housing Development</i>	<i>To help offset the cost of housing development, the City could set policy direction to prioritize infrastructure projects that would support housing development when updating capital improvement or infrastructure master plans.</i>	Policy Change	All
2. Support Income-Restricted Affordable Housing Development	2.1	<i>Evaluate the Feasibility of Adopting an MFTE Program</i>	The Multifamily Tax Exemption (MFTE) is a tool that cities can use to leverage private, market-rate development to expand affordable housing. It can help stimulate the construction of new, rehabilitated, or converted multifamily housing, including affordable housing, within designated areas by offering a tax exemption on the value of the eligible housing improvements.	Research/Incentive	Low-Medium

## Dependencies on Council

	2.2	<i>Analyze Impacts of Offering Deferrals or Waivers on Permit Fees for Income-Restricted Affordable Housing Development</i>	Reducing permit fees can help offset development costs, increasing the financial feasibility for projects operating on thin margins, especially income-restricted affordable housing development. Since the City is interested in supporting income-restricted development, reducing development costs by offering fee reductions and/or waivers and payment deferrals may lower barriers to development or incentivize affordable unit production.	Research/Incentive	Low
	2.3	<i>Consider Amendments to the City's Innovative Affordable Housing Project Program to Better Incentivize Participation</i>	According to LMC 18.04, the city's comprehensive plan encourages revisions to the city's development regulations to increase the supply of affordable housing. ECONW examined the existing code chapter and noted ways the City could increase flexibility for affordable housing developments and incentivize program participation.	Policy Change	Low
	2.4	<i>Consider an Affordable Housing Property Tax Levy</i>	Affordable housing for low-income households (below 80% MFI) often requires state or federal financing and is therefore challenging to build. A local tax levy to support this type of low-income housing is one way for the City to help directly participate in its preservation and development.	Research/Financial Support	Low
	2.5	<i>Deem Cooperative Housing Models Eligible for Income-Restricted Housing Programs or Incentives</i>	An option for maintaining long-term affordability of affordable homeownership units is through a housing cooperative, which is one of two legal structures available to allow resident ownership of multifamily property. The City can support cooperative housing models by deeming them eligible for city-run affordable housing programs and incentives (e.g., reduced or waived permit fees, flexible development regulations for new projects, etc.)	Financial Support/Incentive	Low-Medium
3. Support Housing Preservation and Anti-Displacement Strategies	3.1	<i>Track the Supply of Regulated Affordable Housing and Engage with Current Operators to Support Continued Affordability</i>	Rising housing costs and loss of existing income-restricted housing units could displace low-income residents. Publicly available inventories for regulated affordable units are often incomplete, lack essential data points, or are out of date. Langley has a supply of regulated affordable housing, but to assist in their preservation, the city must understand how many units there are, their condition, subsidy expiration dates, and current ownership to accurately assess their vulnerability risk.	Research and Monitoring/Technical Assistance	Low
	3.2	<i>Monitor Neighborhoods Potentially at Risk for Displacement</i>	With a nuanced understanding of the areas that might have the most vulnerability to physical and economic cultural displacement, the City can employ anti-displacement strategies in a geographically focused way. Many of the tenants living in unregulated affordable properties will be at risk if their building is purchased and rents rise. In addition, city-led changes in zoning allowances and infrastructure investments to allow more intense housing development can increase the chances that households vulnerable to displacement see increased displacement pressures.	Research and Monitoring	Low-medium
			Knowledge of tenant protection rights can protect renters from		

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	3.3	<i>Distribute Informational Resources on Tenant Right Education Programs</i>	Knowledge of tenant protection rights can protect renters from unfair or illegal practices by landlords or property managers. Renters also might qualify for resources if they are at risk of housing instability.	Technical Assistance	All
	3.4	<i>Analyze Utility Usage to Track Second Homes</i>	Tracking the presence of second homes can help the city to understand the need for regulations aimed at increasing the number of units available to permanent residents and workers, as second homes reduce the overall supply of housing and buildable land.	Research and Monitoring	None
	3.5	<i>Conduct Targeted Outreach to Property Owners Whose Homes Remain Vacant for Extended Periods of Time.</i>	The City would like to increase year-round occupancy of the existing housing stock. Many houses in Langley are vacant and not available to visitors or year-round residents. Conversations between the City and property owners may identify owner's long-term plans and short-term occupancy opportunities. More directly, the City could explore incentives or disincentives to discourage vacancies for extended periods.	Research/Policy Change	All
4. Address Emergency, Transitional, and Supportive Housing Requirements	4.1	<i>Adopt Code Amendments That Accommodate Supportive and Transitional Housing and Emergency Shelters</i>	As part of state legislative updates, the City will need to review, refine, and add definitions in its code related to emergency shelters, transitional housing, and supportive housing. In the near term, the City should update the Land Uses table to accommodate these uses to comply with RCW 35.21.689 and new requirements under HB 1220.	Policy Change	Low

# City of Langley Police Department 5 YR Strategic Plan 2024

## Objective 1: Emergency Plan update

### Activities

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

## Objective 2: Conduct WASPC LEMAP Audit (ASAP)

### Activities

Description	Status	Dependencies on Council
a. Contact WASPC and set timeframe for LEMAP		
b. Contract hours and cost		
c. Assign personnel to SME for specific tasks		
d. Gather findings and address realistic changes		

- e. Prioritize mandatory changes
- f. Complete mandatory changes
- g. Seek guidance from city personnel on minor changes and realistic options

## Objective 3: Budgeting for EV charging station near City Hall

### Activities

Description	Status	Dependencies on Council
a. Discussion on dual location	Completed	
b. Level of charger (Level 2, or fast/super)	Completed	
c. Public access to charger	Completed	
d. Public Works Director discussion with Blink (Contractual)		
e. EV grants		
f. State funds		
g. Partnerships with other agencies		
h. Benefit to tourism, Island Transit, and City to include additional charging stations in Langley		

## Objective 4: Increased traffic enforcement

### Activities

Description	Status	Dependencies on Council
a. Delegation of traffic enforcement/troubled areas (Sandy Point & Langley Rd., 6 <sup>th</sup> St., 3 <sup>rd</sup> St. & Brooks Hill Rd, and 2 <sup>nd</sup> & Saratoga Rd)	Completed	
b. Ensure enforcement equipment is updated (30-year-old radars) 2/4 are old radars		
c. Training for new equipment		
d. Requesting officers increase in contacts and enforcement	Completed	
e. Educational conversations with the public		
f. Budget discussion on road design and public safety concerns	Completed	

## Objective 5: Ordinance Review & Update

### Activities

Description	Status	Dependencies on Council
a. Parade Permit -> Special Event Permit		
b. Fee Schedule		
i. Cost for Officer presence (Permit)		
ii. Requirements for Officers (Permit)		
iii. Traffic Control (Permit)		
iv. Exemptions		
c. Permit Process		
d. Legal Review		
e. No camping Ordinance		

## Objective 6: A.L.E.R.T Program Standup & Handoff

### Activities

Description	Status	Dependencies on Council
a. Civilian Leadership		
b. Master Participant Spreadsheet		
c. C.E.R.T Participants		
d. Zone Commanders		
e. Communication Technologies		
f. Resources List – (Community & Government)		
g. Documentation		

## Objective 7: Radio Improvement (ICOM)

### Activities

Description	Status	Dependencies on Council
-------------	--------	-------------------------



- |  |           |
|--|-----------|
| a. Discuss improvement with ICOM – *Tentative plan for installation end of July 2023*              | Completed |
| b. Plan installation of equipment needed for improvement   | Completed |
| c. Budget plan - <b>AT NO COST TO CITY</b>   | Completed |
| d. Locate best location for installation and equipment – Roof (no need for permit)                 | Completed |
| e. Install   | Completed |
| f. Product test and continual evaluation of improvement – multi-day verification of radio improvem | Completed |

# 2025

## Objective 1: Emergency Plan update

### Activities

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

## Objective 2: Records Manager

### Activities

Description	Status	Dependencies on Council
a. Request a dedicated records manager position for the city		
b. Include training necessary to handle law enforcement records		
c. Ensure technology needs are met		

- d. Each department would utilize records manager
- e. Digitization of records that need to be retained
- f. State law adherence

## Objective 3: Budgeting for EV charging station near City Hall

### Activities

Description	Status	Dependencies on Council
a. Discussion on dual location	Completed	
b. Level of charger (Level 2, or fast/super)	Completed	
c. Public access to charger	Completed	
d. Public Works Director discussion with Blink (Contractual)		
e. EV grants		
f. State funds		
g. Partnerships with other agencies		
h. Benefit to tourism, Island Transit, and City to include additional charging stations in Langley		

**Incomplete.....**

# City of Langley

## 2024 City Council Goals and Work Plan

Last Edited:  
 06/03/2024  
 By: Chris Carlson

### Goal 1: Support Improvements to City Services

Supporting the mayor and staff with the resources and policy guidance necessary to incrementally improve the city's services to the public.

#### Comp Plan Alignment

9. Public Investment.

#### Actions

Description	Target Start	Target End	Council Lead(s)	Staff Involvement	Commission Involvement	Status	Multi-Yr Plan Alignment
A. Codify Council Member/Mayor Handbook				Council Member, Attorney	FPLC	Completed	
B. Develop policies and train staff regarding PRA/OPMA compliance				Mayor, Council, Attorney, Staff, CA		Not Started	

### Goal 2: Enable and Encourage Development of Workforce Housing

Take incremental steps to remove impediments to the development of workforce housing within Langley city limits.

#### Comp Plan Alignment

1. Environmental Stewardship.  
 3. Community Design.  
 6. Diverse and Affordable Housing  
 13. Community Character.

#### Actions

Description	Target Start	Target End	Staff Involvement	Commission Involvement	Status	Multi-Yr Plan Alignment
A. Update Zoning Codes for Multi-Family Infill and PUDs with Inclusionary zoning requirements and update both codes to address the needed changes for our City, Work to reduce barriers to ADUs, multi-family, and other housing processes, Research age discrimination in housing, long-term, short-term, and transient			Planning, Mayor, Council	Planning Commission, DSR, CCAC		AHAP 1.1
B. Create Educational Information on the Basics of planning an ADU or Tiny Home			Planning, Mayor, Council, Permit Staff	Planning Commission		AHAP 1.2
C. Promote solutions to immediate housing needs for workers (Camping Ordinance, Transitional Housing Ordinance)			Planning, Mayor, Council, Permit Staff	Planning Commission		

### Goal 3: Streamline operations of the City's council commissions

Goal description here...

#### Comp Plan Alignment

9. Public Investment.

#### Actions

Description	Target Start	Target End	Staff Involvement	Commission Involvement	Status	Multi-Yr Plan Alignment
A. Create and Codify Commissioners Handbook						
B. Update Individual Ordinances, Website templates, Agenda and Minutes templates for Commissions to be Consistent, Equitable, Inclusionary and Diverse where needed						
C. Training and Evaluation of OMPA/PRR Compliance						
D. Develop Timeline and System for Council and Commissions to Communicate						

**Goal 4: Climate Action**

Goal description here...

**Comp Plan Alignment**

1. Environmental Stewardship.

**Actions**

Description	Target Start	Target End	Staff Involvement	Commission Involvement	Status	Multi-Yr Plan Alignment
A. Emergency preparedness						
B. Create a transportation strategy to engage more fossil fuel-free technology and usage in Langley						
C. Update Land Use and other Ordinances including Zero Waste, Fossil Fuel Free and Green Building and other Climate						
D. Write Grants for Water/Energy efficiency and Renewables and Recycling						
E. Partner with Other Agencies on Wholistic Regional Efforts (including Recycling)						

**Goal 4: Dismantling Systemic Racism**

Goal description here...

**Comp Plan Alignment**

15. Dismantling Systemic Racism

**Actions**

Description	Target Start	Target End	Staff Involvement	Commission Involvement	Status	Multi-Yr Plan Alignment
A. Conduct and Evaluate Self-Study Anti-Racism Training						
B. Identify and Remove Systemic Racism within Langley Code and Policies, particularly researching change to our zoning rules that may encourage segregation						
C. Create Diversity, Equity and Inclusion Handbook						
D. Revisit resolution for DSR						

**Goal 5: Environmental Stewardship**

Goal description here...

**Comp Plan Alignment**

1. Environmental Stewardship.

**Actions**

Description	Target Start	Target End	Staff Involvement	Commission Involvement	Status	Multi-Yr Plan Alignment
A. Plan for Environmental hazards posed by sea level rise, ground and surface water and bluff failure by Conducting a Hydrogeological/Watershed study for the entire city						
B. Protect and Enhance Natural Environment by Updating Critical Area Ordinance						
C. Restore Local Creeks						

**Goal 6: Langley Muncpal Code and Comprehensive Plan Review and Revisions**

Goal description here...

**Comp Plan Alignment**

None.

**Actions**

Description	Target Start	Target End	Staff Involvement	Commission Involvement	Status	Multi-Yr Plan Alignment
A. Update Tree Ordinance						
B. Address Speeding, Noise Complaints and Light/EMF Pollution						
C. Animal Welfare Ordinance						
D. Update Comprehensive Plan, Track Comprehensive Plan Goals and Create Matrix for Implementation						

**Goal 7: Website Transparency**

Goal description here...

**Comp Plan Alignment**

None.

**Actions**

Description	Target Start	Target End	Staff Involvement	Commission Involvement	Status	Multi-Yr Plan Alignment
A. Redo City Website with "Revise" including Training for Staff						
B. Upgrade Computer System: Bring software systems up to date, Upgrade City Server to host virtual machines for all employees, Create off-site backup of all City digital data at treatment plant, Create an interface/process for public readonly access to all public documents without staff/city involvement, With updated website - publish non-spam or nonprivileged communication to the website.						
C. Create more government transparency with the use of video, broadcasting, update of the City Website, etc						

**Goal 8: Transportation Plan**

Goal description here...

**Comp Plan Alignment**

3. Community Design.  
9. Public Investment.

**Actions**

Description	Target Start	Target End	Staff Involvement	Commission Involvement	Status	Multi-Yr Plan Alignment
A. Begin a transportation comprehensive plan, setting aside new corridors for trails and roads and preferred routes for transit and future expansion of services						

Council Priorities for July - December 2024

Bobis	Salerno	Carlson	Cyr	Flemming
1.	1.	1. <b>New</b> - HAP Action 1.3 coordinate with other public agencies to identify publicly owned land in Langley suitable for housing development. <b>(Lead)</b>	1.	1.
2.	2.	2. <b>New</b> - Pursuit of new sources of revenue: - Public Safety Sales Tax - Indirect Cost Recovery Policy - Transportation Improvement District <b>(Lead)</b>	2.	2.

**Goal for tonight:** Identify the highest value *discretionary* work for the City Council for July - December 2024.

**"discretionary" excludes** work that's either **already initiated** or **mandatory**, such as:

- Mid-year revenue and expenditure review at the 6/24 council workshop
- 2025 budget
- Comprehensive Plan
- Fairgrounds overlay zoning code amendment proposal
- Coles Valley PUD proposal
- LIP bid & contract selection

**My request of each council member:**

- The highest priority discretionary work item for council the next 6 months
- 1 high priority discretionary work item each person would like to contribute to/lead
- Capacity considerations, such as budget, staff time, commissions, council meetings

**Process for tonight:**

- Map out what we each think are the highest value work items for the next 6 months
- Determine what we have the capacity to accomplish (resources, time, capabilities)
- Determine whether we have support for this work (mayor, staff, stakeholders)
- Identify what on the existing work plan won't get done
- Determine readiness to approve updated work plan

**GENERAL FUND** - These Departments are supported primarily by taxes

Physical Environment (001-000-100)	Operation inflation
Library Building (001-000-140)	\$2500.00 to reserve for annual maintenance
Parks (001-000-150)	Bluff Management Plan (\$30,000- 2023 - additional funding may be required
Streets (101)	Committed Process: TIB Match (assumes 2023 application success) – Saratoga Rd. Pavement repairs – \$10,000 location to be determined. General fund cover street lighting
Cemetery (104)	Hazardous tree evaluation/trimming
Tourism (105)	Portable toilet Seawall Park – Increase operations due to vandalism
Capital Reserve (303)	Capital Maintenance 179 2 <sup>nd</sup> and 112 Second Street Maintenance (exterior repairs, upstairs carpet replacement)
Water Improvement Project (306)- Restricted	Langley Infrastructure Projects (LIP) 1-12 – Establish line items per project in the system

**ENTERPRISE FUNDS** – These funds are primarily supported by rates for specific services.

Water (401)	Water Use Efficiency Action Plan development and implementation
Sewer (402)	HVAC upgrade (operations capital repair, replace)
Stormwater (403)	
Water Reserve (405)	LIP – 13 Edgecliff Drive, county outfall conflict and investigate additional LIP capital contributions
Stormwater Reserve (407)	\$50,000 for addressing priority areas of concern as they arise Investigate additional LIP capital contributions
Sewer Improvement Fund (408)	Sewer Comprehensive update LIP – 14 Al Anderson and investigate additional LIP capital contributions
Public Works Vehicle Reserve (501)	Paint Machine replacement is currently being investigated it is anticipated this will carry over from 2023 (additional funding may be required).

Other

<p>City Comprehensive Plan</p>	<p>Public Works and PWAC will work to support PAB in the following elements of the City’s Comprehensive Plan</p> <ul style="list-style-type: none"> <li>- Transportation Element</li> <li>- Capital Facilities Element</li> <li>- Utility Element</li> <li>- Establishing development impact fees.</li> </ul> <p>Shift Sewer Comprehensive Plan Amendment to a full update. □</p> <ul style="list-style-type: none"> <li>- 2015 Plan uses 2013 population projections.</li> <li>- Limiting collection system modeling data included in 2015 plan and doesn’t include infill code considerations or capacity needs.</li> <li>- Plant evaluation doesn’t include Nutrient Permit requirements or evaluations</li> </ul> <p>Transportation Element Requires Level of Service (LOS) update.</p> <ul style="list-style-type: none"> <li>- Multi-modal considerations and planning</li> <li>- Street development plans. In addition to underground utilities what do we want our ROW to look like? Technical aspects outlined in the code should be updated to provide clear guidance regarding the City’s expectations</li> </ul>
<p>Public Works Advisory Commission Work</p>	<p>LIP- Design Development and Construction Documents - BID</p> <ul style="list-style-type: none"> <li>- 179 Second Street – Old Fire Hall tower analysis and plan development</li> <li>- Saratoga Road Restoration- TIB application</li> <li>- Water Use Efficiency Goal Action Plan</li> <li>- Update Sewer Rates – Roll into Sewer Comp plan update</li> <li>- Update Water Participation Rate, Investigate rate structure changes.</li> </ul>



Additional Considerations	<p>Additional Considerations:</p> <ul style="list-style-type: none"><li>-Excess payments to Main Street above and beyond the credit against the excise tax should be reclassified as a charge to tourism as the benefits of the works are to that fund.</li><li>-Coles Valley Development resubmittal anticipated.</li><li>-6th Street Development submittal anticipated.</li><li>-Climate resilience Challenge coordination with Island County</li><li>-Library Improvements</li><li>-Franchise Agreements - Coordination with Clerk/Administrator as needed<ul style="list-style-type: none"><li>oPSE</li><li>oWhidbey Tel Franchise agreement Review (expired 1996)</li><li>oComcast Franchise Agreement review</li></ul></li></ul>
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# Scheduling Procedures

Process & Timeline for Planning

Process for Changing Plans

## Ordinances

Receives 2 readings in separate council meetings, unless in case of emergency.

## Resolutions

Receives 2 readings in separate council meetings, unless in case of emergency.

## Budget

See budget roadmap document

## Council Workshops

No votes are taken.

Councilmember reports are delivered at workshops.

Councilmember reports summarize work being done in the commissions that they are contact for, including delivering recommendations and questions to council.

Staff only attend if they're on the agenda and it is coordinated in advance through the Clerk/Administrator.

## Special Meetings

## Agenda Prep

# January 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	<i>Notes</i>				

# February 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	1	2
3	4	Notes				

# March 2024

Council Work Plan - Target Starts:

- 1.1 xyz
- 3.2 xyz

Council Work Plan - Target Ends:

- 1.2 xyz
- 4.1 xyz

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	29	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	Notes				

# April 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	Notes				

# May 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	<i>Notes</i>				

# June 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 Work plan prioritization & scheduling	18	19	20	21	22
23	24 Budget workshop	25	26	27	28	29
30	1	Notes				

**Council Work Plan - Target Starts:**

- 1.1 xyz
- 3.2 xyz

**Council Work Plan - Target Ends:**

- 1.2 xyz
- 4.1 xyz

- Review and update budget process(es) & fiscal policies
- Identify budget goals/priorities
- Review mid-year financial position and consider current-year budget amendment



CITY OF LANGLEY  
 COUNCIL MEETING PACKET  
 7/1/2024

# July 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	1 Climate resilience report?	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Council Work Plan - Target Starts:  
 1.1 xyz  
 3.2 xyz

Council Work Plan - Target Ends:  
 1.2 xyz  
 4.1 xyz

- Adopt budget process(es) & fiscal policies
- Adopt current-year budget amendment (if needed)
- Adopt budget goals/priorities

4	5	Notes
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# August 2024

Council Work Plan - Target Starts:  
 1.1 xyz  
 3.2 xyz

Council Work Plan - Target Ends:  
 1.2 xyz  
 4.1 xyz

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 Fairgrounds zoning amendment draft	20	21	22	23	24
25	26	27	28	29	30	31
1	2	Notes				

# September 2024

Council Work Plan - Target Starts:  
 1.1 xyz  
 3.2 xyz

Council Work Plan - Target Ends:  
 1.2 xyz  
 4.1 xyz

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

6	7	<p><i>Notes</i></p> <p>- Mayor &amp; Directors compile preliminary budget</p>				
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CITY OF LANGLEY  
 COUNCIL MEETING PACKET  
 7/1/2024

# October 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	Notes				

Council Work Plan - Target Starts:  
 1.1 xyz  
 3.2 xyz

Council Work Plan - Target Ends:  
 1.2 xyz  
 4.1 xyz

- Review revenue estimates

# November 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	Notes				

Council Work Plan - Target Starts:  
 1.1 xyz  
 3.2 xyz

Council Work Plan - Target Ends:  
 1.2 xyz  
 4.1 xyz

- Preliminary budget hearings

December 2024						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	Notes				

Council Work Plan - Target Starts:  
 1.1 xyz  
 3.2 xyz

Council Work Plan - Target Ends:  
 1.2 xyz  
 4.1 xyz  
 - Adopt budget



CITY OF LANGLEY

DRAFT- SPECIAL COUNCIL MEETING MINUTES

**Monday, June 24, 2024, 3:30 pm**

**City Hall, 112 Second Street, Langley, WA 98260**

Recording may be found at:

[https://cms4.revize.com/revize/langleywashington/GMT20240624-223146\\_Recording.m4a](https://cms4.revize.com/revize/langleywashington/GMT20240624-223146_Recording.m4a)

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

**1. CALL TO ORDER at 3:30 pm by Mayor Kennedy Horstman**

a. Land Acknowledgement

The Mayor thanked Pamoja Place for their Juneteenth event and South Whidbey Pride for putting on the Pride Parade. She also reminded everyone of the upcoming meeting introducing the Comprehensive Plan on June 27<sup>th</sup> at Soundview Center.

b. Moment of Silence

c. Roll Call

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

Absent: Councilmember Rhonda Salerno

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

Others in attendance: Barbara Seitle, Finance & Personnel Commission Chair

**2. CONSENT AGENDA (The CONSENT AGENDA consists of routine items that normally do not require further Council discussion) (0:3:35)**

Remove Councilmember Salerno as an authorized signer for Heritage Bank

**Motion to adopt Consent Agenda as presented removing Councilmember Salerno as a signer for Heritage Bank**

Motion: Councilmember Harolynne Bobis

2nd: Councilmember Chris Carlson

**Motion passed unanimously**

**3. PUBLIC COMMENT (0:04:32)**

- Tom Walker spoke about the Pride Parade that occurred on June 22.
- Mike Gallion spoke about affordable housing at the fairgrounds.

#### 4. NEW BUSINESS

a. Budget Analysis and Recommendations – Mayor Horstman (08:00)

The mayor shared her most recent budget analysis and recommendations, clarifying the updated General Fund financial position relative to the original 2024 budget. She also discussed the timeline for the 2025 budget schedule.

*Councilmember Cyr joined the meeting at 3:52 pm.*

b. Revenue Options – Councilmember Carlson (0:43:47)

Councilmember Carlson asked the council to consider and research.

He also requested that council members do some research on the potential revenue options proposed in his memo. Councilmember Carlson reported that the FPLC voted unanimously to recommend that the council approve putting a Public Safety Sales Tax on the ballot for voters to approve.

#### 5. COUNCIL REPORTS (01:17:01)

a. Councilmember Harolynne Bobis

b. Councilmember Rhonda Salerno

c. Councilmember Chris Carlson

- The FPLC met earlier and discussed the potential revenue options which were presented to the council at this meeting.
- The Dismantling Systemic Racism Commission sent a recommendation regarding changes to consider in the land acknowledgement.

d. Councilmember Craig Cyr

- The Pride Parade held June 22 was extremely successful and estimated to be twice as big as last year.
- Island County Transit is trying to find ways to encourage more people to ride the bus.

e. Councilmember Gail Fleming

- She also attended the Pride Event and remarked on its success.
- The Parks and Open Space Commission is working on their element for the Comp Plan update.
- The chair of the Historic Preservation Commission, Bob Waterman, will be retiring and a replacement needs to be found.

#### 6. ADJOURN Meeting adjourned by Mayor Horstman at 4:57 pm



WASHINGTON STATE LIQUOR AND CANNABIS BOARD - LICENSE SERVICES  
1025 UNION AVE SE - P O Box 43075  
Olympia WA 98504-3075  
[specialoccasions@lcb.wa.gov](mailto:specialoccasions@lcb.wa.gov) Fax: 360-753-2710

TO: MAYOR OF LANGLEY

JUNE 18, 2024

SPECIAL OCCASION #: 097447

WHIDBEY ISLAND NOURISHES  
PO BOX 1642  
LANGLEY, WA 98260

DATE: JULY 26, 2024  
AUGUST 8, 2024

TIME: 5:30 PM TO 9 PM BOTH DAYS

PLACE: SOUTH WHIDBEY PRIMARY SCHOOL SOUTH CAMPUS - OUTDOORS - 5476 MAXWELTON ROAD,  
LANGLEY

CONTACT: MELINDA GARDINER (DOB: 6.18.1971) 608-216-6168

**SPECIAL OCCASION LICENSES**

- \*  Licenses to sell beer on a specified date for consumption at a specific place.
- \*  License to sell wine on a specific date for consumption at a specific place.
- \*  Beer/Wine/Spirits in unopened bottle or package in limited quantity for **off** premise consumption.
- \*  Spirituous liquor by the individual glass for consumption at a specific place.

If return of this notice is not received in this office within 20 days from the above date, we will assume you have no objections to the issuance of the license. If additional time is required please advise.

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| 1. Do you approve of applicant?  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 2. Do you approve of location?   | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 3. If you disapprove and the Board contemplates issuing a license, do you want a hearing before final action is taken? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

<b><u>OPTIONAL CHECK LIST</u></b>	<b><u>EXPLANATION</u></b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
LAW ENFORCEMENT	_____	YES <input type="checkbox"/>	NO <input type="checkbox"/>
HEALTH & SANITATION	_____	YES <input type="checkbox"/>	NO <input type="checkbox"/>
FIRE, BUILDING, ZONING	_____	YES <input type="checkbox"/>	NO <input type="checkbox"/>
OTHER:	_____	YES <input type="checkbox"/>	NO <input type="checkbox"/>

If you have indicated disapproval of the applicant, location or both, please submit a statement of all facts upon which such objections are based.

---

DATE SIGNATURE OF MAYOR, CITY MANAGER, COUNTY COMMISSIONERS OR DESIGNEE



## **SERVICE LEVEL AGREEMENT FOR DOCUMENT PREPARATION AND IMAGING SERVICES**

THIS SERVICE LEVEL AGREEMENT (this "Agreement") is made and entered into by and between CITY OF LANGLEY (hereinafter "CUSTOMER") and the STATE of WASHINGTON, OFFICE OF THE SECRETARY OF STATE, ARCHIVES & RECORDS MANAGEMENT DIVISION (hereinafter "ARCHIVES").

This Agreement establishes the understanding for ARCHIVES to provide document preparation, scanning and microfilming services as authorized by Chapter 40.14 RCW.

Specific work to be performed hereunder is described in the statement of work attached hereto as Statement of Work No. 1 (hereinafter "SOW"), which is incorporated herein by this reference. Any and all additional work requested by CUSTOMER shall be authorized by and described in a separate SOW or SOWs signed by CUSTOMER and ARCHIVES, and such additional SOW(s) will constitute amendments to this Agreement.

### **I. SCOPE OF SERVICES**

1. ARCHIVES shall provide document preparation, scanning and microfilming services to CUSTOMER upon receipt of a detailed SOW describing the services requested and the documents to be converted. The SOW shall be attached and be made an integral part of this Agreement.
2. ARCHIVES shall meet or exceed the imaging specifications and standards established by the Washington Administrative Code. It is the responsibility of CUSTOMER to verify the quality and accuracy of the service performed and to notify ARCHIVES of any discrepancies within thirty (30) calendar days after receiving the finished work product for each SOW. Promptly after receiving such notice of any discrepancies from CUSTOMER, ARCHIVES will replace the deficient work product at no extra charge to CUSTOMER. Any defects or errors communicated by CUSTOMER to ARCHIVES after thirty (30) calendar days after receiving the finished work product will incur additional costs.
3. Each SOW will include a period of performance as agreed upon by the parties, but **ARCHIVES shall not be liable for delays in providing services to CUSTOMER under this Agreement.**
4. All records must be delivered in boxes capable of holding the contents, preferably with a lid that is closed. Boxes that are damaged **will not be accepted**. For oversized documents, please contact ARCHIVES for transportation suggestions.
5. If microfilm is being created as part of the services indicated in the SOW, the Washington State Standards for the Production and Use of Microfilm requires certain information to be present on all microfilm. To ensure compliance with the standards, ARCHIVES will add pages as needed and charge a per page and project preparation rate for this work.

### **II. TERMS AND TERMINATION**

1. This Agreement shall take effect upon the signing of the last required signature, and shall expire on May 31, 2025; *provided, however*, that if a later-executed mutually agreed SOW,

whether modifying the existing SOW or creating a new project within the scope of this original agreement, has a period of performance that extends beyond the expiration date of this Agreement, and that SOW is received and approved by Archives before the expiration of this agreement, then the expiration date of this Agreement shall be considered amended by such SOW to extend the term of this Agreement through the SOW's period of performance end date; *provided further*, that the new expiration date is no later than five years from the execution date of this Agreement.

2. CUSTOMER may request extension of this Agreement for up to two (2) additional two-year terms by providing a written notice (via email, fax or other method) to ARCHIVES any time before the termination date; *provided, however*, that the new expiration date is no later than five years from the execution date of this Agreement. Acceptance of the extension shall be at the Archives sole discretion. No amendment or other formal writing need be executed by CUSTOMER or ARCHIVES to render the extension effective.
3. Either party may terminate this Agreement upon a thirty (30) calendar day written notice to the other party. In the event of termination of this Agreement, the terminating party shall be liable only for the performance rendered prior to the effective date of termination.

### III. COMPENSATION

CUSTOMER will pay ARCHIVES for services provided under this Agreement at the rates set forth in the SOW, unless modified by ARCHIVES and accepted by CUSTOMER as provided in Section III.2 below. **CUSTOMER has received a 2024-25 Local Records Program Grant in the amount of \$38,871.00.00 from the Washington State Archives. These grant funds, awarded under Grant Agreement G-8217 between CUSTOMER and the Washington State Archives, will be applied by ARCHIVES to costs, fees and other charges incurred for services performed by ARCHIVES under this Agreement.**

- 1.
2. ARCHIVES shall maintain the right to increase or decrease the cost of rendering service(s) under this Agreement and its extensions throughout its lifetime upon a thirty (30) calendar day advance notice to CUSTOMER. Changes in cost will be deemed accepted by CUSTOMER unless objected to in writing within fifteen (15) calendar days after notice of the change is given. CUSTOMER's timely objection will serve as notice to terminate this Agreement, such termination to be effective thirty (30) calendar days after the date of objection.
3. ARCHIVES will send an itemized bill to CUSTOMER not more than once a month for services provided in the previous month.
4. CUSTOMER shall make full payment by checks, journal voucher, or credit card within thirty (30) calendar days of receiving an invoice. CUSTOMER shall make checks payable to the Office of the Secretary of State and send payment to the Office of the Secretary of State, Financial and Support Services, P.O. Box 40224, Olympia, WA 98504-0224. **Payment must reference the Service Level Agreement number (OSOS No. I-8246) and claims for reimbursement via the Local Records Grant Program must additionally reference the Grant Agreement number (G-8217) on CUSTOMER'S remittance.**
5. .
6. Total compensation for services under this Agreement **shall not exceed \$38,871.00**. This amount can be increased by an amendment to this Agreement signed by CUSTOMER and ARCHIVES, including by an SOW specifying the performance of additional work, fees and charges which explicitly sets a new cap on total compensation for services.

#### **IV. NOTICE**

1. Any notice to be given under this Agreement shall be in writing and may be sent either by registered or certified mail, facsimile transmission, email, or personal delivery to the other party's manager of this Agreement as identified in Sections 2 and 3 below.
2. Any notice from ARCHIVES to CUSTOMER shall be sent or delivered to:

Customer Contact Name: Kennedy Horstman  
City of Langley  
112 Second Street  
Langley, WA 98260  
Telephone Number: 360-221-4246  
Email Address: mayor@langleywa.org

3. Any notice from CUSTOMER to ARCHIVES shall be sent or delivered to:

Patrick Williams  
Customer Service Manager  
Office of the Secretary of State  
Washington State Archives  
1129 Washington Street SE  
Olympia, WA 98504-0238  
Telephone: (360) 586-0108  
Email Address: patrick.williams@sos.wa.gov

4. Notice shall become effective upon delivery in person, three (3) business days after posting by prepaid registered or certified mail, receipt by the sender of a successful facsimile transmission report, or receipt by the sender of an email read receipt, whichever method is utilized.

#### **V. RECORDS**

The parties to this Agreement shall each maintain books, records, documents, and other evidence, which sufficiently and properly reflects all direct and indirect costs expended by either party in the performance of the service(s) described herein. These records shall be subject to inspection, review, or audit by personnel of both parties, or other personnel duly authorized by either party, the Office of the State Auditor, and federal officials authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six (6) years after expiration or termination of this Agreement and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

#### **VI. GENERAL TERMS AND CONDITIONS**

1. This Agreement shall not be assignable by either party without written consent of the other party.
2. The service or product provided by this Agreement shall be either available for pickup or shipped from the ARCHIVES' facility at 1129 Washington Street SE, Olympia, WA 98504.

3. Except as otherwise provided in this Agreement, when a bona fide dispute arises between ARCHIVES and CUSTOMER and it cannot be resolved by direct negotiation, either party may request a dispute hearing with the Secretary of State or the delegate authorized in writing to act on behalf of the Secretary of State.
  - A. The request for a dispute hearing must:
    - be in writing;
    - state the disputed issue(s);
    - state the relative positions of the parties;
    - state the party's name, address, and contract number; and
    - be mailed to the Secretary of State or delegate and the party's (respondent's) manager of this Agreement identified in Section IV of this Agreement.
    - The respondent shall send a written answer to the requester's statement to both the Secretary of State or delegate and the requester within fifteen (15) business days.
  - B. The Secretary of State or delegate shall review the written statements and reply in writing to both parties within ten (10) business days. The Secretary of State or delegate may extend this period if necessary by notifying the parties.
  - C. The parties agree that this dispute process shall precede any action in a judicial or quasi-judicial tribunal.

Nothing in the Agreement shall be construed to limit the parties' choice of a mutually acceptable Alternate Dispute Resolution (ADR) method in addition to the dispute resolution procedure outlined above.

4. This Agreement shall be construed and interpreted in accordance with the laws of the state of Washington. The venue of any legal action brought hereunder shall be in the Superior Court for Thurston County.
5. Each party to this agreement shall be responsible for its own acts and/or omissions and those of its officers, employees and agents. No party to this agreement shall be responsible for the acts and/or omissions of entities or individuals not a party to this agreement.
6. This Agreement may be modified only in writing by the parties executed with the same formalities required to execute this Agreement.
7. If any clause, phrase, sentence, or paragraph of this Agreement is declared invalid or void, the remaining provisions of this Agreement shall remain in full force and effect.
8. If any conflicts exist between the text of this Agreement and any Statement of Work, the Agreement shall prevail.
9. This Agreement may be executed in counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.

## **VII. AFFIRMATION OF AGREEMENT**

The parties signing below hereby affirm that they have the authority to bind the respective parties to the terms of this Agreement. Other than the SOW accompanying this Agreement, no other understanding, oral or otherwise, regarding the subject matter of this Agreement, shall be deemed to exist or to bind any of the parties. This Agreement, together with the SOW, constitutes the entire Agreement between CUSTOMER and ARCHIVES.



**STATEMENT OF WORK NO. 1  
 UNDER  
 SERVICE LEVEL AGREEMENT  
 (OSOS No. I-8246)**

This Statement of Work No. 1 (“SOW”) is made and entered into by and between CITY OF LANGLEY (hereinafter “CUSTOMER”) and the STATE OF WASHINGTON, OFFICE OF THE SECRETARY OF STATE, ARCHIVES & RECORDS MANAGEMENT DIVISION (hereinafter “ARCHIVES”). This SOW is incorporated into and hereto made an integral part of the Service Level Agreement (Grant No. 8217) between CUSTOMER and ARCHIVES (the “Agreement”).

**CUSTOMER:**           **City of Langley**  
                               **112 Second St.**  
                               **PO Box 366**  
                               **Langley, WA 98260**

	<u>Customer</u>	<u>Archives</u>
<b>Contact:</b>	<b>Kristen Abraham</b>	<b>Patrick Williams</b>
<b>Title:</b>	<b>Records Manager</b>	<b>Customer Service Manager</b>
<b>Telephone No.:</b>	<b>360-221-4246</b>	<b>360-586-0108</b>
<b>Email address:</b>	<b>archive@langleywa.org</b>	<b><a href="mailto:patrick.williams@sos.wa.gov">patrick.williams@sos.wa.gov</a></b>

**I. FEE SCHEDULE**

Service	Unit	Unit Price
Document Prep	Per Hour	\$65.00
Wide Format Scanning	Per Hour	\$65.00
File Rename	Per File	\$0.20
Federal Mileage Reimbursement	Per Mile	\$0.67
Per Box for all Trips	Per Box	\$1.50
Secure File Transfer	Per Transfer	\$75.00
All shipping or ferry prices will be charged cost + 30%		
Service	# of Units	Total Unit Cost
Document Prep	70	\$4,550.00
Wide Format Scanning	500	\$32,500.00
File Rename	5,280	\$1,056.00
Federal Mileage Reimbursement	194	\$129.98
Per Box for all Trips	260	\$390.00
Secure File Transfer	1	\$75.00
All shipping or ferry prices will be charged cost + 30%		



TOTAL ESTIMATE:		\$38,700.98
<b>TOTAL AUTHORIZED NOT-TO-EXCEED AMOUNT UNDER AGREEMENT G-8217 (Including PROJECT ESTIMATE):</b>		\$38,871.00

All rates and charges listed above are subject to change in accordance with the terms and conditions of the Agreement.

**II. PERIOD OF PERFORMANCE**

The period of performance of this SOW shall begin on date of execution of this SOW and continue until May 31, 2025. To the extent that the Agreement to which this SOW is a part would expire according to its terms prior to the end of this SOW's period of performance, CUSTOMER and ARCHIVES agree that the term of the Agreement is amended hereby to be effective through the end of the period of performance of this SOW.

**III. COMPENSATION FOR SERVICES**

To the extent that the fees and charges for services set forth in this SOW exceed the allowable compensation for services set forth in Section III of the Agreement, CUSTOMER and ARCHIVES agree that the Agreement is amended hereby to increase the allowable compensation for services provided by ARCHIVES to CUSTOMER by the amount required to make the allowable compensation under the Agreement include the fees and charges specified herein.

**IV. PROJECT SPECIFICATIONS & REQUIREMENTS**

**ARCHIVES shall:**

**A. Summary Statement**

Digitize oversized rolled plats, maps, and blueprints, not to exceed the allowable compensation for services set forth in the Agreement (as amended hereby, if applicable) without CUSTOMER's prior approval.

**B. Project Management**

Process with the following information:

- Record Series: Site Projects
- Agency: City of Langley
- Department: Community Development
- County: Island
- Date Range: Various
- Disposition Authority Number (DAN):
- Record Series: Land Use Projects
- Agency: City of Langley
- Department: Community Development
- County: Island
- Date Range: Various

- Disposition Authority Number (DAN): LU50-11-11
- Record Series: Utility Infrastructure
- Agency: City of Langley
- Department: Community Development
- County: Island
- Date Range: Various
- Disposition Authority Number (DAN): UT55-05E-23
- Record Series: Sewer System Documentation
- Agency: City of Langley
- Department: Community Development
- County: Island
- Date Range: Various
- Disposition Authority Number (DAN): UT55-06A-18

Contact CUSTOMER with any questions regarding the project. Provide timelines, quantities, project complexity, and cost estimates based on our original project review.

Estimates may be revised based on the condition of the records at the time they arrive in our production facility.

ARCHIVES staff will review the project prior to beginning work and notify CUSTOMER of any cost adjustments required for document preparation which exceeds the original estimate.

### **C. Pickup & Delivery**

Pick-up and deliver drawings from CUSTOMER at:  
City of Langley  
112 Second Street  
Langley, WA 98260

### **D. Scan – Oversize**

- Perform oversize document scanning for documents larger than 11” by 17”.
- Provide imaging services for oversized documents on the wide-format or Cruse scanner, not to exceed 500 hours.
- “Imaging services” shall include:
  - Scanning documents in color at 300 DPI dots per inch.
  - Performing a visual quality control inspection of every scanned image by viewing each image and comparing it to the original document.
  - Re-scanning poor quality images as applicable.
  - Providing image files consisting of one sheet per file.
  - Naming images. Example: Title\_YYYY\_###.tif, etc.
  - Converting uncompressed TIFF Images to compressed color JPEG files using Photoshop (compression/quality level 7).
  - Providing the CUSTOMER both LZW compression TIFF files and compressed JPEG files.

Provide a comma delimited text file containing the information above for all scanned documents.





COUNCIL MEMO

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To: Langley City Council Members

From: Kennedy Horstman, Mayor

Date: June 25, 2024 (for the July 1, 2024 Council Meeting)

Topic: Appointment of the Mayor to Whidbey Camano Tourism Board

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Introduction/Summary:

Because the City of Langley has committed (Island County) tourism revenue, the State Auditor's Office has requested that the City Council formally authorize Mayor Horstman to represent the City of Langley on the Whidbey and Camano Islands Tourism Committee.

Number of pages (including this one): 1

Council Action Request:

Authorize appointment of Mayor Horstman as the City of Langley representative on the Whidbey Camano Islands Tourism Committee.

Timeline for Action:

July 1, 2024 council meeting.

Financial Implications:

N/A

Staff Time Implications:

N/A

List all Attachments:

N/A



## City of Langley

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**To:** Langley City Council  
**From:** Kennedy Horstman, Mayor  
**Meeting Date:** July 1, 2024  
**Subject:** Mayor's Report 06/17/24 – 07/01/24

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### Financial/Budget:

- I presented 2024 Budget Analysis and Recommendations to the City Council at the June 24 special meeting/workshop. Because the plan is to reduce, rather than increase expenses, a formal budget amendment is not required. However, I plan on presenting an operational budget update at the July Finance and Personnel Legislative Commission (FPLC) meeting for review and I plan on reporting monthly progress to that operational budget and anticipate using it as the baseline for 2025 budget planning.
- I am happy to welcome Dan Poolman as an active member of the FPLC effective July 1.

### Staffing/ Contract Support:

- Kelly Beech with Beech Financial Services continues to make progress on 2021-2022 audit misstatement corrections. Ms. Beech is reasonably optimistic that the scope can be accomplished within the originally authorized amount.
- Carolyn Uculmana is settling in well as the new Finance Assistant and Allison Gubata has agreed to train her in the July utility billing.

### Other activities include but are not limited to:

- Attendance and representation of Langley at the [Island County Council of Governments](#) and the [Economic Development Council](#).
- Met with:
  - o Island County Public Health Director Shawn Mullins to learn about the public health support provided by the county.
  - o Met with Bob Waterman, Chair, to learn more about the Historic Preservation Commission.
  - o Langley Post Office representatives regarding downtown postal delivery.
- Delivered public comments at several flag raisings and the Pride Parade/Celebration. Attended several other community events/celebrations including a Juneteenth Celebration and the Langley Main Street Association Summer Party.
- In coordination with Director Perry, established volunteer support to conduct a survey required for a CDBG grant application to cover sewer hookup fees for low-income residents in the area of sewer extension.

PENDING ATTORNEY REVIEW

RESOLUTION 846

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LANGLEY, WASHINGTON, TO EXPRESS THE CITY'S INTENT TO SUBMIT A PROPOSITION TO THE VOTERS OF THE CITY OF LANGLEY TO AUTHORIZE THE COLLECTION OF ONE-TENTH OF 1% OF CITY SALES AND USE TAX TO FUND THE CITY'S CRIMINAL JUSTICE SERVICES.**

**WHEREAS**, RCW 82.14.450 authorizes city legislative authorities to adopt a Resolution providing for the submission of a proposal to the voters for a sales and use tax of up to one-tenth of one percent to support criminal justice services at the next primary or general election; and

**WHEREAS**, this tax shall not be used to replace or supplant existing criminal justice funding; and

**WHEREAS**, per RCW 82.14.450, at least one third of all money collected with this tax must be used solely for criminal justice purposes; and

**WHEREAS**, there is a public need to maintain a reliable, high-quality criminal justice system via the City of Langley Police Department, and yet current City revenue is insufficient to pay for those services. The purpose of the measure would be to supplement existing funding for the costs associated with district court services, public defender services, prosecuting attorney services, and the recruitment, retention, training and equipping of the City's law enforcement officers; and

**WHEREAS**, the city must collect additional General Fund revenue in order to comply with the city's fiscal policies by developing a sustainable cash reserve that can be drawn from in case of unanticipated fiscal emergencies resulting from public emergencies, economic downturns, or legal action and planned public investments such as capital projects or expansion of public services; and

**PENDING ATTORNEY REVIEW**

**WHEREAS**, such an increase in sales and use taxes in Langley is the equivalent of one penny on every ten dollar purchase, and would increase General Fund revenues to the City in the amount of approximately \$51,000 per year in 2024 dollars; and

**WHEREAS**, the Langley City Council finds the proposal to be in the general public interest to ensure the sustainability of its public safety services to the community;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANGLEY, WASHINGTON:**

Section 1. Ballot Intent. A ballot proposition for collection of a sales and use tax of .1% for the purpose of funding the city's criminal justice services shall be submitted to the voters of the City of Langley, Washington no later than the 2025 General Election.

Section 2. Action Subsequent to this Resolution. After passage of this resolution, the City Council will prepare a second resolution that will set a ballot proposition date, adopt proposition title and text, adopt a voter pamphlet statement, and to direct staff to take all necessary to steps to ensure the proposition is placed on the ballot as approved by the Council.

Section 3. Severability. Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 4. Codification of Amendments. The City Council authorizes the City Clerk to correct any non-substantive errors herein, codify the amendments, and publish the amended code.

Section 5. Effective Date. This Resolution shall be published in the official newspaper of the City and shall take effect and be in full force five days from the date of publication.

PENDING ATTORNEY REVIEW

ADOPTED BY THE CITY COUNCIL OF THE CITY OF LANGLEY, WASHINGTON, AT  
A REGULAR MEETING THEREOF, THIS 1<sup>st</sup> DAY OF JULY, 2024.

CITY OF LANGLEY

\_\_\_\_\_  
Krista “Kennedy” Horstman, Mayor

ATTEST

\_\_\_\_\_  
Tara McDivitt, Notary Public

Published: \_\_\_\_\_

DRAFT