



**CITY OF LANGLEY**

**DRAFT COUNCIL AGENDA**

**Monday, November 18, 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

Notice: There may be a quorum of the Finance and Personnel Legislative Commission and the Lodging Tax Advisory Commission at this meeting.

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 Payroll transactions and vouchers 44466 & 44493 the amount of \$91671.49, and A/P transactions and vouchers #44494 to 44526 in the amount of \$46,358.36, p. 3
  - b. Approval of Commission Meeting Minutes posted since previous Council Meeting
  - a. Approval of Minutes of 11/4/2024 Council Meeting, p. 21
  - b. Approval of picnic table donation in memory of Alice Blanchard, p. 24
  - c. Liquor license renewals – No objection: Prima Bistro, Village Pizzeria, p. 25
3. **APPROVAL OF AGENDA** – 3 minutes
4. **PUBLIC COMMENT PERIOD\*** - 15 minutes
5. **STAFF REPORTS** – 25 minutes
  - a. Finance Director Kelly Beech – p. 28
  - b. Community Planning Director Meredith Penny – p. 29
  - c. Public Works Director Randi Perry – p. 32
  - d. Chief of Police Tavier Wasser - p. 167
6. **MAYOR'S REPORT** – 10 minutes, p. 34

7. **PUBLIC HEARINGS/ORDINANCES/RESOLUTIONS** – 60 minutes

- a. Six Year Capital Improvement Plan, Six Year Transportation Improvement Plan, and Municipal Fees, including Public Works Fees and Utility Rates, Director Perry, Mayor Horstman, p. 35
- b. Resolution 849 – Six Year Capital Improvement Plan, p. 36
- c. Resolution 850 Transportation Improvement Plan, p. 42
- d. Resolution 851 Amending the Municipal Code Fee Schedule, p. 47
- e. Final 2025 Budget, Mayor Horstman, p. 57
- f. First Reading: Ordinance 1117 Adopting 2025 Budget, p. 89

8. **NEW BUSINESS** – 10 minutes

Lodging Tax Advisory Commission Recommendations, Mayor Horstman, p. 91

9. **DISCUSSION** – 20 minutes

Land Use Element, Director Penny, p. 94

10. **SPECIAL MEETING WORKSHOP/AGENDA TOPICS** – 5 minutes

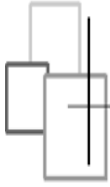
Reconciling Commissions

11. **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.**

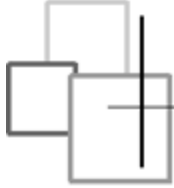




## November 2024 Payroll Activity

Number	Name	Amount
44466	National Fraternal Order of Police	\$226.50
44491	Chapter 13 Trustee	\$905.00
44492	AFLAC WORLDWIDE HEADQTRS	\$159.08
44493	Health Care Authority	\$29,413.12
11.04.24 EFT IRS 10.16-10.31	IRS-Payroll Taxes	\$15,586.94
<b>Direct Deposit Run - 11/1/2024</b>		
	Abraham, Kristen Miller	\$2,772.68
	Beech, Kelly M	\$2,747.69
	Bobis, Harolynne N	\$45.62
	Carlson, Chris	\$114.05
	Cattand, Alexis	\$2,121.55
	Cyr, Craig	\$114.05
	Durr, Robert J.	\$2,541.90
	Fleming, Gail T	\$45.62
	Grone, Wanda J	\$4,102.01
	Grove, Timothy J.	\$2,825.59
	Hamilton, Bryan E.	\$2,407.01
	Hathaway, Nicholas G	\$2,514.61
	Herzberg, Robert	\$805.59
	Horstman, Krista Kennedy N	\$456.21
	Liggitt, Charles E.	\$1,887.20
	Marks, Joshua W.	\$2,045.52
	McDivitt, Tara J	\$1,955.49
	Pace, Jeremiah J.	\$1,861.59
	Penny, Meredith B	\$2,903.10
	Perry, Randi M.	\$2,946.73
	Proffitt, Austin L	\$2,703.90
	Salerno, Rhonda A	\$45.62
	Uculmana, Eyleen Carolyn	\$2,242.72
	Wasser, Tavier	\$3,174.80
<b>Total Payroll</b>		<b>\$91,671.49</b>





# Voucher Directory

Fiscal: : 2024 - November  
 Council Date: : 2024 - November - November Manual, 2024 - November - 2nd Council Meeting

Vendor	Number	Reference	Account Number	Description	Amount
<b>Airgas USA LLC</b>	<b>44494</b>			<b>2024 - November - 2nd Council Meeting</b>	
		<b>Invoice - 5512151240</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 - 5512151240</b>			<b>\$15.50</b>
	<b>Total 44494</b>				<b>\$15.50</b>
<b>Total Airgas USA LLC</b>					<b>\$15.50</b>
<b>Bay City Supply</b>	<b>44495</b>			<b>2024 - November - 2nd Council Meeting</b>	
		<b>Invoice - 368418A</b>			
			<b>Cascade laundry bleach 12.5% gallon multi-chlor</b>		
			402-000-000-535-10-30-01	Supplies	\$11.16
				Cascade laundry bleach 12.5% gallon multi-chlor	
		<b>Total Invoice - 368418A</b>			<b>\$11.16</b>
	<b>Total 44495</b>				<b>\$11.16</b>
<b>Total Bay City Supply</b>					<b>\$11.16</b>
<b>Datec Inc</b>	<b>44496</b>			<b>2024 - November - 2nd Council Meeting</b>	
		<b>Invoice - 64251-A</b>			
			<b>Honeywell 1960GSR 2D Barcode Imager Kit</b>		
			001-000-070-521-20-32-03	Small Equipment Police	\$315.90
				Honeywell 1960GSR 2D Barcode Imager Kit	
		<b>Total Invoice - 64251-A</b>			<b>\$315.90</b>
	<b>Total 44496</b>				<b>\$315.90</b>
<b>Total Datec Inc</b>					<b>\$315.90</b>
<b>De Lage Landen Financial Services</b>	<b>44497</b>			<b>2024 - November - 2nd Council Meeting</b>	
		<b>Invoice - 83161264</b>			
			<b>Period of performance: 10/15/2024-11/14/2024</b>		
			001-000-000-511-60-40-02	Professional Services - ADMIN Shared Cost	\$30.96
			001-000-006-511-60-40-01	Professional Services - ADMIN Shared Cost	\$15.48
			001-000-010-513-10-40-01	Professional Services - ADMIN Shared Cost	\$15.48
			001-000-015-513-10-40-01	Professional Services - ADMIN Shared Cost	\$61.92

CITY OF LANGLEY  
COUNCIL MEETING PACKET  
11/18/2024

Vendor	Number	Reference	Account Number	Description	Amount
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost	\$61.92
			001-000-035-541-99-30-00	Professional Services - ADMIN Shared Cost	\$9.29
			001-000-070-521-20-40-01	Professional Services - ADMIN Shared Cost	\$6.19
			001-000-110-558-60-40-00	Professional Services - ADMIN Shared Cost	\$61.92
			001-000-120-558-50-40-00	Professional Services - ADMIN Shared Cost	\$61.92
			001-000-150-576-80-40-00	Professional Services - ADMIN Shared Cost	\$15.48
			101-000-000-543-10-40-01	Professional Services - ADMIN Shared Cost	\$46.44
			104-000-000-536-10-40-00	Professional Services - ADMIN Shared Cost	\$15.48
			105-000-000-557-30-40-00	Professional Services - ADMIN Shared Cost	\$30.96
			401-000-000-534-10-40-01	Professional Services - ADMIN Shared Cost	\$61.92
			402-000-000-535-10-40-01	Professional Services - ADMIN Shared Cost	\$77.40
			403-000-000-531-10-40-01	Professional Services - ADMIN Shared Cost	\$30.95
		<b>Total Invoice - 83161264</b>			<b>\$619.19</b>
	<b>Total 44497</b>				<b>\$619.19</b>
<b>Total De Lage Landen Financial Services</b>					<b>\$619.19</b>
<b>Diamond Rentals &amp; Sales</b>					
<b>44498</b>					
				<b>2024 - November - 2nd Council Meeting</b>	
		<b>Invoice - 1-632013-20</b>			
			<b>Portable rental</b>		
			105-000-000-557-30-40-03	Contract Services (R&R, Chamber 1%, County)	\$90.00
				Portable rental	
		<b>Total Invoice - 1-632013-20</b>			<b>\$90.00</b>
	<b>Total 44498</b>				<b>\$90.00</b>
<b>Total Diamond Rentals &amp; Sales</b>					<b>\$90.00</b>
<b>Edge Analytical Labs</b>					
<b>44499</b>					
				<b>2024 - November - 2nd Council Meeting</b>	
		<b>Invoice - 24-31461</b>			
			<b>Monthly Nutrients #2, October</b>		
			402-000-000-535-90-00-01	DOE Grant - PW-SWR WQPSNR-2021-LangCo-22310 Reimbursable Expenditures	\$259.00
				Monthly Nutrients #2, October	
		<b>Total Invoice - 24-31461</b>			<b>\$259.00</b>
		<b>Invoice - 24-32168</b>			
			<b>Quarterly Biosolids 2024</b>		
			402-000-000-535-10-40-04	Sewer Plant Testing	\$384.00
				Quarterly Biosolids 2024	
		<b>Total Invoice - 24-32168</b>			<b>\$384.00</b>
	<b>Total 44499</b>				<b>\$643.00</b>
<b>Total Edge Analytical Labs</b>					<b>\$643.00</b>

CITY OF LANGLEY  
COUNCIL MEETING PACKET  
11/18/2024

Vendor	Number	Reference	Account Number	Description	Amount
<b>GALLS, LLC</b>	<b>44500</b>			<b>2024 - November - 2nd Council Meeting</b>	
		<b>Invoice - 029421487</b>			
			<b>ATAC 2.08</b>		
			001-000-070-521-20-33-01	Uniforms	\$139.25
				ATAC 2.08	
		<b>Total Invoice - 029421487</b>			<b>\$139.25</b>
	<b>Total 44500</b>				<b>\$139.25</b>
<b>Total GALLS, LLC</b>					<b>\$139.25</b>
<b>Generator NW Services</b>	<b>44501</b>			<b>2024 - November - 2nd Council Meeting</b>	
		<b>Invoice - 7338</b>			
				<b>LS#1 and LS#2 full service,maintenance inspection and load bank, library Kohler full service, treatment plant, City Hall Kohler, portable, block heater, ferry and mileage</b>	
			001-000-100-594-59-00-00	Capital maintenance City Hall	\$592.63
				LS#1 and LS#2 full service,maintenance inspection and load bank, library Kohler full service, treatment plant, City Hall Kohler, portable, block heater, ferry and mileage	
			001-000-140-572-50-40-01	Professional Services	\$746.57
				LS#1 and LS#2 full service,maintenance inspection and load bank, library Kohler full service, treatment plant, City Hall Kohler, portable, block heater, ferry and mileage	
			401-000-000-534-10-40-05	Professional Services - Repair and Maintenance	\$1,753.48
				LS#1 and LS#2 full service,maintenance inspection and load bank, library Kohler full service, treatment plant, City Hall Kohler, portable, block heater, ferry and mileage	
			402-000-000-535-10-40-05	Professional Services - Repairs and Maintenance	\$2,305.21
				LS#1 and LS#2 full service,maintenance inspection and load bank, library Kohler full service, treatment plant, City Hall Kohler, portable, block heater, ferry and mileage	
		<b>Total Invoice - 7338</b>			<b>\$5,397.89</b>
	<b>Total 44501</b>				<b>\$5,397.89</b>
<b>Total Generator NW Services</b>					<b>\$5,397.89</b>
<b>Island County Human Services</b>	<b>44502</b>			<b>2024 - November - 2nd Council Meeting</b>	
		<b>Invoice - 3 Qtr 2024</b>			
				<b>3rd quarter 2024 excise liquor tax and profit liquor tax</b>	
			001-000-125-566-00-48-06	Island Co. Alcohol Program	\$85.76
				3rd quarter 2024 excise liquor tax and profit liquor tax	
		<b>Total Invoice - 3 Qtr 2024</b>			<b>\$85.76</b>
	<b>Total 44502</b>				<b>\$85.76</b>
<b>Total Island County Human Services</b>					<b>\$85.76</b>
<b>Island Disposal Inc</b>	<b>44503</b>			<b>2024 - November - 2nd Council Meeting</b>	
		<b>Invoice - 8317997S144</b>			
				<b>Daily long haul, dump fee, 20 Yd roll off-monthly fee</b>	
			001-000-100-518-30-46-01	Utilities-General Government	\$23.52
				Daily long haul, dump fee, 20 Yd roll off-monthly fee	

CITY OF LANGLEY  
COUNCIL MEETING PACKET  
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Vendor	Number	Reference	Account Number	Description	Amount
			001-000-110-558-60-46-01	Utilities Daily long haul, dump fee, 20 Yd roll off-monthly fee	\$31.36
			001-000-120-558-50-46-01	Utilities Daily long haul, dump fee, 20 Yd roll off-monthly fee	\$31.36
			001-000-150-576-80-46-04	Parks-Utilities/waste Disposal Daily long haul, dump fee, 20 Yd roll off-monthly fee	\$352.75
			101-000-000-543-10-47-00	Utilities Daily long haul, dump fee, 20 Yd roll off-monthly fee	\$39.19
			104-000-000-536-10-46-01	Utilities-Cemetery Daily long haul, dump fee, 20 Yd roll off-monthly fee	\$31.36
			105-000-000-557-30-46-01	Utilities/VIC & R/R Daily long haul, dump fee, 20 Yd roll off-monthly fee	\$117.58
			401-000-000-534-10-46-01	Utilities-Water Dept. Daily long haul, dump fee, 20 Yd roll off-monthly fee	\$39.19
			402-000-000-535-10-46-01	Utilities-Sewer Dept. Daily long haul, dump fee, 20 Yd roll off-monthly fee	\$78.39
			403-000-000-531-10-46-01	Utilities Daily long haul, dump fee, 20 Yd roll off-monthly fee	\$39.19
			<b>Total Invoice - 8317997S144</b>		<b>\$783.89</b>
	<b>Total 44503</b>				<b>\$783.89</b>
<b>Total Island Disposal Inc</b>					<b>\$783.89</b>
<b>Langley Main St Association</b>	<b>44504</b>			<b>2024 - November - 2nd Council Meeting</b>	
				<b>Invoice - 2024-1065</b>	
				<b>Special Govt Project-Langley Park Maintenance</b>	
			001-000-150-576-80-40-03	Langley Park Maintenance	\$5,000.00
				Special Govt Project-Langley Park Maintenance	
			<b>Total Invoice - 2024-1065</b>		<b>\$5,000.00</b>
	<b>Total 44504</b>				<b>\$5,000.00</b>
<b>Total Langley Main St Association</b>					<b>\$5,000.00</b>
<b>Les Schwab Tire Centers</b>	<b>44505</b>			<b>2024 - November - 2nd Council Meeting</b>	
				<b>Invoice - 41300464012</b>	
				<b>Battery tender jr, 26-60-60 month battery</b>	
			001-000-140-572-50-47-03	Bldg. Maint. & Repair	\$224.11
				Battery tender jr, 26-60-60 month battery	
			<b>Total Invoice - 41300464012</b>		<b>\$224.11</b>
	<b>Total 44505</b>				<b>\$224.11</b>
<b>Total Les Schwab Tire Centers</b>					<b>\$224.11</b>

Vendor	Number	Reference	Account Number	Description	Amount
<b>Mission Communications, LLC</b>	<b>44506</b>			<b>2024 - November - 2nd Council Meeting</b>	
		<b>Invoice - 1093675</b>			
			<b>Service Package-MyDro M150 Series-1 year NON-SHIP, Renewal</b>		
			401-000-000-534-40-06	Software GIS Services - Water	\$347.40
				Service Package-MyDro M150 Series-1 year NON-SHIP, Renewal	
		<b>Total Invoice - 1093675</b>			<b>\$347.40</b>
	<b>Total 44506</b>				<b>\$347.40</b>
<b>Total Mission Communications, LLC</b>					<b>\$347.40</b>
<b>Ogden, Murphy, Wallace; Attorneys</b>	<b>44507</b>			<b>2024 - November - 2nd Council Meeting</b>	
		<b>Invoice - 898063</b>			
			<b>Executive, Coles Valley, telephone conference, Zoom meeting</b>		
			001-000-000-511-60-40-03	Professional Services - Legal	\$724.80
				Executive, Coles Valley, telephone conference, Zoom meeting	
			001-000-110-558-60-40-03	Professional Svcs Legal	\$671.50
				Executive, Coles Valley, telephone conference, Zoom meeting	
			402-000-000-535-10-40-07	Professional Services - Legal	\$362.40
				Executive, Coles Valley, telephone conference, Zoom meeting	
		<b>Total Invoice - 898063</b>			<b>\$1,758.70</b>
	<b>Total 44507</b>				<b>\$1,758.70</b>
<b>Total Ogden, Murphy, Wallace; Attorneys</b>					<b>\$1,758.70</b>
<b>PACE Engineers, Inc.</b>	<b>44508</b>			<b>2024 - November - 2nd Council Meeting</b>	
		<b>Invoice - 93232</b>			
			<b>Professional Personnel-Goosefoot housing group 2nd and DeBruyn</b>		
			001-000-110-558-60-40-01	Professional Fees/Reimbursable - Permit Review	\$972.00
				Professional Personnel-Goosefoot housing group 2nd and DeBruyn	
		<b>Total Invoice - 93232</b>			<b>\$972.00</b>
		<b>Invoice - 93233</b>			
			<b>Professional Personnel-On call transportation support</b>		
			001-000-110-558-60-40-01	Professional Fees/Reimbursable - Permit Review	\$121.50
				Professional Personnel-402 1st Street SFR	
			101-000-000-544-20-40-01	Planning-Engineering	\$303.75
				Professional Personnel-On call transportation support	
		<b>Total Invoice - 93233</b>			<b>\$425.25</b>
		<b>Invoice - 93234</b>			
			<b>Professional Personnel-Construction Administration</b>		
			101-000-000-595-65-60-04	Saratoga to DeBruyn	\$1,212.75
				Professional Personnel-Construction Administration	
		<b>Total Invoice - 93234</b>			<b>\$1,212.75</b>
	<b>Total 44508</b>				<b>\$2,610.00</b>
<b>Total PACE Engineers, Inc.</b>					<b>\$2,610.00</b>

CITY OF LANGLEY  
COUNCIL MEETING PACKET  
11/18/2024

Vendor	Number	Reference	Account Number	Description	Amount
<b>Pace, Jeremiah</b>	<b>44509</b>			<b>2024 - November - 2nd Council Meeting</b>	
		<b>Invoice - November Claim for Expense</b>			
			<b>Waterworks exam application</b>		
			401-000-000-534-10-42-01	Training Travel/Meals/Lodging	\$51.00
				Waterworks exam application	
		<b>Total Invoice - November Claim for Expense</b>			<b>\$51.00</b>
	<b>Total 44509</b>				<b>\$51.00</b>
<b>Total Pace, Jeremiah</b>					<b>\$51.00</b>
<b>Peak Sustainability Group</b>	<b>44510</b>			<b>2024 - November - 2nd Council Meeting</b>	
		<b>Invoice - 1339</b>			
			<b>Project management and admin, T2 review data and audit existing plans/policies</b>		
			001-000-110-558-70-41-01	GMA/Comp Plan Climate Element Expenses	\$1,386.59
				Project management and admin, T2 review data and audit existing plans/policies	
		<b>Total Invoice - 1339</b>			<b>\$1,386.59</b>
	<b>Total 44510</b>				<b>\$1,386.59</b>
<b>Total Peak Sustainability Group</b>					<b>\$1,386.59</b>
<b>Puget Sound Energy</b>	<b>44511</b>			<b>2024 - November - 2nd Council Meeting</b>	
		<b>Invoice - 3859-10/25/2024</b>			
			<b>4058 Sandy Point Rd # SWRPMP</b>		
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$37.15
				4058 Sandy Point Rd # SWRPMP	
		<b>Total Invoice - 3859-10/25/2024</b>			<b>\$37.15</b>
		<b>Invoice - 5060-10/25/2024</b>			
			<b>800 Cedar Cir #PUMP</b>		
			401-000-000-534-10-46-01	Utilities-Water Dept.	\$491.05
				800 Cedar Cir #PUMP	
		<b>Total Invoice - 5060-10/25/2024</b>			<b>\$491.05</b>
		<b>Invoice - 6751-10/30/2024</b>			
			<b>4999 Coles Rd</b>		
			402-000-000-535-10-43-01	Sewer-Utilities/Waste Disposal	\$3,423.93
				4999 Coles Rd	
		<b>Total Invoice - 6751-10/30/2024</b>			<b>\$3,423.93</b>
		<b>Invoice - 8113-10/30/2024</b>			
			<b>Coles Rd PUMP</b>		
			401-000-000-534-10-46-01	Utilities-Water Dept.	\$26.45
				Coles Rd PUMP	
		<b>Total Invoice - 8113-10/30/2024</b>			<b>\$26.45</b>
		<b>Invoice -8593-11/04/2024</b>			
			<b>Langley LED conversion # St Light</b>		
			101-000-000-542-63-46-01	Street Lighting Utilities	\$926.60

Vendor	Number	Reference	Account Number	Description	Amount
				Langley LED conversion # St Light	
		<b>Total Invoice -8593-11/04/2024</b>			<b>\$926.60</b>
	<b>Total 44511</b>				<b>\$4,905.18</b>
<b>Total Puget Sound Energy</b>					<b>\$4,905.18</b>
<b>Revize LLC</b>					
	<b>44512</b>			<b>2024 - November - 2nd Council Meeting</b>	
		<b>Invoice - 19650</b>			
				<b>Redesigned website and CMS annual tech support, unlimited CMS software and module updates</b>	
			001-000-180-518-80-41-03	Ntwk/website Bldg & Admin	\$2,400.00
				Redesigned website and CMS annual tech support, unlimited CMS software and module updates	
		<b>Total Invoice - 19650</b>			<b>\$2,400.00</b>
	<b>Total 44512</b>				<b>\$2,400.00</b>
<b>Total Revize LLC</b>					<b>\$2,400.00</b>
<b>Sebo's DO IT Center</b>					
	<b>44513</b>			<b>2024 - November - 2nd Council Meeting</b>	
		<b>Invoice -A1644909</b>			
				<b>10W30 motor oil qt</b>	
			401-000-000-534-10-47-01	Repairs & Maintenance	\$23.79
				10W30 motor oil qt	
		<b>Total Invoice -A1644909</b>			<b>\$23.79</b>
		<b>Invoice-A1645096</b>			
				<b>24" Polypro push broom, f21 car wash</b>	
			101-000-000-543-10-30-01	Supplies	\$48.83
				24" Polypro push broom, f21 car wash	
		<b>Total Invoice-A1645096</b>			<b>\$48.83</b>
		<b>Invoice-A1645339</b>			
				<b>XL blk nitrile glove, 200' channellock reel</b>	
			104-000-000-536-10-30-01	Supplies	\$40.23
				XL blk nitrile glove, 200' channellock reel	
		<b>Total Invoice-A1645339</b>			<b>\$40.23</b>
		<b>Invoice-A1646479</b>			
				<b>24" Palmyra push broom, Lemon pine-sol</b>	
			403-000-000-531-10-30-01	Supplies	\$45.13
				24" Palmyra push broom, Lemon pine-sol	
		<b>Total Invoice-A1646479</b>			<b>\$45.13</b>
	<b>Total 44513</b>				<b>\$157.98</b>
<b>Total Sebo's DO IT Center</b>					<b>\$157.98</b>

Vendor	Number	Reference	Account Number	Description	Amount
<b>Senior Services of Isl. County</b>	<b>44514</b>			<b>2024 - November - 2nd Council Meeting</b>	
		<b>Invoice - Statement of Work for 2024</b>			
				<b>For services rendered in accordance with Statement of Work for 2024</b>	
			001-000-135-557-20-48-06	Senior Services	\$6,600.00
				For services rendered in accordance with Statement of Work for 2024	
		<b>Total Invoice - Statement of Work for 2024</b>			<b>\$6,600.00</b>
	<b>Total 44514</b>				<b>\$6,600.00</b>
<b>Total Senior Services of Isl. County</b>					<b>\$6,600.00</b>
<b>Sound Maintenance Services Inc</b>	<b>44515</b>			<b>2024 - November - 2nd Council Meeting</b>	
		<b>Invoice - 141427</b>			
				<b>Janitorial Service</b>	
			105-000-000-557-30-40-03	Contract Services (R&R, Chamber 1%, County)	\$1,998.00
				Janitorial Service	
		<b>Total Invoice - 141427</b>			<b>\$1,998.00</b>
	<b>Total 44515</b>				<b>\$1,998.00</b>
<b>Total Sound Maintenance Services Inc</b>					<b>\$1,998.00</b>
<b>Sound Publishing Inc</b>	<b>44516</b>			<b>2024 - November - 2nd Council Meeting</b>	
		<b>Invoice - SWR1004160</b>			
				<b>Preliminary Budget Plan (2025) Preliminary B</b>	
			001-000-000-511-60-43-00	Public Notice	\$36.13
				Preliminary Budget Plan (2025) Preliminary B	
		<b>Total Invoice - SWR1004160</b>			<b>\$36.13</b>
		<b>Invoice - SWR1004441</b>			
				<b>Combined notice of public hearing and sepa determination of non-significance combined notice</b>	
			001-000-110-558-60-43-02	Publications/Notifications	\$102.17
				Combined notice of public hearing and sepa determination of non-significance combined notice	
		<b>Total Invoice - SWR1004441</b>			<b>\$102.17</b>
	<b>Total 44516</b>				<b>\$138.30</b>
<b>Total Sound Publishing Inc</b>					<b>\$138.30</b>
<b>South Whidbey School Dist. #206</b>	<b>44517</b>			<b>2024 - November - 2nd Council Meeting</b>	
		<b>Invoice-SWCC Rental-09.26.24- "926 Climate"</b>			
				<b>SWCC Rental-09.26.24- "926 Climate"</b>	
			001-000-110-558-70-41-01	GMA/Comp Plan Climate Element Expenses	\$40.00
				SWCC Rental-09.26.24- "926 Climate"	
		<b>Total Invoice-SWCC Rental-09.26.24- "926 Climate"</b>			<b>\$40.00</b>
	<b>Total 44517</b>				<b>\$40.00</b>
<b>Total South Whidbey School Dist. #206</b>					<b>\$40.00</b>



CITY OF LANGLEY  
COUNCIL MEETING PACKET  
11/18/2024

Vendor	Number	Reference	Account Number	Description	Amount
<b>Town of Coupeville</b>					
	<b>44518</b>			<b>2024 - November - 2nd Council Meeting</b>	
		<b>Invoice -1686</b>			
			<b>October 2024 Building Official</b>		
			001-000-120-558-50-40-02	Bldg. Official/inspections	\$3,339.00
				October 2024 Building Official	
		<b>Total Invoice -1686</b>			<b>\$3,339.00</b>
	<b>Total 44518</b>				<b>\$3,339.00</b>
<b>Total Town of Coupeville</b>					<b>\$3,339.00</b>
<b>Transient Vendor - Surety Refund</b>					
	<b>44519</b>			<b>2024 - November - 2nd Council Meeting</b>	
		<b>Invoice - Request for Payment-King Hydroseeding</b>		<b>King Hydroseeding</b>	
				<b>Refund unused deposited collected 10/09/24 (\$500.00)</b>	
			401-000-000-343-40-00-00	Water Services	(\$43.69)
				Refund unused deposited collected 10/09/24 (\$500.00)	
			633-000-000-586-12-00-02	Trust Account	\$500.00
				Refund unused deposited collected 10/09/24 (\$500.00)	
		<b>Total Invoice - Request for Payment-King Hydroseeding</b>			<b>\$456.31</b>
	<b>Total 44519</b>				<b>\$456.31</b>
	<b>44520</b>			<b>2024 - November - 2nd Council Meeting</b>	
		<b>Invoice - Request for Payment-Power x inc</b>		<b>Power X Inc</b>	
				<b>Refund unused deposit collected 09/26/24 (\$500.00)</b>	
			401-000-000-343-40-00-00	Water Services	(\$247.80)
				Refund unused deposit collected 09/26/24 (\$500.00)	
			633-000-000-586-12-00-02	Trust Account	\$500.00
				Refund unused deposit collected 09/26/24 (\$500.00)	
		<b>Total Invoice - Request for Payment-Power x inc</b>			<b>\$252.20</b>
	<b>Total 44520</b>				<b>\$252.20</b>
<b>Total Transient Vendor - Surety Refund</b>					<b>\$708.51</b>
<b>UST GENERAL YARD WORK ATTN: Zacarias DeJesus Alvarez</b>					
	<b>44521</b>			<b>2024 - November - 2nd Council Meeting</b>	
		<b>Invoice -INV-1993</b>			
			<b>Mowing, trim, blow</b>		
			104-000-000-536-10-40-03	Contract Maintenance	\$565.76
				Mowing, trim, blow	
		<b>Total Invoice -INV-1993</b>			<b>\$565.76</b>
	<b>Total 44521</b>				<b>\$565.76</b>
<b>Total UST GENERAL YARD WORK ATTN: Zacarias DeJesus Alvarez</b>					<b>\$565.76</b>

CITY OF LANGLEY  
 COUNCIL MEETING PACKET  
 11/18/2024

Vendor	Number	Reference	Account Number	Description	Amount
<b>Utilities Underground</b>	<b>44522</b>			<b>2024 - November - 2nd Council Meeting</b>	
		<b>Invoice - 4100175</b>			
			<b>Excavation notifications for the month: 17</b>		
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$26.69
				Excavation notifications for the month: 17	
		<b>Total Invoice - 4100175</b>			<b>\$26.69</b>
	<b>Total 44522</b>				<b>\$26.69</b>
<b>Total Utilities Underground</b>					<b>\$26.69</b>
<b>VISA</b>	<b>44523</b>			<b>2024 - November - 2nd Council Meeting</b>	
		<b>Invoice - 3072-October- Wasser</b>			
			<b>Blink, Hotel, Ferry fares, training, Whidbeytronics</b>		
			001-000-030-514-20-48-06	Credit fees	\$14.20
				Interest charge purchase	
			001-000-070-521-20-31-03	Fuel - EV Charging	\$18.57
				Blink	
			001-000-070-521-20-32-03	Small Equipment Police	\$68.52
				NXT 4-port USB 3.0 HUB, Man 10FT USB 3.0 EXT	
			001-000-070-521-20-42-01	Travel Transportation/Meals/Lodging	\$22.40
				WASPC Peer Support	
			001-000-070-521-20-42-01	Travel Transportation/Meals/Lodging	\$586.44
				Coast Wenatchee Center Hotel-2024 LEAD National Convening	
			001-000-070-521-20-42-01	Travel Transportation/Meals/Lodging	\$22.40
				Ferry fare-WA State criminal justice training commission	
			001-000-070-521-20-42-02	Training Registration Cost	\$61.67
				Training CPR-First Day	
		<b>Total Invoice - 3072-October- Wasser</b>			<b>\$794.20</b>
		<b>Invoice - 3732-October- Hortsman</b>			
			<b>USPS, Amazon, Zoom</b>		
			001-000-000-511-60-40-02	Professional Services - ADMIN Shared Cost	\$1.46
				Postage 2	
			001-000-000-511-60-40-02	Professional Services - ADMIN Shared Cost	\$1.31
				Zoom	
			001-000-000-511-60-40-02	Professional Services - ADMIN Shared Cost	\$0.73
				Postage	
			001-000-006-511-60-40-01	Professional Services - ADMIN Shared Cost	\$13.06
				Zoom	
			001-000-006-511-60-40-01	Professional Services - ADMIN Shared Cost	\$0.37
				Postage	
			001-000-006-511-60-40-01	Professional Services - ADMIN Shared Cost	\$0.73
				Postage 2	
			001-000-010-513-10-40-01	Professional Services - ADMIN Shared Cost	\$5.84
				Postage 2	

CITY OF LANGLEY  
COUNCIL MEETING PACKET  
11/18/2024

Vendor	Number	Reference	Account Number	Description	Amount
			001-000-010-513-10-40-01	Professional Services - ADMIN Shared Cost Zoom	\$10.44
			001-000-010-513-10-40-01	Professional Services - ADMIN Shared Cost Postage	\$2.92
			001-000-015-513-10-30-01	Supplies - Office Stamp-black in	\$18.02
			001-000-015-513-10-30-01	Supplies - Office Ibuprofen tablets, 200 mg	\$7.02
			001-000-015-513-10-40-01	Professional Services - ADMIN Shared Cost Postage 2	\$10.95
			001-000-015-513-10-40-01	Professional Services - ADMIN Shared Cost Postage	\$5.48
			001-000-015-513-10-40-01	Professional Services - ADMIN Shared Cost Zoom	\$10.44
			001-000-025-518-90-30-02	Professional Services - Admin Shared Cost Zoom	\$1.31
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost Postage 2	\$14.60
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost Postage	\$5.48
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost Postage	\$1.83
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost Zoom	\$1.57
			001-000-030-514-20-48-06	Credit fees Interest	\$4.06
			001-000-035-541-99-30-00	Professional Services - ADMIN Shared Cost Postage 2	\$3.65
			001-000-035-541-99-30-00	Professional Services - ADMIN Shared Cost Postage	\$1.83
			001-000-070-521-20-40-01	Professional Services - ADMIN Shared Cost Postage 2	\$4.38
			001-000-070-521-20-40-01	Professional Services - ADMIN Shared Cost Zoom	\$1.57
			001-000-070-521-20-40-01	Professional Services - ADMIN Shared Cost Postage	\$2.19
			001-000-110-558-60-40-00	Professional Services - ADMIN Shared Cost Postage	\$7.30
			001-000-110-558-60-40-00	Professional Services - ADMIN Shared Cost Zoom	\$1.04
			001-000-110-558-60-40-00	Professional Services - ADMIN Shared Cost Postage 2	\$14.60
			001-000-120-558-50-40-00	Professional Services - ADMIN Shared Cost Postage	\$7.30
			001-000-120-558-50-40-00	Professional Services - ADMIN Shared Cost Postage 2	\$14.60

CITY OF LANGLEY  
COUNCIL MEETING PACKET  
11/18/2024

Vendor	Number	Reference	Account Number	Description	Amount
			001-000-120-558-50-40-00	Professional Services - ADMIN Shared Cost	\$1.04
			Zoom		
			001-000-150-576-80-40-00	Professional Services - ADMIN Shared Cost	\$5.48
			Postage		
			001-000-150-576-80-40-00	Professional Services - ADMIN Shared Cost	\$1.04
			Zoom		
			001-000-150-576-80-40-00	Professional Services - ADMIN Shared Cost	\$10.95
			Postage 2		
			001-000-180-518-80-30-01	supplies	\$28.02
			Wireless keyboard		
			101-000-000-543-10-40-01	Professional Services - ADMIN Shared Cost	\$7.30
			Postage		
			101-000-000-543-10-40-01	Professional Services - ADMIN Shared Cost	\$14.60
			Postage 2		
			101-000-000-543-10-40-01	Professional Services - ADMIN Shared Cost	\$1.04
			Zoom		
			104-000-000-536-10-40-00	Professional Services - ADMIN Shared Cost	\$2.92
			Postage 2		
			104-000-000-536-10-40-00	Professional Services - ADMIN Shared Cost	\$1.46
			Postage		
			104-000-000-536-10-40-00	Professional Services - ADMIN Shared Cost	\$1.57
			Zoom		
			105-000-000-557-30-40-00	Professional Services - ADMIN Shared Cost	\$2.92
			Postage 2		
			105-000-000-557-30-40-00	Professional Services - ADMIN Shared Cost	\$1.46
			Postage		
			105-000-000-557-30-40-00	Professional Services - ADMIN Shared Cost	\$2.61
			Zoom		
			401-000-000-534-10-40-01	Professional Services - ADMIN Shared Cost	\$14.60
			Postage 2		
			401-000-000-534-10-40-01	Professional Services - ADMIN Shared Cost	\$1.57
			Zoom		
			401-000-000-534-10-40-01	Professional Services - ADMIN Shared Cost	\$7.30
			Postage		
			401-000-000-534-10-47-01	Repairs & Maintenance	\$17.95
			Oil seal replaces		
			402-000-000-535-10-40-01	Professional Services - ADMIN Shared Cost	\$18.25
			Postage 2		
			402-000-000-535-10-40-01	Professional Services - ADMIN Shared Cost	\$1.57
			Zoom		
			402-000-000-535-10-40-01	Professional Services - ADMIN Shared Cost	\$9.09
			Postage		
			403-000-000-531-10-40-01	Professional Services - ADMIN Shared Cost	\$10.95
			Postage 2		
			403-000-000-531-10-40-01	Professional Services - ADMIN Shared Cost	\$1.04
			Zoom		

CITY OF LANGLEY  
COUNCIL MEETING PACKET  
11/18/2024

Vendor	Number	Reference	Account Number	Description	Amount
			403-000-000-531-10-40-01	Professional Services - ADMIN Shared Cost	\$5.48
			Postage		
<b>Total Invoice - 3732-October- Hortsman</b>					<b>\$346.29</b>
<b>Invoice - 5839-October-Perry</b>					
			<b>Adobe</b>		
			001-000-000-511-60-40-02	Professional Services - ADMIN Shared Cost	\$0.54
			Adobe		
			001-000-006-511-60-40-01	Professional Services - ADMIN Shared Cost	\$5.44
			Adobe		
			001-000-010-513-10-40-01	Professional Services - ADMIN Shared Cost	\$4.35
			Adobe		
			001-000-015-513-10-40-01	Professional Services - ADMIN Shared Cost	\$4.34
			Adobe		
			001-000-025-518-90-30-02	Professional Services - Admin Shared Cost	\$0.54
			Adobe		
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost	\$0.65
			Adobe		
			001-000-030-514-20-48-06	Credit fees	\$14.67
			Interest charge purchase		
			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		
			104-000-000-536-10-40-00	Professional Services - ADMIN Shared Cost	\$0.65
			Adobe		
			105-000-000-557-30-40-00	Professional Services - ADMIN Shared Cost	\$1.09
			Adobe		
			401-000-000-534-10-40-01	Professional Services - ADMIN Shared Cost	\$0.65
			Adobe		
			402-000-000-535-10-40-01	Professional Services - ADMIN Shared Cost	\$0.65
			Adobe		
			403-000-000-531-10-40-01	Professional Services - ADMIN Shared Cost	\$0.44
			Adobe		
<b>Total Invoice - 5839-October-Perry</b>					<b>\$36.42</b>
<b>Invoice - 7261-October- Grone</b>					
			<b>Interest charge purchase</b>		
			001-000-030-514-20-48-06	Credit fees	\$0.11
			Interest charge purchase		
<b>Total Invoice - 7261-October- Grone</b>					<b>\$0.11</b>

CITY OF LANGLEY  
COUNCIL MEETING PACKET  
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Vendor	Number	Reference	Account Number	Description	Amount
<b>Invoice -5847-October-Penny</b>					
<b>Mailchimp</b>					
			001-000-000-511-60-40-02	Professional Services - ADMIN Shared Cost	\$1.22
			Mailchimp		
			001-000-006-511-60-40-01	Professional Services - ADMIN Shared Cost	\$12.24
			Mailchimp		
			001-000-010-513-10-40-01	Professional Services - ADMIN Shared Cost	\$9.79
			Mailchimp		
			001-000-015-513-10-40-01	Professional Services - ADMIN Shared Cost	\$9.79
			Mailchimp		
			001-000-025-518-90-30-02	Professional Services - Admin Shared Cost	\$1.22
			Mailchimp		
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost	\$1.47
			Mailchimp		
			001-000-030-514-20-48-06	Credit fees	\$6.40
			Interest charge purchase		
			001-000-070-521-20-40-01	Professional Services - ADMIN Shared Cost	\$1.47
			Mailchimp		
			001-000-110-558-60-40-00	Professional Services - ADMIN Shared Cost	\$0.98
			Mailchimp		
			001-000-120-558-50-40-00	Professional Services - ADMIN Shared Cost	\$0.98
			Mailchimp		
			001-000-150-576-80-40-00	Professional Services - ADMIN Shared Cost	\$0.98
			Mailchimp		
			101-000-000-543-10-40-01	Professional Services - ADMIN Shared Cost	\$0.98
			Mailchimp		
			104-000-000-536-10-40-00	Professional Services - ADMIN Shared Cost	\$1.47
			Mailchimp		
			105-000-000-557-30-40-00	Professional Services - ADMIN Shared Cost	\$2.45
			Mailchimp		
			401-000-000-534-10-40-01	Professional Services - ADMIN Shared Cost	\$1.47
			Mailchimp		
			402-000-000-535-10-40-01	Professional Services - ADMIN Shared Cost	\$1.47
			Mailchimp		
			403-000-000-531-10-40-01	Professional Services - ADMIN Shared Cost	\$0.98
			Mailchimp		
			<b>Total Invoice -5847-October-Penny</b>		<b>\$55.36</b>
	<b>Total 44523</b>				<b>\$1,232.38</b>
<b>Total VISA</b>					<b>\$1,232.38</b>

Vision Municipal Solutions  
44524

**2024 - November - 2nd Council Meeting**

**Invoice - 09-15107**

**IT Professional services**

001-000-180-594-14-64-02	Vision / Software Maintenance	\$236.25
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CITY OF LANGLEY  
COUNCIL MEETING PACKET  
11/18/2024

Vendor	Number	Reference	Account Number	Description	Amount
				IT Professional services	
		<b>Total Invoice - 09-15107</b>			<b>\$236.25</b>
		<b>Invoice - 09-15121</b>			
			<b>IT Professional services</b>		
			001-000-180-594-14-64-02	Vision / Software Maintenance	\$1,880.06
				IT Professional services	
		<b>Total Invoice - 09-15121</b>			<b>\$1,880.06</b>
	<b>Total 44524</b>				<b>\$2,116.31</b>
<b>Total Vision Municipal Solutions</b>					<b>\$2,116.31</b>
<b>Wallace, J &amp; D General Contractor Inc</b>					
	<b>44525</b>			<b>2024 - November - 2nd Council Meeting</b>	
		<b>Invoice - 41404</b>			
			<b>Vacuum trailer-2 weeks</b>		
			401-000-000-534-10-47-01	Repairs & Maintenance	\$1,088.00
				Vacuum trailer-2 weeks	
		<b>Total Invoice - 41404</b>			<b>\$1,088.00</b>
	<b>Total 44525</b>				<b>\$1,088.00</b>
<b>Total Wallace, J &amp; D General Contractor Inc</b>					<b>\$1,088.00</b>
<b>Whidbey Telecom</b>					
	<b>44526</b>			<b>2024 - November - 2nd Council Meeting</b>	
		<b>Invoice - 11/01/2024-107701</b>			
			<b>City of Langley-internet &amp; broadband</b>		
			001-000-100-518-30-46-01	Utilities-General Government	\$125.00
				City of Langley-internet & broadband	
		<b>Total Invoice - 11/01/2024-107701</b>			<b>\$125.00</b>
		<b>Invoice - 11/01/2024-117026</b>			
			<b>City of Langley-local telephone services,internet &amp; broadband, hosted pbx premium 1-4, hosted pbx premium 5-40</b>		
			001-000-100-518-30-46-01	Utilities-General Government	\$948.33
				City of Langley-local telephone services,internet & broadband, hosted pbx premium 1-4, hosted pbx premium 5-40	
		<b>Total Invoice - 11/01/2024-117026</b>			<b>\$948.33</b>
		<b>Invoice - 11/01/2024-117032</b>			
			<b>Langley City Police-local telephone,internet &amp; broadband</b>		
			001-000-070-521-20-46-01	Utilities	\$222.83
				Langley City Police-local telephone,internet & broadband	
		<b>Total Invoice - 11/01/2024-117032</b>			<b>\$222.83</b>
		<b>Invoice - 11/01/2024-117034</b>			
			<b>Langley City Water-long distance, local telephone</b>		
			401-000-000-534-10-46-01	Utilities-Water Dept.	\$46.39
				Langley City Water-long distance, local telephone	
		<b>Total Invoice - 11/01/2024-117034</b>			<b>\$46.39</b>

CITY OF LANGLEY  
COUNCIL MEETING PACKET  
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Vendor	Number	Reference	Account Number	Description	Amount
		<b>Invoice - 11/01/2024-117035</b>			
		<b>Langley City Sewer Dept-long distance, local telephone services</b>			
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$53.76
				Langley City Sewer Dept-long distance, local telephone services	
		<b>Total Invoice - 11/01/2024-117035</b>			<b>\$53.76</b>
		<b>Invoice - 11/01/2024-117037</b>			
		<b>Langley Sewer Dept-long distance, local telephone services</b>			
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$47.11
				Langley Sewer Dept-long distance, local telephone services	
		<b>Total Invoice - 11/01/2024-117037</b>			<b>\$47.11</b>
		<b>Invoice - 11/01/2024-118627</b>			
		<b>Langley City Sewer Dept/Fax-telephone, internet &amp; broadband</b>			
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$81.40
				Langley City Sewer Dept/Fax-telephone, internet & broadband	
		<b>Total Invoice - 11/01/2024-118627</b>			<b>\$81.40</b>
		<b>Invoice - 11/01/2024-178633</b>			
		<b>City of Langley - security &amp; alarms</b>			
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$38.09
				City of Langley - security & alarms	
		<b>Total Invoice - 11/01/2024-178633</b>			<b>\$38.09</b>
		<b>Total 44526</b>			<b>\$1,562.91</b>
<b>Total Whidbey Telecom</b>					<b>\$1,562.91</b>
<b>Grand Total</b>		<b>Vendor Count</b>	<b>32</b>		<b>\$46,358.36</b>





**CITY OF LANGLEY**

**DRAFT COUNCIL MINUTES**

**Monday, November 4, 2024 @ 5:30 P.M.**

**City Hall**

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

**And via Zoom**

Recording may be found at:

[https://www.langleywa.org/GMT20241105-013349\\_Recording.m4a](https://www.langleywa.org/GMT20241105-013349_Recording.m4a)

**1. CALL TO ORDER at 5:34 pm by Mayor Kennedy Horstman**

- a. Opening Words
- b. Moment of Silence
- c. Roll Call

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

Staff in attendance: Kelly Beech, 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) (0:02:57)

- a. Approval of Payroll transactions and vouchers 44397 & 44466 the amount of \$1131.50, and A/P transactions and vouchers #44467 to 44490 in the amount of \$144,755.90, p. 3
- b. Approval of Commission Meeting Minutes posted since previous Council Meeting
- c. Approval of Council Meeting Minutes of 10/21/2024 and 10/28/2024, p. 17
- d. Approval of appointment of Tamara Walker to Dismantling Systemic Racism Commission, p. 25

**Motion to adopt Consent Agenda as presented**

Motion: Councilmember Craig Cyr

2nd: Councilmember Gail Fleming

**Motion passed unanimously**

**3. APPROVAL OF AGENDA (0:03:38)**

**Motion to adopt Agenda as presented**

Motion: Councilmember Craig Cyr

2nd: Councilmember Gail Fleming

**Motion passed unanimously**

4. **PUBLIC COMMENT PERIOD (0:04:05)**

- Heather Ogilvy asked about last year's cemetery budget.
- Max Hepp-Buchanan spoke about the proposed fee schedule.
- The Attebery Family spoke about water billing.
- Becky Porter, liaison to the Snohomish Tribe of Indians would like to attend City Council meetings.
- John Norby spoke about City Attorney fees.

5. **MAYOR'S REPORT (0:15:30)**

The Mayor ceded her time to Chief Wasser who acknowledged commendations for Officer Austin Proffitt and Officer Nick Hathaway for going above and beyond, Officer Proffitt assisted in response to an assault, and Officer Hathaway called in help for a suicidal subject on the highway.

6. **ORDINANCES/RESOLUTIONS (0:18:49)**

Second Reading: Ordinance 1116 Ad Valorem Taxes for 2025, Director Beech, p. 28

**Motion to adopt Ordinance 1116, Ad Valorem Taxes for 2025, as presented**

Motion: Councilmember Harolynne Bobis

2nd: Councilmember Gail Fleming

**Motion passed unanimously**

7. **PUBLIC HEARING (0:19:45)**

Preliminary Budget, Mayor Horstman, p. 29

**Public Hearing Called to Order at 5:53 pm**

The Mayor announced that the budget is legally balanced, but due to ~ \$100,000 of non-discretionary expense increases, balancing it requires relying on the General Fund's starting balance. The City is looking into cost reductions and potential sources of revenue to make up the shortfall

No comments were made.

**Public Hearing Ended at 5:55 pm**

8. **DISCUSSION (0:22:00)**

Capital Improvement Plan, Transportation Improvement Plan, Fee and Utility Rate Recommendations, Director Perry, p. 54

Director Perry reviewed the plans and rate recommendations and answered questions from the Council. For those interested in hearing an in-depth discussion of the proposed fees they may listen to the recording of the [October 22, 2024 Public Works Advisory Commission meeting](#).

9. **COUNCIL ANNOUNCEMENTS (1:12:00)**

Councilmember Craig Cyr announced that the New Executive Director of Island Transit, Melinda Adams, will start November 18, so Cyr will be stepping down as the Interim Executive Director.

10. **ADJOURN** Meeting adjourned at 6:49 P.M. by Mayor Horstman

DRAFT



## COUNCIL MEMO

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**To:** Langley City Council Members

**From:** Director Perry

**Date:** 11/18/2024

**Topic:** Picnic Table Donation

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### **Introduction/Summary:**

Message from Kate Kriewald:

We (the friends and family of Alice Blanchard) would like to purchase a picnic table to donate to the city of Langley to be dedicated to Alice Blanchard.

Alice was a pillar of the community in Langley, her adopted hometown. She loved Langley and chose to spend the last part of her life enmeshed in the community. She was a lawyer who dedicated much of her time to helping her clients. Alice was a beautiful person in many ways, both inside and out. She was shrewdly intelligent, taking after both of her parents, and generous and funny. Having no children of her own, Alice served as a grandparent figure for her seven nieces and nephews. Alice is sorely missed.

Public Works Staff recommend Council accept the donation of a picnic table to be located at Seawall Park to replace existing.

**Number of pages (including this one):** 1

**Council Action Request:** Accept the picnic table donation

**Timeline for Action:** November 18, 2024

**Financial Implications:** Costs are reimbursed.

**Staff Time Implications:** 3 hours assembly and installation

**List all Attachments:** none



Washington State  
Liquor and Cannabis Board  
PO Box 43098

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

RECEIVED  
NOV 08 2024

BY: .....

November 06, 2024

Dear Local Authority:

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

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

1) Objection to License Renewal

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

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

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

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

2) Status of License While Objection Pending

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

3) Procedure Following Licensing Division Receipt of Objection

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

4) Procedure if Board Does Not Renew License

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

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

5) Procedure if Board Renews License Over Your Objection

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

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

Sincerely,

*Rebecca Smith*

Rebecca Smith, Director,  
Licensing and Regulation Division

LIQ 864 07/10

C091080-2

WASHINGTON STATE LIQUOR AND CANNABIS BOARD

DATE: 11/06/2024

LICENSED ESTABLISHMENTS IN INCORPORATED AREAS CITY OF LANGLEY  
(BY ZIP CODE) FOR EXPIRATION DATE OF 20250228

LICENSEE	BUSINESS NAME AND ADDRESS	LICENSE NUMBER	PRIVILEGES
1. LEKKER, LLC	PRIMA BISTRO 201 1/2 1ST ST LANGLEY WA 98260 0000	073767	SPIRITS/BR/WN REST LOUNGE + OFF-PREMISES SALE WINE
2. VILLAGE PIZZERIA II, INC.	VILLAGE PIZZERIA 108 1ST ST LANGLEY WA 98260 0000	077407	SPIRITS/BR/WN REST LOUNGE +



## City of Langley

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**To:** Langley City Council

**From:** Finance Director Beech

**Meeting Date:** November 14, 2024

**Subject:** November Staff Report

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In addition to the Budget and familiarizing myself with our current processes and procedures, I am continuing to work on cleaning up the Vision data. Specifically, I am having to document, reverse, and then re-enter transactions that were incorrectly entered into Vision. I am focusing on transactions that have affected the financial reports generated by Vision, so that we can incorporate a reconciliation of our digital accounts. This process of comparing and matching financial records across different systems to ensure their accuracy will help identify errors, omissions, and discrepancies in financial records. It can also help prevent fraud and ensure that financial statements are accurate and fair.

### **Average Tasks for the month:**

- Staff processed 573 payments in October, including 410 utility payments, and we had 11 “move-in/move-out” transactions.
- Staff processed 12 Business License Endorsements.
- Staff sent out 5 invoices for reimbursable services.
- Staff processed 901 utility bills in October, including regular bills and final bills for “move-in/move-out” accounts.

### **Here are some things that we are working on in November:**

In addition to daily tasks, I’m continuing to work on the financial system data, and plan to begin work on an updated Procedures Manual. I hope to have an updated manual ready for implementation in January 2025.





**To:** The Langley City Council

**From:** Meredith Penny, Community Planning Director

**Meeting Date:** November 18, 2024

**Subject:** Update on Work Plan Items and Active Permit Applications

## **1. Update on Ongoing Projects**

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

[https://www.langleywa.org/departments/community\\_planning\\_and\\_building\\_department/plans\\_and\\_projects.php](https://www.langleywa.org/departments/community_planning_and_building_department/plans_and_projects.php)

### **a. Tree Ordinance – Phase I, Monetary Penalties - COMPLETE**

On January 2, 2024, City Council adopted updates to the City's civil penalties ordinance to specifically address unpermitted tree removal. A few tree service providers have noted sections of the new ordinance that could be further clarified. Staff worked with volunteers from the Parks and Open Space Commission to review these proposed changes. The next step will be to draft the changes into an ordinance.

### **b. Tree Ordinance – Phase II, Tree Protection Standards**

Staff plan to work with volunteers from the Parks and Open Space Commission to continue developing these ordinance updates, but this item may need to roll over into the 2025 work plan.

### **c. Comprehensive Plan Update**

- Staff transmitted City Council's recommendation on the Joint Planning Area overlays to Island County. The Island County Planning Commission and Board of County Commissioners held workshops to discuss the request. The County will be transmitting a memo to the City with further questions.
- Staff issued an RFP for consultant assistance on the Transportation and Capital Facilities/Utilities Elements and did not receive any responses. Staff have decided the best approach for moving forward is to complete the Capital Facilities/Utilities Element in-house and focus remaining funds on the Transportation Element. Staff issued an RFP for consultant assistance on the Transportation Element with responses due December 9.
- Staff gathered feedback from the city commissions on the Comprehensive Plan vision statement and have begun conversations with the PAB on the Land Use Element.

### **d. Bluff Management Plan - COMPLETE**

PWAC recommended plan approval on May 15<sup>th</sup> and Council accepted their recommendation, approving the plan at their May 20<sup>th</sup> meeting.

### **e. Critical Areas Ordinance Update - COMPLETE**

At their April 1, 2024 meeting, City Council adopted the updated Critical Areas Ordinance after a second reading. The ordinance went into effect April 11, 2024.

### **f. Port of South Whidbey Zoning Code Amendment Request – ON PAUSE**

At the request of the Port of South Whidbey, the Langley Community Planning & Building Department will pause processing of the Port's Zoning Amendment Application, ZCA-23-001. The request is to allow the Port more time to address questions that have arisen from their application. A message from the Port of South Whidbey was distributed to Council, the Planning Advisory Board, and the Planning email distribution list. Processing will recommence when the City receives notice from the Port to do so.

### **g. Mixed-use Performance Standards Ordinance**

In 2023, staff identified that the City's zoning code lacked provisions relevant to mixed-use development and recommended City Council adopt an interim ordinance under RCW 35A.63.220 and RCW 36.70A.390 to address the gaps. The interim ordinance would ensure that development proposals would be reviewed and evaluated under updated zoning standards specific to and appropriate for mixed use development. The ordinance was in effect for six months and expired in November 2023. At PAB's May 1, 2024 meeting, staff proposed moving forward with codifying the interim mixed-use ordinance to make the provisions permanent. PAB was supportive of this idea. Staff published a SEPA determination and a public comment period was open from May 24, 2024

through June 10, 2024. Staff are pausing work on developing a final version of the ordinance to focus efforts on the Comprehensive Plan update.

**h. Multifamily Infill Form-Based Code Overlay**

To further progress on the PAB's 2024 work plan, Commissioner Gloster has reached out to for-profit and non-profit housing developers and architects familiar with the Multifamily Form-Based Code Overlay (MFI), LMC 18.13 for suggested revisions. PAB has held multiple discussions to identify minor and/or urgent changes that should be made prior to the Comprehensive Plan update versus changes that are larger or less urgent and would be more appropriate to address as part of the Comprehensive Plan Update. At their August meeting, PAB determined one change that may be valuable to make now, which is eliminating the height-above-grade requirement for street facing entries, to further accessibility.

**2. Other Activities**

- Attended Island County Planning Commission and Board of County Commissioners meetings on Langley's JPA overlay request.
- Participated in the annual City and PSE coordination meeting.
- Attended a webinar on missing middle housing solution.
- Attended a webinar on the Strong Towns response to the housing crisis.

**3. Update on Land Use Permit Applications**

**a. Active Land Use Permits**

Site Plan Review – 2

Pre-application – 2

Planned Unit Development – 1

Variance - 1

Short Plat – 1

**i. Shoreline Variance – New Deck – SVAR-23-001 – 402 1<sup>st</sup>**

On March 15<sup>th</sup> an application for a shoreline variance was submitted for a property with an existing non-conforming single-family house. The application is to: install a new deck partially within the 50' steep slope buffer; install a hot tub with roof structure partially inside the 15' steep slope setback; resurface the existing hardscape patio and steps; reduce the footprint of the existing asphalt driveway; replace the asphalt driveway surface with semi permeable pavers; and install a boat lift and kayak storage at the waterfront. Staff issued a letter of complete application and noticed it for public comments. The comment period concluded June 12<sup>th</sup> and no comments were received. A review letter requesting additional information was sent on June 23, 2023, a second review letter sent on August 14, 2023, and most recently, a third review letter sent on December 8, 2023. The Hearing Examiner held a hearing on August 12<sup>th</sup> and issued a final decision on August 26<sup>th</sup>. Shoreline variances also require a decision by the Department of Ecology. Ecology issued a denial of the permit on September 27, 2024.

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

On May 24<sup>th</sup>, an application for a shoreline substantial development and shoreline variance was submitted to install a soldier pile retaining wall and conduct bluff revegetation. On June 12<sup>th</sup> staff issued a letter of incomplete application and were awaiting the required items. In the meantime, the applicant has resubmitted the application as an emergency permit. After a peer review of the geotechnical report, staff issued emergency authorization on November 30, 2023. The emergency authorization has since expired and the applicants will be required to go through the normal permit process, which will require a public hearing with the Hearing Examiner and a final decision with the Department of Ecology.

**iii. Site Plan Review – Generation Apartments – SPR-23-001 and VAR-23-001 – 2<sup>nd</sup> and DeBruyn**

On December 27, 2023, staff received a permit application for the new construction of 14 apartments units in three separate buildings under the Multifamily Infill Code, Chapter 18.13. The applicants are also requesting a variance regarding the location of the required landscaping strip in relation to the sidewalk. A notice of application was published starting a 30-day comment period which concluded on March 11<sup>th</sup>. Staff received 29 comments. Staff organized the comments into a matrix for the applicant's response, along with requirements for additional information. Staff received a response from the applicants on June 20<sup>th</sup> and issued a second review letter requesting corrections. Staff received a response on August 28<sup>th</sup> and have scheduled the public hearing on the variance request for November 18, 2024 at 3pm.

**iv. Preliminary Short Plat – SP-24-001 – 843 Decker Ave**

The City has received a preliminary short-plat application for a three-lot subdivision. Staff issued a letter of complete application and noticed it for public comments on September 16, 2024. The comment period concluded on October 7<sup>th</sup> and no comments were received. Staff issued a review letter with required corrections. Short plat applications require public notice and a final decision by the planning official.

**v. Pre-application – Multifamily – 119 6<sup>th</sup> St**

Staff held a pre-application conference on October 8, 2024, with the property owners of 119 6<sup>th</sup> St to review a proposed multifamily development. There are two existing single-family homes on the property which are proposed to be removed and replaced with four multifamily buildings. The property is entirely encumbered by wetland and stream buffers, but the proposal is looking to reduce impacts from existing conditions by reducing impervious surface and consolidating development further from the wetland and stream. The request will require a Binding Site Plan, Critical Areas Permit, and Variance Application.

**vi. Pre-application - Heron Park, Habitat for Humanity – 3rd St - S8526-00-0000A-0**

Since the project is receiving SHOP funds, the project has been going through an Environmental Assessment, which is required for all HUD-funded projects. On December 7, 2023, City staff as the Responsible Official for the Environment Determination, signed a Request for Release of Funds and transmitted the request to HUD. On January 4<sup>th</sup>, HUD authorized Habitat to use the grant funds. The next step in the process will be for Habitat to apply for a Type I administrative site plan and SEPA review. Staff are coordinating with Habitat to schedule a pre-application meeting with the applicants in late November or early December.

**vii. Site Plan Review – Multifamily Infill Cottages – SPR-24-001 – 215 6<sup>th</sup> Street**

On September 24, 2024, an application was submitted for seven cottages proposed on a property with two existing dwelling units. The project is proposed under the multi-family infill code and will require a Type I site plan review. The units are proposed to be condominiums, which also requires a binding site plan. Staff have determined the application is incomplete and are awaiting the submittal of additional required items.

**viii. Recent Design Review Board Decisions**

The November DRB meeting was cancelled due to no applications being received.

**ix. Planned Unit Development (PUD) - Coles Valley – PUD-22-001 – Coles Rd - R32904-194-4850**

The applicants responded to the City's December review letter which requested additional and corrected information. City staff reviewed the response and on July 24<sup>th</sup>, issued a second review letter requesting additional information and indicating additional time was necessary to continue review of two items. On August 20<sup>th</sup>, staff received a request from the applicant to pause review of their permit application. As such, staff have paused review and are awaiting instructions from the applicant on when to proceed.

**b. Anticipated Land Use Applications**

**i. Site Plan Review – Multifamily Infill Townhomes – 1<sup>st</sup> St and DeBruyn Ave - S7345-00-03020-1, S7345-00-03020-2**

Staff held a pre-application conference for six townhomes on two vacant parcels with an existing storage building. The townhomes are proposed to be permanently affordable ownership units. The project is proposed under the multi-family infill code and will require a Type I site plan review.



City of Langley

**MEMORANDUM**

**To:** Langley City Council and Mayor Horstman  
**From:** Randi Perry, Public Works Director  
**Re:** Staff Report  
**Meeting Date:** November 18, 2024

**This memo provides the council with an overview of Public Works activity from 10/22/2024 to 11/13/2024.**

**General**

- Lead and Copper Inventory
  - o Posted online [https://langleywa.org/departments/public\\_works\\_department/lcli.php](https://langleywa.org/departments/public_works_department/lcli.php)
  - o Galvanized Requiring Replacement notification mailed (EPA deadline - 11/15/2024)

	<b>*Utility Planned Replacement</b>	<b>Utility -No replacement scheduled</b>	<b>Total customers notified</b>
<b>Public side only</b>	44	48	92
<b>Full service</b>	15	21	36
<b>Private side only</b>			*43
Total:	59	69	171
<i>*Utility funding cannot be used to replace private infrastructure</i>			

- 2025- Lab Accreditation Application - Processed
- Budget work – Utility Rates and Fees - PRESENTED
- Source Water Protection Grant – UNDERWAY
- Monthly Reporting to the state (DOH and DOE)
- IRTPO-TAC Meeting
- Cross Connection Control enforcement – BPA coordination - Ongoing
  - o Assist customers in navigating difficulty finding certified service providers
- Continuing education credits course work.
- Nutrient Grant reporting- SUBMITTED
- Nutrient Optimization Planning – Nutrient equipment coordination (December 2025).
- Participated in Island County’s Climate Resilience Workshops as WIWSA representative
- Solar Grant – Coordination
- Winter preparation- Meters, supplies, equipment
- Street Lighting Webinar

**PWAC**

- **There are two vacancies on PWAC**- 1 regular member and 1 alternate.
- Comprehensive Plan- Vision Statement discussion, and Capital Facilities and Utility Element (in-house)
- Discussion and request for research – Utility Discount Program procedure – December Agenda
- Special Meeting to discuss Utility Rates, Public Works Fees

**Langley Infrastructure Project – BID OPEN – November 16**

- Standards and Bid document review
- Engineering Coordination – Apprenticeship requirement incorporation
- PSE –Meeting - Pole relocation/replacement plan under development by PSE.

**Safe Streets for All**

- Bi-weekly planning meetings in coordination with IRTPO

**Public Works Coordination – Private Development**

- Library sidewalk ADA parking/ramp-final ROW condition approved, garden discussion, fuel tank discovery, coordination and remediation planning, generator sizing discussion.
- Generations Place – Received updated Civil Set – Construction review pending land use decision
- 119 6<sup>th</sup> – Preapplication preparations
- 1128 Al Anderson - Utility plan approval/new service connection
- 325 Wharf – Meter upsizes to 1” – Complete & Sewer Installation complete – Pending SS inspection report
- 308 DeBruyn – Sewer surety coordination (1 year warrantee) – Letter to release Performance Bond
- 4380 Starlight Lane – County Water Service Application coordination (ADU) – Pending Payment
- 120 Sunrise – Broken Side sewer – PENDING APPLICATION – Follow-up

**Emergency Response/Trouble Calls**

**Note:** This includes emergency responses from the previous period as I gave the report verbally and this information was not included.

- **9/19/24 – Highland Grinder Pump Issue**
- **9/26/24 – Treatment plant Power Outage**
- **9/27/24 – Service line water leak report – 1<sup>st</sup> street**
- **11/5/24 – Treatment plant Power Outage (x2)**
- **11/6/24 – Emergency Utility Locate request – Damaged Communication Line**



## City of Langley

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**To:** Langley City Council  
**From:** Kennedy Horstman, Mayor  
**Meeting Date:** November 18, 2024  
**Subject:** Mayor's Report

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I want to extend a warm thank you to Debra Waterman and Bob Waterman (not related) for providing and installing historic Langley photos in Council chambers.

I also want to thank Langley voters for passing the public safety sales tax. While it doesn't address the overall mismatch between 2025 revenue and expenses, this funding is absolutely critical to address 2025 expense increases in law enforcement.

A significant portion of my time since our last meeting has been focused on investigating options to address the budget shortfall:

- **Total compensation** analysis and related personnel policy manual update research are under way.
- **Lodging Tax** – We are assessing the feasibility of using existing lodging tax revenue to offset eligible expenses that would otherwise fall to the general fund. These changes are sensitive and will require a public process because they involve shifting the allocation model impacting existing recipients.
- **Lease Income** – The City has two leased properties that generate rent. The Visitor Center is leased to the Langley Chamber of Commerce and the old firehouse is leased to Callahan's Firehouse. In both cases there is an active lease agreement that limits the amount of annual rent increase allowed. Rents in both cases will be increased per the contracts. (Due to historic legal agreements, the City does not receive any rental income for the library or the post office.)

### Community Engagement

- Met with Island County service providers (Prosecuting Attorney and Social Services) to coordinate response to behavioral health incidents.
- Met with PSE regarding operational collaboration
- Participated in a winter weather coordination workshop hosted by Island County Emergency Management, the Langley commission climate element workshop, and the Whidbey Camano Islands Tourism Board.



## City of Langley

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### MEMORANDUM

**To:** Mayor Horstman and City Council  
**From:** Randi Perry, Director of Public Works  
**Re:** 2024 Budget, CIP, Fee and Utility Rate Recommendations  
**Meeting Date:** November 18, 2024

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**The purpose of this memo is to summarize background for the Capital Improvement Plans, Transportation Improvement Plan and fee and rate schedule recommendations for approval to support the City's infrastructure.**

#### Background

A special PWAC meeting was held on October 22, 2024. Staff presented the 2025 Public Works budget package including preliminary capital priorities, goals and operations considerations, and provided the recommended fees to support these activities. PWAC recommended moving forward with plans as discussed. A recording and the meeting materials are available:

[https://langleywa.org/government/citizen\\_boards/public\\_works\\_advisory\\_commission\(pwac\).php](https://langleywa.org/government/citizen_boards/public_works_advisory_commission(pwac).php)

On October 28, 2024, Staff gave a brief overview of the 2025 Public Works budget package with the incorporation of suggestions from PWAC. Discussion took place to clarify the removal of the public works tree permitting fee and the utility wages and benefits are factored into rate increases and projections. A recording and meeting materials are available: [https://langleywa.org/government/city\\_council.php](https://langleywa.org/government/city_council.php)

The yard waste tax was removed from the fee schedule, and the appropriate note has been added to reflect it will be collected at time of purchase. The update was requested by Director Beech due to reporting requirements. The total amount paid by the customer at the time of purchase will be the rounded number included in the October 28<sup>th</sup> memo.

#### Update

On November 4, 2024, Staff presented Council the Capital Improvement Plan, the Transportation Improvement Plan and the fee and rate schedule. Staff explained the basis for the recommended utility rate increases and received questions from the council. Two community members expressed concern about the annual increases. Staff are available to meet with community members with questions about billing.

The six-year capital improvement and transportation plan projections were discussed. It is anticipated the transportation plan will adjust because of the Safe Street for All planning efforts and City Comprehensive plan efforts currently underway. Additionally, the Sewer and Stormwater Comprehensive Plan processes scheduled for 2025, and 2026 will identify additional capital improvement needs. These plans will also adjust, and rate studies will take place to support those plans. A recording and meeting materials are available: [https://langleywa.org/government/city\\_council.php](https://langleywa.org/government/city_council.php)

#### STAFF RECOMMENDS:

- The Council approves the Capital Improvement Plans for water, sewer, storm, capital facilities, and fleet management as proposed (resolution 849).
- The Council approves Transportation Improvement Plant as presented (resolution 850).
- The Council approves the attached Public Works fees and Utility Rates attached (resolution 851).

**CITY OF LANGLEY, WASHINGTON  
RESOLUTION NO. 849**

**A RESOLUTION OF THE CITY OF LANGLEY,  
WASHINGTON, adopting the 2025-2030  
Six Year Public Works Capital Improvement Plans**

**WHEREAS**, it is the desire of the City of Langley, Washington to adopt a program for Public Works elements within the City; and

**WHEREAS**, The City Council at a duly advertised public hearing held on November 18, 2024, received public input on the needs of Capital Improvements; and

**WHEREAS**, The City Council at a regular public meeting, considered such a Capital Improvement program;

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Langley, that the City does hereby adopt the Six-Year Capital Improvement Programs for 2025-2030, a copy of which is attached hereto and by reference made a part hereof.

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

\_\_\_\_\_  
Krista 'Kennedy' Horstman, Mayor

ATTEST:

\_\_\_\_\_  
Kristin Abraham, Interim Deputy Clerk



CITY OF LANGLEY  
COUNCIL MEETING PACKET  
11/18/2024



City of Langley  
Water Capital Improvement Projects  
2025-2030  
(405) Water Reserve Fund

Year	Location	Description	Cost & Funding Source
	PWB loan	Assumes project completion in 2025 and 1.7% interest	<b>\$200,000 rate/reserve</b>
<b>2025</b>	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)	\$735,000 PWB LOAN (Rate/Reserve repayment)
	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)	\$530,000 PWB LOAN (Rate/Reserve repayment)
	On Island View	(LIP-11) Replaced undersized main and services to meter. Upgrade Fire Hydrants to meet current code. (Parent project is W6)	<b>\$225,000 rate/reserve</b>
	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. ☒ LIP-1 1550 LF Edgecliff-Camano to Furman ☒ LIP-2 1300 LF Furman- Edgecliff to Sandy Point (Parent project is W5)	\$1,378,000 PWB LOAN (Rate/Reserve repayment)
	On Edgecliff – Furman to 40' beyond City Limits	(LIP-13) Replace 2240 LF undersized AC water main and services to meter. Upgrade Fire Hydrants to meet current code. (Parent project is W5)	<b>\$996,600 rate/reserve</b>
	<b>2025 TOTAL = \$1,421,600 rate/reserve</b>		
<b>2026</b>	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.	<sup>*1</sup> \$400,000 rate/reserve
	PWB Loan Repayment		\$240,000 rate/reserve
<b>2027</b>	Fourth Street Park to Cascade	W-4 (remainder) 660 LF	<sup>*1</sup> \$310,310 rate/reserve
	PWB Loan Repayment		\$240,000 rate/reserve
<b>2028</b>	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.	<sup>*2</sup> \$696,000 rate/reserve
	PWB Loan Repayment		\$237,000 rate/reserve
<b>2029</b>	Reservoir	(M-2) Recoat reservoir interior, install new vents	<sup>*2</sup> \$500,000 rate/reserve
	PWB Loan Repayment		\$234,000 rate/reserve
<b>2030</b>	Park Ave: 3rd to 6th	(W-8) Replace 1000 LF AC water main and services to meter. Upgrade Fire Hydrants to meet current code.	<sup>*2</sup> \$384,000 rate/reserve
	PWB Loan Repayment		\$231,000 rate/reserve
<p><sup>*</sup>Projects included in the Langley Infrastructure Project &amp; Water Comprehensive plan. (90%-LIP cost estimate 7/28/2023)</p> <p><sup>*1</sup> Cost estimates from 2018 Water Comp plan and are inflation escalated.</p> <p><sup>*2</sup> Cost estimates from 2018 Water Comp plan and are NOT inflation escalated.</p>			



City of Langley  
Sewer Capital Improvements  
2025-2030  
(408) Sewer Reserve Fund

Year	Location	Description	Cost
2025	All System	2015 Comprehensive Plan UPDATE /modeling/capacity analysis/rate & connection study	\$175,000 rate/reserve
	On Al Anderson	(RR-10, LIP-14) Replace 160 lineal feet (LF) of sagging sewer main	*\$195,000 rate/reserve
	On Al Anderson Ave Sixth Street to Louisa	(RR-6, LIP-3) Replace 230 LF sewer main to address broken piping and protruding lateral	*\$150,000 bond
	On Sixth- Al Anderson to Anthes & Groom Lane to Children's Center	(RR-7, LIP-6) Replace main	*\$356,000 bond
	Fourth Street near Brookhaven	(RR-13, LIP-7) Replace main	*\$131,713 bond
	Third Street near Brookhaven	(RR-11, LIP-8) Replace main or rehab	*\$121,473 bond
	On Edgecliff- (Camano to Furman) Furman/Decker (Sandy Point to Edgecliff)	(LIP-1, LIP-2) Extension- install new main	*\$827,582 RCED Grant * \$242,500 LCP Grant *\$400,000 bond *\$120,000 rate/reserve
		(LIP-15) Wetland Mitigation	*\$50,000 rate/reserve
	General Improvement	Public works will address priority areas of concern as they arise	\$100,000 rate/reserve
			<b>2025 Total = \$640,000 rate/reserve</b>
2026	Sunrise Pump Station (Wharf Street)	(P-1) Upgrade pumps (installed 1980), install telemetry, electrical controls, and back-up power generator - <b>Climate resilience measures not included</b>	* <sup>1</sup> \$500,000 rate/reserve
	Parallel to Brookhaven Creek (E35-E31)	(RR-1) Replace or rehab section	* <sup>2</sup> \$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.	* <sup>2</sup> \$214,500 rate/reserve
	Wastewater Treatment Plant	(WWTP-6) Replace digester blower air lines	* <sup>2</sup> \$26,000 rate/reserve
	McLeod Alley (N13-N12)	(RR-3) Replace or rehab section	* <sup>2</sup> \$30,000 rate/reserve
2028	Lift Station #1 Seawall Park near Doghouse	(P2) Upgrade piping from the wet well to the check valve vault <b>Climate resilience measures not included</b>	* <sup>2</sup> \$81,400 rate/reserve
	Alley-Park and Island View (W65—W64)	(RR-5) Replace or rehab section	* <sup>2</sup> \$167,000 rate/reserve
	Wharf Street (B1-B2)	(RR-12) Replace or rehab section	* <sup>2</sup> \$78,000 rate/reserve
2029	Wastewater Treatment Plant	(WWTP-3) Non-potable Water system controls	* <sup>2</sup> \$31,000 rate/reserve
	Wastewater Treatment Plant	(WWTP-5) Compost Drainage	* <sup>2</sup> \$15,500 rate/ reserve
	Suzanne Court (W75-W72) &(W72-W71)	(RR-9) & (RR-10) Replace or rehab section	* <sup>2</sup> \$101,000 rate/reserve
2030	Alley Between 2nd and 3rd (N17-N16)	(RR-14)	* <sup>2</sup> \$105,000 rate/reserve

\*Projects included in the Langley Infrastructure Project & Sewer Comprehensive plan. (90%-LIP cost estimate 7/28/2023)

\*1 Cost estimates from 2015 Sewer Comp plan and are inflation escalated.

\*2 Cost estimates from 2015 Sewer Comp plan and are NOT fully inflation escalated.



City of Langley  
 Storm Water Capital Improvements  
 2025-2030  
 (407) Storm Water Reserve Fund

Year	Location	Description/Project Number	Cost
2025	General Improvement	Public works will address priority areas of concern as they arise provides flexibility for	\$150,000 rate/reserve
	On Sixth Park to Cascade	(1, LIP-4, LIP-12) Replace failing infrastructure to eliminate hazardous overland flow.	*\$1,293,000 bond
	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.	*\$650,000 grant *\$461,545 bond *\$150,000 rate/reserve
	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	*\$1,118,000 bond
<b>2025 TOTAL = \$300,000 rate/reserve</b>			
2026	On Melsen Alley Fourth to Sixth Street	(5) Install storm drain system to eliminate flooding and erosion near Fourth Street	* <sup>1</sup> \$225,160 rate/reserve
	All System	Storm Water Comprehensive Plan Update	\$150,000 rate/reserve
2027	Outfalls Park Ave, Anthes, & 2 on Camano	(6) Replace existing catch basins with water quality treatment units in new manhole	* <sup>1</sup> \$346,400 rate/reserve
2028	Wharf Street	(7) Replace inadequately sized storm line and install water quality treatment unit	* <sup>1</sup> \$112,424 rate/reserve
	Anthes & 1st	(4) 4 catch basins to type 1 structure *this project will trigger ADA improvements at the intercetions, cost is NOT reflected here.	* <sup>1</sup> \$37,500 rate/reserve
2029	Northview	Drainage Improvements	* <sup>1</sup> \$136,400 rate/reserve
2030	Second Street (Debruyn to Park)	Drainage Improvements	TBD

\*Projects are included in the Langley Infrastructure Projects, cost estimates from Davido Consulting Group 90% Cost Opinion.

\*<sup>1</sup> Cost estimates from 2009 Stormwater Comp plan and are NOT fully inflation escalated.

CITY OF LANGLEY  
COUNCIL MEETING PACKET  
11/18/2024



**City of Langley Facilities Capital Improvements**  
2025-2030  
(303) Municipal Capital Reserve Fund

Year	Location	Description	Total Cost
2025	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) - Investigate 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
	First (two locations), Cascade and Park Slope assesement and restoration	Bluff Management Plan. CIP-FS-04 First Street Slope Restoration (\$210,000). CIP-CW-03 Tree Assessment Cascade Ave (\$35,000), CIP-CW-04 Cascade Ave Slope Restoration (\$625,000) (Public Ameneties to be separate), CIP-BD-02 Boy and Dog Park Slope Restoration (\$125,000), CIP-PA-02 Slope Restoration with public amenities (\$175,000). It is anticipated that this project will span multiple years and cost will be ongoing after further needs assessment. Initial commitment begins the process of removing invasives and identifying ongoing costs (\$1,135,000 <sup>2024</sup> )	\$150,000
	Boy and Dog Park	Bluff Management Plan. CIP-FS-04 Stair conditions assessment and maintenance	\$35,000
2026	Electric Vehicle Charging Station	Provide 1 police department 1 ev charging station and 1 public parking ev station on 1st street	\$40,000
	Anthes Ave	Bluff Management Plan. CIP-AA-01 Rockery/Handrail Repairs & Erosion Mitigation. CIP-AA-02 Stormwater Outfall Erosion Protection. CIP-AA-03 Invasive Species Removal	\$70,000
	Lock upgrade project	All facilities to a code lock system with the capability of setting entrance parameters and restricting access	\$56,914
	City Hall	Replace carpet First and Second Floors	\$60,000
2027	Seawall Park - Planning	Complete Assessment include climate change evaluation and engineering plan preparation for concrete rehabilitation or replacements and installation of metal handrails (below high-water mark requires Army Corp Permitting)	\$40,000
2028	Seawall Park - Construction	Concrete stairway rehabilitation or replacement and installation of metal handrails	\$70,000
2029	Bluff Management Infrastructure Improvements	Planning underway to identify potential projects to enhance bluff safety, estimated report completion date 2024	TBD from report
2030	Bluff Management Infrastructure Improvements	Planning underway to identify potential projects to enhance bluff safety, estimated report completion date 2024	TBD from report

Draft 10/18/24



**City of Langley**  
**Public Works Fleet Capital Plan**  
**2025-2030**  
**(501) PW Vehicle/Equipment Reserve Fund**

Year	Description	Total Cost
2025	Street Paint Machine	\$35,000
2026	Replace 2013 Ford F250 (tow package) Investigate electric/hybrid options	\$65,000
2027	Replace 2013 Ford F250 (tow package) Investigate electric/hybrid options	\$66,000
2028	Replace 2013 Ford F250 (tow package) Investigate electric/hybrid options	\$67,000
2029	Replace 2014 Cat 420F Backhoe Loader	\$100,000
2030	Street Sweeper	\$40,000

INVENTORY DESCRIPTION
1993 International Dump Truck
2003 Darcy Utility Trailer
2007 Ford F350
2016 Chevy Colorado Pickup
2016 10,000k Dump Trailer
2016 Ditch Witch Vacuum Excavator 500 gal
2017 John Deere 5085E Utility Tractor with Alamo 17' Versa Boom & 50" Pan Rotary Mower
2018 Chevy Silverado Pickup
2019 Chevy Silverado 2500 pickup

**CITY OF LANGLEY, WASHINGTON  
RESOLUTION NO. 850**

**A RESOLUTION OF THE CITY OF LANGLEY,  
WASHINGTON, adopting the 2025-2030  
Six Year Transportation Improvement Plan**

**WHEREAS**, it is the desire of the City of Langley, Washington to adopt a program for Transportation within the City; and

**WHEREAS**, The City Council at a duly advertised public hearing held on November 18, 2024, received public input on the needs of Transportation Improvements; and

**WHEREAS**, The City Council at a regular public meeting, considered such a Transportation Improvement program;

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Langley, that the City does hereby adopt the Six-Year Transportation Improvement Program for 2025-2030, a copy of which is attached hereto and by reference made a part hereof.

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

\_\_\_\_\_  
Kennedy 'Krista' Horstman, Mayor

ATTEST:

\_\_\_\_\_  
Kristin Abraham, Interim Deputy Clerk



City of Langley Transportation Improvement Plan  
 2025-2030

(101) Transportation Fund

Year	Location	Description	Total Cost	Funding Source
2025	All City - 2024-2025	Action Plan – IRTPO grant management lead. (carry over 2023 project)	\$7500	General Fund transfer to Streets (matching)
	Langley Infrastructure Project	Full-Depth Asphalt replacement (LIP-1, LIP-2, LIP-5) Asphalt Resurfacing (LIP-10, LIP-12, LIP-14) Walkway on 6th (LIP-4, LIP-10)		LIP BOND Funds (See project in Water Utility funding for totals)
	Sandy Point Road and Saratoga Road	Purchase and install speed radar signage	\$10,000	No funding source identified
2026	Fourth Street Park Ave to Anthes	Pavement reconstruction	\$930,000	Possible TIB Grant 5% Local Match
	Fourth Street Pavement Condition First Street	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. Mill pavement and asphalt overlay Anthes Plaza Improvements	\$980,000	No
2027	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
	2028	Sandy Point Road Camano to City limits	Pavement reconstruction including widening or separated walkway to improve pedestrian and bicycle safety.	\$1,500,000
Fairgrounds Road Highlands to Langley Road		Provide bike and pedestrian accomodation	\$1,000,000	No funding
2029	Suzanne Court	PCR Score is 50	TBD	No Funding
2030	To Be Determined	Project to be determined throught the completion of the City Comprehensive Plan update - transportation element and IRTPO - Safe Streets for all planning efforts underway		

## Utilities Fee Schedule

SEWER UTILITY FEES										
Sewer Development Charges (Participation)										
	2018	2019	2020	2021	2022	2023	2024	2025 proposed		
per ERU (Equivalent Residential Unit)				8%	4%	4%	4%	10%		
General Facilities Charge (GFC) Single Family Residence		5,614.00	6,063.12	6,305.64	6,557.87	6,820.19	7,502.20			
ADU within SFR - no additional sq footage in SFR		1,403.00	1,515.24	1,575.85	1,638.88	1,704.44	1,874.88			
ADU attached w/additional sq. footage or detached		2,807.00	3,031.56	3,152.82	3,278.94	3,410.09	3,751.10			
Duplex (1.5 x cost of 2 ERU)		8,421.00	9,094.68	9,458.47	9,836.81	10,230.28	11,253.31			
triplex and apartments		2,807.00	3,031.56	3,152.82	3,278.94	3,410.09	3,751.10			
Local Facilities Charge (LFC) - City installed sewer main		11,943.31								
ULID #8 In-Lieu-Of Assessment		1,930.24								
Rates – Base Monthly Rates										
	2018	2019	2020	2021	2022	2023	2024	2025 proposed		
		17%	7%	8%	4%	4%	3%	4%	Additional per month	Additional per year
Residential - (summer (Mar-Oct) charges based on winter (Nov-Feb) average water useage)	42.74	50.00	53.73	58.03	60.35	62.76	64.65	67.23	2.59	31.03
Commercial -year round	42.74	50.00	53.73	58.03	60.35	62.76	64.65	67.23	2.59	31.03
Bed and Breakfast (Up to 6,000 gallons Mar-Oct)	42.74	50.00	53.73	58.03	60.35	62.76	64.65	67.23	2.59	31.03
Per gallon charge beyond base (1st 3,750 gallons)	0.02121	0.02482	0.02655	0.02867	0.02982	0.03101	0.03194	0.03322		
ULID 8 Commercial Surcharges	6.29	7.36	8.23	8.89		9.24	9.52	9.90	0.38	4.57
plus per gallon rate	0.00301	0.00352	0.00406	0.00438		0.00456	0.00470	0.00488		
Alternative Holding Tank	42.74	50.00	53.73	58.03	60.35	62.76	64.65	67.23	2.59	31.03
Sewer Permit Fees										
Residential -First ERU		100.00								
Each additional ERU					50.00					
Commercial-First Unit or ERU		150.00								
Each additional ERU		50.00								
Replacement or Repair of existing side sewer		50.00			100.00					
Inspection fee					80.00/hour					
Treatment Plant Tipping Fees										
Septage Receiving			per gallon fee		0.15		0.16			
Liquid Bio-solids Receiving			per gallon fee		0.13		0.14			
YARD WASTE, COMPOST										
Non-Resident and All Commercial Yard Waste Dump Fee								2025		
1 punch equals 1 32 gal. can (10 punches)			per card		20.00		25.00		25.62	
1 punch equals 1 cubic yard (5 punches)			per card		40.00		45.00		45.32	
One Time Use Card 1-9 32 gal. can			per can		2.25		3.00		3.94	
One Time Use Card 1-4 cubic yards			per yard		9.00		10.00		10.83	
City of Langley Resident and Non-Commercial Yard Waste Dump Fee										
1 punch equals 1 32 gal. can (10 punches)			per card		14.00		15.00		15.76	
1 punch equals 1 cubic yard (5 punches)			per card		27.00		30.00		30.54	
One Time Use Card 1-9 32 gal. can			per can		2.00		3.00		3.94	
One Time Use Card 1-4 cubic yards			per yard		7.00		10.00		10.83	
Finished Compost										
Small quantities – Backhoe Fee			per cubic yard		10.00				10.11	
Large quantities – Backhoe Fee 5yd Min			per 5 cubic yards (loaded in one visit)		40.00				40.45	
Customer Shoveled					FREE					
STORMWATER UTILITY FEES										
Stormwater Rater - Monthly Charges										
	2018	2019	2020	2021	2022	2023	2024	2025 Proposed		



CITY OF LANGLEY  
COUNCIL MEETING PACKET  
11/18/2024

				6%	4%	4%	4%	3%	Additional per month	Additional per year
Single Residential Developed	27.01	28.63	<b>29.78</b>	31.57	32.83	34.14	35.51	36.57	1.07	12.78
Residential Duplex and ADU	32.65	34.61	<b>35.99</b>	38.15	39.68	41.26	42.91	44.20	1.29	15.45
Residential Multifamily over 2 units	55.17	58.48	<b>60.82</b>	64.47	67.05	69.73	72.52	74.69	2.18	26.11
Residential Undeveloped	14.64	15.51	<b>15.76</b>	16.71	17.37	18.07	18.79	19.36	0.56	6.76
Commercial Developed	37.14	39.37	<b>40.94</b>	43.40	45.13	46.94	48.82	50.28	1.46	17.57
Commercial Undeveloped	14.64	15.51	<b>16.13</b>	17.10	17.78	18.49	19.23	19.81	0.58	6.92

**WATER UTILITY FEES**

<b>Water - Service Installation</b>										
¾ inch service	City Installed-Actual Cost									
1 inch service	City Installed-Actual Cost									
2 inch service	Developer Installed + cost of meter									
3 inch service	Developer Installed + cost of meter									
4 inch service	Developer Installed + cost of meter									
6 inch service	Developer Installed + cost of meter									
8 inch service	Developer Installed + cost of meter									
<b>Water System Development Charge (Participation Fee)</b>				2018	2019	2020	2021	2022	2023	2024
<b>Residential (ERU-Equivalent Residential Unit)</b>							6%	4%	4%	4%
Single Family Residence(=1ERU)				7,415.00	7,859.90	8,174.30	8,501.27	8,841.32		
Outside City limits charge (1.22 x participation fee)				9,046.30	9,589.08	9,972.64	10,371.55	10,786.41		
ADU within existing SFR (no additional square footage in SFR)				1,853.75	1,964.98	2,043.57	2,125.32	2,210.33		
ADU addition to SFR (increase in square footage of original structure)				3,707.50	3,929.95	4,087.15	4,250.63	4,420.66		
ADU (detached)				3,707.50	3,929.95	4,087.15	4,250.63	4,420.66		
Duplex (1.5 x cost of 2 ERU/SFR)				11,122.50	11,789.85	12,261.44	12,751.90	13,261.98		
Triplex and apartments				3,707.50	3,929.95	4,087.15	4,250.63	4,420.66		
Cottage Housing										
First Unit				5,561.25	5,894.93	6,130.72	6,375.95	6,630.99		
Each additional Unit				5,561.25	5,894.93	6,130.72	6,375.95	6,630.99		
<b>All Commercial (per ERU)</b> (Meter size to be determined by the UPC)				7,415.00	7,859.90	8,174.30	8,501.27	8,841.32		
<b>Examples:</b>										
Grocery Store				6.85 ERU						
B&B Rooms, Vacation House				1.59 ERU						
Hotel/Motel/Inn				6.31 ERU						
Restaurant				3.48 ERU						
Office Space				.64 ERU						
Retail Space				.48 ERU						
Human Services										
(daycare, funeral home, theatre, laundrymat)				3.69 ERU						
Medical Office				.83 ERU						
<b>Water Permit Fees</b>										
Residential-First ERU				100.00						
Each additional ERU				30.00			50.00			
Commercial-First Unit or ERU				150.00						
Each additional ERU				50.00						
Meter installation fee				175.00						
Building Sprinkler Connection Permit				100.00						
Hydrant Meter Permit (reimbursable deposit)				500.00					1500.00	
Hydrant Meter Water Usage Charge per 100 gallons				1.80				2.54	3.98	
Hydrant Meter Minimum									200.00	
Administrative fee (non reimbursable)										10%
<b>Water monthly rates - Classification</b>										
Billing year		2019	2020	2021	2022	2023	2024		2025 Proposed	

CITY OF LANGLEY  
COUNCIL MEETING PACKET  
11/18/2024

<b>Metered-per unit</b>	7%	11%	6%	6%	4%	4%	5%	Additional per month	Additional per year
Commercial in City Limits monthly base fee (includes 0 gallons)	32.52	36.1	38.27	40.56	42.18	43.87	46.07	2.19	26.32
Commercial charge per 100 gallons or portion thereof	0.56	0.62	0.66	0.70	0.72	0.75	0.79		
Residential in City limits monthly base fee (includes 3,500 gallons per mo.)	47.3	52.5	55.65	58.99	61.35	63.80	66.99	3.19	38.28
Residential outside City limits monthly base fee (includes 3,500 gallons per mo.)	59.69	65.48	69.41	73.57	76.52	79.58	83.56	3.98	47.75
Charge per 100 gallons or portion thereof from 7,001-30,000 gallons (for two mo. Period) - inside city	0.64	0.71	0.75	0.80	0.83	0.86	0.91		
Charge per 100 gallons or portion thereof from 7,001-30,000 gallons (for two mo. Period) - outside city	0.77	0.86	0.91	0.97	1.00	1.05	1.10		
Charge per 100 gallons or portion thereof over 30,001 gallons (for two mo. Period) - inside city	1.56	1.73	1.83	1.94	2.02	2.10	2.21		
Charge per 100 gallons or portion thereof over 30,001 gallons (for two mo. Period) - outside city	1.88	2.09	2.22	2.35	2.44	2.54	2.67		
<b>Additional Water Fees</b>									
Total Coliform & E.coli Coliform Bacteria Testing (Positive/Negative) per sample	20.00			25.00					
On/Off	10.00			15.00		35.00			
On/Off non-business hours	30.00			35.00		55.00			
On/Off Unauthorized use	50.00			55.00		75.00			
Public Works Inspection Fee	30.00			\$80/hour					
Senior/low income water discount	50% of charges								
Account Set-up fee	10.00								
Late payment fee	10.00					20.00			
Meter testing deposit									
3/4 inch	25.00								
1 inch	30.00								
1 1/2 inch	35.00								
2 inch	50.00								
Administrative fee (non reimbursable)							10%		
Penalty for violating sprinkling or irrigation suspension	25.00								

Public Works Fees

<b>Public Works Traffic Safety Device Rental</b>		
Deposit		2025
Type 1 Flashing Barricade	2.00 ea. per day	150.00
Traffic Cone	1.00 each per day	
Administrative fee (non reimbursable)		10%
<b>Right-of-Way Use Permit</b>		
Construction (all use by commercial)	110.00	
Temporary	44.00	
Blanket (Franchise Holders Only)	550.00	
Public Works - Inspection (applied to all inspections)	80.00 per hour	
Access Permit (driveway/Road Approaches)	165.00	
Tree Removal application fee	50.00	Remove

**CITY OF LANGLEY, WASHINGTON  
RESOLUTION NO. 851**

**A RESOLUTION OF THE CITY OF LANGLEY,  
WASHINGTON**, Amending the Municipal Code Fee  
Schedule, Chapter 3.25 of the Langley Municipal Code

WHEREAS, The City Council of the City of Langley has previously adopted a Fee Schedule, which includes every fee charged by the City of Langley, with the exception of Land Use Fees, which are enumerated on a separate schedule in the Code; and

WHEREAS, the Council finds that it is in the best interest of the City of Langley and its citizens to amend that fee schedule;

THEREFORE, BE IT RESOLVED by the City Council of the City of Langley, Washington as follows:

The Municipal Code Fee Schedule is contained in Exhibit A, (Revised 11/04/2024) attached hereto and incorporated herein by reference and will take effect on January 1, 2025.

PASSED AND ADOPTED by the City Council of the City of Langley, State of Washington on this 18<sup>th</sup> day of November 2024.

---

Krista “Kennedy” Horstman, Mayor

ATTEST:

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Kristen Abraham, Interim Deputy Clerk



**SUBJECT:** \_\_\_\_\_ **FEE:** \_\_\_\_\_ **2024**

**Annual Business License**

In City Business				\$138.00
Outside City doing business in Langley				\$66.00
Contractor's Business License				\$55.00
Seasonal Business				\$66.00
<b>Temporary Vendors</b>				\$33.00
Temporary Vendors Renewal				\$11.00
Mobile Food Vendor License				\$110.00
Building Inspection Fee	Per hr. (1 hr min)			\$88.00
Annual, after hours, special inspections				\$88.00

**Cemetery**

Green burial spaces 6 x 10 (after 9-10-10)				\$1,200.00
Green burial maintenance fee				\$400.00
Traditional graves 4 x 8				\$750.00
Site transfer fee				\$20.00
Ash garden use w/ Memorial stone space				\$300.00
Ash garden use w/out memorialization				\$100.00

**Dog License**

Adult male/unneutered		\$ 30.00	Seniors	\$24.00
Adult female/unspayed		\$ 30.00	Seniors	\$24.00
Adult male/neutered		\$ 8.00	Seniors	\$5.00
Adult female/spayed		\$ 8.00	Seniors	\$5.00

Electric Golf Carts	Annual registration fee			\$33.00
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Fax use	1st page	\$ 1.50	each additional page	\$1.00
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removing

**Events**

Event Permit				\$55.00
Annual amplified music permit (up to 12 allowed per yr)				\$55.00
Fairgrounds Special Event Permit				\$110.00
Parade Permit				\$110.00
Parking Permit-Oversize Vehicle Reserved				\$17.00



**SUBJECT:** **FEE:** **2024**

**Filming**

Required Deposit				\$100.00
1-3 Days				\$1,000.00
4-6 Days				\$2,000.00
7+ Days	<i>by negotiation</i>			
Permit Application Fee - Oct - May				\$100.00
Permit Application Fee - June - Sept				\$200.00
Daily Filming Fee - Oct - May				\$25.00
Daily Filming Fee - June - Sept				\$50.00

<b>Notary, Certification Fee</b> first two signers				\$5.00
Each additional signer				\$5.00
NSF/Bad Check Fee				\$20.00

Photocopies			per page	\$0.15
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Public Works - Inspection			per hour	\$80.00
Public Works Stop Work Order	2x applicable permit fee			

**Public Records**

Scanned documents			per page	\$0.10
Electronic files			per 4 files	\$0.05
Photocopies			per page	\$0.15
Files or attachments sent by email				

**Public Works Traffic Safety Device Rental**

Deposit				\$150.00	new
Type 1 Flashing Barricade - each			per day	\$2.00 each	
Traffic Cone - each			per day	\$1.00 each	
Administrative fee (nonrefundable)				10%	new

**Right-of-Way Use Permit**

Construction				\$110.00
Temporary				\$44.00
Blanket (Franchise Holders Only)				\$550.00
Access Permit (Driveway/Road Approaches)	LMC 12.04.010			\$165.00

**Sewer**



**SUBJECT:** \_\_\_\_\_ **FEE:** \_\_\_\_\_ **2024**

Septage Receiving	per gallon fee			\$0.16	
Liquid Bio-solids Receiving	per gallon fee			\$0.14	
<b>Connection Fees</b>					
Per ERU (Equivalent Residential Unit)					
General Facilities Charge (GFC) Single Family Residence				\$7,502.20	\$6,820.19
ADU within SFR - no additional sq footage in SFR				\$1,874.88	\$1,704.44
ADU attached w/additional sq. footage or detached				\$3,751.10	\$3,410.09
Duplex (1.5 x cost of 2 ERU)	Total for 2 units			\$11,253.31	\$10,230.28
Triplex and apartments	1st and each additional unit			\$3,751.10	\$3,410.09
Local Facilities Charge (LFC) - City installed sewer main				\$11,943.31	
ULID #8 In-Lieu-Of Assessment				\$1,930.24	
<b>Sewer Permit Fees</b>					
Residential - First ERU				\$100.00	
Each additional ERU				\$50.00	
Commercial-First Unit or ERU				\$150.00	
Each additional ERU				\$50.00	
Replacement or Repair of existing side sewer				\$100.00	
Inspection Fee			per hour	\$80.00	
<b>Sewer Rates – Base Monthly Rates</b>					
Residential - (summer (Mar-Oct) charges based on winter (Nov-Feb) average water usage)				\$67.23	\$64.65
Commercial -year-round				\$67.23	\$64.65
Bed and Breakfast (Up to 6,000 gallons Mar-Oct)				\$67.23	\$64.65
Alternative Holding Tank				\$67.23	\$64.65
Per gallon charge beyond base (1st 3,750 gallons)				\$0.03322	\$0.03194
ULID 8 Commercial Surcharges				\$9.90	\$9.52
Plus per gallon rate				\$0.00488	\$0.00470

**Stormwater Utility Rates - Classification (Monthly Charges)**

<b>Billing Year</b>					
Single Residential Developed				\$36.57	\$35.51
Residential Duplex and ADU				\$44.20	\$42.91
Residential Multifamily over 2 units				\$74.69	\$72.52
Residential Undeveloped				\$19.36	\$18.79
Commercial Developed				\$50.28	\$48.82
Commercial Undeveloped				\$19.81	\$19.23

Tree removal application fee \$50.00 in LU fees



SUBJECT:

FEE:

2024

**Water Utility Fees**

<b>Water - Service Installation</b>				
3/4 inch service	City Installed-Actual Cost			
1 inch service	City Installed-Actual Cost			
2 inch service	Developer Installed + cost of meter			
3 inch service	Developer Installed + cost of meter			
4 inch service	Developer Installed + cost of meter			
6 inch service	Developer Installed + cost of meter			
8 inch service	Developer Installed + cost of meter			

<b>Water System Development Charge (Participation Fee)</b>				
Single Family Residence				\$8,841.32
Outside City limits charge (1.22 x participation fee)				\$10,786.41
ADU within existing SFR	(no additional square footage in SFR)			\$2,210.33
ADU addition to SFR	(increase in square footage of original structure)			\$4,420.66
ADU (detached)				\$4,420.66
Duplex (1.5 x cost of 2 ERU/SFR)	Total for 2 units			\$13,261.98
Triplex and apartments	First and each additional Unit			\$4,420.66
Cottage Housing	First Unit			\$6,630.99
	Each additional Unit			\$6,630.99
All Commercial (per ERU)	(Meter size to be determined by the UPC)			\$8,841.32
Examples:				
Grocery Store		6.85 ERU		
B&B Rooms, Vacation House		1.59 ERU		
Hotel/Motel/Inn		6.31 ERU		
Restaurant		3.48 ERU		
Office Space		.64 ERU		
Retail Space		.48 ERU		
Human Services (daycare, funeral home, theatre, laundromat)		3.69 ERU		
Medical Office		.83 ERU		

On/Off				\$35.00
On/Off non-business hours				\$55.00
On/Off Unauthorized use				\$75.00

<b>Water Permit Fees</b>				
Residential-First ERU				\$100.00
Each additional ERU				\$30.00



**SUBJECT:** **FEE:** **2024**

Commercial-First Unit or ERU				\$150.00
Each additional ERU				\$50.00
Building Sprinkler Connection Permit				\$100.00
Meter installation fee				\$175.00
Service line inspection fee			per hour	\$80.00
Hydrant Meter Permit (reimbursable deposit)				\$1,500.00
Hydrant Meter Water Usage Charge per 100 gallons				\$3.98
Hydrant Meter minimum charge				\$200.00
Administrative Fee (nonrefundable)				10%

\$500.00  
\$2.54

**Water Monthly Rates - Classification**

<b>Billing year 2025</b>				
<b>Metered-per unit</b>				
Commercial in City Limits monthly base fee (includes 0 gallons)				\$46.07
Commercial charge per 100 gallons or portion thereof				\$0.79
Residential in City limits monthly base fee (includes 3,500 gallons per mo.)				\$66.99
Residential outside City limits monthly base fee (includes 3,500 gallons per mo.)				\$83.56
Charge per 100 gallons or portion thereof from 7,001-30,000 gallons (for two mo. Period) - inside city				\$0.91
Charge per 100 gallons or portion thereof from 7,001-30,000 gallons (for two mo. Period) - outside city				\$1.10
Charge per 100 gallons or portion thereof over 30,001 gallons (for two mo. Period) - inside city				\$2.21
Charge per 100 gallons or portion thereof over 30,001 gallons (for two mo. Period) - outside city				\$2.67

\$43.87  
\$0.75  
\$63.80  
\$79.58  
\$0.86  
\$1.05  
\$2.10  
\$2.54

**Additional Water Fees**

Public Works Inspection Fee			per hour	\$80.00
Senior/low-income water discount				50% of charges
Account Set-up fee				\$10.00
Late payment fee				\$10.00
Penalty for violating sprinkling or irrigation suspension				\$25.00
<b>Meter testing deposit</b>				
3/4 inch				\$25.00
1 inch				\$30.00
1 1/2 inch				\$35.00
2 inch				\$50.00
Administrative Fee (nonrefundable)				10%
Total Coliform & Fecal Coliform Bacteria Testing	(Positive/Negative)		per sample	\$35.00

\$25.00

**Yard Waste, Compost**

Non-Resident and Commercial Yard Waste Dump Fee
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SUBJECT:	FEE:	2024
1 punch equals 1 32 gal. can (10 punches)	per card	\$25.62
1 punch equals 1 cubic yard (5 punches)	per card	\$45.32
One Time Use Card 1-9 32 gal. can	per can	\$3.94
One Time Use Card 1-4 cubic yards	per yard	\$10.83
<b>City of Langley Resident and Non-Commercial Yard Waste Dump Fee</b>		
		2024
1 punch equals 1 32 gal. can (10 punches)	per card	\$15.76
1 punch equals 1 cubic yard (5 punches)	per card	\$30.54
One Time Use Card 1-9 32 gal. can	per can	\$3.94
One Time Use Card 1-4 cubic yards	per yard	\$10.83
<b>Finished Compost</b>		
Small quantities – Backhoe Fee	per cubic yard	\$10.11
Large quantities – Backhoe Fee 5yd Min	per 5 cubic yards (loaded in one visit)	\$40.45
Customer Shoveled		FREE

**Municipal Code Violations**

<b>DOGS - ORDINANCE 430</b>	LMC 6.04		
Penalty for lack of license and registration	LMC 6.04.020		fee doubled
Dogs running at large prohibited	6.04.060		
1st offense			\$100.00
2nd offenses			\$200.00
3rd offense or subsequent			\$300.00
Leashes required in the business district	6.04.060		
Dogs as a public nuisance	6.04.130		\$100.00
Molests or menaces passerby or passing vehicles			\$250.00
Attacks other animals			\$250.00
Is repeatedly at large (see above)			\$250.00
Damages public or private property			\$250.00
Barks, whines, howls in excessive, continuous, or untimely fashion			\$100.00
Deposits fecal matter without cleanup			\$100.00
<b>LITTERING - ORDINANCE 416</b>	LMC 8.08		
Littering prohibited	8.08.030		\$150.00
Receptacles not for use in the disposal of other solid waste accumulated in residence or business	8.08.060		\$300.00



**SUBJECT:** **FEE:** **2024**

Throwing or distributing handbills in public place (may give to those willing to accept)	8.08.110			\$250.00
Litter thrown by persons in vehicles	8.08.130			\$250.00
Not preventing load from escaping vehicle	8.08.140			\$250.00
Responsibility of operator of vehicle to clean up any spilled load	8.08.140			\$250.00

<b>NOISE VIOLATIONS - ORD 947</b>	LMC 8.10			
1st noise violation	8.10.050			\$150.00
2nd or subsequent violations	8.10.050			\$350.00

<b>FIREWORKS - ORD 1068</b>	LMC 9.05			
Violation of hours of discharge	9.05.050			\$150.00
Reckless discharge of fireworks	9.05.070A			\$250.00
Unlawful possession of fireworks	9.05.070B			\$150.00
Unauthorized use	9.05.050			
1st violation				\$50.00
2nd or subsequent violations				\$200.00

**SKATEBOARDS AND TOY VEHICLES**

<b>SKATEBOARDS, ROLLER SKATES, OR SCOOTERS - ORD 980</b>	LMC 10.20			
Using a skateboard, roller skates, or scooters in business or commercial zones	10.20.030			
1st offense				\$80.00
2nd offenses				\$150.00
3rd or subsequent offenses				\$250.00

<b>PARKING/RIGHT OF WAY RESTRICTIONS - ORD 464, 1010</b>	LMC 10.12			
Parking or following within 500 of fire apparatus	RCW 46.61.635			\$124.00
Parking on a sidewalk or parking strip	10.12.010			\$25.00
Parking within 5 feet of a curb radius	10.12.010			\$60.00
Parking within an intersection	10.12.010			\$60.00
Parking within 15 feet of a fire hydrant	10.12.010			\$60.00
Parking on or within 15 feet of a crosswalk	10.12.010			\$60.00
Parking within 30 feet of approach to a stop sign or traffic control signal	10.12.010			\$60.00
Parking along side or opposite any street excavations or obstruction when such stopping would obstruct traffic	10.12.010			\$60.00
Double parking	10.12.010			\$60.00



CITY OF LANGLEY  
 COUNCIL MEETING PACKET  
 2025 Municipal Code Fee Schedule  
 11/18/2024  
**DRAFT**

CITY OF LANGLEY

**SUBJECT:** **FEE:** **2024**

Parking in violation of a "no parking" sign	10.12.030			\$60.00
Blocking or interfering with free use of the street or alley or driveway	10.12.010			\$60.00
Unlawfully moving another person's vehicle not owned by person, moved into prohibited area	10.12.020			\$60.00
Parking further than 12 inches from curb	10.12.030			\$60.00
Parking against traffic	10.12.030			\$60.00
Parking of commercial vehicle to load/unload within 8 feet of the center line	10.12.060			\$60.00
Obstructing roadway (leaving less than 10 feet of roadway for vehicle movement)	10.12.040			\$60.00
Parking in business district for longer than 24 hrs	10.12.050			\$60.00
Parking in residential area for longer than 72 hrs	10.12.050			\$60.00
Parking any rv, boat trailer or other trailer on any street or right of way for longer than 24 hrs	10.12.050			\$60.00
Parking in an "emergency vehicle only" zone	10.12.060			\$60.00
Parking in a "service vehicle only" zone	10.12.060			\$60.00
Parking in a "disabled parking only" without a special plate, card or decal	10.12.060			\$60.00
Parking in a posted or painted "loading zone"	10.12.060			\$60.00
Parking in a posted or painted "no parking zone"				\$60.00
Parking in zone indicated with painted red curbing and/or official signs that state "No Parking - Impound Zone"	10.12.60			
1st offense				\$100.00
2nd offense				not less than \$200
subsequent offenses				up to \$500.00
Parking in violation of 4-hour parking signs	10.12.70			\$60.00
Parking in violation of 15-minute parking signs	10.12.120			\$60.00
Parking in violation of temporary "road closed" and "no parking" sign. (signs and barricades req.)	10.12.120			\$60.00
Parking overnight in any vehicle or other private property in areas designated as or used for a public park or recreational area within the city	10.12.120			\$150.00
Erasing chalk marks made by officers	10.12.160			\$250.00
Removing parking violations from posted vehicles	10.12.160			\$250.00
Right of way use permits required for temporary use of right of way for anything but parking	12.20.015			\$250.00

in LMC



CITY OF LANGLEY  
 COUNCIL MEETING PACKET  
 2025 Municipal Code Fee Schedule  
 11/18/2024  
**DRAFT**

CITY OF LANGLEY

**SUBJECT:**

**FEE:**

**2024**

Oversized vehicle -violation of right of way for commercial or advertising	10.12.160			\$250.00
Failure to use safety devices if required use of right of way is a health or fire hazard or constitutes a public nuisance	10.12.120			\$250.00
Failure to obtain right of way permit (in addition to permit fee)	12.20.010			\$100.00
Failure to post right of way permit	12.20.080			\$250.00

# 2025 Budget



## City of Langley

Adopted \_\_\_\_\_

Ordinance #1117

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**Ordinance / Resolution No.** 1116  
**RCW 84.55.120**

**WHEREAS**, the City Council of the City of Langley has met and considered  
(Governing body of the taxing district) (Name of the taxing district)  
its budget for the calendar year 2025; and,

**WHEREAS**, the districts actual levy amount from the previous year was \$ 475,645.80; and,  
(Previous year's levy amount)

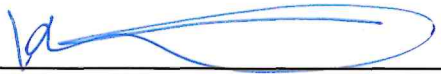
**WHEREAS**, the population of this district is  more than or  less than 10,000; and now, therefore,  
(Check one)

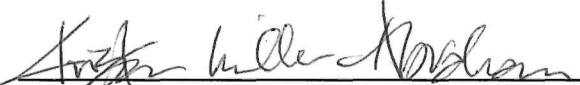
**BE IT RESOLVED** by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2025 tax year.  
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 4,756.46  
which is a percentage increase of 1.0 % from the previous year. This increase is exclusive of  
(Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 4th day of November, 2024.

  
\_\_\_\_\_  
Krista "Kennedy" Horstman  
\_\_\_\_\_  
Mayor, City of Langley  
\_\_\_\_\_

  
\_\_\_\_\_  
Kristen Miller Abraham  
\_\_\_\_\_  
Interim Deputy Clerk  
\_\_\_\_\_

**If additional signatures are necessary, please attach additional page.**

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30<sup>th</sup>. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.

## CITY OF LANGLEY OFFICIALS & STAFF

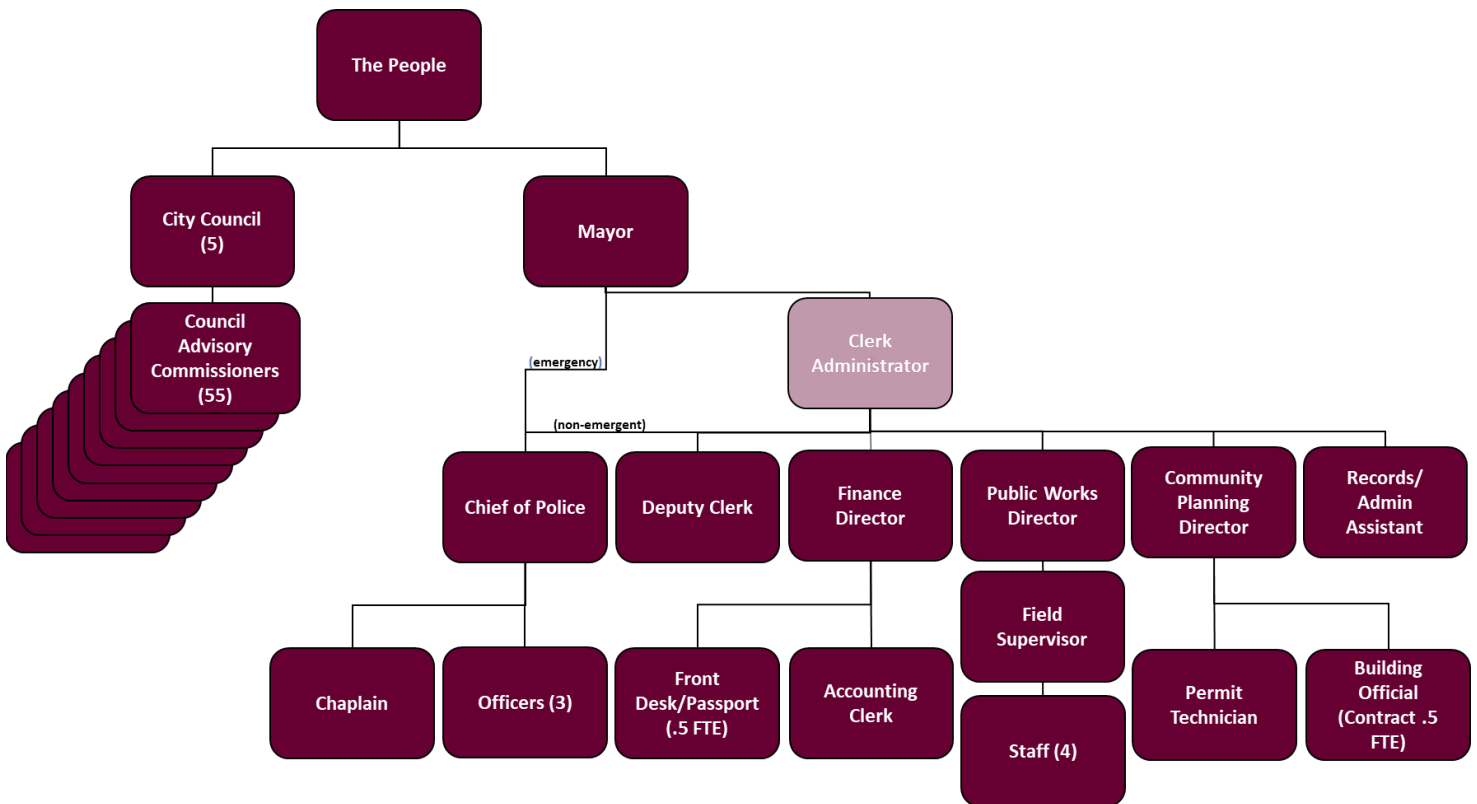
### Elected

- Harolynne Bobis, Council Seat 1
- Rhonda Salerno, Council Seat 2
- Chris Carlson, Council Seat 3
- Craig Cyr, Council Seat 4
- Gail Fleming, Council Seat 5
- Kennedy Horstman, Mayor

### Appointed

- Kelly Beech, Finance Director
- Meredith Penny, Director of Community Planning
- Randi Perry, Director of Public Works
- Tavier Wasser, Chief of Police

### City of Langley Organization View





2025 BUDGET MEMORANDUM

November 1, 2024

To: **Langley City Council**  
 From: **Mayor Kennedy Horstman and Finance Director Kelly Beech**  
 Subject: **2025 Budget Proposal**

We are pleased to submit the 2025 proposed annual budget for your consideration.

Over the six years prior to 2024, the City’s revenue projections were inflated, the City spent more than it projected or collected, and still spent more than it budgeted. As a result, the City’s General Fund has very little reserve funding. The 2024 adopted budget would have continued that trend had the City not adjusted operations to spend significantly less than the adopted budget planned. Further, the most recent audit (2021/2022) identified internal control gaps associated with exceeding budget authorizations.

With the 2025 budget we aim to establish fiscal discipline by estimating revenue conservatively, projecting expenses realistically, and continuing to spend very cautiously while ensuring the delivery of core services and, where possible, funding reserves. Our goal in preparing this budget was to keep expenses lower than projected revenue. Unfortunately, with an almost \$100,000 anticipated increase in non-discretionary general fund expenses for 2025, balancing this budget required relying on the General Fund starting balance. We must pursue further expense reduction and additional revenue or grant funding to offset expenses or the City will be in an untenable financial position at the end of 2025 – with insufficient funds in the General Fund to operate.

It is worth noting that while fiscal mismanagement has masked the diminishing health of the General Fund, it is also true that the City’s buying power in the General Fund has been dwindling relative to inflation for years due to the 1% cap on property tax passed in 2001. While inflation has grown 90% since 2001, the City’s buying power has only grown 25%.

**Revenues**

Table 1 lays out 2023 actual revenue, 2024 budgeted revenue and 2025 budgeted revenue.

<b>Fund #</b>	<b>Fund Name</b>	<b>2023 Actuals</b>	<b>2024 Budget</b>	<b>2025 Budget</b>
001	General Fund	\$ 1,763,327.41	\$ 1,950,966.08	\$ 2,104,770.50
101	Streets	\$ 2,185,431.41	\$ 2,151,984.93	\$ 137,824.00
104	Cemetery	\$ 27,966.20	\$ 21,500.00	\$ 34,400.00
105	Tourism	\$ 215,279.37	\$ 220,000.00	\$ 210,000.00
202	LIP-Debt Services	\$ 146,721.69	\$ 165,000.00	\$ 171,889.00
303	Capital Improvement	\$ 243,880.36	\$ 281,500.00	\$ 122,500.00
306	LIP-Activity	\$ 370,016.88	\$ 2,072,814.00	\$ 7,323,303.00
401	Water	\$ 1,124,043.25	\$ 1,050,224.00	\$ 1,038,866.94
402	Sewer	\$ 1,137,584.02	\$ 1,159,520.00	\$ 1,143,086.23
403	Stormwater	\$ 387,256.83	\$ 366,822.00	\$ 368,036.43
501	Vehicle & Equipment	\$ 3,433.03	\$ 2,100.00	\$ 4,750.00
	<b>TOTAL</b>	<b>\$ 7,604,940.45</b>	<b>\$ 9,442,431.01</b>	<b>\$ 12,659,426.10</b>

Table 1- Revenues

**Expenses**

Table 2 lays out 2023 actual expenses, 2024 budgeted expenses, and 2025 budgeted expenses.

Fund #	Fund Name	2023 Actuals	2024 Budget	2025 Budget
001	General Fund	\$ 1,858,138.02	\$ 2,139,939.29	\$ 2,243,440.72
101	Streets	\$ 175,447.63	\$ 787,934.07	\$ 215,742.98
104	Cemetery	\$ 32,250.56	\$ 60,708.65	\$ 27,520.53
105	Tourism	\$ 239,234.41	\$ 278,685.73	\$ 201,846.93
202	LIP-Debt Services	\$ 148,387.50	\$ 151,887.50	\$ 155,237.50
303	Capital Improvement	\$ 71,791.81	\$ 75,000.00	\$ 220,000.00
306	LIP-Activity	\$ 26,083.02	\$ 5,922,814.00	\$ 10,279,152.20
401	Water	\$ 345,514.29	\$ 472,001.96	\$ 599,806.19
402	Sewer	\$ 467,401.22	\$ 525,555.26	\$ 1,019,965.41
403	Stormwater	\$ 100,332.57	\$ 164,337.11	\$ 349,540.22
501	Vehicle & Equipment	\$ (5.00)	\$ 30,000.00	\$ 35,000.00
	<b>TOTAL</b>	<b>\$ 3,464,576.03</b>	<b>\$ 10,608,863.57</b>	<b>\$ 15,347,252.67</b>

Table 2- Expenses

**Debt**

The City has no short-term debt, and two current long-term obligations. The City has a bond for improvements to Second Street that will be fully repaid by 2028. To fund the Langley Infrastructure Project (LIP) the City also carries the following debt:

- \$4,000,000 bond issue for infrastructure improvements that will require payments through 2049.
- \$3,500,000 Washington State Department of Commerce Public Works Board low interest loan scheduled. This loan must repaid by 2043.

**Personnel**

Personnel changes in the 2025 budget include the creation of a full-time Deputy Clerk position. (In 2024 the Deputy Clerk position was a full-time, temporary position (i.e. hourly but without benefits). This budget does not include a City Administrator position due to insufficient funds at this time. The Mayor will continue to backfill the City Administrator responsibilities without an increase in compensation.

**Law Enforcement**

The Langley Police Department remains staffed with three officers and the Chief of Police. Law enforcement expenses account for 33% of general fund operating budget. The 2025 budget includes law enforcement related expenses increases for:

- A cost-of-living increase of 3.1% per the requirements of the Police Guild Contract\*
- End of life computing equipment replacement
- Increases in costs associated with liability insurance, contracted prosecuting attorney services and ICOM (secure communications services required for police departments)

The City is attempting to partially defray these costs through a Public Safety Sales Tax, a November 4, 2024 ballot measure.

\* Due to current financial constraints, unrepresented City staff will not receive a cost of living increase this year. The City has kept pace with consumer price index increases for past three years.

## FUND STATEMENTS

### General Fund

**Purpose:** This fund is the primary operating fund of the city and supports the following services:

- Governance and Legislative Services
- Central Services (e.g. Finance, Human Resources, Legal and Administrative)
- Community Planning & Development
- Building
- Law Enforcement & Policing
- Parks
- Passports

**Funding:** Major revenues are property tax, sales tax, and utility tax. Property tax is limited to a 1% annual increase, which we have budgeted. Because 2024 sales tax estimates were inflated, this budget conservatively decreases the 2024 estimate.

Because total estimated expenses exceed estimated revenue by \$140,000 the budget will fund the difference with fund balance.

***A note regarding municipal share of property taxes in Washington state:***

*Washington State limits municipalities to a 1% property tax increase each year. For the City of Langley, the total dollar amount the City can collect above last year's total tax collection is \$4,754.46. The \$4,754.46 increase is shared by all property owners in the City limits, where your assessed value determines what your share of the increase will be.*

*To put this differently, if you are a Langley taxpayer and your house is assessed at \$600,000, then \$600 of your annual 2024 tax payment came to support operations at the City of Langley, and next year you can expect that amount to increase to \$606.*

### Streets Fund

**Purpose:** For maintenance, upkeep and construction of the city streets, parking areas, sidewalks and walkways, and right of ways.

**Funding:** Streets services are primarily funded from General Fund revenues and grants.

Because total estimated expenses exceed estimated revenue by \$78,000 the deficit will be balanced by fund balance. Without additional funding in 2025, we expect that Streets will not be able to fund operations in 2026.

### Cemetery Fund

**Purpose:** Used to keep the cemetery mowed, weeded and maintained, to design new plot sections, utility and to repurchase lots.

**Funding:** Plot sales and grants. Based on projections, revenues support expenditures.

### Capital Improvement Fund

**Purpose:** Monies set aside from the General Fund to pay for capital improvements required to deliver general fund services, including but not limited to, IT infrastructure, facility improvements, and parks improvements. This fund is intended as a placeholder for future identified projects, where money can earn interest.

**Funding:** General Fund revenue.

Based on projections, we will draw down accumulated fund balance by \$97,500. The deficit will be covered by an estimated fund balance of \$858,220.

### **Tourism Fund**

**Purpose:** Used to support the Chamber of Commerce and the Whidbey Camano Island Tourism Board for promotion of tourism, to maintain public restrooms and the Visitor Information Center, to partially fund the upkeep of city parks, and to fund other initiatives driven by local non-profits to encourage paid overnight stays in Langley. The City has committed:

- 25% of annual receipts via contract to the Langley Chamber of Commerce for the promotion of tourism.
- 25% of annual receipts via contract to Island County Tourism for the promotion of tourism.
- 25% of annual receipts for use by the City, specifically for maintaining the public restrooms.
- 25% of annual receipts to fund reimbursement grants to local non-profits for the promotion of tourism.

**Funding:** Lodging tax revenues

Based on projections, revenues support expenses. However, historically, lodging tax expenses were funded based on projected revenue. In order to meet internal control requirements, as of 2025, expenses will be funded based on revenue received and deposited in the last complete fiscal year. As a result, grant funding will not exceed \$51,732 in 2025.

### **LIP Activity Service Fund**

**Purpose:** The Langley Infrastructure Project (LIP) Activity Service Fund supports various water, sewer and stormwater projects to:

- Improve utility integrity, reliability, and maintainability,
- Improve water quality, public health and the health of the Sound, and
- Catch up on system deficiencies and year-over-year project turnover.

**Funding:**

- \$4,000,000 bond issued for infrastructure improvements that will require payments through 2049.
- \$3,000,000 Island County Rural Economic Development grant
- \$3,500,000 Washington State Department of Commerce Public Works Board low interest loan scheduled to be paid back no later than 2043.
- Based on projections, revenues support expenditures, and the City expects to break ground on the LIP in 2025.

### **LIP Debt Service Fund**

**Purpose:** To repay debt associated with the Langley Infrastructure Project (LIP):

- \$4,000,000 bond issued for infrastructure improvements that will require payments through 2049.

**Funding:**

Revenue associated with Langley's utility funds Bond Levy. Based on projections, revenues support expenditures.

### **Water & Water Reserve Fund**

**Purpose:** Provides for the operation and maintenance of the City's water system. The fund pays wages, state excise tax, employee training, and testing expenses. A portion of revenues are transferred to the Water Reserve Fund for future improvements and capital maintenance.

**Funding:** The Water Fund is a self-supporting proprietary fund, which derives its revenues from water service fees, inspection fees collected for the inspection of new hookups to the system, on/off fees and interest earned on those revenues.

Based on projections, 2025 revenues do support expenditures.

2025 Water projects will also be funded through the Langley Infrastructure Services Fund.

### **Sewer & Sewer Reserve Fund**

**Purpose:** Provides for the operation and maintenance of the City's sanitary sewer service, including the treatment plant and lift station operations and maintenance.

**Funding:** The Sewer Fund is a self-supporting proprietary fund which derives its revenues from sewer service fees.

Based on projections, 2025 revenues do support expenditures.-2025 sewer projects will also be funded through the Langley Infrastructure Services Fund.

### **Stormwater & Stormwater Reserve Fund**

**Purpose:** Operation and maintenance of the City's stormwater services.

**Funding:** The Stormwater Fund is a self-supporting proprietary fund which derives its revenues from stormwater service fees.

Based on projections, 2025 revenues support expenditures.

2025 stormwater projects will also be funded through the Langley Infrastructure Services Fund.

### **Vehicle & Equipment Fund:**

**Purpose:** Monies set aside from all Funds to pay for vehicle and major equipment required to deliver services. This fund is intended as a placeholder for future identified purchases, where money can earn interest.

**Funding:** All Fund revenue.

Based on projections, we will draw down accumulated fund balance by \$97,500. The deficit will be covered by an estimated fund balance of \$858,220

001 - General Fund		Actual	Budget	Budget	
		2023	2024	2025	
<b>GENERAL FUND - O&amp;M</b>					
<b>Beginning Balance</b>					
001-000-000-308-31-00-00	Beginning Fund Balance - Restricted	\$0	\$0	\$0	
001-000-000-308-41-00-00	Beginning Fund Balance - Committed		\$0	\$0	
001-000-000-308-51-00-00	Beginning Fund Balance - Assigned		\$0	\$0	
001-000-000-308-91-00-00	Beginning Fund Balance - Unassigned	\$422,104	\$201,019	\$150,000	Estimate
	<b>Total Beginning Balance (Cash in Bank)</b>	<b>\$422,104</b>	<b>\$201,019</b>	<b>\$150,000</b>	
<b>REVENUES</b>					
<b>Taxes</b>					
001-000-000-311-10-00-00	Property Tax	\$459,050	\$475,000	\$480,000	1% Increase
001-000-000-311-10-00-02	In lieu of taxes (PILOT) Housing Authority		\$0	\$0	Unknown - comes from THINC property
001-000-000-313-11-00-00	Sales Tax	\$578,584	\$607,000	\$600,000	
001-000-000-313-71-00-00	Sales Tax/Crim. Just. Funds	\$22,151	\$25,000	\$21,000	Estimated as % of general sales tax
001-000-000-316-40-01-00	Utility Tax/Electric	\$103,015	\$137,000	\$135,000	Projected - based on past year plus slight increase
001-000-000-316-40-02-00	Utility Tax/Solid Waste	\$16,640	\$13,500	\$13,500	Projected - based on past year plus slight increase
001-000-000-316-40-03-00	Utility Tax/Cable	\$13,914	\$14,000	\$14,000	Projected - based on past year plus slight increase
001-000-000-316-40-04-00	Utility Tax/Phone	\$17,008	\$17,000	\$17,000	Projected - based on past year plus slight increase
001-000-000-316-41-01-00	Utility Tax/City Utilities/Water	\$120,931	\$106,500	\$55,265	6% of Water Service Fees
001-000-000-316-41-02-00	Utility Tax/City Utilities/Sewer			\$50,896	6% of Sewer Service Fees
001-000-000-316-41-03-00	Utility Tax/City Utilities/Stormwater			\$20,042	6% of Stormwater Service Fees
001-000-000-317-20-00-00	Leasehold Excise Tax	\$10,732	\$13,500	\$13,500	This generally does not increase from year to year
	<b>Total Taxes</b>	<b>\$1,342,024</b>	<b>\$1,408,500</b>	<b>\$1,420,203</b>	
<b>Licenses &amp; Permits</b>					
001-000-000-321-91-00-00	Franchise Fees	\$10,053	\$8,600	\$7,500	This should be based on contract
001-000-000-321-99-00-00	Business Licenses/Permits	\$29,894	\$34,300	\$35,000	Estimated
001-000-000-321-99-00-01	Temp & Contract. Bus. Licenses	\$3,762	\$3,500	\$3,500	Estimated
001-000-000-322-10-00-00	Building/Mechanical Permits	\$46,827	\$40,000	\$40,000	Based on Previous Year
001-000-000-322-30-00-00	Animal Licenses	\$28	\$75	\$20	How much should this be? Documented animals in City Limits
001-000-000-322-90-00-00	Other Non-Business Licenses/Permits	\$2,442	\$3,400	\$2,000	Estimated
	<b>Total Licenses &amp; Permits</b>	<b>\$93,005</b>	<b>\$89,875</b>	<b>\$88,020</b>	
<b>Intergovernmental</b>					
001-000-217-334-00-30-25	WA Secretary of State - Archives - Digitization Grant	\$600	\$50,000	\$38,871	Grant can only be spent on SOS service
001-000-000-334-00-30-00	WA Secretary of State - Archives - File Room Grant		\$19,850		
001-000-016-334-04-20-25	State Grant - Dept of Commerce - Comp Plan		\$67,583	\$56,242	Original grant amount - \$100K (\$6,242 must be used by June 30)
001-000-133-334-04-20-25	State Grant - Dept of Commerce - Climate Element		\$50,000	\$52,604	
001-000-108-334-04-20-25	WA Dept of Comm Solar Plus Storage			\$64,100	
001-000-000-334-04-20-01	Affordable Housing - DOC	\$65,579			
001-000-000-336-06-21-00	Crim. Justice Funds/Population	\$1,000	\$1,000	\$1,000	\$0.40 x 1,190 (population) MRSC - 2025 Budget Suggestions- with \$1000 minimum
001-000-000-336-06-26-00	Crim. Justice Funds/Prog's 1-3	\$1,483	\$1,583	\$1,666	\$1.40 x 1,190 (population) MRSC - 2025 Budget Suggestions
001-000-000-336-06-42-00	Marijuana Excise Tax	\$1,837	\$1,500	\$1,500	Estimate
001-000-000-336-06-51-00	DUI/Other Crim. Justice Assist.	\$80	\$5	\$100	Estimate
001-000-000-336-06-94-00	Liquor Excise	\$8,098	\$8,423	\$7,806	\$6.56 x 1,190 (population) MRSC - 2025 Budget Suggestions (2% due to County to support substance use disorder program, per RCW 71.24.555)
001-000-000-336-06-95-00	Liquor Profits	\$8,831	\$8,796	\$8,770	\$7.37 x 1,190 (population) MRSC - 2025 Budget Suggestions (2% due to County to support substance use disorder program, per RCW 71.24.555)
001-000-000-337-00-01-00	Timber Tax	\$11		\$10	
001-000-000-337-00-02-00	AWC Grant - Lexipol Charges Rebate			\$1,604	
	<b>Total Intergovernmental</b>	<b>\$87,519</b>	<b>\$208,740</b>	<b>\$234,273</b>	

001 - General Fund		Actual	Budget	Budget	
		2023	2024	2025	
<b>Services &amp; Charges</b>					
001-000-000-341-81-00-00	Copies/Duplication/Fax	\$61	\$50	\$50	
001-000-000-341-91-00-00	Elections/Voter registration fees			\$5	
001-000-000-341-99-00-00	Passport/Naturalization Fees	\$6,580	\$8,000	\$5,000	
001-000-000-344-50-00-00	Blink Electrical Sales	\$1,292	\$1,500	\$2,000	
001-000-000-345-83-00-00	Plan Checking Fees	\$22,356	\$21,000	\$22,000	
001-000-000-345-89-00-00	Planning/Dev Fees & Charges	\$25,957	\$15,000	\$25,000	
	<b>Total Services &amp; Charges</b>	<b>\$56,246</b>	<b>\$45,550</b>	<b>\$54,055</b>	
<b>Fines &amp; Forfeits</b>					
001-000-000-353-10-00-00	Traffic Infractions	\$24	\$50	\$50	District Court Fines
001-000-000-353-70-00-00	Non-Traffic Infractions	\$30	\$50	\$50	District Court Fines
001-000-000-354-00-00-00	Parking			\$200	District Court Fines
001-000-000-355-20-00-00	DUI		\$50	\$50	District Court Fines
001-000-000-355-80-00-00	Criminal Traffic			\$200	District Court Fines
	<b>Total Fines &amp; Forfeits</b>	<b>\$54</b>	<b>\$150</b>	<b>\$550</b>	
<b>Miscellaneous Revenues</b>					
001-000-000-361-10-00-00	Investment Earnings	\$16,883	\$20,000	\$5,000	Based on \$130,000 Fund Balance @ 5%
001-000-000-361-40-00-00	Sales tax interest	\$1,637	\$1,200	\$1,200	
001-000-000-361-40-02-00	Leasehold Interest			\$30	
001-000-000-361-40-01-00	Interest/Municipal Court			\$0	
001-000-000-362-00-00-00	Chamber rent	\$10,174	\$9,900	\$10,200	Lease @ 850/month x 12 months
001-000-000-362-00-01-00	Rent - Fire Hall	\$29,341	\$29,701	\$29,701	Lease @ 2475.09 x 12 months
001-000-000-367-00-00-00	Utility Cost Reimbursement			\$193,298	Water (\$106,846), Sewer (\$56,012), Stormwater (\$51,814)
001-000-000-367-00-01-00	Public Arts Donations			\$0	
001-000-000-367-00-02-00	Reimbursed professional Fees - Permit Review	\$14,715	\$92,850	\$68,753	
001-000-000-367-00-03-00	Other Contributions/Donations	\$14,923	\$9,500	\$0	
001-000-000-367-11-01-01	WASPC Grant - Use of Force	\$10,000			
001-000-000-367-11-02-01	Kicking Gas c/o For The People Grant	\$89			
001-000-000-367-11-03-01	AWC Rebate of Lexipol Charges - Grant	\$3,455			
001-000-000-369-80-00-00	Cash Adjustments (Cashiers over/short)			\$0	
	<b>Total Miscellaneous Revenues</b>	<b>\$101,217</b>	<b>\$163,151</b>	<b>\$308,182</b>	
<b>Other Increases &amp; Financing Sources</b>					
001-000-000-381-10-00-00	Loans Received			\$0	
001-000-000-382-10-00-00	Refundable Deposits			\$0	
001-000-000-382-20-00-00	Retainage Deposits			\$0	
001-000-000-388-30-00-00	prior year correction	\$75,725		\$0	
001-000-000-395-20-00-00	Insurance/Disaster Recoveries	\$1,916		\$0	
001-000-000-397-00-00-00	Transfer In	\$7,538	\$35,000	\$0	
	<b>Total Other Increases &amp; Financing Sources</b>	<b>\$83,263</b>	<b>\$35,000</b>	<b>\$0</b>	
	<b>Total Revenues</b>	<b>\$1,763,327</b>	<b>\$1,950,966</b>	<b>\$2,105,283</b>	
	<b>Total Available Balance</b>	<b>\$2,185,431</b>	<b>\$2,151,985</b>	<b>\$2,255,283</b>	

001 - General Fund		Actual 2023	Budget 2024	Budget 2025	
<b>EXPENDITURES</b>					
<b>Legislative</b>				100%	
001-000-000-511-60-10-00	Wages	\$6,384	\$52,846	\$17,151	Council & Mayor Stipends
001-000-000-511-60-20-00	Benefits	\$1,284	\$13,096	\$4,792	Council & Mayor Mandatory Benefits
001-000-000-511-60-41-00	Professional Services - Contract	\$19,658	\$34,672	\$9,695	Codification Services
001-000-000-511-60-42-00	Communication (Includes Postage & Advertising)			\$2,400	Codification Noticing
001-000-000-511-60-43-00	Travel Transportation/Meals/Lodging			\$1,500	At least 1 AWC conference
001-000-000-511-60-49-00	Miscellaneous		\$500	\$1,300	Includes Conference Registration, Dues (AWC Conference)
	<b>Total Legislative</b>	<b>\$27,325</b>	<b>\$101,114</b>	<b>\$36,838</b>	
<b>Department functions are:</b> Legislative Processes (Expenditures related to the activities of the government's governing body (council, commission, board, etc.), Mayor Salary/Benefits & Training (when not acting as City Administrator), processes related to adoption and codification of Ordinances & Resolutions, Open Public Meeting Requirements, etc.)					
Council meets every 1st & 3rd Monday at 5:30pm, and 4th Mondays at 3:30pm for Workshops.					
<b>Elected Officials:</b> Mayor Krista (Kennedy) Horstman					
Position 1 - Harolynne Bobis: Planning Advisory Board Liaison					
Position 2 - Rhonda Salerno: Cemetery Commission, Lodging Tax Advisory Commission, Finance and Personnel Legislative Commission Liaison					
Position 3 - Chris Carlson: Climate Crisis Action Commission, Dismantling Systematic Racism Commission, Finance and Personnel Legislative Commission Liaison					
Position 4 - Craig Cyr: Public Works Advisory Board and Island Transit Board Liaison					
Position 5 - Gail Fleming: Historic Preservation Commission, Parks and Open Space Commission Liaison					
<b>Municipal Court</b>					
001-000-000-512-52-41-00	Isl Co Dist Crt/Municipal Services	\$33,336	\$25,500	\$30,000	Shared Cost of Personnel and Supplies related to Municipal Court
001-000-000-512-52-45-00	Isl CO Dist Crt/Rent			\$1,200	Rent
	<b>Total Municipal Court</b>	<b>\$33,336</b>	<b>\$25,500</b>	<b>\$31,200</b>	
<b>Department functions are:</b> Judicial Processes (Municipal and Superior Court, etc.)					
Revenue related to the court includes fines and related court fees.					
<b>Administrator</b>					
001-000-010-513-10-10-00	Administrator's Wages	\$58,342	\$90,654	\$0	Position currently filled by Mayor
001-000-010-513-10-20-00	Administrator's Benefits	\$15,908	\$25,879	\$0	Position currently filled by Mayor
001-000-010-513-10-31-00	Office/operational Supplies	\$1,089	\$390	\$0	
001-000-010-513-10-41-00	Professional Services - Contract	\$13,364	\$30,998	\$0	
001-000-010-513-10-43-00	Travel Transportation/Meals/Lodging	\$381	\$1,500	\$0	
001-000-010-513-10-49-00	Miscellaneous	\$626	\$1,000	\$0	Includes Conference Registration, Dues
	<b>Total Administrator</b>	<b>\$89,710</b>	<b>\$150,421</b>	<b>\$0</b>	
<b>Finance</b>					
001-000-000-514-20-10-00	Wages	\$182,334	\$48,073	\$167,875	Finance Director / Accounting Clerk
001-000-000-514-20-20-00	Benefits	\$67,455	\$15,162	\$63,242	Finance Director / Accounting Clerk
001-000-030-514-20-31-00	Supplies	\$2,414	\$2,585	\$1,600	
001-000-030-514-20-41-00	Professional Services - Contract	\$74,706	\$50,027	\$36,400	SAO Biennial Audit (\$16,500 Annually) & Federal Single Audit (\$750,000 threshold) - Next Audit Year is 2025, Credit Fees (\$3,400)
001-000-030-514-20-43-00	Travel Transportation/Meals/Lodging	\$1,169	\$2,500	\$2,000	
001-000-030-514-20-49-00	Miscellaneous	\$1,593	\$6,950	\$1,650	Includes Conference Registration (\$1,000), Dues (\$500-WFOA, WPTA, GFOA), and Pre-employment Checks
001-000-000-514-40-41-00	Election Costs	\$3,624	\$4,000	\$4,000	
001-000-000-514-90-41-00	Voter Registration			\$2,500	
	<b>Total Finance &amp; Admin.</b>	<b>\$333,294</b>	<b>\$129,297</b>	<b>\$279,268</b>	
<b>Department functions are:</b> Budget Monitoring & Preparation, Annual Financial Reporting, Revenue and Expense Reporting, Payroll, Utility Billing, Claims Reporting, Tax Reporting, Grant Management, Accounts Payable, Accounts Receivable, Fixed Asset Management, Monthly Financial Reporting, Facility Rentals, Licensing.					



001 - General Fund		Actual 2023	Budget 2024	Budget 2025	
<b>Legal Services</b>					
001-000-000-515-41-41-00	Professional Services - Contract	\$91,806	\$63,100	\$35,950	Attorney Services - Advice
001-000-000-515-45-41-00	Professional Services - Contract				Attorney Services - Litigation
001-000-000-515-91-41-00	Professional Services - Contract		\$9,477	\$5,000	Public Defender
001-000-000-515-95-41-00	Professional Services - Contract	\$5,961	\$7,700	\$15,893	Prosecuting Attorney (18 cases at \$882.92 per case)
	<b>Total Legal Services</b>	<b>\$97,767</b>	<b>\$80,276</b>	<b>\$56,843</b>	
<b>Department functions are:</b> Legal Services - The City contracts with Ogden Murphy Wallace, LLC to provide legal representation. (Legal costs for utilities are charged directly to the utility fund.)					
<b>Central Services</b>					
001-000-000-518-30-10-00	Wages - Maitenance	\$43,334	\$36,347	\$23,794	Public Works Staff
001-000-000-518-30-10-01	Overtime - Maintenance	\$26,254			
001-000-000-518-30-20-00	Benefits - Maintenance		\$20,169	\$15,975	Public Works Staff
001-000-000-518-30-31-00	Facilities Maint. Supplies	\$8,891	\$36,500	\$1,700	
001-000-000-518-30-41-00	Professional Services - Contract	\$3,395	\$8,185	\$6,800	Facilities Maintenance (\$4,500), Vehicle Maintenance (\$500), Other Contracts (\$1,800)
001-000-000-518-61-20-01	Litigation Settlement (Public Records)	\$37,058			
001-000-000-518-80-31-00	Supplies - Hardware & Standalone Software	\$37,173	\$12,800	\$19,900	M365 and related fees - \$3,000, Ticket/Support block - \$2900, \$14,000 endpoint device management (firewall annual support not included bc it is part of firewall replacement in "New Equipment")
001-000-000-518-80-41-00	Software Subscriptions & IT Services	\$13,916	\$29,000	\$24,522	Adobe (\$522), Vision (\$24,000)
001-000-000-518-80-42-00	Communication - Ntwk/website	\$2,433	\$2,500	\$2,470	
001-000-000-518-90-10-00	Wages	\$6,918	\$42,655	\$160,670	Front Desk/Passport Services/Records Management
001-000-000-518-90-20-00	Benefits	\$3,084	\$14,217	\$82,159	Front Desk/Passport Services/Records Management
001-000-000-518-90-31-00	Supplies - City Hall	\$283	\$4,310	\$620	
001-000-000-518-90-41-00	Contract Services		\$5,000		
001-000-000-518-90-42-00	Communication	\$2,552	\$2,950	\$850	PO Box Rental (\$350), Postage (\$500)
001-000-000-518-90-43-00	Travel Transportation/Meals/Lodging			\$1,250	KH: Clerk-related training expenses 750, RecMgt 500
001-000-000-518-90-45-00	Rents & Leases - City Hall		\$2,800	\$11,104	United Methodist Church (\$2,400 - Records Storage), Kyocera copier lease (\$6,504) & copies (\$2,200)
001-000-000-518-90-46-00	Insurance			\$186,548	Liability & Property Insurance (\$108,923 Police)
001-000-000-518-90-47-01	Utilities - City Hall	\$20,355	\$13,116	\$15,000	Electricity (\$3600), Telephone & Internet (950/mo. - \$11,400)
001-000-000-518-90-49-00	Miscellaneous	\$533	\$3,038	\$5,000	Includes Conference Registration for Clerk & Records (\$3,000), Dues listed below
001-000-108-518-90-48-25	Professional Services - DoC Solar Grant			\$32,050	Feasibility Study (1/2 of overall grant the other 1/2 is in Library)
001-000-217-518-90-38-25	Supplies - SoS Digitize Grant			\$1,000	
001-000-217-518-90-48-25	Professional Services - SoS Digitize Grant	\$2,359		\$38,871	
	<b>Total Central Services</b>	<b>\$208,540</b>	<b>\$233,588</b>	<b>\$630,284</b>	
<b>Department functions are:</b> Supplies and Services supporting City needs, not realted to any specific departement, performed by City Hall staff.					
*518-90-49-00 includes: NW Air Pollution Control (\$600), PO Box Rental (\$332), Langley Chamber of Commerce Membership (\$250), Whidbey Newspaper Subscription (\$128), AWC Membership (\$690)					

001 - General Fund		Actual 2023	Budget 2024	Budget 2025	
<b>Law Enforcement</b>					
001-000-000-521-10-49-00	Association Dues		\$300	\$135	NTOA (\$35), WASPIC
001-000-000-521-20-10-00	Wages	\$321,438	\$356,134	\$357,782	4.0 FTE, including Chief
001-000-000-521-20-11-00	Overtime	\$21,100	\$25,000	\$17,500	
001-000-000-521-20-12-00	Reserves Wages			\$0	
001-000-000-521-20-20-00	Benefits - Police	\$131,371	\$143,939	\$151,578	
001-000-000-521-20-21-00	Overtime - Benefits			\$3,500	
001-000-000-521-20-22-00	Reserves Benefits			\$0	
001-000-000-521-20-31-00	Supplies	\$1,437	\$2,500	\$1,650	Printing Supplies & Paper
001-000-000-521-20-32-00	Fuel	\$11,134	\$9,500	\$8,500	Includes EV Charging (\$500), Fuel (\$8,000)
001-000-000-521-20-35-00	Small Equipment Police	\$2,350	\$3,500	\$5,500	(Holsters, Ammo, Rifle, pistol, vest/armor)
001-000-000-521-20-39-00	Uniforms	\$4,350	\$3,500	\$3,700	
001-000-000-521-20-41-00	Professional Services - Contract	\$84,441	\$180,758	\$43,439	Icom (\$34,552), Impound (\$2,500), Lexipol (\$3,887), Misc. (\$2,500)
001-000-000-521-20-47-00	Utilities	\$8,031	\$10,942	\$7,176	Cellphones (4,500), Phone/Internet (\$2,676)
001-000-000-521-20-49-00	Miscellaneous	\$388		\$6,135	Includes vehicle maintenance (\$6,000), Association Dues (\$135),
001-000-000-521-40-43-00	Travel Transportation/Meals/Lodging	\$1,468	\$2,000	\$1,500	
001-000-000-521-40-49-00	Training Registration Cost	\$1,997	\$4,000	\$3,000	
001-000-000-521-70-31-00	Supplies - Traffic Policing Costs		\$10,000	\$1,500	
001-000-000-525-10-30-00	Supplies - Emergency Planning	\$828	\$500	\$500	
	<b>Total Law Enforcement</b>	<b>\$590,332</b>	<b>\$752,574</b>	<b>\$613,096</b>	
<b>Department functions are:</b> Law Enforcement					
<b>Community Services</b>					
001-000-000-557-20-41-00	Senior Services	\$6,600	\$6,800	\$5,000	
	<b>Total Community Services</b>	<b>\$6,600</b>	<b>\$6,800</b>	<b>\$5,000</b>	
<b>Building</b>					
001-000-000-558-50-10-00	Wages	\$41,739	\$52,082	\$31,210	0.5 FTE Assistant Planner/Permit Technician
001-000-000-558-50-20-00	Benefits	\$15,576	\$18,571	\$12,728	0.5 FTE Assistant Planner/Permit Technician
001-000-000-558-50-31-00	Supplies	\$1,339	\$150	\$280	
001-000-000-558-50-41-00	Professional Services - Contract	\$45,670	\$59,785	\$47,146	Includes contract w/Town of Coupeville (\$47,146)
001-000-000-558-50-48-00	Professional Fees/Reimbursible - Permit Review		\$1,000	\$1,000	
001-000-000-558-50-42-00	Travel Transportation/meals/lodging			\$0	
001-000-000-558-50-44-00	Software	\$3,604	\$4,082	\$240	
001-000-000-558-50-49-00	Miscellaneous	\$145	\$595	\$315	Includes Conference Registration (\$200), WABO Membership (\$115)
	<b>Total Building</b>	<b>\$108,072</b>	<b>\$136,265</b>	<b>\$92,919</b>	
<b>Department functions are:</b> To ensure all construction projects comply with current Building Codes and Guidelines.					

001 - General Fund		Actual	Budget	Budget	
		2023	2024	2025	
<b>Planning</b>					
001-000-000-558-60-10-00	Wages	\$102,034	\$94,730	\$128,877	1.0 FTE Planning Director & 0.5 FTE Assistant Planner/Permit Technician
001-000-000-558-60-20-00	Benefits	\$41,179	\$38,659	\$55,546	1.0 FTE Planning Director & 0.5 FTE Assistant Planner/Permit Technician
001-000-000-558-60-31-00	Supplies	\$555	\$600	\$300	Supplies used specifically by the Planning Department
001-000-000-558-60-41-00	Professional Services	\$34,991	\$21,345	\$6,075	MP: (based on 2023 and 2024 permit levels, 25 engineering hrs covered by permit fees @rate of \$243/hr)
001-000-000-558-60-48-00	Professional Fees/Reimbursable - Permit Review	\$13,827	\$86,650	\$68,753	
001-000-000-558-60-42-00	Publications/Notifications	\$2,678	\$2,000	\$800	
001-000-000-558-60-43-00	Travel Transportation/Meals/Lodging			\$0	
001-000-000-558-60-44-00	Software	\$2,608	\$1,746	\$346	\$240 Adobe License, ArcPro \$106 (\$530 split btwn water, sewer, storm, cemetery, and planning)
001-000-016-558-60-48-25	Professional Services - GMA Comp Plan Grant	\$40,618	\$67,583	\$56,242	Original grant amount - \$100K (\$6,242 must be used by June 30)
001-000-133-558-60-48-25	Professional Services - Comp Plan Climate Element Grant		\$50,000	\$52,604	
001-000-000-558-60-49-00	Miscellaneous	\$122	\$2,950	\$2,471	Includes Conference Registration (\$2000), APA Membership (\$471)
001-000-000-558-70-41-00	Economic Development Services	\$1,097		\$2,471	Includes Conference Registration (\$2000), APA Membership (\$471)
	<b>Total Planning</b>	<b>\$239,709</b>	<b>\$366,262</b>	<b>\$374,485</b>	
<b>Department functions are:</b> prepare long range planning documents, zoning code enforcement, provides support to the Planning Advisory Board and Historic Preservation Commission, and ensures compliance with GMA.					
<b>Planning Advisory Board:</b> This board consists of 5 voting members and 1 alternate.					
<b>Public Health</b>					
001-000-130-565-40-41-00	Homeless Coalition		\$5,000	\$5,000	
	<b>Total Public Health</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$5,000</b>	
<b>Department functions are:</b> Provide necessary public health services via interlocal agreements and contracts for services.					
<b>Culture &amp; Recreation</b>					
001-000-000-572-50-41-00	Library Bldg. Maint. & Repair	\$1,536	\$5,930	\$1,500	
001-000-000-572-50-47-00	Utilities For Library	\$318	\$1,000		
001-000-108-572-50-48-25	Professional Services - DoC Solar Grant			\$32,050	Feasibility Study (1/2 of overall grant the other 1/2 is in City Hall)
	<b>Total Culture &amp; Recreation</b>	<b>\$1,854</b>	<b>\$6,930</b>	<b>\$33,550</b>	

001 - General Fund		Actual	Budget	Budget	
		2023	2024	2025	
<b>Parks and Recreation</b>					
001-000-000-576-80-10-00	Parks-Wages/services	\$43,814	\$48,737	\$25,737	
001-000-000-576-80-20-00	Parks-Benefits	\$31,274	\$33,813	\$16,249	
001-000-000-576-80-31-00	Supplies	\$6,933	\$4,000	\$3,500	General Supplies
001-000-000-576-80-32-00	Fuel	\$1,250	\$1,500	\$1,700	
001-000-000-576-80-39-00	Uniforms		\$300	\$300	
001-000-000-576-80-41-02	Professional Services - Contract	\$29,193	\$51,786	\$35,750	See Note Below
001-000-000-576-80-47-00	Utilities	\$8,519	\$5,327		Includes Waste Disposal
001-000-000-576-80-49-00	Miscellaneous	\$189		\$500	Includes Fleet Maintenance (\$500)
<b>Total Parks and Recreation</b>		<b>\$121,171</b>	<b>\$145,462</b>	<b>\$83,737</b>	
<b>576-80-41-00 Includes the following:</b>					
<b>Tree Cutting (\$15,000),</b>					
<ul style="list-style-type: none"> <li>• \$5000 remains for hazard tree removal</li> <li>• \$10,000 is recommended for cascade tree trimming (working to trim 1/3 shoots per year to establish view corridors in this location.</li> </ul>					
<b>Langley Park Maintenance (\$5,000)</b>					
This amount is written in contract as "up-to". Mainstreet is fulfilling the City's obligation to maintain the second street park plants outlined in the original donation/transfer of this land to the City.					
<b>Improvements (\$13,000)</b>					
<ul style="list-style-type: none"> <li>• \$2000 is budgeted annually for improvements or maintenance.</li> <li>• \$1000 "general maintenance" because the benches along seawall need more than a board or two.</li> <li>• \$5000. 1st street bluff monitoring program.</li> <li>• \$5000. Invasives removal (Anthes) per bluff management plan.</li> </ul>					
<b>Engineering (\$2,000)</b>					
This is allocated annually for on call engineering and/or surveying to address situations that may come up or that public works may need input on (Boundary line issues etc.)					
<b>Asset Management (\$750)</b>					
This amount is for the contribution of the service fee and a portion of the equipment needed to get this program in use in the field.					

001 - General Fund		Actual 2023	Budget 2024	Budget 2025	
<b>Agency Disbursement</b>					
001-000-000-582-30-00-00	I.C. - Crime Victims/Witness	\$427	\$450	\$350	Based on Budgeted Revenue from Court Distributions
001-000-000-582-30-00-01	Building Code Council Account			\$0	Based on Budgeted Revenue from Court Distributions
001-000-000-582-30-00-02	WS -Emerg&Trauma Serv			\$30	Based on Budgeted Revenue from Court Distributions
001-000-000-582-30-00-03	WS -Auto Theft Prevention			\$50	Based on Budgeted Revenue from Court Distributions
001-000-000-582-30-00-04	W.S. - Tramatic Brain Injury			\$20	Based on Budgeted Revenue from Court Distributions
001-000-000-582-30-00-05	W.S. - Segregation PSEA 1			\$500	Based on Budgeted Revenue from Court Distributions
001-000-000-582-30-00-06	W.S. - Segregation PSEA 2			\$0	Based on Budgeted Revenue from Court Distributions
001-000-000-582-30-00-07	W.S. - Segregation PSEA 3			\$0	Based on Budgeted Revenue from Court Distributions
001-000-000-582-30-00-08	W.S. - Health & Emergency Services			\$2	
001-000-000-582-30-00-10	W.S. School Zone Safety Acct			\$0	Based on Budgeted Revenue from Court Distributions
001-000-000-582-30-00-11	Death Investigation Account			\$0	Based on Budgeted Revenue from Court Distributions
001-000-000-582-30-00-12	State Highway Patrol Account			\$0	Based on Budgeted Revenue from Court Distributions
001-000-000-582-30-00-13	Highway Safety Account			\$0	Based on Budgeted Revenue from Court Distributions
001-000-000-582-30-00-14	Accessible Community			\$0	
001-000-000-582-30-00-16	DNA Database Account			\$0	Based on Budgeted Revenue from Court Distributions
001-000-000-582-30-08-00	W.S. - Crime Lab Analysis			\$0	Based on Budgeted Revenue from Court Distributions
001-000-000-582-30-09-00	W.S. - Judicial Info System			\$0	Based on Budgeted Revenue from Court Distributions
	<b>Total Agency Disbursement</b>	<b>\$427</b>	<b>\$450</b>	<b>\$952</b>	
<b>Agency Disbursements: funds received by the courts which are distributed to the County and State</b>					
	<b>Total Expenditures</b>	<b>\$1,858,138</b>	<b>\$2,139,939</b>	<b>\$2,243,171</b>	
<b>Transfers</b>					
001-000-000-597-00-00-00	Transfer out	\$52,668	\$24,500		
001-000-000-597-01-00-00	Transfer to Capital Reserves	\$2,000	\$4,000	\$3,500	Library (\$3,500)
001-000-000-597-02-00-00	Transfer to Vehicle & Equipment Fund	\$47,107	\$25,000	\$0	
001-000-000-597-00-00-00	Transfer to Streets	\$24,500			
	<b>Total Transfers</b>	<b>\$126,275</b>	<b>\$53,500</b>	<b>\$3,500</b>	
001-000-000-508-31-00-00	Ending Fund Balance - Restricted	\$0	\$0	\$0	
001-000-000-508-41-00-00	Ending Fund Balance - Committed				
001-000-000-508-51-00-00	Ending Fund Balance - Assigned				
001-000-000-508-91-00-00	Ending Fund Balance - Unassigned	\$201,019	-\$41,454	\$8,612	
	<b>General Fund O&amp;M Ending Balance</b>	<b>\$201,019</b>	<b>-\$41,454</b>	<b>\$8,612</b>	

CITY OF LANGLEY  
COUNCIL MEETING PACKET  
11/18/2024

101 - Street Fund		Actual	Budget	Budget	
		2023	2024	2025	
<b>Street Fund - O&amp;M</b>					
<b>Beginning Balance</b>					
101-000-000-308-31-00-00	Beginning Fund Balance - Restricted	\$ 94,915	\$ 80,988	\$ 100,000	
101-000-000-308-41-00-00	Beginning Fund Balance - Committed	\$ -	\$ -	\$ -	
101-000-000-308-51-00-00	Beginning Fund Balance - Assigned	\$ -	\$ -	\$ -	
101-000-000-308-91-00-00	Beginning Fund Balance - Unassigned	\$ -	\$ -	\$ -	Estimated
<b>Total Beginning Balance (Cash in Bank)</b>		<b>\$ 94,915</b>	<b>\$ 80,988</b>	<b>\$ 100,000</b>	
<b>REVENUES</b>					
<b>Intergovernmental &amp; Misc.</b>					
101-000-000-322-40-00-00	Inspection/Permit Fees	\$ 4,160	\$ 3,000	\$ 4,000	Based on 2023 Activity
101-000-000-334-03-85-00	TIB Grant - Saratoga		\$ 540,000		
101-000-000-335-00-84-00	Capron Refunds	\$ 114,068	\$ 120,000	\$ 107,000	
101-000-000-336-00-71-00	Multimodal Transportation	\$ 1,500	\$ 1,502	\$ 1,511	\$1.27 x 1,190 (population) MRSC - 2025 Budget Suggestions
101-000-000-336-00-87-00	MVFT - (Fuel Tax) - Unrestricted	\$ 21,386	\$ 20,000	\$ 20,313	\$7.07 x 1,190 (population) MRSC - 2025 Budget Suggestions
101-000-000-361-11-00-00	Interest Earned	\$ 11,657	\$ 3,500	\$ 5,000	Estimate
101-000-000-369-91-00-00	Miscellaneous Revenue			\$ -	
101-000-000-382-20-00-00	Retainage			\$ -	
101-000-000-388-10-00-00	Prior Yr Adjustment			\$ -	
101-000-000-395-20-00-00	Insurance/Disaster Recoveries			\$ -	
101-000-000-	IRTPO Grant			\$ -	
<b>Total Intergovernmental &amp; Misc.</b>		<b>\$ 152,771</b>	<b>\$ 688,002</b>	<b>\$ 137,824</b>	
<b>Transfers</b>					
101-000-000-397-00-00-00	Transfer In	\$ 24,500	\$ 24,500		
<b>Total Other Financing Sources</b>		<b>\$ 24,500</b>	<b>\$ 24,500</b>	<b>\$ -</b>	
<b>Total Revenues</b>		<b>\$ 177,271</b>	<b>\$ 712,502</b>	<b>\$ 137,824</b>	
<b>Total Available Balance</b>		<b>\$ 272,186</b>	<b>\$ 793,490</b>	<b>\$ 237,824</b>	
<b>EXPENDITURES</b>					
<b>Roadways</b>					
				100%	
101-000-000-515-40-41-00	Professional Services - Legal			\$ 2,000	
101-000-000-515-40-00-00	IRTPO Grant Management Lead			\$ 7,500	
101-000-000-542-10-41-00	Planning-Engineering	\$ 722	\$ 10,500	\$ 3,000	
101-000-000-542-10-46-00	Insurance			\$ 12,454	
101-000-000-542-30-10-00	Salaries	\$ 57,108	\$ 89,593	\$ 67,184	Public Works Staff
101-000-000-542-30-20-00	Benefits	\$ 29,536	\$ 48,448	\$ 36,891	Public Works Staff
101-000-000-542-30-31-00	Office & Operating	\$ 905	\$ 2,000	\$ 1,000	
101-000-000-542-30-41-00	Professional Services	\$ 35,214	\$ 26,829	\$ 10,000	
101-000-000-543-10-49-00	Association Dues	\$ 462	\$ 650	\$ 650	
101-000-000-543-30-31-00	Supplies		\$ 2,000	\$ 1,500	
101-000-000-543-30-32-00	Fuel	\$ 1,518	\$ 3,000	\$ 3,000	
101-000-000-543-30-39-00	Uniforms	\$ 251	\$ 200	\$ 200	
101-000-000-543-30-43-00	Training & Travel		\$ 500	\$ 500	
101-000-000-543-10-48-00	Software	\$ 35		\$ 250	
101-000-000-543-30-49-00	Training Registration		\$ 500	\$ 1,150	Includes Dues (\$650), Registration (\$500)
<b>Total Roadways</b>		<b>\$ 125,751</b>	<b>\$ 184,220</b>	<b>\$ 147,278</b>	
<b>Street Lighting</b>					
101-000-000-542-63-47-00	Street Lighting Utilities	\$ 10,448	\$ 19,214	\$ 19,220	
<b>Total Street Lighting</b>		<b>\$ 10,448</b>	<b>\$ 19,214</b>	<b>\$ 19,220</b>	
<b>Traffic Control</b>					
101-000-000-542-64-31-00	Traffic Control Devices	\$ 11,521	\$ 1,500	\$ 10,500	Includes Pedestrian Traffic Control (\$9,000)
<b>Total Traffic Control</b>		<b>\$ 2,521</b>	<b>\$ 1,500</b>	<b>\$ 10,500</b>	

CITY OF LANGLEY  
COUNCIL MEETING PACKET  
11/18/2024

101 - Street Fund		Actual	Budget	Budget	
		2023	2024	2025	
<b>Parking</b>					
101.000.000.542.65.31.00	Office & Operating		\$ -		
101.000.000.542.65.41.00	Professional Services		\$ -		
	<b>Total Parking</b>	\$ -	\$ -	\$ -	
<b>Snow &amp; Ice</b>					
101-000-000-542-66-31-00	Snow & Ice Control Supplies	\$ 1,204	\$ 1,000	\$ 1,000	
	<b>Total Snow &amp; Ice</b>	\$ 1,204	\$ 1,000	\$ 1,000	
<b>Street Cleaning</b>					
101-000-000-542-67-31-00	Street Cleaning supplies	\$ 1,777	\$ 3,000	\$ 3,000	
	<b>Total Street Cleaning</b>	\$ 1,777	\$ 3,000	\$ 3,000	
<b>Debt Service</b>					
101-000-014-591-95-00-28	2nd Street Bond principal	\$ 27,023		\$ 32,237	
101-000-014-592-95-00-28	2nd Street Bond interest	\$ 6,723		\$ 5,408	
	<b>Total Debt Service</b>	\$ 33,746	\$ -	\$ 37,645	
	<b>Total Snow &amp; Ice</b>	\$ 1,204	\$ -	\$ 37,645	
<b>Capital Projects</b>					
101-000-000-595-65-60-04	TIB Grant - Saratoga to DeBruyn	\$ 1,777	\$ 579,000		
	<b>Total Capital Projects</b>	\$ 1,777	\$ 579,000	\$ -	
	<b>Total Expenditures</b>	\$175,448	\$787,934	\$218,643	
<b>Transfers</b>					
101-000-000-597-00-00-00	Transfer to Capital Reserves	\$15,750	\$10,000	\$10,000	Equipment (\$5,000), Capital (\$5,000)
	<b>Total Transfers</b>	\$15,750	\$10,000	\$10,000	
101-000-000-508-31-00-00	Ending Fund Balance - Restricted	\$ 80,988	\$ (4,444)	\$ 9,181	
101-000-000-508-41-00-00	Ending Fund Balance - Committed				
101-000-000-508-51-00-00	Ending Fund Balance - Assigned				
101-000-000-508-91-00-00	Ending Fund Balance - Unassigned				
	<b>Street Fund O&amp;M Ending Balance</b>	\$ 80,988	\$ (4,444)	\$ 9,181	
The Street fund is a fund established by state mandate for expenditures relating to the maintenance of City streets. Revenue for the Street Fund comes from Motor Vehicle Fuel Tax, and General Fund transfers.					
Funding covers street paving, general street and sidewalk repair and street cleaning.					
Motor Vehicle Fuel Tax is distributed by the State Treasurer to the cities based on population and are to be used for streets only.					

CITY OF LANGLEY  
COUNCIL MEETING PACKET  
11/18/2024

104 - Cemetery		Actual	Budget	Budget	
		2023	2024	2025	
<b>Lodging Tax Fund - O&amp;M</b>					
<b>Beginning Balance</b>					
104-000-000-308-31-00-00	Beginning Fund Balance - Restricted	\$0	\$0	\$0	Per Estimate
104-000-000-308-41-00-00	Beginning Fund Balance - Committed	\$0	\$0	\$0	
104-000-000-308-51-00-00	Beginning Fund Balance - Assigned	\$58,724	\$54,440	\$15,231	
104-000-000-308-91-00-00	Beginning Fund Balance - Unassigned	\$0	\$0	\$0	
<b>Total Beginning Balance (Cash in Bank)</b>		<b>\$58,724</b>	<b>\$54,440</b>	<b>\$15,231</b>	
<b>REVENUES</b>					
104-000-005-334-03-00-25	State Grant from Department of Archaeology			\$ 12,900	Based on 2024 Grant Award
104-000-000-343-60-00-00	Sale of plots (75%)	\$ 25,268	\$ 20,000	\$ 20,000	Based on 2023 Activity
104-000-000-361-11-00-00	Interest Earned	\$ 2,699	\$ 1,500	\$ 1,500	
104-000-000-367-00-00-00	Donations			\$ -	
104-000-000-369-91-00-00	Miscellaneous			\$ -	
104-000-000-389-90-00-00	Refunds-Temporary Receipts			\$ -	
104-000-000-397-00-00-00	Transfer In			\$ -	
<b>Total Revenue</b>		<b>\$27,966</b>	<b>\$21,500</b>	<b>\$34,400</b>	
<b>Total Available Balance</b>		<b>\$86,690</b>	<b>\$75,940</b>	<b>\$49,631</b>	
<b>EXPENDITURES</b>					
<b>Cemetery</b>					
				100%	
104-000-000-536-10-10-00	Cemetery - Wages	\$ 13,483	\$ 28,311	\$ 8,282	
104-000-000-536-10-20-00	Cemetery - Benefits	\$ 6,439	\$ 11,469	\$ 5,145	
104-000-000-536-10-31-00	Supplies	\$ 434	\$ 650	\$ 850	
104-000-000-536-10-32-00	Fuel	\$ 485	\$ 500	\$ 750	
104-000-000-536-10-41-00	Professional Services - Contract	\$ 9,966	\$ 18,444	\$ 9,600	
104-000-000-536-10-46-00	Insurance			\$ 1,668	
104-000-000-536-10-47-00	Utilities-Cemetery	\$ 1,444	\$ 1,335	\$ 1,500	
104-000-000-536-10-48-00	Professional Services - Software			\$ 500	
<b>Total Expenditures</b>		<b>\$32,251</b>	<b>\$60,709</b>	<b>\$28,295</b>	
104-000-000-508-31-00-00	Ending Fund Balance - Restricted	\$0	\$0	\$0	
104-000-000-508-41-00-00	Ending Fund Balance - Committed				
104-000-000-508-51-00-00	Ending Fund Balance - Assigned	\$54,440	\$15,231	\$21,336	
104-000-000-508-91-00-00	Ending Fund Balance - Unassigned				
<b>Cemetery Fund O&amp;M Ending Balance</b>		<b>\$54,440</b>	<b>\$15,231</b>	<b>\$21,336</b>	



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105 - Lodging Tax Fund		Actual	Budget	Budget	
		2023	2024	2025	
<b>Lodging Tax Fund - O&amp;M</b>					
<b>Beginning Balance</b>					
105-000-000-308-31-00-00	Beginning Fund Balance - Restricted	\$ 218,304	\$ 194,349	\$ 135,663	Per Estimate
105-000-000-308-41-00-00	Beginning Fund Balance - Committed	\$ -	\$ -	\$ -	
105-000-000-308-51-00-00	Beginning Fund Balance - Assigned	\$ -	\$ -	\$ -	
105-000-000-308-91-00-00	Beginning Fund Balance - Unassigned	\$ -	\$ -	\$ -	
<b>Total Beginning Balance (Cash in Bank)</b>		<b>\$ 218,304</b>	<b>\$ 194,349</b>	<b>\$ 135,663</b>	
<b>REVENUES</b>					
<b>Intergovernmental &amp; Misc.</b>					
105-000-000-313-31-00-00	Hotel/Motel Tax	\$ 206,929	\$ 215,000	\$ 200,000	Initial 2%
105-000-000-361-11-00-00	Interest Earned	\$ 8,350	\$ 5,000	\$ 10,000	
105-000-000-397-00-00-00	Transfers-in			\$ -	
<b>Total Intergovernmental &amp; Misc.</b>		<b>\$ 215,279</b>	<b>\$ 220,000</b>	<b>\$ 210,000</b>	
<b>Total Available Balance</b>		<b>\$ 433,583</b>	<b>\$ 414,349</b>	<b>\$ 345,663</b>	
<b>EXPENDITURES</b>					
<b>Tourism</b>					
				100%	
105-000-000-557-30-10-00	Tourism administration Wages	\$ 10,991	\$ 9,773	\$ 859	Committed 25% via Ord 750 to any lawful expense
105-000-000-557-30-20-00	Tourism Administration Benefits	\$ 4,371	\$ 3,930	\$ 553	
105-000-000-557-30-30-01	Public Restrooms-R&M/Misc'l, Supplies.	\$ 9,863	\$ 16,500	\$ 1,066	
105-000-000-557-30-41-00	Contract Services	\$ 29,084	\$ 35,657	\$ 40,000	
105-000-000-557-30-46-00	Insurance			\$ 181	
105-000-000-557-30-47-00	Utilities/VIC & R/R	\$ 7,416	\$ 7,226	\$ 7,500	
105-000-000-557-30-49-01	Island County Tourism	\$ 51,424	\$ 53,750	\$ 50,000	Committed 25% of current revenue via Interlocal Agreement (no expiration date)
105-000-000-557-30-49-02	Langley Chamber of Commerce	\$ 93,985	\$ 53,750	\$ 50,000	Committed 25% of current revenue to Chamber via Agreement (exp. 2025)
105-000-000-557-30-49-03	Grants	\$ 32,100	\$ 98,100	\$ 51,732	Total Award Available 25% of <b>previous</b> year revenue. (recommendation)
<b>Total Expenditures</b>		<b>\$ 239,234</b>	<b>\$ 278,686</b>	<b>\$ 201,891</b>	
105-000-000-508-31-00-00	Ending Fund Balance - Restricted	\$ 194,349	\$ 135,663	\$ 143,773	
105-000-000-508-41-00-00	Ending Fund Balance - Committed				
105-000-000-508-51-00-00	Ending Fund Balance - Assigned				
105-000-000-508-91-00-00	Ending Fund Balance - Unassigned	\$ -	\$ -	\$ -	
<b>Lodging Tax Fund O&amp;M Ending Balance</b>		<b>\$ 194,349</b>	<b>\$ 135,663</b>	<b>\$ 143,773</b>	
<b>Lodging Tax Lawful Uses:</b>					
- Tourism marketing					
- Marketing and operations of special events and festivals designed to attract tourists					
- Operations and capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district, including repayment of general obligation bonds (RCW 67.28.150) or revenue bonds (RCW 67.28.160) for eligible capital projects					
- Operations of tourism-related facilities owned or operated by nonprofit organizations (but not capital expenditures)					

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202 - Local Improvement Plan (Debt Service)		Actual	Budget	Budget	
		2023	2024	2025	
<b>LIP Debt Fund</b>					
<b>Beginning Balance</b>					
202-000-000-308-31-00-00	Beginning Fund Balance - Restricted	\$ 122,567	\$ 120,901	\$ 134,014	Per Estimate
	<b>Total Beginning Balance (Cash in Bank)</b>	<b>\$ 122,567</b>	<b>\$ 120,901</b>	<b>\$ 134,014</b>	
<b>REVENUES</b>					
<b>Intergovernmental &amp; Misc.</b>					
202-000-000-311-10-00-00	Property Tax - LIP Bond	\$ 146,722	\$ 165,000	\$ 171,889	2025 Levy Calculation
	Interest				
202-000-000-397-00-00-00	Transfer In		\$ -		
	<b>Total Intergovernmental &amp; Misc.</b>	<b>\$ 146,722</b>	<b>\$ 165,000</b>	<b>\$ 171,889</b>	
	<b>Total Available Balance</b>	<b>\$ 269,289</b>	<b>\$ 285,901</b>	<b>\$ 305,903</b>	
<b>EXPENDITURES</b>					
<b>Debt Service</b>					
202-000-020-591-34-71-50	Bond Principle	\$ 50,000	\$ 55,000	\$ 60,000	
202-000-020-592-34-81-50	Bond Interest	\$ 98,388	\$ 96,888	\$ 95,238	
	<b>Total Expenditures</b>	<b>\$ 148,388</b>	<b>\$ 151,888</b>	<b>\$ 155,238</b>	
202-000-000-508-31-00-00	Ending Fund Balance - Restricted	\$ 120,901	\$ 134,014	\$ 150,665	
	<b>LIP Debt Fund Ending Balance</b>	<b>\$ 120,901</b>	<b>\$ 134,014</b>	<b>\$ 150,665</b>	
This Bond can be used for Water, Sewer, Stormwater					

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303 - Capital Improvement Fund		Actual 2023	Budget 2024	Budget 2025	
<b>Capital Improvement Fund</b>					
<b>Beginning Balance</b>					
303-000-000-308-31-00-00	Beginning Fund Balance - Restricted	\$ 479,631	\$ 651,720	\$ 858,220	Estimate
	Beginning Unreserved	\$ -	\$ -	\$ -	
	<b>Total Beginning Balance (Cash in Bank)</b>	<b>\$ 479,631</b>	<b>\$ 651,720</b>	<b>\$ 858,220</b>	
<b>REVENUES</b>					
<b>Taxes, Fees, Interest &amp; Donations</b>					
303-000-000-318-34-00-00	REET 1-First Quarter Percent	\$ 65,815	\$ 65,000	\$ 45,000	
303-000-000-318-35-00-00	REET 2-2nd Quarter percent	\$ 65,815	\$ 65,000	\$ 45,000	
303-000-000-343-60-00-00	Cemetery plot sale (25%)	\$ 8,423	\$ 6,000	\$ 6,000	
303-000-000-361-11-00-01	Interest Earned	\$ 22,721	\$ 15,000	\$ 15,000	
303-000-000-367-00-00-00	LPD Reserves/Donations, etc.		\$ -	\$ 6,500	
	<b>Total Taxes, Fees, Interest &amp; Donations</b>	<b>\$ 162,774</b>	<b>\$ 151,000</b>	<b>\$ 117,500</b>	
<b>Other Increases &amp; Financing Sources</b>					
303-000-000-381-20-00-00	Interfund Loan Pymt 001		\$ 50,000	\$ -	
303-000-000-381-20-01-00	Interfund Loan Pymt 101		\$ 50,000	\$ -	
303-000-000-388-10-00-00	Prior Yr Adjustment			\$ -	
303-000-000-395-20-00-00	Insurance Recovery			\$ -	
303-000-000-397-00-01-00	Transfer In-General Fund	\$ 71,107	\$ 30,500	\$ -	
303-000-000-397-00-14-00	Transfer In Cemetery			\$ -	
303-000-000-397-00-11-00	Transfer In-Streets Reserves	\$ 10,000		\$ 5,000	
303-000-000-397-00-15-00	Transfer In-Tourism Reserve		\$ -	\$ -	
	<b>Total Other Increases &amp; Financing Sources</b>	<b>\$ 81,107</b>	<b>\$ 130,500</b>	<b>\$ 5,000</b>	
	<b>Total Available Balance</b>	<b>\$ 723,511</b>	<b>\$ 933,220</b>	<b>\$ 980,720</b>	
<b>EXPENDITURES</b>					
<b>Capital Improvement</b>					
	Project List	\$ 71,792	\$ 75,000	\$ 220,000	
	Transfer out				
	<b>Total Expenditures</b>	<b>\$ 71,792</b>	<b>\$ 75,000</b>	<b>\$ 220,000</b>	
303-000-000-508-31-00-00	Ending Fund Balance - Restricted	\$ 651,720	\$ 858,220	\$ 760,720	
	<b>Capital Improvement Ending Balance</b>	<b>\$ 651,720</b>	<b>\$ 858,220</b>	<b>\$ 760,720</b>	
<b>Projects</b>					
	<i>Budget</i>	\$ -	\$ -	\$ 220,000	
			\$ 651,720	\$ 858,220	
	City Hall-Structural 112 2nd Street			\$ 20,000	
	Old Firehouse- Structural 179 2nd Street			\$ 15,000	
	First (two locations), Cascade and Park Slope assesment and restoration			\$ 150,000	
	Boy and Dog Park			\$ 35,000	

Funds collected from a tax on real estate sales, commonly called the Real Estate Excise Tax (REET), are deposited into the Capital Improvement Fund.

RCW 82.46.010 authorized a real estate excise tax levy of 1/4% (REET 1) to be used solely for financing capital projects specified in the capital facilities plan element of the Comprehensive Plan.

REET 1 tax is broader in that it allows for planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of recreational facilities; law enforcement facilities; fire protection facilities; trails; libraries; administrative and/or judicial facilities; river and/or waterway flood control projects, which are not included in REET 2. Acquisition and replacement of parks are allowed by REET 1 but not REET 2.

The Growth Management Act authorized another 1/4% (REET 2) for capital facilities (RCW 82.46.035) and requires the 1/4% real estate excise tax to be used primarily for financing capital facilities specified in the government's capital facilities plan.

<b>306 - Local Improvement Plan - Activity</b>		<b>Actual 2023</b>	<b>Budget 2024</b>	<b>Budget 2025</b>	
<b>LIP Activity</b>					
<b>Beginning Balance</b>					
306-000-000-308-10-00-00	Beginning Fund Balance - Restricted	\$ 3,700,000	\$ 4,043,934	\$ 3,193,934	
<b>Total Beginning Balance (Cash in Bank)</b>		<b>\$ 3,700,000</b>	<b>\$ 4,043,934</b>	<b>\$ 3,193,934</b>	
<b>REVENUES</b>					
<b>Intergovernmental &amp; Misc.</b>					
306-000-015-337-00-00-25	RCEDG Funds County	\$ 157,775	\$ 1,922,814	\$ 1,694,203	
306-000-xxx-331-19-00-25	Community Project Funding Grant (Direct Legislative Appropriation)	\$ -		\$ 242,500	
306-000-000-	PWB Loan	\$ -		\$ 3,500,000	
306-000-000-361-10-00-00	Investment Earnings - LIP Bond Proceeds	\$ 212,242	\$ 150,000	\$ 150,000	Limited by Bond Yield Restrictions (See IRS payment below)
<b>Total Intergovernmental &amp; Misc.</b>		<b>\$ 370,017</b>	<b>\$ 2,072,814</b>	<b>\$ 5,586,703</b>	
<b>Other Increases &amp; Financing Sources</b>					
306-000-000-388-10-00-00	Prior Period Adjustments			\$ -	
306-000-000-397-00-00-00	Transfer In Stormwater			\$ 150,000	
306-000-000-397-00-00-00	Transfer In Water			\$ 1,221,600	
306-000-000-397-00-00-00	Transfer In Sewer	\$ -	\$ -	\$ 365,000	
<b>Total Other Increases &amp; Financing Sources</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,736,600</b>	
<b>Total Available Balance</b>		<b>\$ 4,070,017</b>	<b>\$ 6,116,748</b>	<b>\$ 10,517,237</b>	
<b>EXPENDITURES</b>					
<b>LIP Projects</b>					
	IRS Arbitrage Payment			\$ 147,739	
306-000-000-531-60-00-25	Stormwater Projects			\$ 3,672,545	
306-000-000-534-60-00-25	Water Projects	\$ 21,735		\$ 3,864,600	
306-000-000-535-60-00-25	Sewer Projects	\$ 4,348		\$ 2,594,268	
306-000-000-544-60-00-25	Street Projects				
<b>Total Expenditures</b>		<b>\$ 26,083</b>	<b>\$ 5,922,814</b>	<b>\$ 10,279,152</b>	
306-000-000-508-10-00-00	Ending Fund Balance - Restricted	\$ 4,043,934	\$ 193,934	\$ 238,085	
<b>Fund Ending Balance</b>		<b>\$ 4,043,934</b>	<b>\$ 193,934</b>	<b>\$ 238,085</b>	

306 - Local Improvement Plan - Activity	Actual 2023	Budget 2024	Budget 2025	
<b>PROJECT LIST</b>				
LIP-1: Replace 1550 lineal feet undersized AC water main and services from main to meter. Upgrade Fire Hydrants to meet current code. Extend/install Sewer main. (Edgecliff- Camano to Furman) w/ Full-depth asphalt replacement. Install Stormwater infrastructure to collect and convey storm water to reduce overland flow and ponding hazards to benefit the bluff. (Edgecliff- Noblecliff to Furman & On FurmanEdgecliff to Sandy Point & On DeckerEdgecliff to Sandy Point)		\$ 2,114,814		PWB Loan (\$689,000), RCEDG (\$738,791), LCPG (\$121,250), Bond (\$430,772.50), Sewer Reserve (\$60,000), Stormwater Reserve (\$75,000)
LIP-2: Replace 1300 lineal feet undersized AC water main and services from main to meter. Upgrade Fire Hydrants to meet current code. Extend/install Sewer main. (Furman- Edgecliff to Sandy Point) w/ Full-depth asphalt replacement. Install Stormwater infrastructure to collect and convey storm water to reduce overland flow and ponding hazards to benefit the bluff. (Edgecliff- Noblecliff to Furman & On FurmanEdgecliff to Sandy Point & On DeckerEdgecliff to Sandy Point)		\$ 2,114,814		PWB Loan (\$689,000), RCEDG (\$738,791), LCPG (\$121,250), Bond (\$430,772.50), Sewer Reserve (\$60,000), Stormwater Reserve (\$75,000)
LIP-3: Replace 230 LF sewer main to address broken piping and protruding lateral. ( Al Anderson Ave. Sixth Street to Louisa)		\$ 150,000		Bond (\$150,000)
LIP-4: Replace failing Stormwater infrastructure to eliminate hazardous overland flow (SixthPark to Cascade) and walkway on 6th		\$ 646,500		Bond (\$646,500)
LIP-5: Install tight-lined storm sewer system to collect runoff and surface water that travel as overland flow and convey thiswater to the County outfall near City limits (Edgecliff- East of Furman) w/ Full-depth asphalt replacement.		\$ 1,118,000		Bond (\$1,118,000)
LIP-6: Replace sewer main (Sixth- Al Anderson to Anthes & Groom Lane to Children's Center)		\$ 356,000		Bond (\$356,000)
LIP-7: Replace sewer main (Fourth Street near Brookhaven)		\$ 131,713		Bond (\$131,713)
LIP-8: Replace or rehab sewer main (Third Street near Brookhaven)		\$ 121,473		Bond (\$121,473)
LIP-9: Replace 1850 lineal feet (LF) undersized AC water main and services to meter. Upgrade Fire Hydrants to meet current code (Sixth Street Park Ave to Cascade)		\$ 735,000		PWB Loan (\$735,000)
LIP-10: Replace 1020 LF undersized AC water main and services from main to meter. Upgrade Fire Hydrants to meet current code. w/ asphalt resurfacing (Fourth Street Anthes to Cascade) & Walkway on 6th		\$ 530,000		PWB Loan (\$530,000)
LIP-11: Replaced undersized main and services to meter. Upgrade Fire Hydrants to meet current code. ( Island View)		\$ 225,000		Water Reserve (\$225,000)
LIP-12: Replace failing Stormwater infrastructure to eliminate hazardous overland flow (SixthPark to Cascade) w/ asphalt resurfacing.		\$ 646,500		Bond (\$646,500)
LIP-13: Replace 2240 LF undersized AC water main and services to meter. Upgrade Fire Hydrants to meet current code. (Edgecliff – Furman to 40' beyond City Limits)		\$ 996,600		Water Reserve (\$996,600)
LIP-14: Replace 160 lineal feet (LF) of sagging sewer main. w/ asphalt resurfacing ( Al Anderson)		\$ 195,000		Sewer Reserve (\$195,000)
LIP-15: Wetland mitigation		\$ 50,000		Sewer Reserve (\$50,000)
<b>Total Capital Projects</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,131,413</b>	

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401 - Water Utility		Actual 2023	Budget 2024	Budget 2025	
<b>WATER - O&amp;M</b>					
<b>Beginning Balance</b>					
401-000-000-308-31-00-00	Beginning Fund Balance - Restricted	\$2,988,920	\$3,080,859	\$3,047,825	
401-000-000-308-41-00-00	Beginning Fund Balance - Committed	\$0	\$0	\$0	
401-000-000-308-51-00-00	Beginning Fund Balance - Assigned	\$0	\$0	\$0	
401-000-000-308-91-00-00	Beginning Fund Balance - Unassigned	\$0	\$0	\$0	Estimate
<b>Total Beginning Balance (Cash in Bank)</b>		<b>\$2,988,920</b>	<b>\$3,080,859</b>	<b>\$3,047,825</b>	
<b>REVENUES</b>					
<b>Charges for Service</b>					
401-000-000-330	Intergovernmental (Grants?)				
401-000-000-343-40-00-00	Water Services	\$881,878	\$909,468	\$913,581	Based on 2023 Revenue
401-000-000-343-40-00-01	Inspection/Installation Fees	\$4,910	\$3,000	\$3,000	Based on 2023 Revenue
401-000-000-343-40-00-02	Service charges (on/off, late fees, setup)	\$6,482	\$4,500	\$4,500	Based on 2023 Revenue
<b>Total Charges for Service</b>		<b>\$893,270</b>	<b>\$916,968</b>	<b>\$921,081</b>	
<b>Other Increases &amp; Financing Sources</b>					
401-000-000-361-11-00-00	Interest Earned	\$66,975	\$45,000	\$40,000	Restricted Fund Balance @ 3%
401-000-000-361-40-00-00	Interest - Delinquent Accounts			\$8,000	Based on 2023 Revenue (Estimated split)
401-000-000-367-00-08-00	Reimbursed Water Installations and permit review fee	\$5,208	\$5,000	\$5,000	Based on 2023 Revenue
401-000-000-369-10-00-00	Sale of Surplus Property			\$0	
401-000-000-388-10-00-00	Prior Yr Adjustment			\$0	
401-000-000-397-00-00-00	Transfer In			\$0	
<b>Total Other Increases &amp; Financing Sources</b>		<b>\$72,183</b>	<b>\$50,000</b>	<b>\$53,000</b>	
<b>Total Available Balance</b>		<b>\$3,954,373</b>	<b>\$4,047,827</b>	<b>\$4,021,906</b>	

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401 - Water Utility		Actual 2023	Budget 2024	Budget 2025	
<b>EXPENDITURES</b>					
<b>Salaries &amp; Benefits</b>				100%	
401-000-000-534-00-10-00	Salaries - Water	\$131,541	\$216,113	\$130,592	Utility Staff, Public Works Staff
401-000-000-534-00-12-00	Overtime - Water	\$1,692	\$1,575	\$3,500	Utility Staff, Public Works Staff
401-000-000-534-00-20-00	Benefits - Water	\$60,900	\$71,871	\$70,934	Utility Staff, Public Works Staff
	<b>Total Salaries &amp; Benefits</b>	<b>\$194,133</b>	<b>\$289,559</b>	<b>\$205,025</b>	
<b>Supplies</b>					
401-000-000-534-00-31-00	Office & Operating - Water	\$894	\$1,500	\$1,500	
401-000-000-534-00-32-00	Fuel - Water	\$2,606	\$4,500	\$4,500	
401-000-000-534-00-33-00	Parts, Chemicals & Supplies	\$7,749	\$20,000	\$20,000	
401-000-000-534-00-34-00	Vehicle Equipment		\$1,500	\$1,500	
401-000-000-534-00-35-00	Small Tools & Equipment	\$1,585	\$1,000	\$1,000	
401-000-000-534-00-39-00	Uniforms	\$294	\$300	\$300	
	<b>Total Supplies</b>	<b>\$13,128</b>	<b>\$28,800</b>	<b>\$28,800</b>	
<b>Services &amp; Charges</b>					
401-000-000-534-00-40-01	Excise Tax - Water	\$40,073	\$4,000	\$60,137	Includes Mainstreet Program (\$12,000)
401-000-000-534-00-40-02	Utility Tax - Water			\$55,265	6% Tax to City
401-000-000-534-00-40-03	Transfer to 001 - Admin. Fee			\$97,119	
401-000-000-534-00-41-00	Professional Services - Water	\$64,305	\$79,943	\$60,500	Engineering (\$10,000), SDWA Testing (\$7,500), Legal (\$1,500), Repairs (\$40,000), Vehicle Maintenance (\$1,500)
401-000-000-534-00-43-00	Travel - Water	\$1,166	\$5,000	\$2,500	
401-000-000-534-00-44-00	Software	\$1,637	\$1,200	\$2,450	GIS (\$1,500), Utility Software (\$700), Other Software (\$250)
401-000-000-534-00-46-00	Insurance			\$23,226	
401-000-000-534-00-47-00	Utilities - Water	\$20,712	\$25,500	\$25,500	
401-000-000-534-00-48-92	Reimbursable Expenses		\$5,000	\$5,000	Permit Review (\$5,000)
401-000-000-534-00-49-00	Miscellaneous - Water	\$2,473	\$8,000	\$13,500	Registration (\$2,500), Dues (\$1,000), Operating Permits (\$2,000), Water Conservation Program (\$8,000)
401-000-000-594-34-60-00	Capital Purchase & Repair	\$7,888	\$25,000	\$25,000	
	<b>Total Services &amp; Charges</b>	<b>\$138,254</b>	<b>\$153,643</b>	<b>\$370,197</b>	
	<b>Total Expenditures</b>	<b>\$345,514</b>	<b>\$472,002</b>	<b>\$604,023</b>	
<b>Transfers</b>					
401-000-000-597-01-00-00	Transfer to Capital Projects	\$500,000	\$513,000	\$500,000	
401-000-000-597-02-00-00	Transfer to Vehicle Reserve	\$28,000	\$15,000	\$10,000	
	<b>Total Transfer</b>	<b>\$528,000</b>	<b>\$528,000</b>	<b>\$510,000</b>	
<b>Ending Balance</b>					
401-000-000-508-31-00-00	Ending Fund Balance - Restricted	\$3,080,859	\$3,047,825	\$2,907,884	
401-000-000-508-41-00-00	Ending Fund Balance - Committed				
401-000-000-508-51-00-00	Ending Fund Balance - Assigned				
401-000-000-508-91-00-00	Ending Fund Balance - Unassigned				
	<b>Water O&amp;M Ending Balance</b>	<b>\$3,080,859</b>	<b>\$3,047,825</b>	<b>\$2,907,884</b>	

CITY OF LANGLEY  
COUNCIL MEETING PACKET  
11/18/2024

402 - Sewer Utility		Actual	Budget	Budget	
		2023	2024	2025	
<b>SEWER - O&amp;M</b>					
402-000-000-308-31-00-00	Beginning Fund Balance - Restricted	\$2,325,910	\$2,491,857	\$2,478,942	
402-000-000-308-41-00-00	Beginning Fund Balance - Committed	\$0	\$0	\$0	
402-000-000-308-51-00-00	Beginning Fund Balance - Assigned	\$0	\$0	\$0	
402-000-000-308-91-00-00	Beginning Fund Balance - Unassigned	\$0	\$0	\$0	
	<b>Total Beginning Balance (Cash in Bank)</b>	<b>\$2,325,910</b>	<b>\$2,491,857</b>	<b>\$2,478,942</b>	
<b>REVENUES</b>					
<b>Charges for Service</b>					
402-000-310-334-03-10-25	WA ST Dept of Ecology WQPSNR-2021-LANCO Grant	\$11,000	\$159,140	\$153,027	Nutrient Grant Remaing budget
402-000-000-343-50-00-00	Sewer Services	\$807,984	\$817,000	\$848,264	Based on 2023 Revenue
402-000-000-343-50-00-01	Inspection/Permit Fees		\$500	\$500	Basic Budget
402-000-000-343-70-00-00	Compost/Septage	\$14,190	\$10,000	\$8,500	Based on 2023 Revenue
402-000-000-343-70-00-01	Yard Waste (for Biosolid processing)	\$14,224	\$11,000	\$11,000	Based on 2023 Revenue
	<b>Total Charges for Service</b>	<b>\$847,398</b>	<b>\$997,640</b>	<b>\$1,021,291</b>	
<b>Other Increases &amp; Financing Sources</b>					
402-000-000-361-11-00-00	Interest Earned	\$56,200	\$30,000	\$25,000	
402-000-000-361-40-00-00	Interest - Delinquent Accounts			\$4,000	Based on 2023 Revenue (Estimated split)
402-000-000-367-00-00-25	Evergreen Rural Water of WA Mentor Wage Grant Reimbursement			\$0	
402-000-000-367-00-02-00	Reimbursed Sewer Installations - Misc. Other, Operating			\$0	
402-000-000-369-10-00-00	Sale of Surplus Property			\$0	
402-000-000-381-20-00-00	Interfund Loan Repayment Received			\$0	
402-000-000-397-00-00-00	Transfer In		\$0	\$0	
	<b>Total Other Increases &amp; Financing Sources</b>	<b>\$56,200</b>	<b>\$30,000</b>	<b>\$29,000</b>	
	<b>Total Available Balance</b>	<b>\$3,229,508</b>	<b>\$3,519,497</b>	<b>\$3,529,233</b>	



CITY OF LANGLEY  
COUNCIL MEETING PACKET  
11/18/2024

402 - Sewer Utility		Actual	Budget	Budget	
		2023	2024	2025	
<b>EXPENDITURES</b>					
<b>Salaries &amp; Benefits</b>				100%	
402-000-000-535-00-10-00	Salaries - Sewer	\$155,529	\$203,558	\$137,885	
402-000-000-535-00-12-00	Overtime - Sewer	\$2,292	\$2,500	\$2,500	
402-000-000-535-00-20-00	Benefits - Sewer	\$77,193	\$93,692	\$78,989	
	<b>Total Salaries &amp; Benefits</b>	<b>\$235,014</b>	<b>\$299,750</b>	<b>\$219,374</b>	
<b>Supplies</b>					
402-000-000-535-00-31-00	Office & Operating - Sewer	\$13,481	\$20,000	\$20,000	
402-000-000-535-00-32-00	Fuel - Sewer	\$4,485	\$4,700	\$4,700	
402-000-000-535-00-35-00	Small Tools & Equipment -Sewer	\$2,238	\$1,300	\$1,300	
402-000-000-535-00-39-00	Uniforms	\$250	\$500	\$500	
	<b>Total Supplies</b>	<b>\$20,454</b>	<b>\$26,500</b>	<b>\$26,500</b>	
<b>Services &amp; Charges</b>					
402-000-000-535-00-40-00	Utility Tax - Sewer			\$50,896	6% Tax to City
402-000-000-535-00-40-01	Excise Tax (B&O included) - Sewer & Compost	\$21,155	\$4,000	\$25,587	
402-000-000-535-00-40-02	B&O Tax - Yard Waste			\$121	
402-000-000-535-00-40-03	Transfer to 001 - Admin. Fee			\$50,192	
402-000-000-535-00-41-00	Professional Services - Sewer	\$320,503	\$102,605	\$358,000	Engineering (\$25,000), Testing (\$9,500), Legal (\$2,500), Vehicle Maintenance (\$5,500), Repairs (\$25,500), Composting Program (\$15,000), Comp Plan Update (\$175,000), General Improvements (\$100,000)
402-000-000-535-00-43-00	Travel - Sewer	\$31	\$1,500	\$1,500	
402-000-000-535-00-44-00	Software			\$1,500	GIS (\$1,500)
402-000-000-535-00-45-00	Rentals and Leases - Sewer			\$32,000	Facility Improvement
402-000-000-535-00-46-00	Insurance - Sewer			\$25,562	
402-000-000-535-00-47-00	Utilities - Sewer	\$64,741	\$85,000	\$75,000	Includes waste disposal
402-000-000-535-00-49-00	Miscellaneous - Sewer	\$3,441	\$6,200	\$3,700	Registration (\$2,500), Dues (\$2,200), NPDES Permit (\$1,500)
402-000-310-535-00-49-25	DOE Grant Expense	\$4,385		\$153,027	
	<b>Total Services &amp; Charges</b>	<b>\$211,933</b>	<b>\$199,305</b>	<b>\$777,085</b>	
	<b>Total Expenditures</b>	<b>\$467,401</b>	<b>\$525,555</b>	<b>\$1,022,959</b>	
<b>Transfers</b>					
402-000-000-597-01-00-00	Transfer to Capital Projects	\$5,250	\$5,000	\$500,000	
402-000-000-597-02-00-00	Transfer to Vehicle Reserve	\$265,000	\$510,000	\$10,000	
	<b>Total Transfer</b>	<b>\$270,250</b>	<b>\$515,000</b>	<b>\$510,000</b>	
<b>Ending Balance</b>					
402-000-000-508-31-00-00	Ending Fund Balance - Restricted	\$2,491,857	\$2,478,942	\$1,996,274	
402-000-000-508-41-00-00	Ending Fund Balance - Committed				
402-000-000-508-51-00-00	Ending Fund Balance - Assigned				
402-000-000-508-91-00-00	Ending Fund Balance - Unassigned				
	<b>Sewer O&amp;M Ending Balance</b>	<b>\$2,491,857</b>	<b>\$2,478,942</b>	<b>\$1,996,274</b>	

CITY OF LANGLEY  
COUNCIL MEETING PACKET  
11/18/2024

403 - Storm Water Utility		Actual 2023	Budget 2024	Budget 2025	
<b>STORMWATER - O&amp;M</b>					
<b>Beginning Balance</b>					
403-000-000-308-31-00-00	Beginning Fund Balance - Restricted	\$1,007,842	\$1,110,766	\$1,109,501	
403-000-000-308-41-00-00	Beginning Fund Balance - Committed	\$0	\$0	\$0	
403-000-000-308-51-00-00	Beginning Fund Balance - Assigned	\$0	\$0	\$0	
403-000-000-308-91-00-00	Beginning Fund Balance - Unassigned	\$0	\$0	\$0	Estimate
<b>Total Beginning Balance (Cash in Bank)</b>		<b>\$1,007,842</b>	<b>\$1,110,766</b>	<b>\$1,109,501</b>	
<b>REVENUES</b>					
<b>Charges for Service</b>					
403-000-000-343-10-00-00	Stormwater Utility Fees	\$331,945	\$326,822	\$334,036	Based on 2023 Revenue
403-000-000-343-10-01-00	Inspection/Permit Fees			\$0	
<b>Total Charges for Service</b>		<b>\$331,945</b>	<b>\$326,822</b>	<b>\$334,036</b>	
<b>Other Increases &amp; Financing Sources</b>					
403-000-000-361-10-00-00	Interest and Other Earnings	\$27,062	\$20,000	\$15,000	
403-000-000-361-40-00-00	Interest - Delinquent Accounts			\$4,000	Based on 2023 Revenue (Estimated split)
403-000-000-381-20-00-00	Interfund Loan Repayment Received			\$0	
403-000-000-388-10-00-00	Prior Yr Adjustment			\$0	
403-000-000-397-00-00-00	Transfers-In			\$0	
<b>Total Other Increases &amp; Financing Sources</b>		<b>\$27,062</b>	<b>\$20,000</b>	<b>\$19,000</b>	
<b>Total Available Balance</b>		<b>\$1,366,849</b>	<b>\$1,457,588</b>	<b>\$1,462,538</b>	
<b>EXPENDITURES</b>					
<b>Salaries &amp; Benefits</b>					
403-000-000-531-00-10-00	Salaries - Storm Water	\$45,971	\$95,142	\$44,678	100%
403-000-000-531-00-12-00	Overtime - Storm Water			\$0	
403-000-000-531-00-20-00	Benefits - Storm Water	\$23,860	\$35,251	\$26,661	
<b>Total Salaries &amp; Benefits</b>		<b>\$69,830</b>	<b>\$130,394</b>	<b>\$71,340</b>	
<b>Supplies &amp; Services</b>					
403-000-000-531-00-31-00	Office & Operating - Storm Water	\$510	\$600	\$600	
403-000-000-531-00-32-00	Fuel - Storm Water	\$1,466	\$1,600	\$1,700	
403-000-000-531-00-35-00	Small Tools & Equipment	\$97	\$100	\$3,500	
403-000-000-531-00-39-00	Uniforms	\$56	\$250	\$250	
403-000-000-531-00-40-00	Utility Tax			\$20,042	6% Tax to City
403-000-000-531-00-40-01	Excise Tax - Storm Water	\$14,443		\$12,867	
403-000-000-531-00-40-03	Transfer to 001 - Admin. Fee			\$45,987	
403-000-000-531-00-41-00	Professional Services - Storm Water	\$12,915	\$27,194	\$169,000	Engineering (\$2,000), Legal (\$500), Maintenance (\$16,500), General Improvement (\$150,000)
403-000-000-531-00-43-00	Travel - Storm Water	\$271	\$500		
403-000-000-531-00-44-00	Software			\$750	GIS
403-000-000-531-00-46-00	Insurance - Storm Water			\$25,562	
403-000-000-531-00-47-00	Utilities - Storm Water	\$658	\$1,200		
403-000-000-531-00-49-00	Miscellaneous - Storm Water	\$88	\$2,500		
<b>Total Supplies</b>		<b>\$30,502</b>	<b>\$33,944</b>	<b>\$280,257</b>	
<b>Total Expenditures</b>		<b>\$100,333</b>	<b>\$164,337</b>	<b>\$351,597</b>	
<b>Transfers</b>					
403-000-000-597-01-00-00	Transfer to Capital Projects	\$153,750	\$178,750		
403-000-000-597-02-00-00	Transfer to Vehicle Reserve	\$2,000	\$5,000	\$5,000	
<b>Total Transfers</b>		<b>\$155,750</b>	<b>\$183,750</b>	<b>\$5,000</b>	
<b>Ending Balance</b>					
403-000-000-508-31-00-00	Ending Fund Balance - Restricted	\$1,110,766	\$1,109,501	\$1,105,941	
403-000-000-508-41-00-00	Ending Fund Balance - Committed				
403-000-000-508-51-00-00	Ending Fund Balance - Assigned				
403-000-000-508-91-00-00	Ending Fund Balance - Unassigned				
<b>Storm Water M &amp; O Ending Balance</b>		<b>\$1,110,766</b>	<b>\$1,109,501</b>	<b>\$1,105,941</b>	

CITY OF LANGLEY  
COUNCIL MEETING PACKET  
11/18/2024

405, 407, 408 - Utility Reserves		Actual 2023	Budget 2024	Budget 2025
<b>405 - Water Reserve</b>				
<b>Beginning Balance</b>				
405-000-000-308-31-00-00	Beginning Fund Balance - Restricted	\$ -	\$ 658,590	\$ (67,023)
<b>Total Beginning Balance (Cash in Bank)</b>		<b>\$ -</b>	<b>\$ 658,590</b>	<b>\$ (67,023)</b>
<b>REVENUES</b>				
<b>Revenue &amp; Other Increases</b>				
405-000-000-343-40-00-00	Connection fees	\$ 59,836	\$ 38,256	\$ 39,786
405-000-000-361-10-00-00	Investment interest	\$ 98,754	\$ 45,000	\$ 25,000
405-000-000-367-00-02-00	Reimbursable Cost			\$ -
405-000-000-388-10-00-00	Prior Year Adjustment			\$ -
405-000-000-397-00-00-00	Transfer In-Water Reserves	\$ 500,000	\$ 500,000	\$ 500,000
<b>Total Revenue &amp; Other Increases</b>		<b>\$658,590</b>	<b>\$ 583,256</b>	<b>\$ 564,786</b>
<b>Total Available Balance</b>		<b>\$658,590</b>	<b>\$1,241,846</b>	<b>\$ 497,763</b>
<b>EXPENDITURES</b>				
<b>Project Transfers</b>				
405-000-000-597-00-00-00	Transfer Out			\$ 1,221,600
<b>Total Expenditures</b>		<b>\$ -</b>	<b>\$1,308,869</b>	<b>\$1,221,600</b>
405-000-000-508-31-00-00	Ending Fund Balance - Restricted	\$ 658,590	\$ (67,023)	\$ (723,837)
<b>Water Reserve Total Ending Fund Balance</b>		<b>\$658,590</b>	<b>\$ (67,023)</b>	<b>\$ (723,837)</b>
<b>407 - Stormwater Reserve</b>				
<b>Beginning Balance</b>				
407-000-000-308-31-00-00	Beginning Fund Balance - Restricted	\$ -	\$ 178,250	\$ 323,250
<b>Total Beginning Balance (Cash in Bank)</b>		<b>\$ -</b>	<b>\$ 178,250</b>	<b>\$ 323,250</b>
<b>REVENUES</b>				
<b>Revenue &amp; Other Increases</b>				
407-000-000-361-10-00-00	Investment Interest	\$ 28,250	\$ 20,000	\$ 15,000
407-000-000-388-10-00-00	Prior Year Adjustment			\$ -
407-000-000-397-38-00-07	Transfer In	\$ 150,000	\$ 175,000	\$ -
<b>Total Intergovernmental &amp; Misc.</b>		<b>\$178,250</b>	<b>\$ 195,000</b>	<b>\$ 15,000</b>
<b>Total Available Balance</b>		<b>\$178,250</b>	<b>\$ 373,250</b>	<b>\$ 338,250</b>
<b>EXPENDITURES</b>				
<b>Project Transfers</b>				
407-000-000-597-00-00-00	Transfer Out			\$ 150,000
<b>Total Expenditures</b>		<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 150,000</b>
407-000-000-508-10-00-00	Ending O&M - Reserved	\$ 178,250	\$ 323,250	\$ 188,250
<b>Stormwater Reserve Total Ending Fund Balance</b>		<b>\$178,250</b>	<b>\$ 323,250</b>	<b>\$ 188,250</b>
<b>408 - Sewer Reserve</b>				
<b>Beginning Balance</b>				
408-000-000-308-31-00-00	Beginning Fund Balance - Restricted	\$ -	\$ 488,986	\$ 853,176
<b>Total Beginning Balance (Cash in Bank)</b>		<b>\$ -</b>	<b>\$ 488,986</b>	<b>\$ 853,176</b>
<b>REVENUES</b>				
<b>Revenue &amp; Other Increases</b>				
408-000-000-361-10-00-00	Interest Earned	\$ 70,622	\$ 50,000	\$ 20,000
408-000-000-343-40-00-00	Participation/connection Fees	\$ 63,939	\$ 29,510	\$ 22,507
408-000-000-368-10-00-00	ULID#8 Surcharge	\$ 44,826	\$ 50,440	\$ 48,358
408-000-000-368-10-01-00	ULID Fee in lieu	\$ 1,930	\$ 1,930	\$ 1,930
408-000-000-381-20-00-00	Interfund Loan Repayment Received			\$ -
408-000-000-388-10-00-00	Prior Year Adjustment	\$ 52,668		\$ -
408-000-000-397-00-00-00	Transfer In	\$ 255,000	\$ 500,000	\$ 500,000
<b>Total Intergovernmental &amp; Misc.</b>		<b>\$488,986</b>	<b>\$ 631,880</b>	<b>\$ 592,795</b>
<b>Total Available Balance</b>		<b>\$488,986</b>	<b>\$1,120,866</b>	<b>\$1,445,971</b>
<b>EXPENDITURES</b>				
<b>Project Transfers</b>				
408-000-000-597-00-00-00	Transfer Out			\$ 365,000
<b>Total Expenditures</b>		<b>\$ -</b>	<b>\$ 267,690</b>	<b>\$ 365,000</b>
408-000-000-508-31-00-00	Ending Fund Balance - Restricted	\$ 488,986	\$ 853,176	\$ 1,080,971
<b>Sewer Reserve Total Ending Fund Balance</b>		<b>\$488,986</b>	<b>\$ 853,176</b>	<b>\$1,080,971</b>

CITY OF LANGLEY  
COUNCIL MEETING PACKET  
11/18/2024

501 - Equipment Reserve		Actual	Budget	Budget	
		2023	2024	2025	
<b>Community Commemorative</b>					
<b>Beginning Balance</b>					
501-000-000-308-51-00-00	Beginning Fund Balance - Assigned	\$ 55,555	\$ 91,743	\$ 98,843	
<b>Total Beginning Balance</b>		<b>\$ 55,555</b>	<b>\$ 91,743</b>	<b>\$ 98,843</b>	
<b>REVENUES</b>					
<b>Revenue &amp; Other Increases</b>					
501-000-000-361-11-00-00	Investment interest	\$ 3,433	\$ 2,100	\$ 4,750	
501-000-000-369-10-00-00	Proceeds from sale of equip			\$ -	
501-000-000-397-00-00-00	Transfers-In	\$ 32,750	\$ 35,000	\$ 30,000	
<b>Revenue &amp; Other Increases</b>		<b>\$ 36,183</b>	<b>\$ 37,100</b>	<b>\$ 34,750</b>	
<b>Total Available Balance</b>		<b>\$ 91,738</b>	<b>\$ 128,843</b>	<b>\$ 133,593</b>	
<b>EXPENDITURES</b>					
<b>Equipment &amp; Vehicle Purchase</b>					
	Equipment Purchase	\$ (5)	\$ 30,000	\$ 35,000	Paint Striper
<b>Total Expenditures</b>		<b>\$ (5)</b>	<b>\$ 30,000</b>	<b>\$ 35,000</b>	
501-000-000-508-51-00-00	Ending Fund Balance - Assigned	\$ 91,743	\$ 98,843	\$ 98,593	
<b>Equipment Reserve Fund Ending Balance</b>		<b>\$ 91,743</b>	<b>\$ 98,843</b>	<b>\$ 98,593</b>	

**ORDINANCE: 1117**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LANGLEY,  
WASHINGTON ADOPTING THE BUDGET FOR THE CITY OF LANGLEY,  
WASHINGTON, FOR THE FISCAL YEAR ENDING DECEMBER 31, 2025.**

WHEREAS, the City of Langley, Washington completed and placed on file with the City Clerk a proposed budget and estimate of the amount of moneys required to meet the public expenses, bond retirement and interest, reserve funds, and expenses of government of the City for the fiscal year ending December 31, 2025; and

WHEREAS, a notice was published that the City Council would meet on November 18, 2024 at 5:30 PM, in the council chambers of City Hall for the purpose of making and adopting a budget for said fiscal year and giving taxpayers within the limits of the City an opportunity to be heard in a public hearing upon said budget; and

WHEREAS, the City Council did hold a public hearing at that time and place and did then consider the matter of the proposed budget for the fiscal year 2025; and

WHEREAS, the proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City for the purposes set forth in the budget, and the estimated expenditures set forth in the budget being all necessary to carry on the government of the City for the fiscal year 2025 and being sufficient to meet the various needs of the City during that period;

NOW THEREFORE, the City Council of the City of Langley Washington, does ordain as follows:

**SECTION 1.** The budget for the City of Langley, Washington for the year 2025 is hereby adopted at the fund level in its final form and content as set forth in the comprehensive budget document, City of Langley 2025 Budget, copies of which are on file in the Office of the City Administrator/Clerk.

**SECTION 2.** Estimated resources for each separate fund of the City of Langley Washington, for the year 2025 are set forth in summary form below and are hereby appropriated for expenditure at the fund level during the year 2025 as set forth in the City of Langley 2025 Budget.

<b>Fund</b>	<b>Fund Name</b>	<b>Revenues</b>	<b>Expenditures</b>
001	General Fund	\$ 2,104,770.50	\$ 2,243,440.72
101	Streets	\$ 137,824.00	\$ 215,742.98
104	Cemetery	\$ 34,400.00	\$ 27,520.53
105	Tourism	\$ 210,000.00	\$ 201,846.93
202	LIP-Debt Services	\$ 171,889.00	\$ 155,237.50
303	Capital Improvement	\$ 122,500.00	\$ 220,000.00
306	LIP-Activity	\$ 7,323,303.00	\$ 10,279,152.20
401	Water	\$ 1,038,866.94	\$ 599,806.19
402	Sewer	\$ 1,143,086.23	\$ 1,019,965.41
403	Stormwater	\$ 368,036.43	\$ 349,540.22
501	Vehicle & Equipment	\$ 4,750.00	\$ 35,000.00
	<b>TOTAL</b>	<b>\$ 12,659,426.10</b>	<b>\$ 15,347,252.67</b>

**SECTION 3.** The City Clerk is directed to transmit a certified copy of the budget hereby adopted to the State Auditors' Office and to the Municipal Research and Services Center (MRSC).

**SECTION 4.** Effective Date. This ordinance shall be in full force and will take effect on January 1, 2025.

Passed by the City Council of Langley Washington, at a regular meeting thereof this 2nd day of December 2024.

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"Krista "Kennedy" Horstman, Mayor

Attest:

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Kristen Abraham, Interim Deputy Clerk



**CITY OF LANGLEY**

**Commission Correspondence Form to City Council**

To: Langley City Council Members

From: City of Langley Lodging Tax Advisory Commission (Name of Commission)

Date: 11/11/24

Topic: Applications for City Lodging Tax Funds for 2025

Number of pages (Including this one): 3

**Description of Communication to Council:** *(Background and Information)*

The Lodging Tax Advisory Commission met on 10/30 to review applications for project/event funds for the 2025 calendar year. Eight applications were received totaling \$135,500.

Applications were scored by voting members of the commission and are presented below in rank order of average of all scores.

Lodging Tax Fund balance for 2025 is based on fully receipted funds, with 2023 revenue providing the basis for grant awards. Of \$206,928 received in 2023, \$51,732 is available for grant commitments.

The Commission voted to advise that 6 of 8 applicants be funded, noted in detail below. All of whom will be partially funded, due to the difference in requested funds versus funds available for disbursement.

The LTAC committee initiated an open and thoughtful discussion about developing a fair and balanced funding formula that respects RCW guidelines. Recognizing the subjective nature of rankings and potential for bias, the committee agreed on the importance of working together more cohesively to ensure their judgments truly reflect the grant goals. They committed to strengthening their process by relying more heavily on RCW guidance.

Two projects were removed from LTAC funding consideration due to limited funds and weaker applications. Saratoga Orchestra’s application lacked alignment with LTAC goals, marketing detail, and evidence of local overnight stays, while Langley Main Street’s Street Dance event was limited to summer and also lacked overnight stay impact. The committee aims to inform applicants of available funding amounts prior to future application cycles.

In a desire to not penalize smaller/newer organizations or projects this committee establishes this formula for 2025 and as a jumping off point for future years.

Regardless of the funds available, or the number of applications the goal is to offer at least:

- 50% of the requested amount to the top 2 organizations
- 45% of the requested amount to next 2 organizations
- And a sliding percentage from there for all remaining applications

**Application Scoring**

All 8 applications were scored and discussed by all voting members on the commission and presented below in rank order of average of all scores on October 23, 2024. The quorum present re-established that the application scoring on October 30 is confirmed and remains as below:

Award Amount Available \$51,732.00

Project/Event	Rank	Requested Amount	Suggested Award	Calculation
Whidbey Island Center for the Arts: Year Round Artistic Engagement	1	\$ 28,000.00	\$ 16,107.00	58% (55% + \$707)
ORCA Network/Langley Whale Center: Langley Whale Center Facility and Welcome the Whales Publicity Enhancements	2	\$ 19,500.00	\$ 11,425.00	59% (55% + \$700)
Island Shakespeare Festival	3	\$ 14,000.00	\$ 6,300.00	45%
Little Big Fest	4	\$ 15,000.00	\$ 6,750.00	45%
South Whidbey Historical Society	5	\$ 14,000.00	\$ 4,900.00	35%
Saratoga Orchestra of Whidbey Island: Saratoga Orchestra’s 2025 Marketing Initiative	6	\$ 15,000.00	\$ -	
Langley Chamber of Commerce: Langley Lights the Night	7	\$ 25,000.00	\$ 6,250.00	25%
Langley Main Street Association: Langley Street Dance	8	\$ 5,000.00	\$ -	

Total: \$51,732.00



**Council Action Request:** *(What is your commission requesting from Council?)*

The City of Langley Lodging Tax Advisory Commission requests Council's consideration and approval of its recommended funding allocations for the 2025 Lodging Tax, totaling \$51,732. This allocation plan distributes available funds in alignment with scoring-based rankings and RCW guidelines, ensuring top-ranking projects receive at least 50% of their requested amounts, with a proportional scale applied to remaining applicants.



## City of Langley

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### MEMORANDUM

**To:** Langley City Council  
**From:** Meredith Penny, Director of Community Planning  
**Re:** Review of Existing City Land Use Element  
**Meeting Date:** November 18, 2024

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**The purpose of this memo is to review and gather feedback on the existing Land Use Element and vision statement in light of the agreed upon scope of work and public comments received to date.**

Please follow these links to find:

- [The complete Comprehensive Plan](#) (Land Use Element is pages 17-47 of 184)
- [The Comprehensive Plan maps](#)

#### What is the Land Use Element?

The Revised Code of Washington (RCW) section 36.70A.070(1) requires a land use element be included in Growth Management Act comprehensive plans. The purpose of the land use element is to set the direction of future growth in a community. It includes a future land use map that identifies the general location and intensity of land uses. The land use map is policy-oriented and implemented through the official zoning map which is regulatory. A zoning change cannot be approved unless it is consistent with the future land use map.

The land use element must include:

- The general distribution, location, and extent of land uses
- The protection of the quality and quantity of groundwater used for public water supplies
- Special considerations for achieving environmental justice
- Planning approaches that promote physical activity and reduce per capita vehicle miles traveled
- A review of drainage, flooding, and stormwater runoff and corrective actions to mitigate or cleanse those discharges that pollute waters of the state
- Provisions to reduce and mitigate the risk to lives and property posed by wildfires

Each element of the Comprehensive Plan includes relevant background information, data, analysis, and maps to provide context for its goals and policies. Goals represent the broad aspirations of a community, offering long-term direction and setting the stage for more detailed policies. They should be aspirational and reflect the community's values and priorities. In contrast, policies are specific, actionable guidelines that outline how to achieve these goals, providing detailed instructions for implementing the community's vision.

#### Reminder of Scope of Work

In August and September of 2023, the Planning Advisory Board and City Council discussed the proposed scope of work for the Comprehensive Plan Update. The City Council expressed that the existing vision statement remains relevant but could use some additions focused on equity. Given the limited resources and the number targeted updates identified, the Council decided that an extensive revisioning process was unnecessary for this update cycle. However, Council did direct staff to gather the city commissions' input on the vision and potential adjustments. Also listed below are the priorities specifically identified for the Land Use Element update:

- Increase useability

- Review policies to evaluate what the City has accomplished
- Add policies to support adoption of impact fees
- Coordinate with Island County on Countywide Planning Policies, review and revise Joint Planning Area Overlays
- Provide policy support for potential changes to the Multifamily Infill Code
- Add a sustainability and equity focus throughout

Another reason the City is not undertaking an extensive revisioning process, is to minimize zoning changes that could increase development potential and impact sewer treatment capacity. The City adopted the multifamily infill code (LMC 18.13) in 2021 and is currently extending sewer services to the Furman and Decker Avenue neighborhoods. The impact of these developments on sewer system treatment capacity has not yet been quantified. To address this, the City plans to update the Sewer Comprehensive Plan in 2025, with staff advising that additional variables influencing sewer capacity should be minimized. This proactive approach aims to identify need and plan more accurately for the expansion of treatment facility capacity.

## Public Comments

As part of the City's public participation plan for the 2025 Comprehensive Plan Update, the City held two community meetings, a workshop with the Chamber of Commerce, and staff attended several summer events. Staff identified the following themes from that outreach relevant to the Land Use Element to help inform the update.

### Natural Resources

- Protect the open spaces, forests, and farms surrounding the City
  - Part of the appeal of Langley
- Identify ways that aquifers can be recharged and water resources conserved
- Preservation of tree canopy
- Show the watersheds on maps
- Need to build in greater awareness of critical areas, better signage and education

### Housing

- Encourage multifamily/rental housing/apartments
- Find areas within the City to infill housing
- Tiny homes are an efficient use of land
- Use of fields around community center for more housing but also more parks
- Housing changes should consider recreation and transportation needs as well
- Housing should be located near parks
- Allow for more housing: along Edgecliff Dr and Sandy Point Rd; in the Suzanne Ct neighborhood; in the Highlands neighborhood; everywhere except in wetlands; along the south end of Al Anderson Ave; near Noble Creek; along 3rd St; and along Saratoga Creek Ln.

### Parks

- Locate parks near housing to serve added population
- Add impact fees to fund transportation and parks
- Use of fields around community center for more housing but also more parks

### Urban Growth Area/Infill Development/Efficient Use of Land

- Consider easements or restrictions in the surrounding area of the city when exploring areas to expand the UGA
- Stay within the existing UGA
- How to increase density?
- Assure that land available for development includes large sites that allow for new development at economic scale
- Recognize the inherent contradiction of increased development density and maintenance of tree cover

#### Commercial Uses

- Support the arts
- There is a real need for more medical (physician/counsellors) within the City
- Add more space for businesses along Saratoga Rd
- Businesses should be located near housing so people can walk to work

#### Parking

- Keeping the tree canopy but also having enough room for the parking for residents
- Keep parking free and friendly
- Parking is currently adequate but ugly

#### Other

- Address equity throughout the plan
- Langley has a quaint downtown – the City needs to push hard to maintain that image. The look is important

**Question: As City Council reviews the existing Land Use Element and vision statement, consider whether the above comments are reflected. If they are not, what changes could be made to better incorporate this feedback?**

#### Existing Vision Statement

Below please find the existing vision statement from the Land Use Element.

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. The city continues to be vibrant, artistic, human-scaled and walkable and 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.

The city is currently not constrained by the availability of land. However, it is constrained by the small amount of land designated for multi-family and small-lot, single-family development. The constraints include the lack of available vacant lots in the multi-family and RS5000 zone districts, and the presence of critical areas that can limit development on larger lots. Nonetheless, the city has adequate land within the city limits for our needs for the next 20 years. Through the use of creative rezoning, infill and redevelopment Langley can easily provide the housing and economic development which will keep the city vibrant and growing.

Additionally, being a small community with a limited tax base, the City has finite financial resources. Development is limited in part as sewer services are not currently established throughout the City. Coordination between the Land Use Element, the Housing Element, and the Utilities & Capital Facilities Element will be essential in producing a plan with accurate projections for development. The Land Use Goals and Policies in this Element will guide decision-making to achieve the community goals as articulated above.

**Question: What adjustments can be made to the above vision to enhance clarity, inclusivity, and relevance while preserving its primary intent?**

**Commission Input:** Staff have attached a version of the vision statement that includes proposed edits and comments from the Planning Advisory Board, the Public Works Advisory Commission, the Parks and Open Space Commission, and the Dismantling Systemic Racism Commission (Attachment B). Staff plan to gather input from the Climate Crisis Action Commission at their November 21, 2024 meeting.

## Existing Maps

Attached are the existing maps included in the Land Use Element. These include:

- Figure LU-1: Island County Urban Growth Areas
- Figure LU-2: Langley Joint Planning Area and Overlays
- Figure LU-3: Langley Joint Planning Area Zone Districts
- Figure LU-4: Langley Urban Growth Area
- Figure LU-5: Langley Overlays
- Figure LU-6: Langley Topography
- Figure LU-7: Langley Critical Areas
- Figure LU-8: Langley Potential Wetland Areas
- Figure LU-9: Langley Historic Sites
- Figure LU-10: Langley Land Use

**Question: Do these maps serve to convey Langley’s vision? Is there anything missing – gateways, habitat corridors etc.?**

### **PAB Input:**

- Is it possible to revise the land use map to show different residential densities?
- Could we have a map that shows existing land use compared to future land uses?
- Should revise the overlay map to show that the Langley creative district includes downtown
- Add an overlay that shows gateways into the city. These do not need to be commercial gateways but could be tied to design and signage standards.
- Add a map of existing viewsheds.

## Existing Data

As mentioned above, data helps illustrate why the City is pursuing its goals and policies. Below is a list of the types of data included in the current Land Use Element.

- Climate warming trends
- Sea Level Rise
- Acres in each zone, critical areas percentages, and land status: developed, underdeveloped, or vacant.
- Acres of land dedicated to single-family development compared to multifamily or mixed-use, as well as number of units and average density
- Data on the City’s water system including number of connections and consumption amounts.
- Population growth trends
- Population projections
- Age distribution
- Housing tenure
- Household size
- Median income
- Growth in the Seattle Metropolitan Area

**Question: Is there other data that should be added to help tell Langley’s story?**

### **PAB Input:**

- More information is better than less. If you need to, could put some of the information in an appendix, but don’t remove it.
- Include some brief economic data here but expand more on it within the Economic Development Element.

## Department of Commerce Checklist

During each periodic update cycle, the Washington State Department of Commerce creates checklists for counties and cities to help them ensure all necessary updates are made. The checklist identifies components of comprehensive plans and development regulations that may need updating to reflect the latest local conditions or to comply with Growth Management Act changes since the last periodic update cycle. Attached to this memo is the completed portion of the checklist related to the Land Use Element. Below, staff have highlighted the items that need to be addressed.

- Updates are needed to reflect the most recent changes to the Countywide Planning Policies
- Changes to the future land use map will likely be needed to add capacity for additional land capacity for jobs within the current city limits.
- The updated population projections will need to be integrated into the plan.
- Updated information on buildable land, densities, and intensities will be needed.
- More policy language specific to the protection of the quality and quantity of groundwater
- Map open space/habitat corridors
- Potential changes to discourage incompatible uses adjacent to aviation airports (Whidbey Airpark)
- Updates to reflect Best Available Science on Riparian Habitat Areas
- Address environmental justice and health disparities
- Updates to reduce and mitigate the risk to lives and property posed by wildfires

**Question: Does the City Council have any concerns, questions, or suggestions on the required update items?**

### **PAB Input:**

- What does environmental justice and health disparities mean? This should include equity of natural hazard impacts, noise pollution, and residential uses next to the wastewater treatment plant.

## Implementation Progress

The scope of work for this update includes a review of implementation progress on the implementation of goals and policies identified in the 2018 Comprehensive Plan (select amendments made in 2020). Staff have reviewed the Land Use Element policies, identifying which have been implemented and how, as well as those that have not yet been implemented. Below is a list of the policies from the Land Use Element that remain unimplemented.

- LU – 4.9: Work with stakeholders to facilitate a more active waterfront, including expanded marina facilities and increased access to the shorelines via pathways and stairways.
- LU – 4.11: Require visual vegetative buffers between development and main entrance corridors into the city. These buffers shall not inhibit pedestrian circulation, connectivity, access and wayfinding.
- LU – 6.4: Develop a guide for development application processes to provide clarity and certainty for developers and to improve the public's knowledge of the process.
- LU – 7.6: Any proposed development not meeting the minimum density of the current zone district shall be designed such that the layout does not impede future development to maximize the density of the current zone district.
- LU – 8.11: Encourage public education activities that preserve and protect environmentally critical areas, including vegetation management on bluff properties, downstream impacts from upstream activities, management of invasive plant species, and best management practices for yard maintenance and living by water.
- LU – 8.17: Develop an urban forest strategy to guide tree management activities on public and private lands.
- LU – 8.18: Review the Langley Municipal Code to remove barriers that prevent and adopt regulations to encourage urban agriculture.

It is important to note that most of the City's policies are not implemented just once; rather, they provide ongoing guidance for City actions. Overall, the City has taken some action toward implementing about 93 percent of its land use policies, though some may not be fully realized or are ongoing.

**Questions:**

- **Are the above policies still valuable in directing the City towards its vision?**
- **Are there any needed adjustments to the above policies to make them clearer or more implementable?**

**PAB Input:**

- The language in LU 7.6 could be softened. Something along the lines of, “explore planning strategies that ensure future growth opportunities are not hindered by developments that do not fully utilize maximum density.”

### Existing Goals and Policies

As mentioned above, goals represent the broad aspirations of a community, offering long-term direction and setting the stage for more detailed policies. They should be aspirational and reflect the community's values and priorities. In contrast, policies are specific, actionable guidelines that outline how to achieve these goals, providing detailed instructions for implementing the community's vision.

**Questions:**

- **Are the goals and policies consistent with the City's vision?**
- **Do they adequately address the public input received?**
- **What policies do you like?**
- **What is missing?**
- **Which policies could use further clarification?**
- **Should the City consider streamlining or consolidating some of the policies?**

**PAB Input:**

- LU-2.17. Protect scenic gateway corridors leading into City. This is consistent with idea of gateway features at entrance to City signaling that you've arrived at Langley.
- LU-4.11. Require vegetative buffers between development and main entrance corridors. This is related to 2.17 above, but policy shouldn't preclude structures that signal entrance to City.
- LU4.14. New commercial development is strongly encouraged to be mixed use. This is an important policy that could use more emphasis or prioritization.
- Suggested new Goal LU-6. Provide urban form that is compatible with Langley character, while providing for mixed density and diversity of uses. Policies could address:
  - Height and setbacks
  - Building modulation, decks, and amenities.
  - Policies LU-10.4, LU-10.5, and LU-10.6 from History and Aesthetics goal.
- Existing Goal LU-5 Economy. Add appropriate policies from County Comprehensive Economic Development Strategy.
- LU-5.6. Continue to invest in Langley's public spaces, such as Second Street, - add Seawall Park, Whale Bell Park, and Boy and Dog Park.
- LU-7.4a. and LU-7.4b. – clarify or correct intent.
- LU-12. Climate Change. The existing policies relate to reducing the City's contribution to GHG's and footprint. In addition, there should be policies related to City actions to reduce impacts of climate changes and events. These might include groundwater, heat and sea level rise.

**Attachments:**

- A. Comprehensive Plan Vision Statement
- B. Comprehensive Plan Vision Statement with Commission Input
- C. Land Use Element Maps
- D. Department of Commerce Checklist – Land Use Element
- E. Land Use Element Implementation Progress

Please follow these links to find:

- [The complete Comprehensive Plan](#) (Land Use Element is pages 17-47 of 184)
- [The full set of Comprehensive Plan maps](#)

**Attachment A**  
**Current Comprehensive Plan Vision**



### LAND USE ELEMENT

This Land Use Element has been developed in consultation with the City of Langley (City) and the County of Delta (County) and is intended to be used in the City of Langley Urban Growth Area. It represents the community's guiding plan for growth and change over the next 20 years. The Land Use Element includes the goals and policies that will be implemented through land use regulations and policies, and it is a key document in implementing the comprehensive plan.

### VISION FOR THE FUTURE OF LANGLEY

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. The city continues to be vibrant, artistic, human-scaled and walkable and 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.

The city is currently not constrained by the availability of land. However, it is constrained by the small amount of land designated for multi-family and small-lot, single-family development. The constraints include the lack of available vacant lots in the multi-family and RS5000 zone districts, and the presence of critical areas that can limit development on larger lots. Nonetheless, the city has adequate land within the city limits for our needs for the next 20 years. Through the use of creative rezoning, infill and redevelopment Langley can easily provide the housing and economic development which will keep the city vibrant and growing.

Additionally, being a small community with a limited tax base, the City has finite financial resources. Development is limited in part as sewer services are not currently established throughout the City. Coordination between the Land Use Element, the Housing Element, and the Utilities & Capital Facilities Element will be essential in producing a plan with accurate projections for development. The Land Use Goals and Policies in this Element will guide decision-making to achieve the community goals as articulated above.

Additionally, being a small community with a limited tax base, the City has finite financial resources. Development is limited in part as sewer services are not currently established throughout the City. Coordination between the Land Use Element, the Housing Element, and the Utilities & Capital Facilities Element will be essential in producing a plan with accurate projections for development. The Land Use Goals and Policies in this Element will guide decision-making to achieve the community goals as articulated above.

### UNINCORPORATED AREA AGRICULTURE AND FORESTRY AREAS

In 2016 a new Urban Growth Area was established based on population and employment estimates provided by the Washington State Office of Economic Management (OEM) and regulations adopted by the Countywide Planning Policies. Projections recently provided by OEM and accepted by the County forecast that over the next 20 years the

**Attachment B**  
**Commission Comments and**  
**Proposed Edits to**  
**Comprehensive Plan Vision**

## Commission Comments and Suggested Edits to Comprehensive Plan Vision

Proposed edits in red = PAB

Proposed edits in blue = DSR

The City of Langley exists on (acknowledge the land it was) 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. The city ~~is continues to be~~ vibrant, artistic, human-scaled and walkable with open space, parks, and surrounding farms. and fosters equity, inclusivity, and 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.

- POSC: Pull vision statement out of Land Use Element and put in Executive Summary.
- POSC: Add vision statement for each element?
- PWAC: Nothing about multimodal, family-oriented,
- POSC: Add sustainable – more bullet points?
- POSC: how to balance the conflicting factors in the vision statement?
- DSR: add a land acknowledgement

~~The city is currently not constrained by the availability of land. However, it is constrained by the small amount of land designated for multi-family and small-lot, single-family development. The constraints include the lack of available vacant lots in the multi-family and RS5000 zone districts, and the presence of critical areas that can limit development on larger lots. Nonetheless, the city has adequate land within the city limits for our needs for the next 20 years. Through the use of creative rezoning, infill and redevelopment Langley can easily provide the housing and economic development which will keep the city vibrant and growing.~~

~~Additionally, being a small community with a limited tax base, the City has finite financial resources. Development is limited in part as sewer services are not currently established throughout the City. Coordination between the Land Use Element, the Housing Element, and the Utilities & Capital Facilities Element will be essential in producing a plan with accurate projections for development. The Land Use Goals and Policies in this Element will guide decision-making to achieve the community goals as articulated above.~~

**Attachment C**  
**Land Use Element Maps**



Figure LU-1

# Land Use - Island County Urban Growth Areas (UGA)

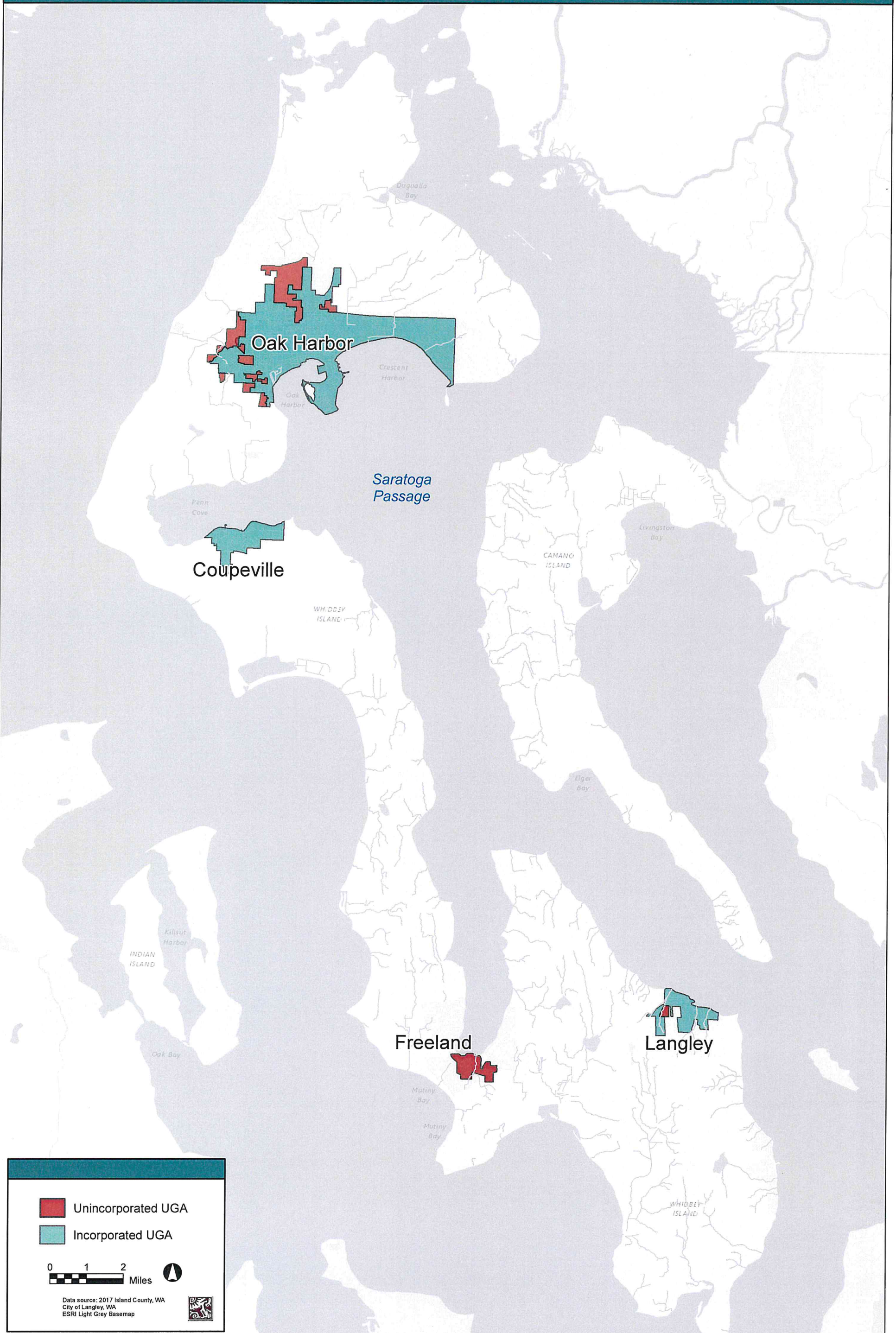
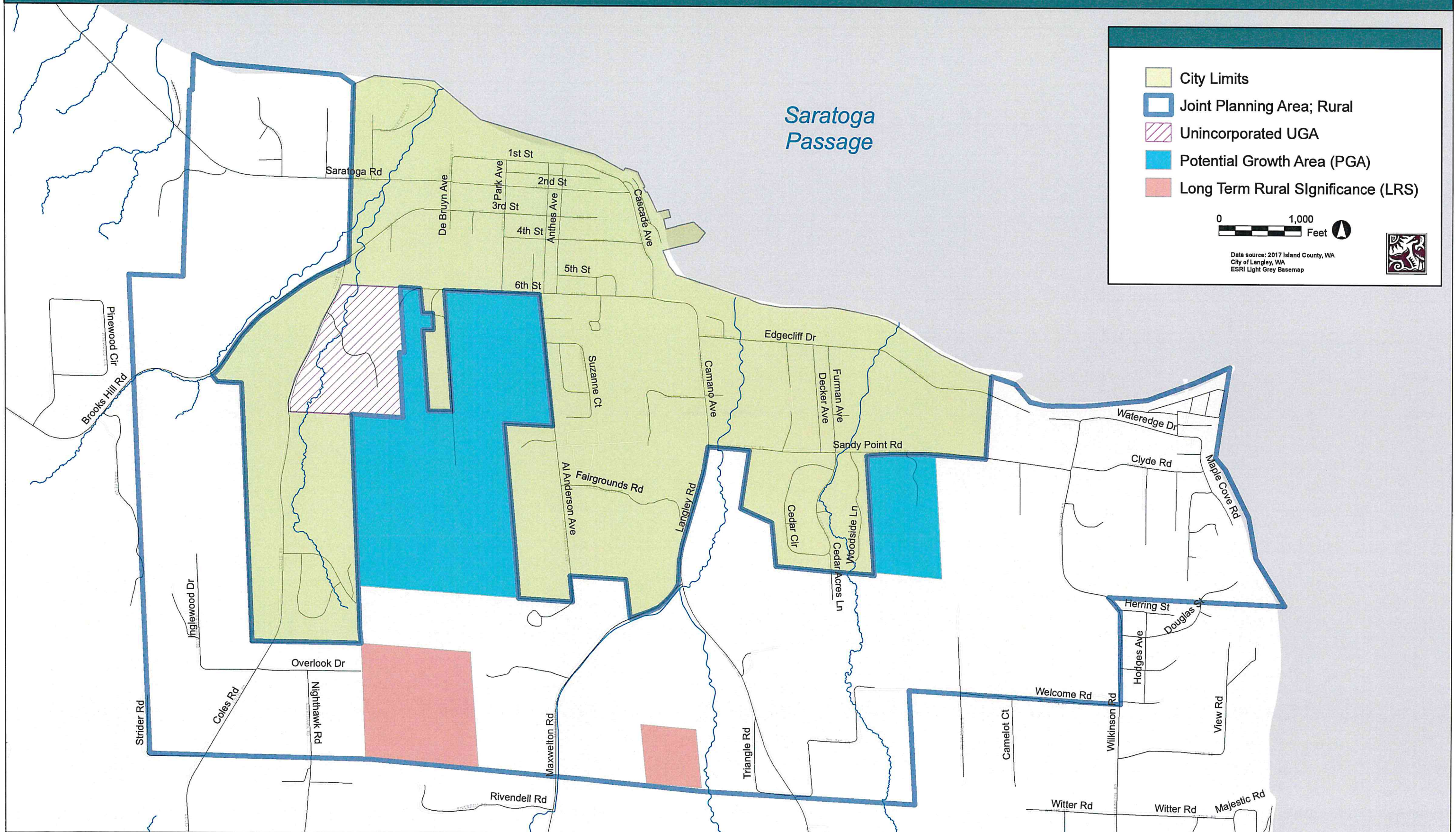




Figure LU-2  
Langley Joint Planning Area (JPA) and Overlays

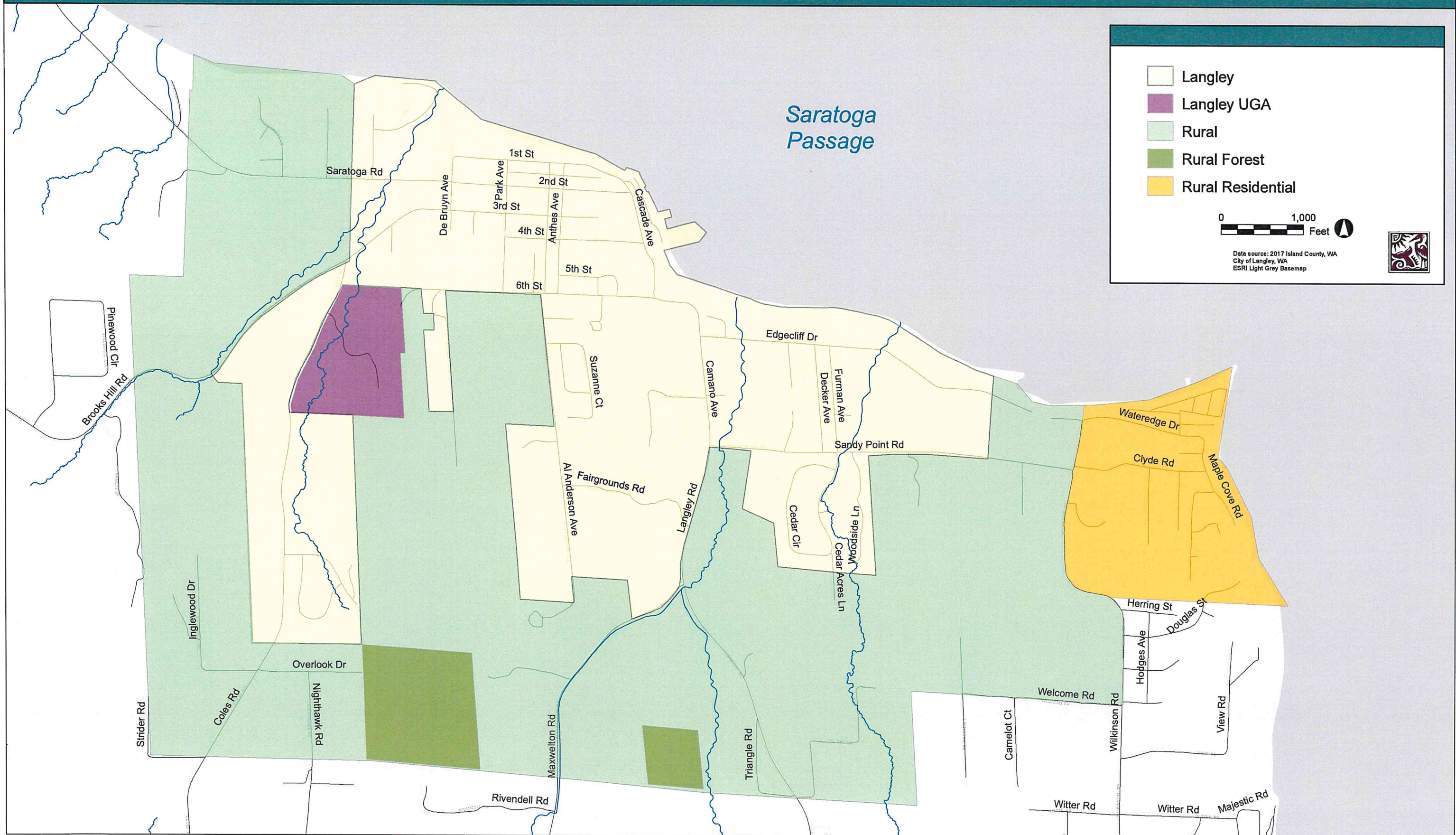


0 1,000 Feet

Data source: 2017 Island County, WA  
City of Langley, WA  
ESRI Light Grey Basemap



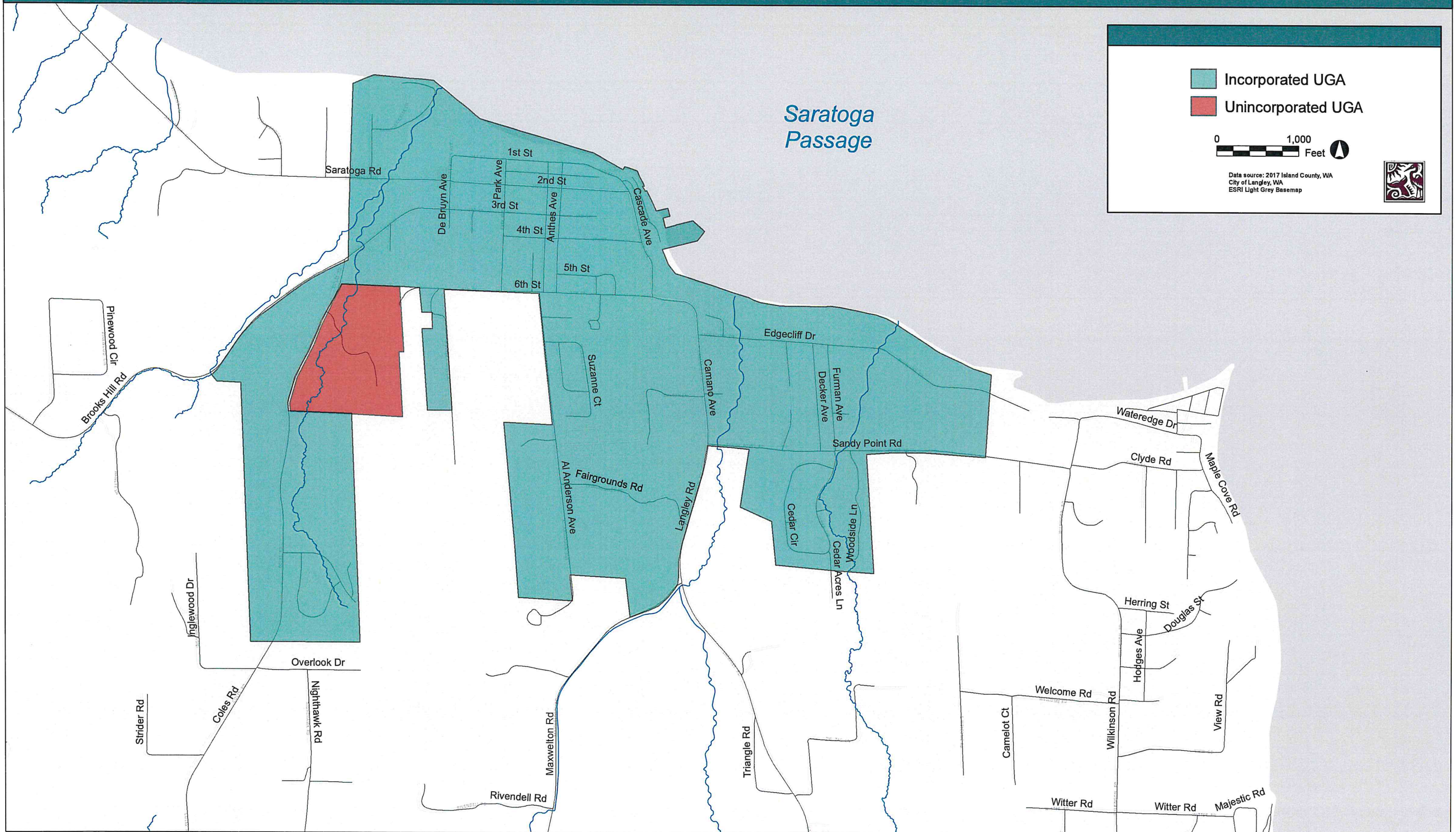
# Figure LU-3 Langley Joint Planning Area (JPA) Zone Districts



This map is intended to be used as a GUIDE. The City of Langley is providing this information as a general geographic representation that should not be used for precise measurements, or calibrations. Some of the features on this map are not accurately depicted. Any user of this map assumes all responsibility for use and agrees to hold The City of Langley harmless for liability, damages or loss incurred by use of this information. Specific questions should be directed to The City of Langley's Department of Planning and Community Development.



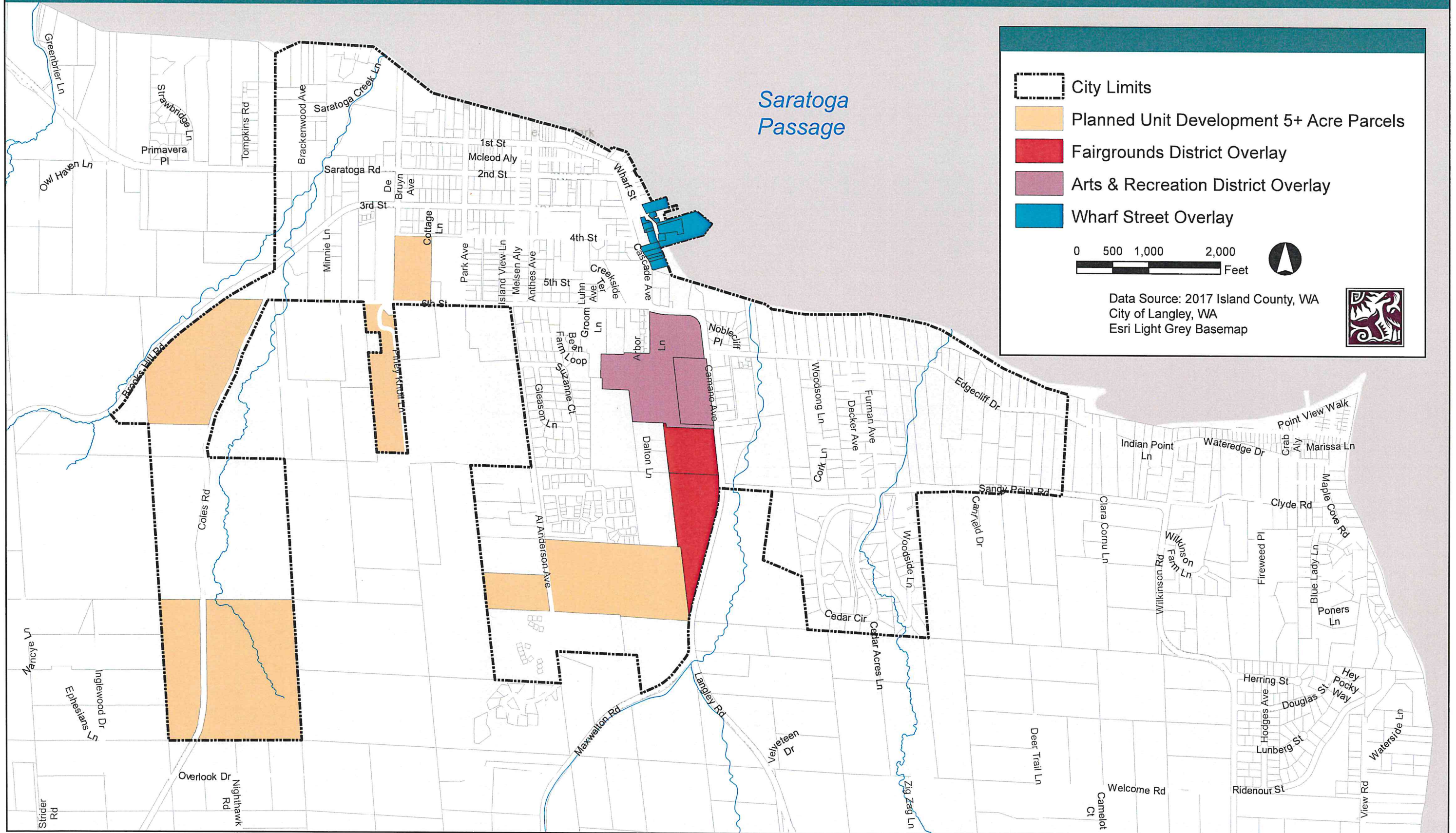
# Figure LU-4 Langley Urban Growth Area (UGA)



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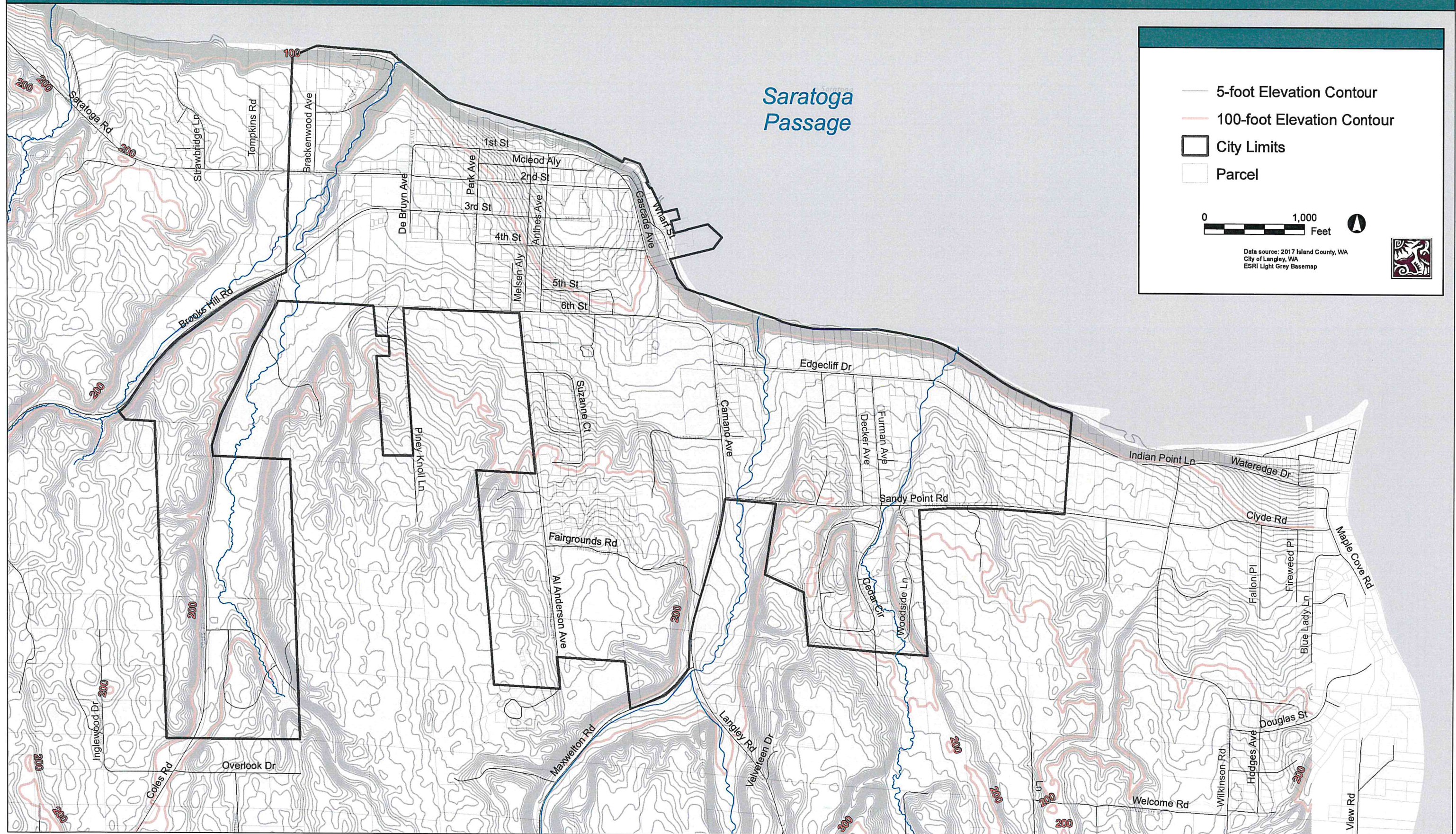
Figure LU-5  
 Langley Overlay



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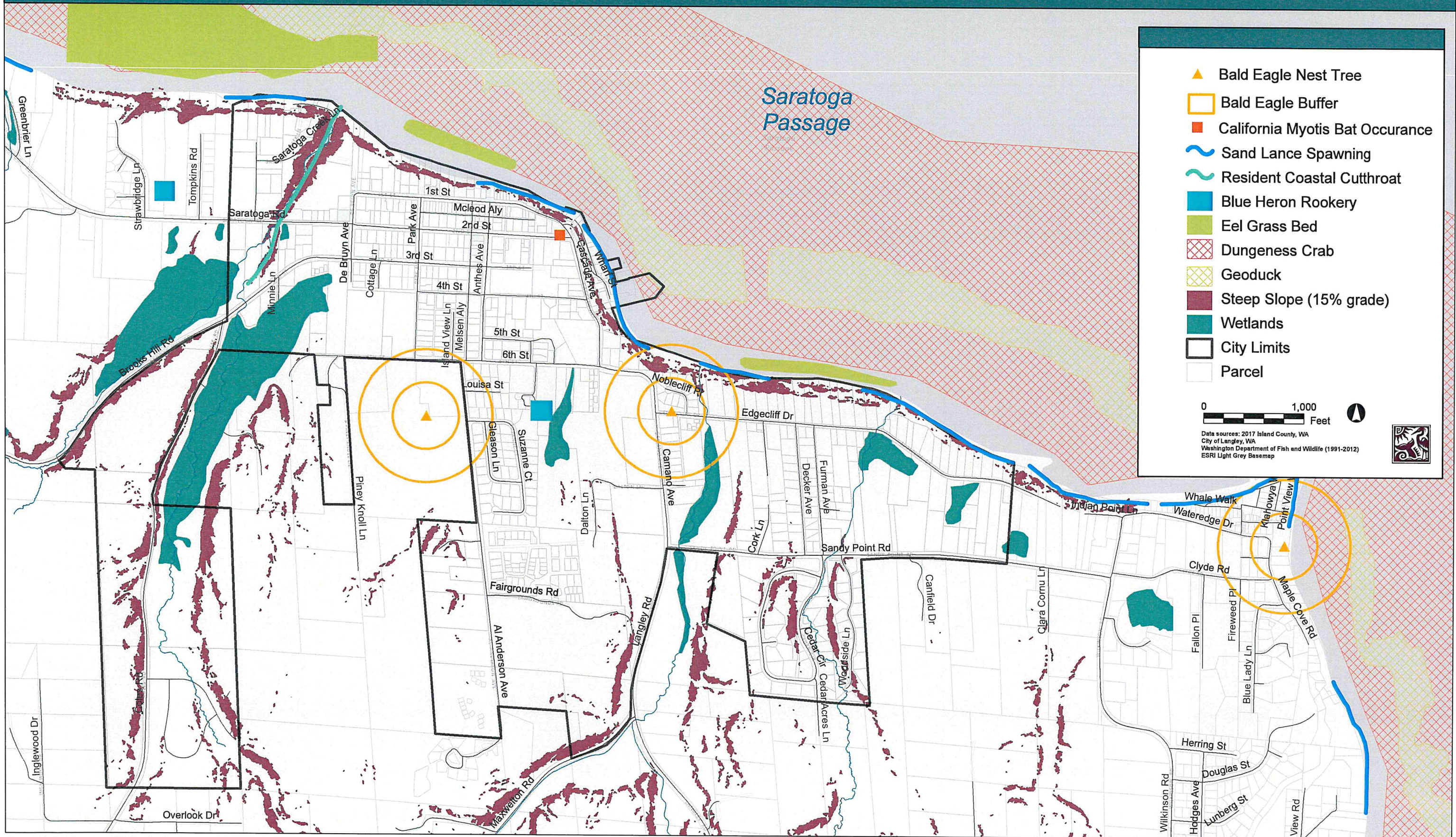
Figure LU-6  
Langley Topography



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Figure LU-7  
 Langley Critical Areas



- ▲ Bald Eagle Nest Tree
- Bald Eagle Buffer
- California Myotis Bat Occurance
- ~ Sand Lance Spawning
- ~ Resident Coastal Cutthroat
- Blue Heron Rookery
- Eel Grass Bed
- Dungeness Crab
- Geoduck
- Steep Slope (15% grade)
- Wetlands
- City Limits
- Parcel

0 1,000 Feet

Data sources: 2017 Island County, WA  
 City of Langley, WA  
 Washington Department of Fish and Wildlife (1991-2012)  
 ESRI Light Grey Basemap

This map is intended to be used as a GUIDE. The City of Langley is providing this information as a general geographic representation that should not be used for precise measurements, or calibrations. Some of the features on this map are not accurately depicted. Any user of this map assumes all responsibility for use and agrees to hold The City of Langley harmless for liability, damages or loss incurred by use of this information. 111/166



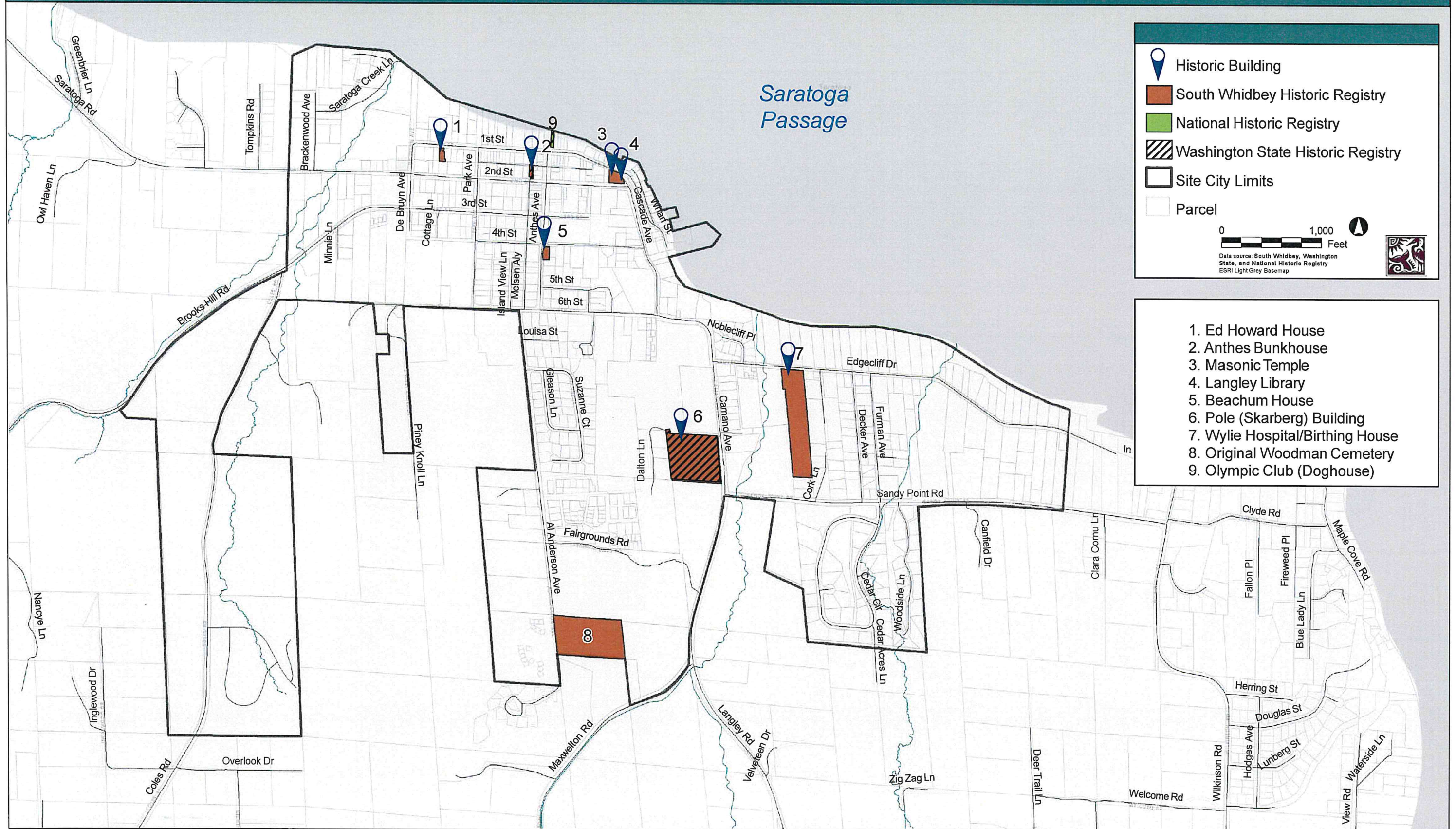
Figure LU-8  
Langley Potential Wetland Areas



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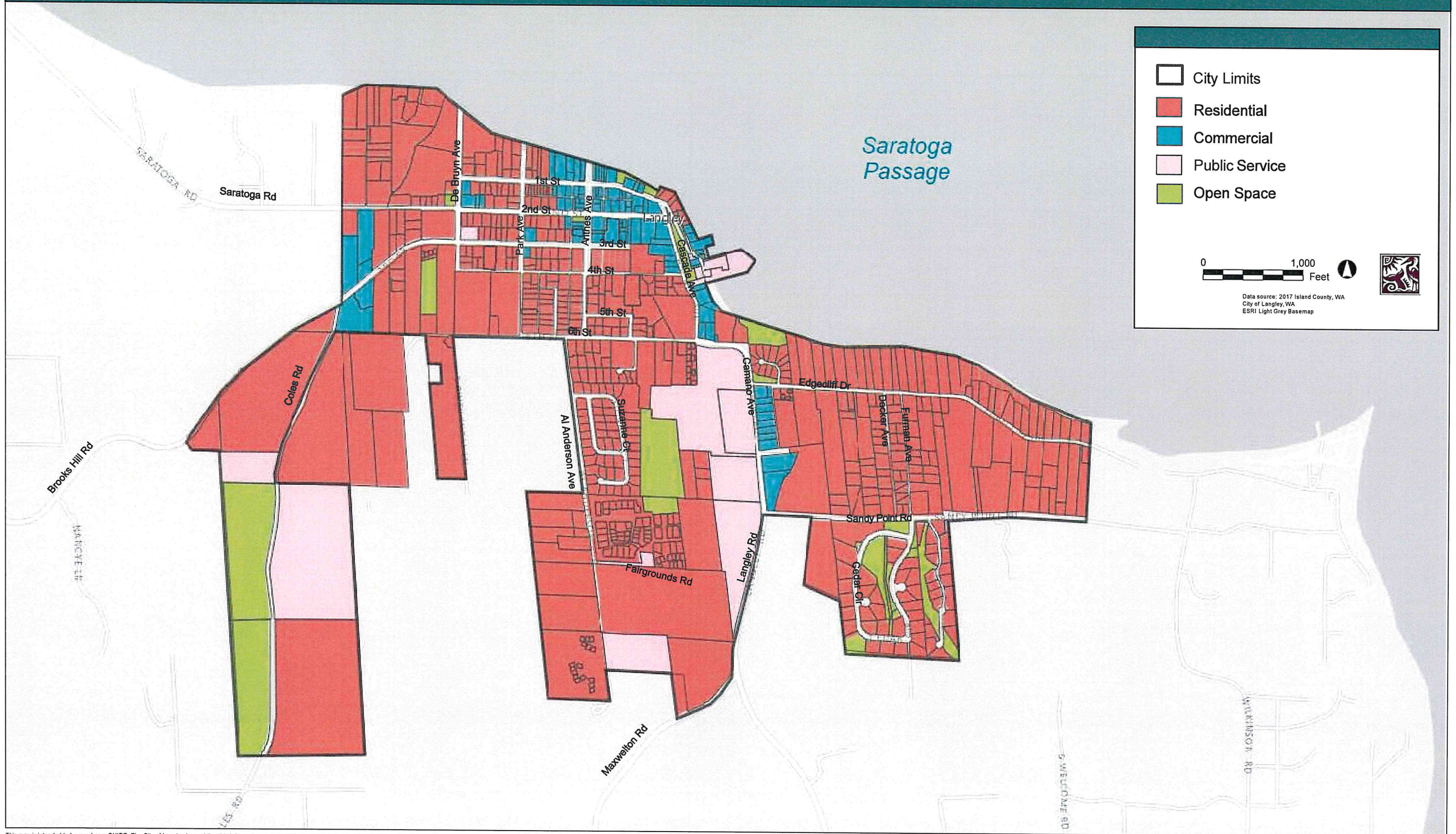
Figure LU-9  
 Langley Historic Sites



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 2024-11-15



Figure LU-10  
Langley Land Use



This map is intended to be used as a GUIDE. The City of Langley is providing this information as a general geographic representation that should not be used for precise measurements, or calibrations. Some of the features on this map are not accurately depicted. Any user of this map assumes all responsibility for use and agrees to hold The City of Langley harmless for liability, damages or loss incurred by use of this information. Specific questions should be directed to The City of Langley's Department of Planning and Community Development.



**Attachment D**  
**WA Department of Commerce**  
**Land Use Element Checklist**



## Periodic Update Checklist for Fully-Planning Cities

**Notice:** This checklist has been updated with the new 2024 GMA legislation. Rows that include new 2023 and 2024 legislative changes or updated Commerce guidance are shown in light orange , and all statutory changes adopted since 2015 are emphasized in **highlighted** text to help identify new GMA requirements that may not have been addressed during the last periodic update or through other amendments outside of the required periodic update process. Additionally, amendments to the GMA are summarized in [this document](#) on Commerce’s [GMA Laws and Rules webpage](#).

_____
City
_____
_____
_____
Staff contact, phone + email

**Overview:** This checklist is intended to help cities that are fully planning under the Growth Management Act (GMA) conduct the “periodic review and update” of **comprehensive plans** and **development regulations** required under [RCW 36.70A.130 \(5\)](#). This checklist identifies components of comprehensive plans and development regulations that may need updating to reflect the latest local conditions or to comply with GMA changes since the last periodic update cycle (2015-2018).

Local governments should review local comprehensive plan policies, countywide planning policies and multicounty planning policies (where applicable) to be consistent with the new requirements.

## Checklist Instructions

Please use the most recent versions of your comprehensive plan and development regulations to fill out each item in the checklist and answer the following questions:

**Is this item addressed in your current plan or development regulations?** If YES, fill in the form with citation(s) to where in the plan or regulation the item is addressed. Where possible, we recommend citing policy or goal numbers by element rather than page numbers, since these can change. If you have questions about the requirement, follow the hyperlinks to the relevant statutory provision or rules. If you still have questions, visit the Commerce [Periodic Update webpage](#) or contact the [Commerce planner assigned to your region](#).



**Is amendment needed to meet current statute?** Check YES to indicate a change to your plan will be needed. Check NO to indicate that the GMA requirement has already been met. Local updates may not be needed if the statute hasn't changed since your previous update, if your jurisdiction has kept current with required inventories, or if there haven't been many changes in local circumstances.

**Use the "Notes" column** to add additional information to note where your city may elect to work on or amend sections of your plan or development regulations, to call out sections that are not strictly required by the GMA, or to indicate if the item is not applicable to your jurisdiction.

**Submit your checklist!** This will be the first deliverable under your [periodic update grant](#).

**PlanView system and instructions:** Completed checklists can be submitted through Commerce's PlanView portal. The PlanView system allows cities and counties to submit and track amendments to comprehensive plans or development regulations online, with or without a user account. You can also submit via email: [reviewteam@commerce.wa.gov](mailto:reviewteam@commerce.wa.gov) Fill out and attach a [cover sheet](#), a copy of your submittal and this checklist. *Please be advised that Commerce is no longer accepting paper submittals.*

For further information about the submittal process, please visit Commerce's [Growth Management Act Laws and Rules webpage](#).

## Need help?

Please visit Commerce's [periodic update webpage](#) for additional resources.

Or contact:

Suzanne Austin, AICP  
Senior Planner  
Growth Management Services  
WA Department of Commerce  
509.407.7955  
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Or, [your assigned regional planner](#)

## Checklist Navigation

Section I: Comprehensive Plan	Section II: Development Regulations	Appendices
LAND USE	CRITICAL AREAS	APPENDIX A: HOUSING UNIT MINIMUMS PER POPULATION
HOUSING	ZONING CODE	APPENDIX B: ELEMENT UPDATES UNDER HB 1181
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TRANSPORTATION	ESSENTIAL PUBLIC FACILITIES	
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# Section I: Comprehensive Plan

## Land Use Element

Consistent with countywide planning policies (CWPPs) and [RCW 36.70A.070\(1\)](#), amended in 2023

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
<p><b>Notice:</b> 2021-2022 legislation <a href="#">ESSB 5593</a>: includes changes to <a href="#">RCW 36.70A.130</a> regarding UGA size, patterns of development, suitability and infrastructure.</p> <p>Coordinate these efforts with your county.</p>	Yes, LU-2	No	UGA to remain as-is.	Completed: <input type="checkbox"/> Date:
<p>a. The element integrates relevant county-wide planning policies into the local planning process, and ensures local goals and policies are consistent. For jurisdictions in the central Puget Sound region, the plan is consistent with applicable multicounty planning policies. <a href="#">RCW 36.70A.210</a> <a href="#">WAC 365-196-305</a></p> <p>Coordinate these efforts with your county.</p>	Yes, Executive Summary pages 3-4, LU-2, and T-8.	Yes	Updates are needed to reflect the most recent changes to the CPPs	Completed: <input type="checkbox"/> Date:
<p>b. A future land use map showing city limits and UGA boundaries. <a href="#">RCW 36.70A.070(1)</a> amended in 2023 and <a href="#">RCW 36.70A.110(6)</a>, <a href="#">WAC 365-196-400(2)(d)</a>, <a href="#">WAC 365-196-405(2)(i)(ii)</a></p>	Yes, Figures LU-4 and LU-10	Yes	Updates may be needed to add capacity in the City for additional housing and jobs within the current city limits.	Completed: <input type="checkbox"/> Date:
<p>c. Consideration of urban planning approaches that increase physical activity and reduce per capita vehicle miles traveled within the jurisdiction, but without increasing greenhouse gas emissions elsewhere in the state. <a href="#">RCW 36.70A.070(1)</a> (amended in 2023) and <a href="#">WAC 365-196-405(2)(j)</a>.</p> <p>Additional resources: <a href="#">Commerce’s Climate guidance</a>, <a href="#">Transportation Efficient Communities’ guidance</a>, and the WA Department of Health <a href="#">Washington State Plan for Healthy Communities</a> and <a href="#">Active Community Environment Toolkit</a></p>	Yes, LU 4.1, LU 4.4, LU 4.6, LU 4.12, LU 4.14, LU 5.1, LU 9.3, LU 10.9, LU 11.1, LU 11.2, LU 11.3, LU 11.5, LU 11.6, LU 11.7, LU 11.8, LU 12.6	No	Some updates could be considered to consolidate and streamline similar policies.	Completed: <input type="checkbox"/> Date:

## Section I: Comprehensive Plan

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
d. A consistent population projection throughout the plan which should be consistent with the jurisdiction's allocation of countywide population and housing needs. <a href="#">RCW 36.70A.115</a> , <a href="#">RCW 43.62.035</a> and <a href="#">WAC 365-196-405(f)</a>	Yes Pages LU 12-13	Yes	Updated population projections have been adopted by the City and County in the CPPs and will need to be integrated into the plan.	Completed: <input type="checkbox"/> Date:
e. Estimates of population densities and building intensities based on future land uses and housing needs. <a href="#">RCW 36.70A.070(1)</a> (amended in 2023), <a href="#">WAC 365-196-405(2)(i)</a>  <ul style="list-style-type: none"> <li>For cities required to plan under the Buildable Lands Program, <a href="#">RCW 36.70A.215</a> amended in 2017, some jurisdictions may need to identify reasonable measures to reconcile inconsistencies. See <a href="#">Commerce's Buildable Lands Program page</a>.</li> </ul>	Yes Pages LU 7-10	Yes	Updated densities and intensities will be needed for the new population and housing projections.	Completed: <input type="checkbox"/> Date:
f. Provisions for protection of the quality and quantity of groundwater used for public water supplies. <a href="#">RCW 36.70A.070(1)</a> (amended in 2023), <a href="#">WAC 365-196-405(1)(c)</a> ; <a href="#">WAC 365-196-485(1)(d)</a>	Yes Pages LU 4, 10, 18	Yes	Could use more policy language directly related to this.	Completed: <input type="checkbox"/> Date:
g. Identification of lands useful for public purposes such as utility corridors, transportation corridors, landfills, sewage treatment facilities, storm water management facilities, recreation, schools and other public uses. <a href="#">RCW 36.70A.150</a> and <a href="#">WAC 365-196-340</a>	Yes, Figures LU-10, POS-2, T-2, UCF-1, UCF-2, UCF- 3, UCF-4, UCF-5, UCF-6	Yes	Updates may be needed to some of the maps.	Completed: <input type="checkbox"/> Date:

	In Current Plan? Yes/No  If yes, cite section	Changes needed to meet current statute?  Yes/No	Notes	
<p>h. Identification of open space corridors and green spaces within and between urban growth areas, including lands useful for recreation, wildlife habitat, trails and connection of critical areas, and urban and community forests within the UGA. <a href="#">RCW 36.70A.070(1)</a> amended in 2023, <a href="#">RCW 36.70A.160</a> and <a href="#">WAC 365-196-335</a></p>	Yes, Figures LU-7, POS-2, and T-5	Yes	Updated map to connect these identified open spaces, critical areas, and proposed trails into open space corridors	Completed: <input type="checkbox"/> Date:
<p>i. If there is an airport within or adjacent to the city: policies, land use designations (and zoning) to discourage the siting of incompatible uses adjacent to general aviation airports. <a href="#">RCW 36.70A.510</a>, <a href="#">RCW 36.70.547</a></p> <p>Note: The plan (and associated regulations) must be filed with the <a href="#">Aviation Division of WSDOT</a>. <a href="#">WAC 365-196-455</a></p>	No	Yes	Whidbey Airpark is within ~3,500ft of the City limits at its closest point. Developments at certain heights within 1.7 miles of the airport require notifying the airport owner and the FAA. Staff will need to reach out to WSDOT to determine if any structures permitted under Langley height regulations would trigger this.	Completed: <input type="checkbox"/> Date:
<p>j. Where applicable, a review of drainage, flooding and stormwater run-off in the area and nearby jurisdictions and provide guidance for corrective actions to mitigate or cleanse those discharges that pollute waters of the state. <a href="#">RCW 36.70A.070(1)</a> (amended in 2023) and <a href="#">WAC 365-196-405(2)(e)</a></p> <p>Note: <a href="#">RCW 90.56.010(27)</a> defines waters of the state.</p> <p>Additional resources: <a href="#">Commerce's climate guidance</a>, <a href="#">Protect Puget Sound Watersheds</a>, <a href="#">Building Cities in the Rain</a>, <a href="#">Ecology Stormwater Manuals</a>, <a href="#">Puget Sound Partnership Action Agenda</a></p>	Yes, Page LU-18 and policies LU 7.1, LU 7.5, LU 8.12	No	Some changes could be considered to address increased precipitation from climate change. The City will be updating its stormwater comprehensive plan in 2026 and some changes may be required at that time.	Completed: <input type="checkbox"/> Date:

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
k. Policies to designate and protect critical areas including wetlands, fish and wildlife habitat protection areas, frequently flooded areas, critical aquifer recharge areas and geologically hazardous areas. In developing these policies, the city must have included the best available science (BAS) to protect the functions and values of critical areas, and give "special consideration" to conservation or protection measures necessary to preserve or enhance anadromous fisheries.  <a href="#">RCW 36.70A.030(6)</a> , <a href="#">RCW 36.70A.172</a> , <a href="#">WAC 365-190-080</a> . Best Available Science: see <a href="#">WAC 365-195-900 through -925</a>	Yes, Pages LU 3-5, and LU 18-19. Policies LU 2.8, LU 2.9, LU 8 – 8.19,	Yes	Some changes may be needed to reflect updated Best Available Science on Riparian Habitat Areas	Completed: <input type="checkbox"/> Date:
l. If forest or agricultural lands of long-term commercial significance are designated inside a city: a program authorizing Transfer (or Purchase) of Development Rights. <a href="#">RCW 36.70A.060(4)</a> , <a href="#">RCW 36.70A.170</a>	No	No	No forest or agricultural lands of long-term commercial significance are designated inside the City.	Completed: <input type="checkbox"/> Date:
m. If there is a Military Base within or adjacent to the jurisdiction employing 100 or more personnel: policies, land use designations, (and consistent zoning) to discourage the siting of incompatible uses adjacent to military bases. <a href="#">RCW 36.70A.530(3)</a> , <a href="#">WAC 365-196-475</a>	No	No	There is not a military base within or adjacent to the City. The nearest military base is Naval Air Station Whidbey, ~ 40 miles north.	Completed: <input type="checkbox"/> Date:
n. <b>New section <a href="#">RCW 36.70A.142</a> (2022), <a href="#">HB 1799</a>:</b> Development regulations newly developed, updated, or amended <i>after January 1, 2025</i> allow for the siting of organic materials (OM) management facilities as identified in local solid waste management plans (SWMP) to meet OM reduction and diversion goals. Siting must meet criteria described in <a href="#">RCW 70A.205.040(3)</a> . See also <a href="#">RCW 36.70.330</a> . For applicability, see <a href="#">RCW 70A.205.540</a> .	No	No	Langley is part of the Island County Solid Waste Management Plan, last updated in 2020. The Plan suggests a review for necessary updates in 2024. The City would participate in any update process. Per RCW 70A.205.040, the priority areas for organic materials management facilities are industrial zones, agricultural zones, or rural zones. The City does not have any lands in these designations.	Completed: <input type="checkbox"/> Date:

	In Current Plan? Yes/No If yes, cite section	Changes needed to meet current statute? Yes/No	Notes	
o. Give special consideration to achieving environmental justice in goals and policies, including efforts to avoid creating or worsening environmental health disparities. <a href="#">RCW 36.70A.070(1)</a> amended in 2023.	No	Yes	Changes can be incorporated to address climate impacts on vulnerable populations, consideration in siting of essential public facilities, and access to open space.	Completed: <input type="checkbox"/> Date:
p. The land use element must reduce and mitigate the risk to lives and property posed by wildfires by using land use planning tools and through wildfire preparedness and fire adaptation measures. <a href="#">RCW 36.70A.070(1)</a> amended in 2023.  See also: <a href="#">International Wildland-Urban Interface Code</a>	No	Yes	Policies will be needed to address this and will be developed as part of the Climate Element as well.	Completed: <input type="checkbox"/> Date:

**Attachment E**  
**Land Use Element**  
**Implementation Progress**



**LAND USE GOALS AND POLICIES**

**Goal LU – 1: Essential Public Facilities**

The siting of essential public facilities shall be in accord with State and County regulations and policies.

LU-1.1	Proposals to site essential public facilities in the Langley Urban Growth Area shall be made in accordance with the following:	Addressed in the adopted CPPs and LMC 18.22.160
a)	The proponent shall provide a clear rationale for the proposed essential public facility and its proposed location in Langley’s UGA that is based upon documented need.	
b)	The proponent shall provide a reasonable opportunity for the public and the City to participate in the site selection process.	
c)	The County and City shall jointly and cooperatively establish a process for developing criteria to determine whether a use is an essential public facility and also for siting requirements for these facilities within Langley’s UGA. These requirements shall consider, at a minimum, protection of the natural environment, public health, safety, and equitable access to ensure people of all ages and abilities are able to use these facilities.	
d)	Essential public facilities proposed to be sited outside of the UGA must be self-contained and should not require the extension of municipal sewer and water utilities or other urban services.	

LU-1.2	Essential public facilities may be located in all zones. However negative impacts to adjacent land uses shall be minimized to the greatest extent through mitigation.	Addressed in LMC 18.22.160
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**Goal LU–2 Joint Planning Area and Urban Growth Area**

Work with Island County to ensure that the distribution and general location of new land uses within the Urban Growth Area and Joint Planning Area is coordinated and well planned.

LU-2.1	The annexation of land into the City shall be guided by the following:	Process is outlined in interlocal agreement with Island County
a)	Only lands designated as UGA shall be considered for annexation.	
b)	A development agreement and connections to City sewer and water shall be a condition of annexation.	

CITY OF LANGLEY COMPREHENSIVE PLAN

c)	Lands that are not contiguous to the City shall not be annexed.	
d)	Proposed development shall incorporate urban densities.	
LU-2.2	The City will adopt guidelines to guide annexation requests for different scenarios including greenfield lands, development that does not meet urban standards, and Rural Areas of Intense Development (RAID) and require an Annexation and Development Agreement.	Process is outlined in interlocal agreement with Island County
LU-2.3	In accordance with CWPPs, lands outside of the City boundary but within the UGA shall be assigned the Urban Holdings (UH) designation.	Addressed in the CPPs
LU-2.4	In accordance with CWPPs, review the inter-local agreement with Island County on a regular basis to establish land-use and development regulations for lands in the UGA and JPA.	Interlocal agreement has not been updated since its adoption in 1999
LU-2.5	Lands designated as UGA and PGA shall be zoned and regulated by the County in consultation with the City such that interim development does not impede future urban development patterns and good planning practice.	Per interlocal agreement, proposed changes and development with the JPA is routed to the City for comment
LU-2.6	Continue to improve the inter-jurisdictional review of land use activities within the JPA. Explore options with Island County to expand the City's review authority inside the JPA.	Per interlocal agreement, proposed changes and development with the JPA is routed to the City for comment
LU-2.7	Preserve to a significant extent tree cover and open space in the JPA for watershed management, habitat preservation, wildlife corridors and Langley's visual character. Preserve significant forests, agriculture, and open space areas in the JPA with the goal of establishing an integrated open space system within and around Langley, including such elements as a greenbelt, tree horizons, forested buffers, wildlife corridors, parks, overlooks and trails.	This policy is implemented through the process outlined in the CPPs. The City's recent request to relocate the PGA reflects this.

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LU-2.8	Designate open space corridors within the City's planning area to protect critical areas, protect wildlife habitat, and provide accessible footpaths for pedestrian connectivity in these corridors. Protect visually significant tree lines through open space corridors and other means including entranceways into the City.	This will need to be done through the current Comp Plan update process.
LU-2.9	Collaborate with stakeholders to prioritize critical areas and other sensitive lands for conservation and long-term protection.	The City continues to communicate and identify opportunities to partner with property owners and organizations such as the WCLT regarding conservation opportunities in and around the City.
LU-2.10	Any changes to the Urban Growth Area boundary shall be governed by CWPP's.	The City participated in the most recent update to the CPPs.
LU-2.11	Capital facilities planning within the UGA shall be undertaken jointly with Island County.	No capital facilities have been proposed within the UGA. Addressed in CPPs.
LU-2.12	Establish and revise as appropriate a rational population projection over the 20-year planning horizon that is based on population estimates and projections supplied by the Office of Financial Management, is consistent with County Wide Planning Policies and the historical growth trends for Langley.	New population projections adopted June 2024. May need to revise this language for consistency with new CPP procedures.
LU-2.14	Coordinate with Island County on natural resource planning to ensure consistency of purpose both inside and outside the city.	Outlined in CPPs. City currently engage in such coordination with County on Joint Planning Area.
LU-2.15	Cooperate with Island County to develop programs to protect natural resource lands that include, for example, regulations to prevent encroachment of incompatible development adjacent to designated resource lands.	Island County has measures included in ICC 16.25 for the protection of resource lands and notification to adjacent property owners.

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LU-2.16	Work with the County on open space preservation efforts adjacent to the City.	Outlined in CPPs. City currently engage in such coordination with County on Joint Planning Area.
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LU-2.17	Support the policies in the County Comprehensive Plan to identify and protect scenic gateway corridors and prevent commercial development from locating along corridors leading into the city, including Langley Road, Wilkinson Road/Sandy Point Road, Maxwellton Road, Coles Road, Brooks Hill Road, and Saratoga Road.	Commercial development along these corridors not currently permitted under IC zoning.
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**Goal LU-3: General Planning**

Development within the City shall preserve and enhance the qualities that make Langley a desirable place to live, operate a business and visit.

LU-3.1	Work with Island County, regional economic development stakeholders, community groups, and local residents to enhance Langley as the commercial, mixed residential, and cultural center for South Whidbey.	Recently participated in the CEDS process and will integrate into Economic Development Element.
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LU-3.2	The City encourages the use of innovative planning tools and techniques to achieve the goals and policies in the Comprehensive Plan.	Implemented through <a href="#">LMC 18.03</a> (expired), <a href="#">LMC 18.04</a> , <a href="#">LMC 18.13</a> , and <a href="#">LMC 18.26</a> .
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LU-3.3	The City will continue to work with the Port of South Whidbey and other land owners to balance the needs of local residents while encouraging marine tourism and appropriate waterfront development that are consistent with the Shoreline Master Plan.	Implemented through <a href="#">Wharf St Overlay</a> and Shoreline Master Program
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LU-3.4	The City will work with public and private partners to develop a strategy and related programs to prepare for and mitigate the potential impacts of climate change, both on city operations and on the broader Langley community.	Adoption of Climate Emergency Resolution. Creation of CCAC. Partnerships with WCA and Kicking Gas. Creation of Bluff Management Plan. Participation in EPA Create Tool. Development of Climate Element.
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LU-3.5	Langley will continue to work with the wide range of stakeholders, local and regional, to achieve this goal.	Ongoing policy that continues to guide City actions.
LU-3.6	The City encourages high quality architecture with building form and character that reflects the area history and utilizes locally materials such as wood and stone.	Update to Design Standards planned for second half of 2025.
LU-3.7	The City shall review its design guidelines to ensure they continue to meet this goal and other elements of the Comprehensive Plan.	Update to Design Standards planned for second half of 2025.
LU-3.8	Where large areas of public open space are being provided or existing public facilities are being improved, increased densities or land use intensity may be considered.	Implemented through LMC 18.26, Planned Unit Development Code.

**Goal LU-4: Distribution of Land Uses**

The location of different land uses and housing densities shall reflect an efficient distribution of public infrastructure and accommodate future growth projections.

LU-4.1	Focus urban residential and commercial growth in Langley's Urban Growth Area.	Implemented through new CPP process which aims to shift growth over time, from the unincorporated County to the urban growth areas.
LU-4.2	Focus new commercial development in the central business core.	This will need to be considered as the City continues discussions on buildable land for projected jobs.
LU-4.3	New commercial development outside of the central business core may be supported when there is no net loss of residential units.	This will need to be considered as the City continues discussions on buildable land for projected jobs.
LU-4.4	Higher density development is permitted in single family neighborhoods when integrated in a sensitive manner, with the use of the multifamily infill form-based code overlay.	Implemented through <a href="#">LMC 18.13</a>

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LU-4.5	Work with the Fairground owner/operator to establish year-round uses compatible with surrounding neighborhoods, existing recreational and fair-related uses.	Fairgrounds Overlay, <a href="#">LMC 18.10</a> allows a range of uses. Last updated in 2008.
LU - 4.6	A mix of land uses is supported where they are sensitively integrated including, for example, home occupations in residential areas, higher residential densities adjacent to lower residential densities, and combined retail/residential uses in the commercial areas. Mixed use neighborhoods are encouraged through the use of the Planned Unit Development overlay.	Implemented through <a href="#">LMC 18.26</a> .
LU - 4.7	Cluster residential development in recognition of sensitive (critical) natural features and/or to provide maximum benefit to the owner/applicant to take advantage of territorial view opportunities and to preserve contiguous portions of properties in permanent open space.	Implemented through <a href="#">LMC 17.04.075</a> , <a href="#">LMC 18.04</a> , <a href="#">LMC 18.22.200</a> , and <a href="#">LMC 18.26</a> .
LU-4.8	Support innovative strategies that facilitate the development of a range of affordable housing options. Such strategies may include clustered residential developments, density bonuses for developments that include “affordable” units/lots, accessory dwelling units, cottage housing developments, multi-family infill in single family neighborhoods, and inclusionary zoning.	Implemented in a number of ways. -LMC 18.04, Innovative Affordable Housing - LMC 18.13, MFI - LMC 18.26, PUD - LMC 18.22 clustered housing, tiny homes, cottage housing, accessory dwelling units
LU-4.9	Work with stakeholders to facilitate a more active waterfront, including expanded marina facilities and increased access to the shorelines via pathways and stairways.	Not yet implemented.
LU-4.10	Require buffers (vegetation, fences, etc) between certain land uses to minimize the impact of one use upon another, such as commercial adjacent to residences. These buffers shall not inhibit pedestrian circulation, connectivity, access and wayfinding.	Implemented through additional setbacks in <a href="#">LMC 18.16.080</a> and <a href="#">LMC 18.18.070</a> .
LU-4.11	Require visual vegetative buffers between development and main entrance corridors into the	Not yet implemented.

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	city. These buffers shall not inhibit pedestrian circulation, connectivity, access and wayfinding.	
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LU-4.12	Encourage development that promotes livability, pedestrian orientation and quality design and limits stress factors such as noise pollution and traffic congestion.	Number of ways this could be implemented. - <a href="#">LMC 18.13</a> MFI code - <a href="#">Design Standards</a> - <a href="#">Landscaping and tree retention</a> - Promote multimodal transportation and design for pedestrian and bicycle safety. City is involved in Safe Streets for All grant. Also to be addressed in Transportation Element through multimodal Level of Service and Streetscape Designs.
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LU-4.13	Approving new commercial development that results in the loss of residential units shall be discouraged.	This will need to be considered as the City continues discussions on buildable land for projected jobs. For specific developments, this is reviewed during the SEPA process.
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LU-4.14	New commercial development is strongly encouraged to be mixed use.	Adoption of proposed changes to mixed use performance standards will help to make this more feasible.
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LU-4.15	Higher density development is permitted in multi-family neighborhoods when integrated in a sensitive manner through the use of the Planned Unit Development.	Implemented though <a href="#">LMC 18.26</a> .
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**Goal LU-5: Economy**

Support and expand the local economy by encouraging new businesses to locate here and assisting existing businesses to thrive.

LU-5.1	Encourage development of a wide range of commercial uses to support local residents as well as the needs of the visiting public.	As part of Economic Development Element, City should review allowed uses to determine if they serve
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		the needs of the population.
LU-5.2	Encourage development of the waterfront area and marina consistent with the Shoreline Management Plan and other strategic goals.	Implemented through <a href="#">Wharf St Overlay</a> and <a href="#">Shoreline Master Program</a>
LU-5.3	Support existing and encourage the establishment of knowledge, arts, and wellness-based businesses.	As part of Economic Development Element, City should review allowed uses and regulations to determine if current code supports this.
LU-5.4	Work with the business community and community groups to accomplish projects of mutual interest.	City continues to support projects initiated by <a href="#">Langley Chamber</a> , <a href="#">Mainstreet</a> and <a href="#">Langley Arts Fund</a> .
LU-5.5	Develop and implement a strategy to permit low impact (cottage) industries or makerspaces that are small scale, have limited negative impacts and are consistent with Langley’s character.	As part of Economic Development Element, City should review allowed uses and regulations to determine if current code supports this. Currently, makerspaces are only allowed in a PUD. Code does permit home occupations.
LU-5.6	Continue to invest in Langley’s public spaces, such as Second Street.	City continues to contribute funding for <a href="#">Langley Mainstreet</a> , who invest in and maintain <a href="#">downtown public spaces</a> .

**Goal LU-6: Current Development and Enforcement**

Create a predictable development atmosphere by establishing clear and consistent application requirements. Enforce land use regulations equitably and consistently.

LU-6.1	Monitor development application approval time frames and where not already established develop reasonable development approval processing time frames	New ordinance required to be adopted with reduced permit review time frames under updates to the <a href="#">Local</a>
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		<a href="#">Project Review Act</a> by January 2025.
LU-6.2	Increase, where possible, the number of administrative approvals, thereby minimizing lengthier permit processes.	New multifamily infill code, LMC 18.13 provides for administrative approvals.
LU-6.3	Establish clear application requirements.	Some clarifying updates could be added to <a href="#">LMC 18.36, Administration</a> .
LU-6.4	Develop a guide for development application processes to provide clarity and certainty for developers and to improve the public's knowledge of the process.	Not yet implemented. Working on an updated brochure and webpage for tree removal requirements.

**Goal LU-7: Public Facilities and Services**

Coordinate the orderly provision of sewer, storm and water infrastructure and other public utilities to serve public and private development throughout the entire City in a manner that is consistent with the fiscal resources of the City.

LU-7.1	Development that increases density (including ADUs, short and long plats) shall not be approved where the necessary infrastructure (sewer, water, stormwater, and roads) cannot accommodate the proposed development or where the City has not required the proponent to pay for or install the necessary infrastructure.	Implemented through the requirements of <a href="#">LMC 15.01</a> , <a href="#">LMC 17.04</a> , <a href="#">LMC 17.08</a> , <a href="#">LMC 13.01</a> , and <a href="#">LMC 13.50</a> .
LU-7.2	The cost of related on and off-site improvements necessary to facilitate a specific development shall be borne by the proponent and shall not result in a diminished Level of Service (LOS) of any mode without mitigation.	Implemented through the requirements of <a href="#">LMC 15.01</a>
LU-7.3	Locate public facilities and sewer and water utilities such that they (a) maximize the efficiency of services provided; (b) minimize costs to the taxpayer and developer; (c) minimize their impacts upon the natural environment and natural hazards; and (d) minimize ongoing maintenance costs and impacts.	Ongoing policy that continues to guide City actions.
LU-7.4	New development, including long subdivisions and short plats, site plan approvals, and building permits	Implemented through the requirements of <a href="#">LMC</a>

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	for new residential and commercial development, are required to be served by sewer and water.	<a href="#">15.01</a> , <a href="#">LMC 17.04</a> , <a href="#">LMC 17.08</a> , <a href="#">LMC 13.01</a> , and <a href="#">LMC 13.50</a>
a)	Variations or waivers may be considered for new non-residential development or single family residential construction due to topographical constraints or lack of approval by contiguous land owners.	
b)	Variations and waivers will not be considered for short and long subdivisions or new non-residential development.	
c)	Where septic systems and wells have been permitted for new development they shall be considered temporary and interim solutions until such time that City sewer and water is available.	

LU-7.5	Do not approve development that reduces the Level of Service (LOS) standards for public facilities including sewer, water, stormwater, roads and sidewalks as identified in the Utilities and Capital Facilities Element.	Ongoing policy that continues to guide City actions. City hoping to develop a multimodal LOS system in the Transportation Element.
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LU-7.6	Any proposed development not meeting the minimum density of the current zone district shall be designed such that the layout does not impede future development to maximize the density of the current zone district.	Not yet implemented, minimum densities not established. Potentially need to revise this policy to “maximum” and integrate into development standards.
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LU-7.7	Require all new developments, where feasible, to locate utilities underground to enhance aesthetic quality and scenic vistas.	Implemented through <a href="#">LMC 15.01.080</a> .
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**Goal LU-8: - Critical Areas**

Identify, protect, enhance, and restore critical areas.

LU-8.1	Critical areas shall be maintained and, where appropriate, enhanced to protect functions and values, and to protect the public health, safety, and welfare.	Implemented through <a href="#">LMC 16.20</a> .
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LU-8.2	The restoration and enhancement of critical areas damaged as a result of past land use activities is strongly encouraged.	Implemented through <a href="#">LMC 16.20</a> .
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CITY OF LANGLEY COMPREHENSIVE PLAN

LU-8.3	Best available science shall be used to refine development regulations to protect the functions and values of critical areas while maintaining Langley's unique character, protecting public health and welfare and providing "reasonable use" of private property.	Implemented through <a href="#">LMC 16.20</a> .
LU-8.4	Review and update land development regulations to incorporate best practices and innovative techniques that minimize negative impacts to the natural environment.	Completed during critical areas ordinance update but should continue to occur as other regulations reviewed and updated.
LU-8.5	Update and designate critical areas as new information becomes available and could include for example: natural corridors, wildlife habitat conservation areas and open spaces that provide connectivity and migration routes.	Implemented through <a href="#">LMC 16.20</a> . Need to add open space corridors to Land Use and Parks Elements.
LU-8.6	Encourage inter-jurisdictional stewardship of critical areas and watersheds, especially those that extend beyond the city boundaries and provide habitat and hydrological connectivity.	City could engage with Island County during the update of their Critical Areas Ordinance.
LU-8.7	Direct activities not dependent on the use of critical areas to less ecologically sensitive sites and mitigate unavoidable impacts to critical areas by regulating alterations in and adjacent to critical areas.	Implemented through <a href="#">LMC 16.20</a> .
LU-8.8	To achieve maximum protection, establish critical areas buffers on separate parcels or tracts.	Implemented through <a href="#">16.20.080.J</a> , and <a href="#">16.20.085.I.13</a>
LU-8.9	Mitigate unavoidable impacts to critical areas by regulating alterations in and adjacent to critical areas. Mitigation plans may require monitoring and financial surety or bonds.	Implemented through <a href="#">LMC 16.20</a>
LU-8.10	Consider, where appropriate, non-regulatory protection measures or acquisition of critical areas by a public or non-profit entity.	Ongoing policy that continues to guide City actions. City did acquire ownership of a wetland on 3 <sup>rd</sup> St and restoring it as offsite mitigation for LIP.

CITY OF LANGLEY COMPREHENSIVE PLAN

LU-8.11	Encourage public education activities that preserve and protect environmentally critical areas, including vegetation management on bluff properties, downstream impacts from upstream activities, management of invasive plant species, and best management practices for yard maintenance and living by water.	Not yet implemented.
LU-8.12	New development shall be required to manage stormwater runoff to maintain pre and post development flows, and water quality. Any discharge off site shall be treated. Green infrastructure is encouraged.	Implementing through the Stormwater Management Manual for Western Washington. Second sentence could be revised for clarity.
LU-8.13	Prevent cumulative adverse environmental impacts to critical areas and the overall net loss of wetlands and habitat conservation areas through critical areas regulations.	Implemented through <a href="#">LMC 16.20</a> .
LU-8.14	Minimize damage to life, property, and resources by prohibiting, avoiding or limiting development on steep slopes (as defined by the City of Langley Municipal Code) and on unstable soil and geologic hazard areas.	Implemented through <a href="#">LMC 16.20</a> .
LU-8.15	Ensure that site development regulations reduce erosion, promote immediate re-vegetation, and reduce the amount of sediment leaving a construction site to protect other properties and watercourses.	Implemented through <a href="#">LMC 16.20.035.I</a>
LU-8.16	Prohibit development on land determined to be contaminated pursuant to the State Toxics Control Act until remediation has been completed in accordance with an approved plan.	Ongoing policy that continues to guide City actions in compliance with state law.
LU-8.17	Develop an urban forest strategy to guide tree management activities on public and private lands.	Not yet implemented.
LU-8.18	Review the Langley Municipal Code to remove barriers that prevent and adopt regulations to encourage urban agriculture.	Not yet implemented.

LU-8.19	Review base flood elevations to incorporate a factor for sea level rise.	Implemented through Shoreline Master Program.
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**Goal LU-9: - Health, Education and Recreation**

Encourage opportunities for recreational and cultural activities for all age groups and for a planned open space system within and around the UGA.

LU-9.1	Work with public entities to establish joint-use agreements to maximize the use of all public facilities.	City has communicated with the School District about a dog park in the past, communicated with Puget Sound Energy about potential trails, and provides funding to Langley Mainstreet for maintenance of 2 <sup>nd</sup> St Park and other public space.
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LU-9.2	Amend the Fairgrounds Overlay Zone to encourage year-round use of the facility, maximize compatible uses and create more flexibility.	Fairgrounds Overlay, <a href="#">LMC 18.10</a> allows a range of uses. Last updated in 2008.
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LU-9.3	Support increased intensity of land uses where large areas of public open space are being provided or existing public facilities are being improved.	Implemented through LMC 18.26, PUD and LMC 18.22.200, CRD.
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LU-9.4	Work with the business community to accomplish the programs that will make Langley a comfortable, enriching home for all of its inhabitants, from senior citizens to energetic teenagers to toddlers and community groups.	City should spend time identifying what implementation of this policy should look like and refine the policy to support such work.
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LU-9.5	Provide incentives to assist in preserving permanent open spaces.	Implemented through LMC 18.26.
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LU-9.6	The City should support the efforts of organizations to expand opportunities for cultural and marine-oriented uses.	Implemented through <a href="#">Wharf St Overlay</a> . City also provided funding and staff coordination for proposed Cascade Ave outdoor museum.
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**Goal LU-10: - History and Aesthetics**

Encourage the protection of special historic, architectural, aesthetic, and cultural resources through the designation of historic landmarks and districts and the adoption of appropriate incentives, and ensure that new development contributes aesthetically to the overall village character. Avoid negatively impacting archeological features.

LU-10.1	Promote preservation of historically significant features of the Langley landscape, including cultural resources, farmlands, forests, and open spaces.	Need to designate open space and habitat corridors in the Land Use and Parks Elements. The City’s recent request to relocate the PGA is also in line with this policy.
LU-10.2	Maintain the historic integrity of the downtown commercial core.	Implemented through maintenance of Langley’s historic register and design standards. The design standards are set to be updated during the second half of 2026.
LU-10.3	Encourage the restoration and rehabilitation of historic sites through appropriate means such as increased density, grant and loan technical assistance, adaptive reuse, and other innovative techniques.	As a Certified Local Government with a Historic Preservation Commission, the City is eligible for historic preservation grants and special tax valuation.
LU-10.4	Design new commercial development/redevelopment, multi-family, and other development in a manner that is compatible with the style of existing buildings, and that ensures aesthetically pleasing projects.	Implemented through Langley’s design standards. The design standards are set to be updated during the second half of 2026.
LU-10.5	Preserve and expand public viewing places and roadway corridors that offer opportunities to view the scenic downtown area and surrounding picturesque areas.	City will be working to preserve views while also stabilizing publicly owned bluffs through implementation of the bluff management plan.
LU-10.6	Preserve as much healthy natural vegetation (larger trees and groundcover) as possible on building sites and along streams, roads, and in parking lots. Where natural vegetation will be disturbed, commensurate landscaping and tree planting should be provided.	City code requires replacement for any significant trees removed. This policy could be further implemented

CITY OF LANGLEY COMPREHENSIVE PLAN

		through tree canopy retention requirements for new development and revisions to the City's tree preservation requirements.
LU-10.7	Protect the dark sky over Langley as an environmental necessity, as well as a scenic, educational and cultural resource.	City code could be updated to include dark sky lighting requirements.
LU-10.8	Review and update the City's design guidelines to meet the goals and objectives of this Comprehensive Plan.	The City's design standards are set to be updated in the second half of 2025.
LU-10.9	Permit multifamily infill through the use of a form-based code to meet the goals and objectives of this Comprehensive Plan.	Implemented through <a href="#">LMC 18.13</a> .

**Goal LU-11 - Transportation**

Strive for a multi-modal network that safely and conveniently accommodates multiple functions including travel, social interaction and commerce, to provide for more vibrant neighborhoods and more livable communities.

LU-11.1	Develop a multi-modal transportation plan that promotes an integrated system of walking, biking, transit, auto and other forms of transportation designed to effectively support mobility and access, and which provides multiple linkages across the whole City, in particular within the City core, and to adjoining County roads and trails.	The City has been participating in the Safe Streets for All grant and will be working to update the Transportation Element.
LU-11.2	Develop a design concept for Complete Streets consistent with the City's adopted ordinance that includes sidewalks, street trees, landscaping and benches. Develop an ongoing improvement program.	Complete streets required in <a href="#">LMC 15.01.465</a> . City hoping to develop streetscape standards through Transportation Element update.
LU-11.3	Integrate public transportation, pedestrian and biking requirements into the design of proposed developments and the design and maintenance of public and private roads.	The City hopes to create a multimodal level of service system and streetscape standards through the Transportation Element update.



CITY OF LANGLEY COMPREHENSIVE PLAN

LU-11.4	Designate and design collector roads and trails to be compatible with adjacent county roadways to achieve concurrent levels of service.	Suggest reviewing this policy during Transportation Element update to clarify its meaning.
LU-11.5	When undertaking transportation planning and service decisions, evaluate and encourage land use patterns and policies that support a sustainable multi-modal transportation system.	Ongoing policy that continues to guide City actions.
LU-11.6	Strategically design transportation options - including bike routes, sidewalks, pedestrian trails and other non-motorized solutions - to support and anticipate land use and economic development goals.	The City will continue to address this through the update of the Transportation Element.
LU-11.7	Developments may be required to dedicate additional land for pedestrian improvements such as trails, sidewalks, cycling and access to open space.	Implemented through LMC 18.26, PUD.
LU-11.8	Promote greater walkability in Langley by improving pedestrian connections, increasing densities and permitting a mix of uses.	Ongoing policy that continues to guide City actions.

**Goal LU-12 Climate Change**

Work with public and private partners to develop a strategy and related programs to prepare for and mitigate the potential impacts of climate change on City operations and on the broader Langley community.

LU-12.1	Develop a strategic plan that will help guide and focus resources and program initiatives to 1) reduce Greenhouse Gases (GHGs) and the city's carbon footprint 2) assess the risks and potential impacts of climate change, and 3) reduce and minimize these risks.	CCAC has been working to develop a climate action plan. It will be important such plan is consistent with the new Climate Element.
LU-12.2	Develop policies and strategies for land use and development that result in reduced GHGs for new development as well as redevelopment activities.	Several ways this has implemented. -Pedestrian-oriented development through <a href="#">LMC 18.13</a> and <a href="#">18.26</a> . -Reduced permit fees for solar panels. - Green building standards of <a href="#">18.22.250-270</a> .



CITY OF LANGLEY COMPREHENSIVE PLAN

		- Adoption and compliance with Washington State Energy Code
LU-12.3	Develop programs and incentives that encourage existing land use, buildings and infrastructure to reduce their carbon footprints.	Implemented through reduced permit fees for solar panels, green building standards of <a href="#">18.22.250-270</a> , adoption of Washington State Energy Code.
LU-12.4	Foster state-of-the-art resource-efficiency in both new and existing buildings and neighborhoods of all kinds in Langley by promoting “green building” concepts such as those outlined by the U.S. Green Building Council and similar organizations.	Implemented through green building standards of <a href="#">18.22.250-270</a> , adoption of Washington State Energy Code, and partnership for Kicking Gas campaign.
LU-12.5	Foster local renewable-energy generation including solar.	Implemented through reduced permit fees for solar panels, green building standards of <a href="#">18.22.250-270</a> , and solar plus storage feasibility and microgrid grants.
LU-12.6	Foster approaches to transportation that reduce per capita fossil fuel use, such as adding more recharging stations for electric vehicles and encouraging more public transit ridership.	City has a contract with Blink for two charging stations on 2 <sup>nd</sup> St. Exploring potential partnerships with PSE for more charging stations. Updated website and special events permit information to encourage using transit and other modes of transportation to visit Langley. CCAC coordinating with Langley Chamber to do the same.
LU-12.7	Model these examples, where practical and cost-effective, through City facilities and activities such as the selection of low or zero emission vehicles for the City fleet.	City purchased an electric vehicle for its newest police car.



## City of Langley

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### MEMORANDUM

**To:** Langley City Council  
**From:** Meredith Penny, Director of Community Planning  
**Re:** Tentative Council Schedule for the Comprehensive Plan Update through early 2025  
**Meeting Date:** November 18, 2024

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**Below is a tentative schedule intended to give Council a look-ahead on the next few months of proposed meeting topics.**

#### **November**

- Review current Land Use Element

#### **December**

- Review current Housing Element
- Review preliminary draft Land Use policies

#### **January**

- Review current Economic Development Element
- Review preliminary draft Housing policies
- Consider rezoning options to address employment land capacity

#### **February**

- Review preliminary draft Economic Development policies

#### **January - March**

- Community outreach on Land Use, Housing, and Economic Development Elements.





# Langley 2025 Comprehensive Plan Update **Land Use Element**

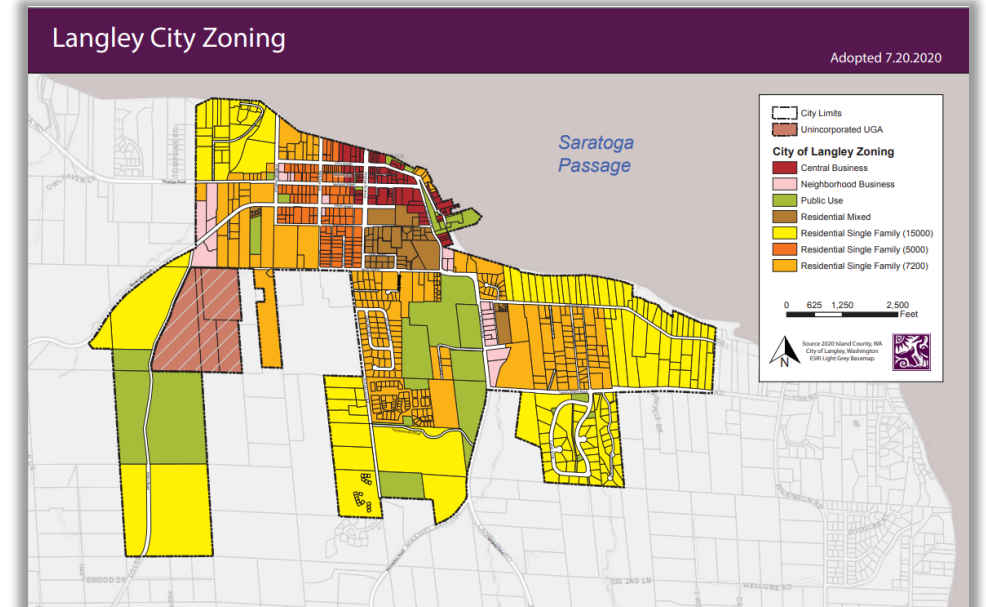
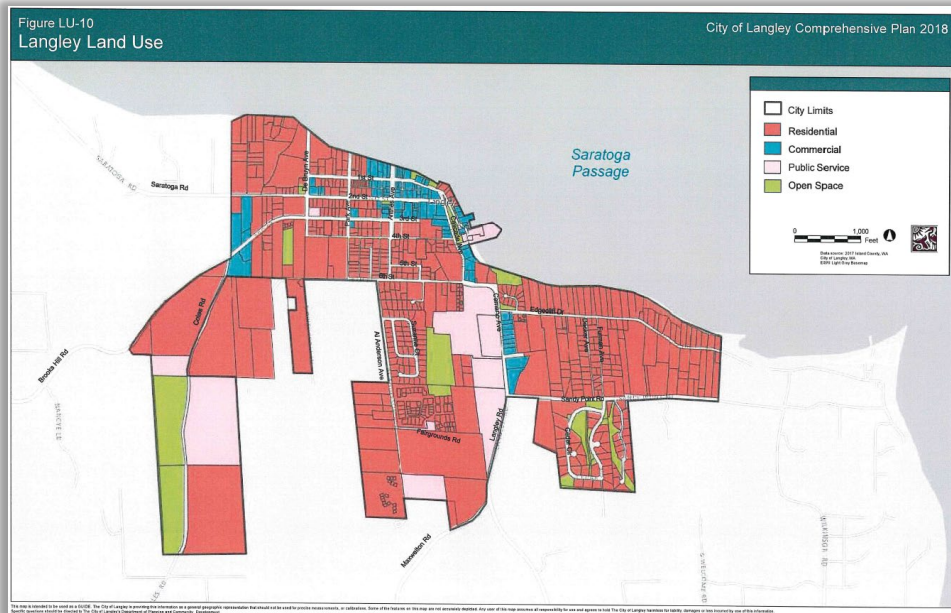
Meredith Penny  
Community Planning Director



# What is the Land Use Element?

- Sets the direction of future growth
- Includes a future land use map that identifies general location and intensity of land uses

Land Use Map = Policy-oriented → Implemented through → The zoning map = Regulatory



# The Land Use Element must include



- The general distribution, location, and extent of land uses



- The protection of the quality and quantity of groundwater used for public water supplies



- Special considerations for achieving environmental justice



- Planning approaches that promote physical activity and reduce per capita vehicle miles traveled



- A review of drainage, flooding, and stormwater runoff and corrective actions to mitigate or cleanse those discharges that pollute waters of the state



- Provisions to reduce and mitigate the risk to lives and property posed by wildfires

# Reminder of Scope of Work

- City Council expressed that the existing vision statement remains relevant
- Given the limited resources and the number targeted updates identified an extensive revisioning process was unnecessary
- Council would like the city commissions' input on the vision and potential adjustments
- Could use some additions focused on equity
- Also not undertaking an extensive revisioning process to minimize zoning changes that could increase development potential and impact sewer treatment capacity
- City plans to update the Sewer Comprehensive Plan in 2025, staff advise that additional variables influencing sewer capacity should be minimized until then

# Public Comments

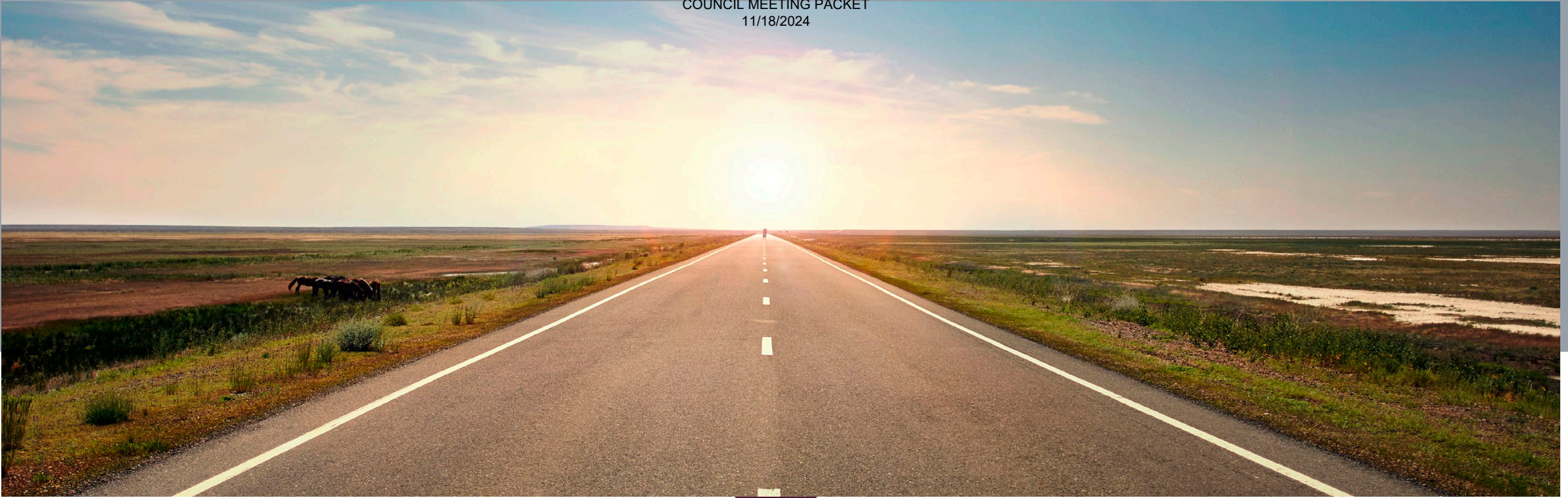
As Council reviews the existing Land Use Element and vision statement, consider whether the received comments are reflected.

If they are not, what changes could be made to better incorporate this feedback?



- Natural resources
- Housing
- Parks
- Urban growth
- Efficient use of land
- Commercial uses
- Parking
- Equity
- Character





# Vision

What adjustments can be made to the current Comprehensive Plan vision to enhance clarity, inclusivity, and relevance while preserving its primary intent?



# Current 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. The city continues to be vibrant, artistic, human-scaled and walkable and 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.

The city is currently not constrained by the availability of land. However, it is constrained by the small amount of land designated for multi-family and small-lot, single-family development. The constraints include the lack of available vacant lots in the multi-family and RS5000 zone districts, and the presence of critical areas that can limit development on larger lots. Nonetheless, the city has adequate land within the city limits for our needs for the next 20 years. Through the use of creative rezoning, infill and redevelopment Langley can easily provide the housing and economic development which will keep the city vibrant and growing.

Additionally, being a small community with a limited tax base, the City has finite financial resources. Development is limited in part as sewer services are not currently established throughout the City. Coordination between the Land Use Element, the Housing Element, and the Utilities & Capital Facilities Element will be essential in producing a plan with accurate projections for development. The Land Use Goals and Policies in this Element will guide decision-making to achieve the community goals as articulated above.



# Land Use Element Maps

Figure LU-1  
Land Use - Island County Urban Growth Areas (UGA)

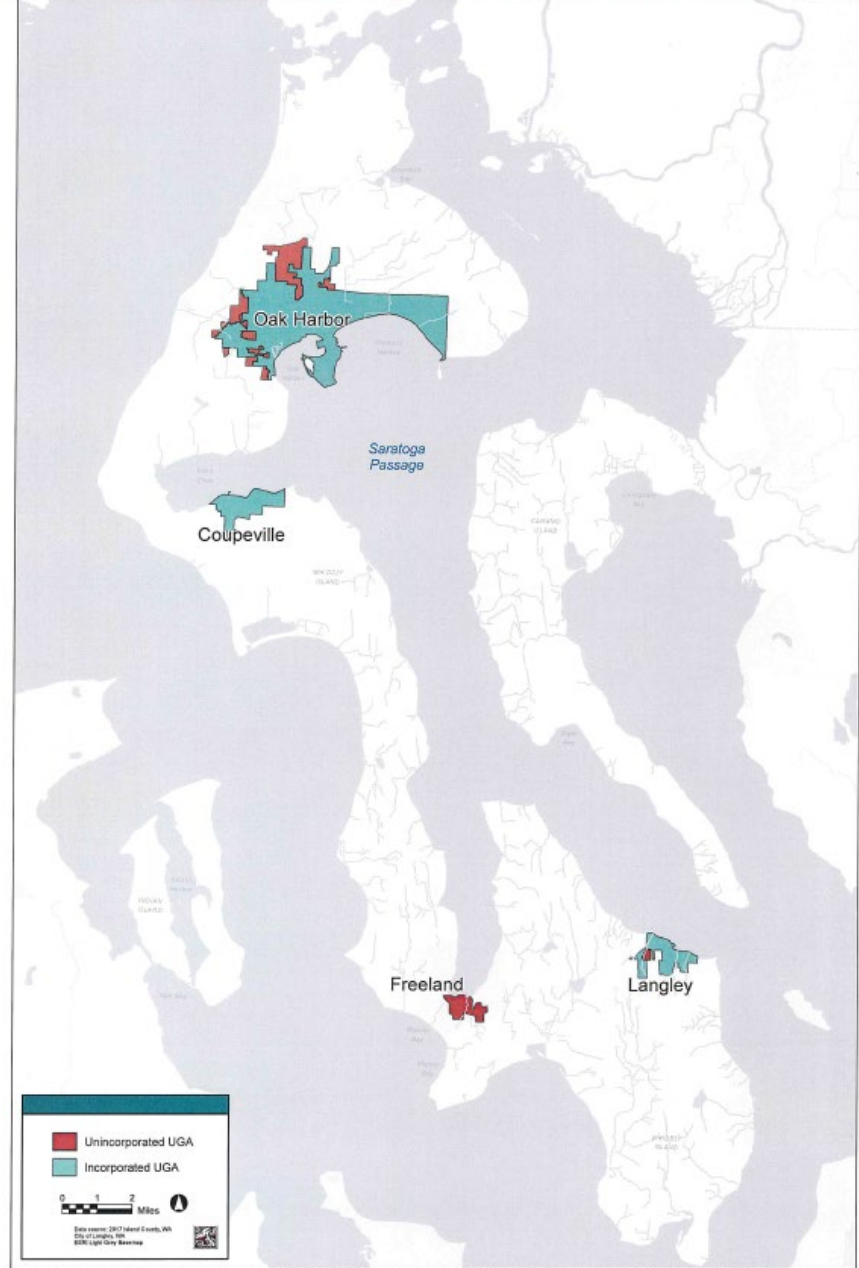
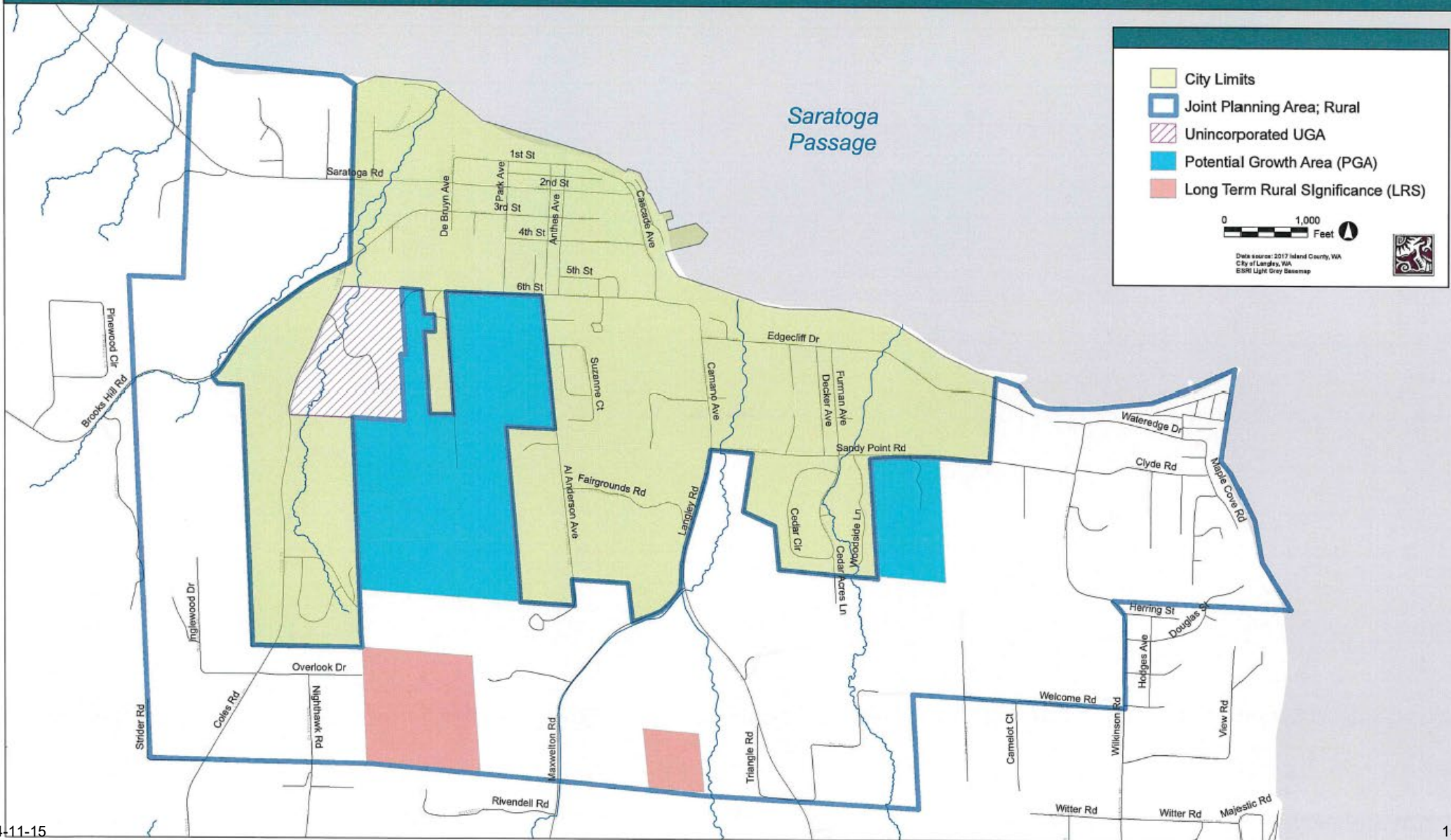




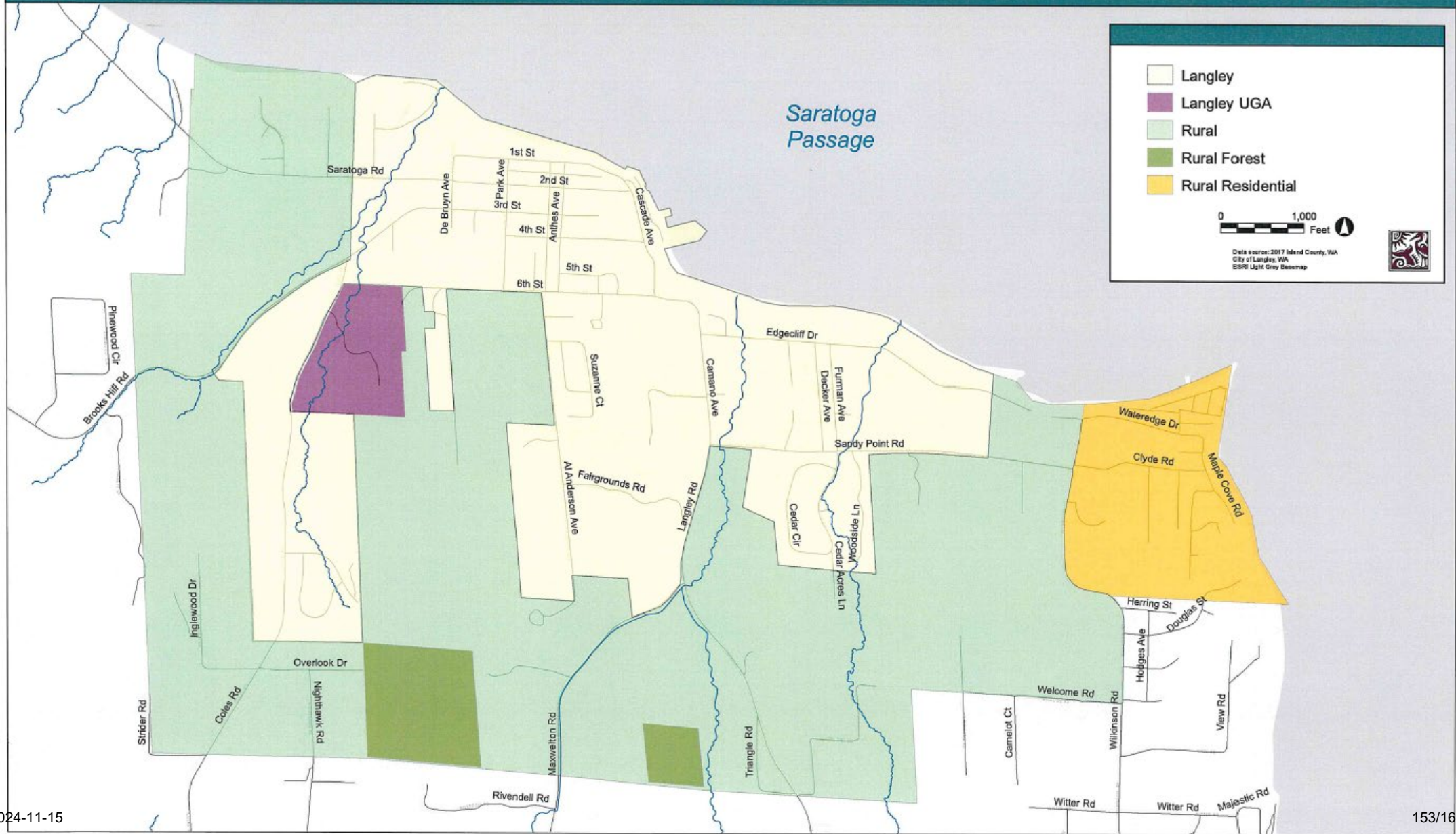
Figure LU-2  
Langley Joint Planning Area (JPA) and Overlays



This map is intended to be used as a GUIDE. The City of Langley is providing this information as a general geographic representation that should not be used for precise measurements, or calculations. Some of the features on this map are not accurately depicted. Any user of this map assumes all responsibility for use and agrees to hold the City of Langley harmless for liability, damages, or loss incurred by use of this information. Specific questions should be directed to The City of Langley's Department of Planning and Community Development.



Figure LU-3  
Langley Joint Planning Area (JPA) Zone Districts



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Figure LU-4  
Langley Urban Growth Area (UGA)

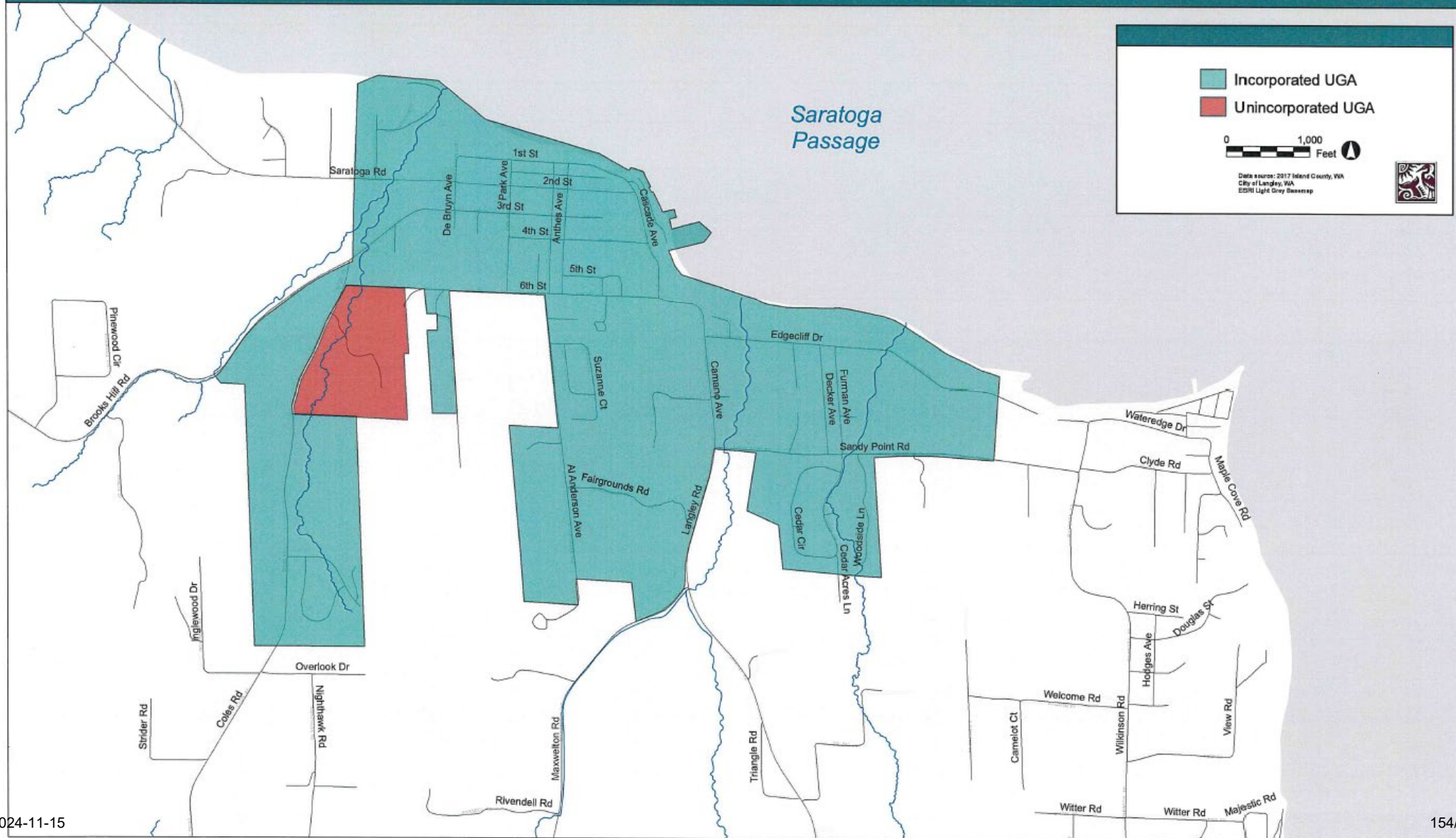
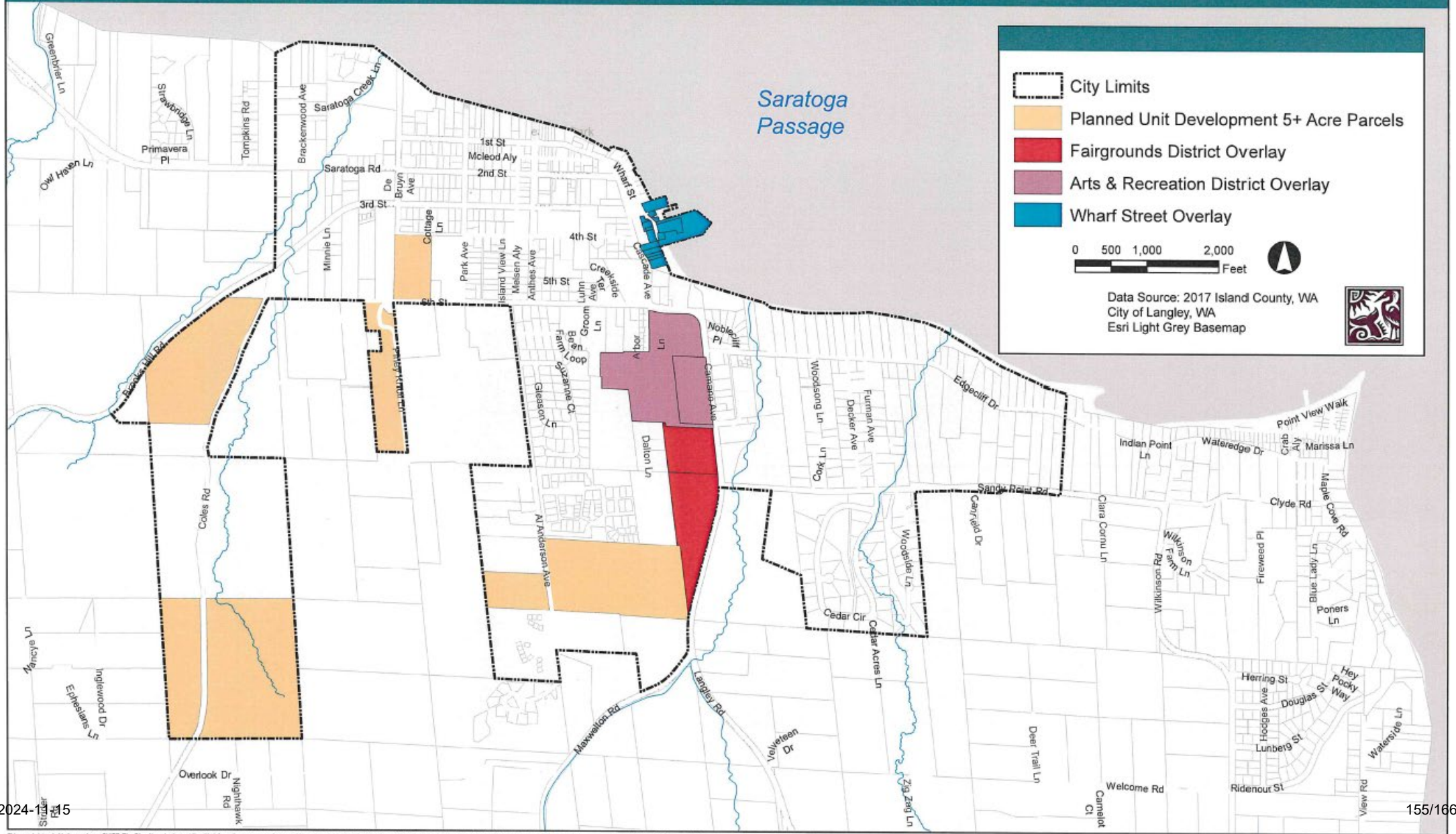




Figure LU-5  
 Langley Overlay



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Figure LU-6  
Langley Topography

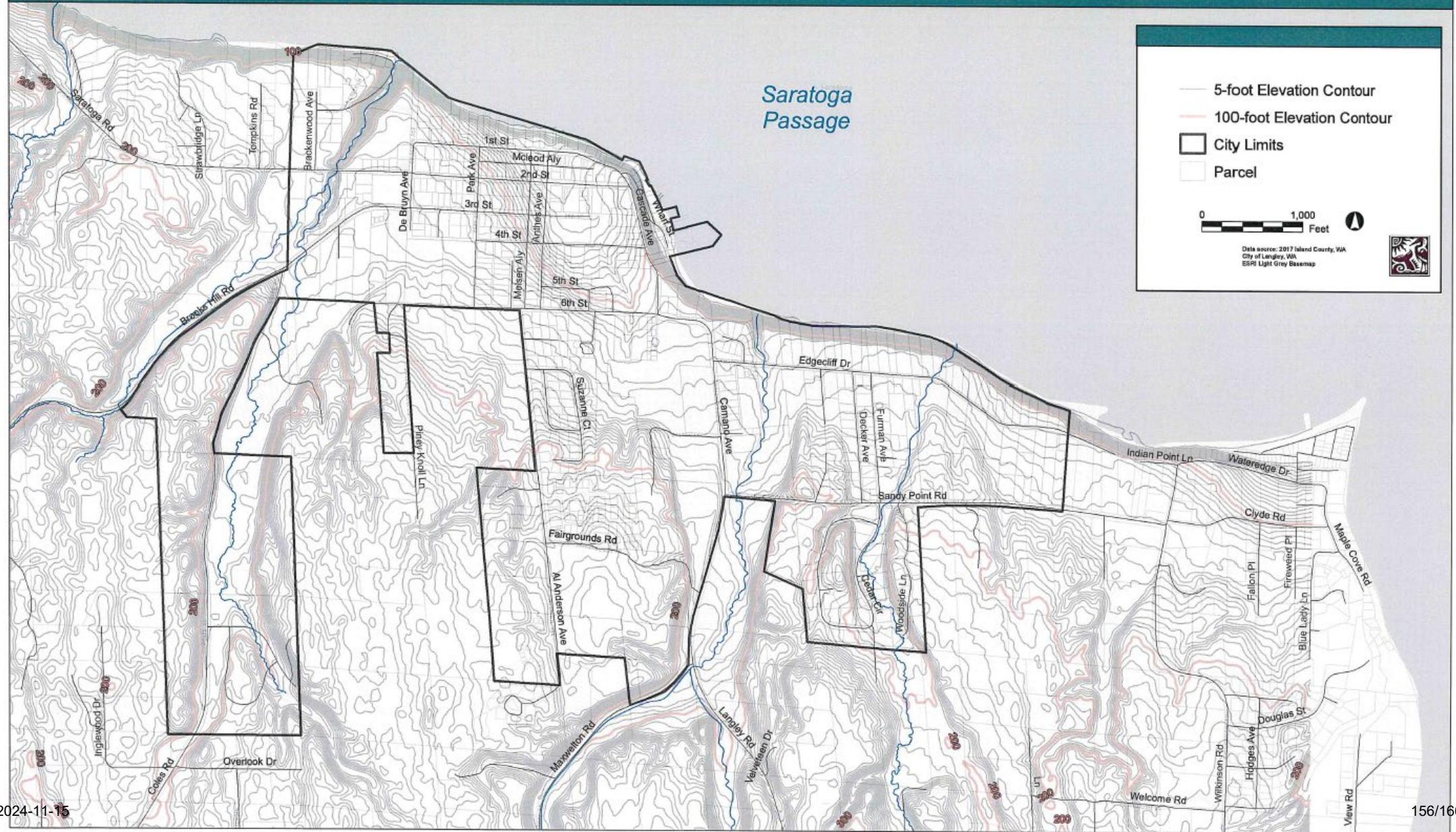
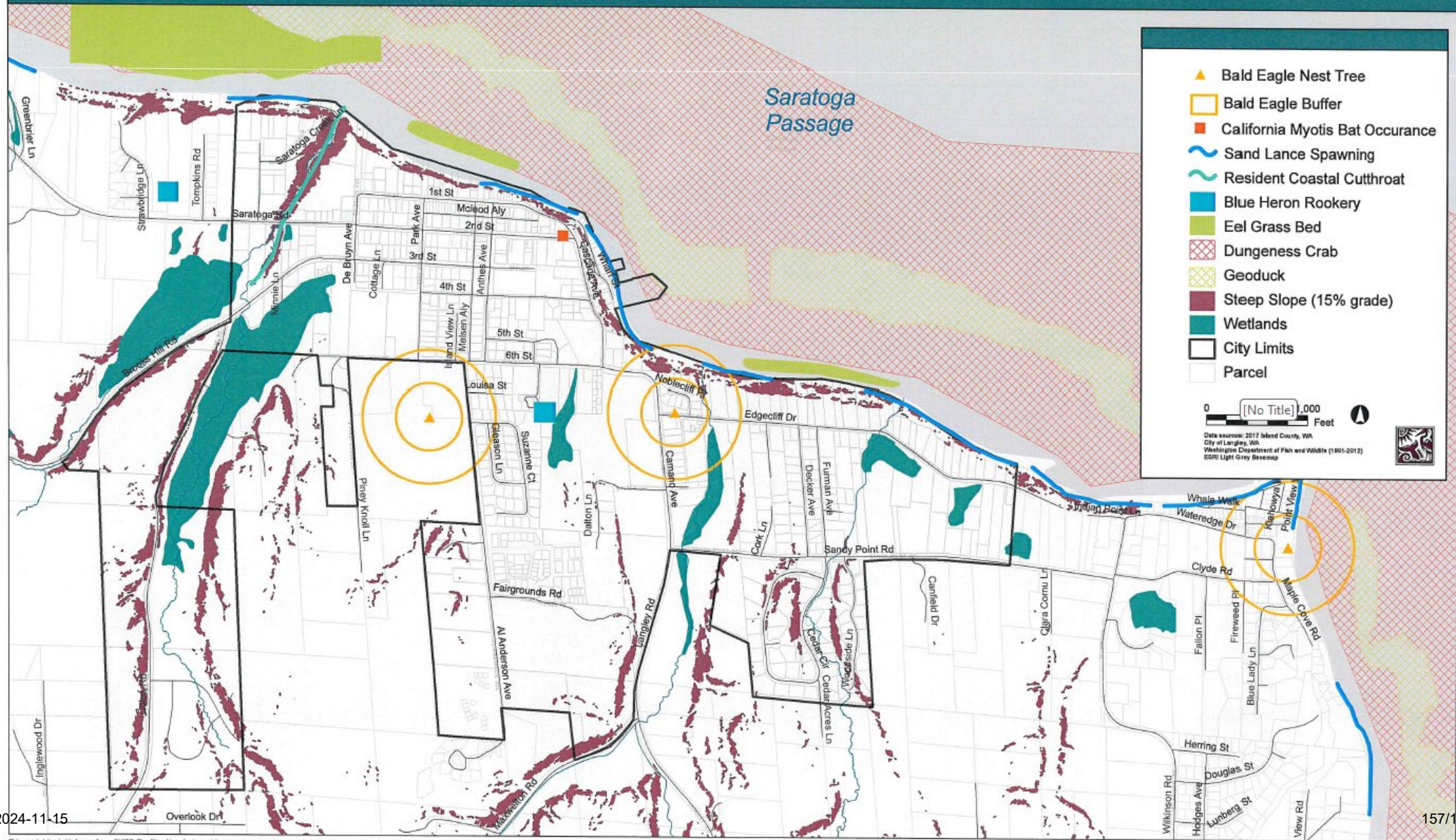




Figure LU-7  
 Langley Critical Areas



**Legend:**

- ▲ Bald Eagle Nest Tree
- Bald Eagle Buffer
- California Myotis Bat Occurrence
- ~ Sand Lance Spawning
- ~ Resident Coastal Cutthroat
- Blue Heron Rookery
- Eel Grass Bed
- ▨ Dungeness Crab
- ▨ Geoduck
- Steep Slope (15% grade)
- Wetlands
- ▭ City Limits
- ▭ Parcel

Scale: 0 [No Title] 1,000 Feet

Data sources: 2017 Island County, WA  
 City of Langley, WA  
 Washington Department of Fish and Wildlife (1991-2012)  
 ESRI Light Grey Basemap

This map is intended to be used as a GUIDE. The City of Langley is providing this information as a general geographic representation that should not be used for precise measurements, or calculations. Some of the features on this map are not accurately depicted. Any user of this map assumes all responsibility for use and agrees to hold the City of Langley harmless for liability, damages or loss incurred by use of this information. Specific questions should be directed to The City of Langley's Department of Planning and Community Development.



Figure LU-8  
Langley Potential Wetland Areas





Figure LU-9  
 Langley Historic Sites

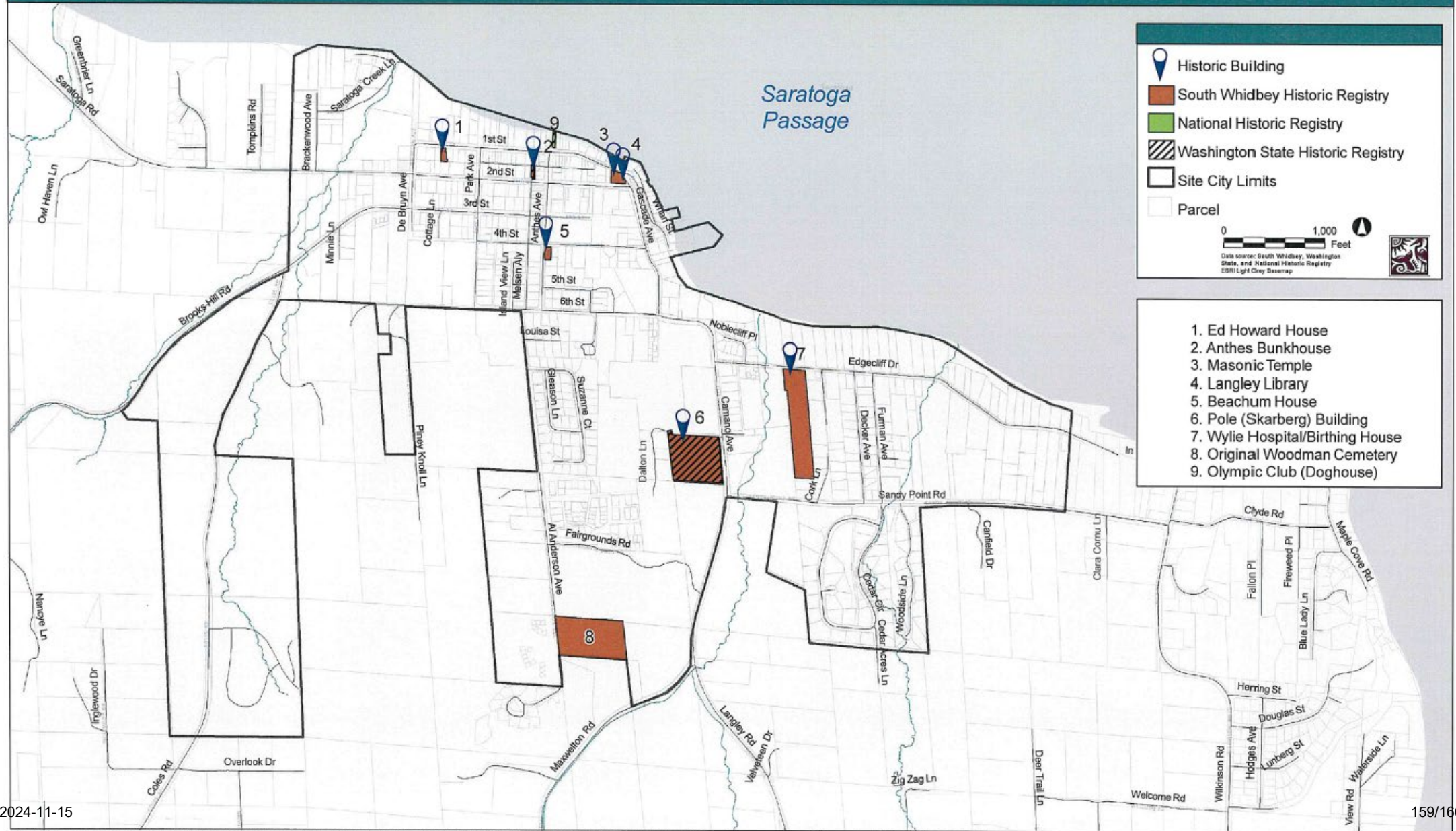
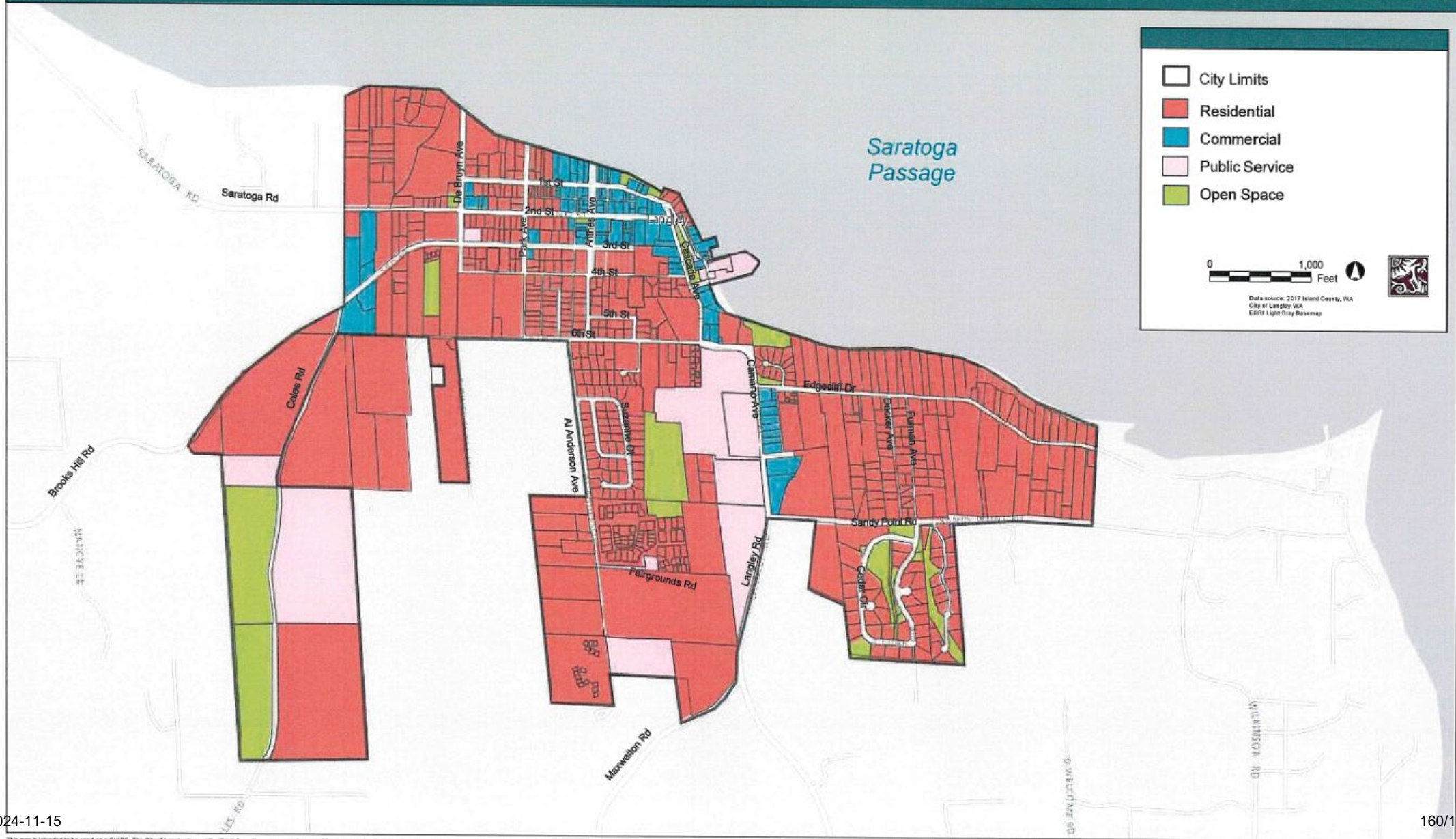




Figure LU-10  
Langley Land Use







# Land Use Element Maps

Do these maps serve to convey Langley's vision? Is there anything missing – gateways, habitat corridors etc.?

# Data



- Climate warming trends
- Sea Level Rise
- Acres in each zone, critical areas percentages, and land status: developed, underdeveloped, or vacant.
- Acres of land dedicated to single-family development compared to multifamily or mixed-use, as well as number of units and average density
- Data on the City's water system including number of connections and consumption amounts.

- Population growth trends
- Population projections
- Age distribution
- Housing tenure
- Household size
- Median income
- Growth in the Seattle Metropolitan Area

**What other data could help tell Langley's story?**



# Dept. of Commerce Checklist



- Recent changes to the Countywide Planning Policies
- Changes to the future land use map to add land capacity for jobs
- Updated population projections
- Updated information on buildable land, densities, and intensities
- Policy language specific to the protection of the quality and quantity of groundwater
- Map open space/habitat corridors

- Discourage incompatible uses adjacent to aviation airports (Whidbey Airpark)
- Add Riparian Habitat Areas
- Address environmental justice and health disparities
- Reduce and mitigate the risk to lives and property posed by wildfires

**Does Council have any concerns, questions, or suggestions on the required update items?**

## Not yet implemented

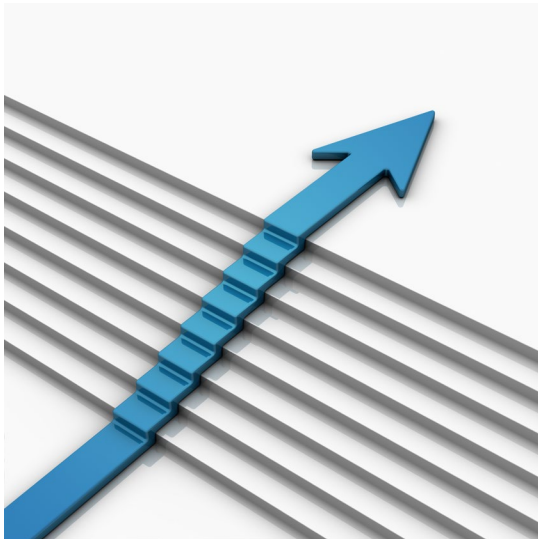
- LU – 4.9: more active waterfront and expand marina facilities
- LU – 4.11: vegetative buffers in main entrance corridors
- LU – 6.4: development application process guide
- LU – 7.6: development layouts should maximize potential density

- LU – 8.11: environmental public education activities
- LU – 8.17: urban forest strategy
- LU – 8.18: encourage urban agriculture

Are the above policies still valuable in directing the City towards its vision?

Are there any needed adjustments to the above policies to make them clearer or more implementable?

# Implementation Progress



Are the goals and policies consistent with the City's vision?

Do they adequately address the public input received?

What policies do you like?

What is missing?

Which policies could use further clarification?

Should the City consider streamlining or consolidating some of the policies?

2024-11-15

# Existing Goals and Policies





Langley 2025 Comprehensive Plan Update website: <https://bit.ly/langley2025compplan>  
Subscribe for email updates: <https://bit.ly/langleyemailsubscribe>  
Send comments to: [planning@langleywa.org](mailto:planning@langleywa.org)





# LANGLEY POLICE DEPARTMENT

112 Second Street, PO Box 366  
Langley, WA 98260  
360.221.4433  
Chief of Police: Tavier Wasser  
[www.langleywa.org](http://www.langleywa.org)



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To: Mayor

Reference: Monthly Progress report (Oct - Nov)

A short list of projects worked, completed, created, or participated in. This does not reflect the entire workload or projects that the Langley Police Department have or are currently conducting.

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## New Topics:

1. Attended the Washington State Criminal Justice Training Commission Soft Opening of the NW Regional Academy in Arlington on Oct 22nd.
  - a. Discussed future LE plans with several Senators and Gov. Inslee
  - b. Discussed future LE plans with Monica Alexander (WACJTC Executive Director)
  - c. News coverage: <https://www.komonews.com/news/local/new-law-enforcement-training-academy-opening-in-arlington-washington-state-criminal-justice-training-commission-wscjtc>
2. Attended a 90-minute training on the LEAD model for focus and care of the response systems for our effective support of our most vulnerable members of our community.
  - a. Recognize options for alternative responses that are available, how to engage them to support individuals experiencing behavioral health issues that arrest alone cannot improve.
  - b. Understanding how the LEAD model of system coordination and response to public safety and public order issues arising from behavioral health and poverty has become a deeper part of WA State policy.
  - c. Articulate how implementation of the LEAD model is creating opportunities for connection and coordination within communities and between jurisdictions weaving together the beginning of a stronger and more responsive safety ent.
3. Attended the Langley Chamber of Commerce meeting at Braeburn on 10/23/2024
  - a. Planned meeting for Nov 13<sup>th</sup>



# LANGLEY POLICE DEPARTMENT

112 Second Street, PO Box 366  
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- b. Discuss “What does the community think of Law Enforcement?” “What can Law Enforcement do better?” “What societal issues do you think Law Enforcement should pay attention to?”
    - c. Emergency plan inclusion – encouraging local businesses to participate with the ALERT program
  4. Attended the Island County District and Municipal Court and the District & Municipal Court Judges’ Association (DMCJA) 2025 Legislative Priorities.
    - a. Thank you Judge Costeck for the invitation and inclusion in the discussion. It is encouraging that we are all talking and headed in the same direction.
    - b. Senator Muzzal and County Commissioner Janet St. Clair we present to observe and discuss their stance.
    - c. General discussion focused on mental health issues involving court authority and reasonable practices.
  5. Attended the 2024 LEAD National Convening

This gathering is a fantastic opportunity to connect with the LEAD Support Bureau and other practitioners from LEAD sites across the nation. Get ready to be inspired, motivated, and empowered! The 2024 LEAD Convening is specific to staff and program partners/stakeholders from sites who are operating LEAD programs. We welcome project managers, program coordinators, community engagement coordinators, direct service staff, supervisors, law enforcement, prosecutors, public defenders, judges, and more.

    - a. Public agencies’ problem-solving mental health and substance abuse issues
    - b. Discussion panels with project leaders who accomplished community involvement initiatives
    - c. I was appreciated as the only active Police Executive to attend
  6. **Awaiting** response for Attorney General Grant - \$10,000
    - a. Firearm seizure/forfeiture program



# LANGLEY POLICE DEPARTMENT

112 Second Street, PO Box 366  
Langley, WA 98260  
360.221.4433  
Chief of Police: Tavier Wasser  
[www.langleywa.org](http://www.langleywa.org)



7. **Awaiting** response for Department of Commerce ERPO Grant - \$35,000
  - a. System upgrade for firearm seizure/forfeiture program
  - b. Secure area upgrade and modernization
  - c. Security Technologies
  - d. Firearm logging information system
  - e. Door/lock changes
8. **Awaiting** response for FY24 Small Agency Traffic Grants - \$2123.47
  - a. The Washington Traffic Safety Commission (WTSC) is excited to offer \$3,000 mini grants to support small law enforcement agencies in their efforts to enhance traffic safety enforcement.
9. Interlocal Agreement with Washington Traffic Safety Commission **\*Approved\***
  - a. Grant funding available for traffic enforcement (Radar, Preliminary Breath Test (PBT), In car Printer/scanners, other law enforcement traffic equipment, etc.)
  - b. Reimbursement for officer's time on specific traffic enforcement types (click-it-or-ticket, DUI, Distracted Driving, etc.)
10. Patch redesign template and community involvement began
  - a. Needs legal review for legal language on surrender or artistic property rights
11. Firewall Installed with no issues.
  - a. Switch will need upgrades within 5 years.
  - b. Updated 5-year plan to
12. All PD computers have been upgraded to Windows 11.
13. Participated in several community outreach events (SW Trunk or Treat, SWES Veterans Day Assembly, etc.)
14. Two officers, for separate situations, received commendation letters (Officer Proffitt and Hathaway)
  - a. Great Job Officers!