



CITY OF LANGLEY
DRAFT COUNCIL AGENDA
Monday, APRIL 7, 2025 @ 5:30 P.M.

****NEW LOCATION****

Langley Library
104 Second Street, Langley, WA 98260

And via Zoom:

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

Webinar ID: 850 1673 9615

Passcode: 378405

1. **CALL TO ORDER** – 5 minutes
 - a. Opening Words/Moment of Silence
 - b. Roll Call
2. **CONSENT AGENDA** (The CONSENT AGENDA consists of routine items that normally do not require further Council discussion) – 2 minutes
 - a. Approval of Payroll transactions and vouchers #44712 to 44737 in the amount of \$92,536.28 and A/P transactions and vouchers #44740 to 44763 in the amount of \$104,056.00, p. 3
 - b. Approval of Commission Meeting Minutes posted since previous Council Meeting
 - c. Approval of Council Meeting Minutes, Special Council Meeting Minutes of 03/17/2025, 03/24/2025, p. 19
 - d. No objection Liquor License – Village Wine Shop, p. 26
 - e. Cemetery buyback of 3 plots - C8-07-01, C8-06-06, & C8-06-05, p. 27
 - f. Approval of Department of Health source water protection grant, p. 28
 - g. Council letters of support for SB 5798, SB 5284, and MRSC funding, p. 39
3. **APPROVAL OF AGENDA** – 3 minutes
4. **PUBLIC COMMENT PERIOD*** - 15 minutes
5. **MAYOR'S REPORT** - 5 minutes, p. 42
6. **PUBLIC HEARING/ORDINANCES/RESOLUTIONS** – 20 minutes
 - a. First reading – Ordinance to amend 2025 budget, p. 43
 - b. Second Reading – Ordinance to amend Langley Municipal Code 2.06 – Meetings, p. 58
 - c. Second Reading - Ordinance to repeal commissions, p. 82
 - d. Second Reading – Resolution to reconcile commissions, p. 95

7. NEW BUSINESS

Authorization for deviation for low impact development on Decker, Director Penny, 10 minutes, p. 153

8. DISCUSSION

Draft Climate Element of Comprehensive Plan, Director Penny, 45 minutes, p. 158

9. COUNCIL ANNOUNCEMENTS – 10 minutes

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

10. 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, the city in which you reside, and the subject of your comment.

If you wish to make a public comment at a City Council meeting and are attending from a remote location, please submit a request no later than 3:00 pm the day of the meeting using our [public comment request form](#). This form is not necessary for those attending in person.

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.



Payroll transactions and Vouchers: #44712 to #44737 as attached; for a total of \$92,536.28.

A/P transactions and Vouchers: #44740 to #44763 as attached; for a total of \$104,056.00.

STATE OF WASHINGTON)
) §
COUNTY OF ISLAND)

We, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the City of Langley and that we are authorized to authenticate and certify to said claim.

Finance Director

Mayor

Finance & Personnel Commission Member

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March 2025 Payroll - 2nd Run	
Number	Amount
44712	\$159.08
44713	\$905.00
44714	\$31,296.94
44736	\$226.50
44737	\$905.00
03.18.25 EFT IRS 03.01-03.15	\$12,879.97
03.19.2025 EFT DRS 03.01.25-03.15.25	\$7,266.50
Name	Amount
Abraham, Kristen Miller	\$1,646.89
Beech, Kelly M	\$2,563.26
Bobis, Harolynne N	\$45.62
Carlson, Chris	\$114.05
Cattand, Alexis	\$1,984.77
Cyr, Craig	\$114.05
Durr, Robert J.	\$2,132.36
Fleming, Gail T	\$45.62
Grove, Timothy J.	\$2,573.09
Hamilton, Bryan E.	\$2,227.62
Hathaway, Nicholas G	\$2,983.41
Herzberg, Robert	\$966.16
Horstman, Krista Kennedy N	\$447.42
Liggitt, Charles E.	\$2,440.21
Marks, Joshua W.	\$1,848.48
McDivitt, Tara J	\$1,571.54
Pace, Jeremiah J.	\$1,666.98
Penny, Meredith B	\$2,905.95
Perry, Randi M.	\$2,935.19
Proffitt, Austin L	\$2,292.71
Salerno, Rhonda A	\$45.62
Uculmana, Eyleen Carolyn	\$2,188.40
Wasser, Tavier	\$3,157.89
Total	\$92,536.28



Voucher Directory

Fiscal: : 2025 - April
Council Date: : 2025 - April - 7 - A/P

Vendor	Number	Reference	Account Number	Description	Amount
AT&T Mobility FIRSTNET	44740				
				2025 - April - 7 - A/P	
		Invoice - 287291336274X03132025			
				Wasser hotspot,hotspot line,Langley PD,hotspot line,Austin Proffir,City of Langley Police	
			Department		
			001-000-000-521-20-47-00	Law Enforcement - Utilities	\$345.20
				Wasser hotspot,hotspot line,Langley PD,hotspot line,Austin Proffir,City of Langley	
				Police Department	
		Total Invoice - 287291336274X03132025			\$345.20
	Total 44740				\$345.20
Total AT&T Mobility FIRSTNET					\$345.20
AT&T Mobility FIRSTNET	44741				
				2025 - April - 7 - A/P	
		Invoice - 287314814505X03272025			
		Mar 20-Apr 19			
			001-000-000-518-30-47-00	Public Works - Utilities	\$45.68
			Hamilton		
			001-000-000-518-90-47-00	Central Services - Utilities	\$54.67
			Hortsman		
			001-000-000-518-90-47-00	Central Services - Utilities	\$54.67
			Penny		
			001-000-000-576-80-47-00	Park Facilities - Utilities	\$45.68
			Marks		
			101-000-000-543-10-47-00	Utilities	\$45.68
			Grove		
			401-000-000-534-00-47-00	Water - Utilities	\$54.67
			Pace		
			402-000-000-535-00-47-00	Sewer - Utilities	\$45.68
			Durr		
			403-000-000-531-00-47-00	Stormwater - Utilities	\$45.68
			Perry		
		Total Invoice - 287314814505X03272025			\$392.41
	Total 44741				\$392.41
Total AT&T Mobility FIRSTNET					\$392.41

Vendor	Number	Reference	Account Number	Description	Amount
AWC RMSA	44742			2025 - April - 7 - A/P	
		Invoice - 156725-3			
				2025 AWC Risk Management Service Agency assessment	
			001-000-000-518-90-46-00	Central Services - Insurance	\$18,955.00
				2025 AWC Risk Management Service Agency assessment	
			001-000-000-521-20-46-00	Law Enforcement - Insurance	\$25,297.00
				2025 AWC Risk Management Service Agency assessment	
			101-000-000-542-10-46-00	Roadways - Insurance	\$1,470.00
				2025 AWC Risk Management Service Agency assessment	
			104-000-000-536-10-46-00	Cemetery - Insurance	\$197.00
				2025 AWC Risk Management Service Agency assessment	
			105-000-000-557-30-46-00	Insurance	\$21.00
				2025 AWC Risk Management Service Agency assessment	
			401-000-000-534-00-46-00	Water - Insurance	\$2,742.00
				2025 AWC Risk Management Service Agency assessment	
			402-000-000-535-00-46-00	Sewer - Insurance	\$3,018.00
				2025 AWC Risk Management Service Agency assessment	
			403-000-000-531-00-46-00	Stormwater - Insurance	\$1,050.00
				2025 AWC Risk Management Service Agency assessment	
		Total Invoice - 156725-3			\$52,750.00
	Total 44742				\$52,750.00
Total AWC RMSA					\$52,750.00
City of Langley	44743			2025 - April - 7 - A/P	
		Invoice - 03/10/2025-1114.0			
				Langley City Hall	
			001-000-000-518-90-47-00	Central Services - Utilities	\$513.18
				Langley City Hall	
		Total Invoice - 03/10/2025-1114.0			\$513.18
		Invoice - 03/10/2025-1139.0			
				City-Public Event H2O	
			001-000-000-576-80-47-00	Park Facilities - Utilities	\$204.26
				City-Public Event H2O	
		Total Invoice - 03/10/2025-1139.0			\$204.26
		Invoice - 03/10/2025-1176.0			
				City-Lift Station 2	
			402-000-000-535-00-47-00	Sewer - Utilities	\$211.41
				City-Lift Station 2	
		Total Invoice - 03/10/2025-1176.0			\$211.41
		Invoice - 03/10/2025-1185.1			
				City of Langley	
			001-000-000-576-80-47-00	Park Facilities - Utilities	\$204.26
				City of Langley	
		Total Invoice - 03/10/2025-1185.1			\$204.26

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - 03/10/2025-1185.2			
		City of Langley			
			105-000-000-557-30-47-00	Tourism - Utilities - VIC & R/R	\$975.20
			City of Langley		
		Total Invoice - 03/10/2025-1185.2			\$975.20
		Invoice - 03/10/2025-1396.0			
		City-Cemetery			
			001-000-000-576-80-47-00	Park Facilities - Utilities	\$204.26
			City-Cemetery		
		Total Invoice - 03/10/2025-1396.0			\$204.26
		Invoice - 03/10/2025-1422.0			
		City of Langley			
			001-000-000-576-80-47-00	Park Facilities - Utilities	\$97.67
			City of Langley		
		Total Invoice - 03/10/2025-1422.0			\$97.67
		Invoice - 03/10/2025-1432.00			
		City-Treatment Plant			
			402-000-000-535-00-47-00	Sewer - Utilities	\$1,031.06
			City-Treatment Plant		
		Total Invoice - 03/10/2025-1432.00			\$1,031.06
		Invoice - 03/10/2025-1472.0			
		City-Lift Station 1			
			402-000-000-535-00-47-00	Sewer - Utilities	\$207.44
			City-Lift Station 1		
		Total Invoice - 03/10/2025-1472.0			\$207.44
	Total 44743				\$3,648.74
Total City of Langley					\$3,648.74
City of Langley					
	03.18.25 EFT IRS 03.01-03.15	2025 - April - 7 - A/P			
	Federal Income Tax - 7905				
	Total Federal Income Tax - 7905				
	Total 03.18.25 EFT IRS 03.01-03.15				
Total City of Langley					
De Lage Landen Financial Services					
44744		2025 - April - 7 - A/P			
	Invoice - 589704285				
		Period of Performance 03/15/2025-04/14/2025			
			001-000-000-518-90-45-00	Central Services - Rentals & Leases	\$589.70
			Period of Performance 03/15/2025-04/14/2025		
	Total Invoice - 589704285				\$589.70
	Total 44744				\$589.70
Total De Lage Landen Financial Services					\$589.70

Vendor	Number	Reference	Account Number	Description	Amount
Department of Ecology Cashiering Unit					
	44745		2025 - April - 7 - A/P		
		Invoice -2025-BA0020702			
		Biosolids annual permit fee			
		402-000-000-535-00-49-00	Sewer - Training Registration & Miscellaneous		\$1,187.59
			Biosolids annual permit fee		
		Total Invoice -2025-BA0020702			
	Total 44745				
Total Department of Ecology Cashiering Unit					\$1,187.59
					\$1,187.59
Eurofins Environment Testing America Holdings, Inc					
	44746		2025 - April - 7 - A/P		
		Invoice - 25-06964			
		Monthly Nutrients #1			
		402-000-310-535-00-49-25	DOE Grant - PW-SWR WQPSNR-2021-LangCo-22310 Expenditures		\$416.00
			Monthly Nutrients #1		
		Total Invoice - 25-06964			
	Total 44746				
Total Eurofins Environment Testing America Holdings, Inc					\$416.00
					\$416.00
Freeland Ace Hardware					
	44747		2025 - April - 7 - A/P		
		Invoice - 138941			
		Honda Mower HRN216VKA			
		001-000-000-576-80-31-00	Park Facilities - Supplies		\$179.25
			Honda Mower HRN216VKA		
		402-000-000-535-00-35-00	Sewer - Small Tools & Equipment		\$358.50
			Honda Mower HRN216VKA		
		403-000-000-531-00-35-00	Stormwater - small office equipment & software		\$179.24
			Honda Mower HRN216VKA		
		Total Invoice - 138941			
	Total 44747				
Total Freeland Ace Hardware					\$716.99
					\$716.99
Gustafson & Associates					
	44748		2025 - April - 7 - A/P		
		Invoice - 12962			
		Langley Library appraisal			
		001-000-000-572-50-41-00	Culture & Recreation - Library - Professional Services Contracts		\$2,400.00
			Langley Library appraisal		
		Total Invoice - 12962			
	Total 44748				
Total Gustafson & Associates					\$2,400.00
					\$2,400.00

Vendor	Number	Reference	Account Number	Description	Amount
Invoice Cloud					
		EFT Payment 4/3/2025 12:38:09 PM - 1	2025 - April - 7 - A/P		
		Invoice - 384-2025_3			
		Invoice Cloud			
		001-000-000-514-20-41-00	Finance - Professional Services Contracts		\$211.60
		Invoice Cloud			
		Total Invoice - 384-2025_3			\$211.60
		Total EFT Payment 4/3/2025 12:38:09 PM - 1			\$211.60
		Total Invoice Cloud			\$211.60
NAPA Auto Parts					
	44749		2025 - April - 7 - A/P		
		Invoice - 723881			
		Alternator-Remanufactured			
		401-000-000-534-00-34-00	Water - Vehicle Equipment		\$179.75
		Alternator-Remanufactured			
		402-000-000-535-00-34-00	Sewer - Vehicle Equipment		\$179.75
		Alternator-Remanufactured			
		Total Invoice - 723881			\$359.50
		Invoice - 723950			
		Belt-Serpentine			
		401-000-000-534-00-34-00	Water - Vehicle Equipment		\$52.07
		Belt-Serpentine			
		Total Invoice - 723950			\$52.07
	Total 44749				\$411.57
	Total NAPA Auto Parts				\$411.57
NC Machinery					
	44750		2025 - April - 7 - A/P		
		Invoice - MNWO2824704			
		Field labor,removal and installation,travel to/from machine			
		101-000-000-542-30-41-00	Roadways - Professional Services Contracts		\$161.28
		Field labor,removal and installation,travel to/from machine			
		401-000-000-534-00-41-00	Water - Professional Services Contracts		\$403.20
		Field labor,removal and installation,travel to/from machine			
		402-000-000-535-00-41-00	Sewer - Professional Services Contracts		\$806.40
		Field labor,removal and installation,travel to/from machine			
		403-000-000-531-00-41-00	Stormwater - Professional Services Contracts		\$241.92
		Field labor,removal and installation,travel to/from machine			
		Total Invoice - MNWO2824704			\$1,612.80
	Total 44750				\$1,612.80
	Total NC Machinery				\$1,612.80

Vendor	Number	Reference	Account Number	Description	Amount
Ogden, Murphy, Wallace; Attorneys	44751				
			2025 - April - 7 - A/P		
		Invoice - 905408			
			Proffesional services through 02/28/2025		
			001-000-000-515-41-41-00	Legal Services - General Advice	\$660.00
				Ord-transportation benefit district	
			001-000-000-515-41-41-00	Legal Services - General Advice	\$990.00
				Ord & resolutions-remove from Ord and move resolution and policy	
			001-000-000-515-45-41-00	Legal Services - Litigation	\$231.00
				Possible new hood litigation	
			001-000-000-515-45-41-00	Legal Services - Litigation	\$99.00
				Possible new hood litigation	
			001-000-000-515-45-41-00	Legal Services - Litigation	\$264.00
				Possible new hood litigation	
			001-000-000-515-45-41-00	Legal Services - Litigation	\$330.00
				Potential Litigation-Coles & SWLLC	
			001-000-000-515-45-41-00	Legal Services - Litigation	\$231.00
				Possible new hood litigation	
			402-000-000-535-00-41-00	Sewer - Professional Services Contracts	\$264.00
				Sewer capacity funding questions	
			402-000-000-535-00-41-00	Sewer - Professional Services Contracts	\$660.00
				Sewer connection charge and authority to charge different rates and mayor communication	
		Total Invoice - 905408			\$3,729.00
	Total 44751				\$3,729.00
Total Ogden, Murphy, Wallace; Attorneys					\$3,729.00
Puget Sound Energy	44752				
			2025 - April - 7 - A/P		
		Invoice - 0042-03/25/2025			
			526 Camano Ave #pump		
			402-000-000-535-00-47-00	Sewer - Utilities	\$11.70
				526 Camano Ave #pump	
		Total Invoice - 0042-03/25/2025			\$11.70
		Invoice - 0863-03/25/2025			
			210 Sunrise Ln		
			402-000-000-535-00-47-00	Sewer - Utilities	\$37.45
				210 Sunrise Ln	
		Total Invoice - 0863-03/25/2025			\$37.45
		Invoice - 0964-03/24/2025			
			208 Anthes Ave #A		
			105-000-000-557-30-47-00	Tourism - Utilities - VIC & R/R	\$390.28
				208 Anthes Ave #A	
		Total Invoice - 0964-03/24/2025			\$390.28

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - 1532-03/25/2025			
			3rd St # PK&R		
			101-000-000-542-63-47-00	Street Lighting Utilities	\$57.83
			3rd St # PK&R		
		Total Invoice - 1532-03/25/2025			\$57.83
		Invoice - 1760-03/25/2025			
			179 2nd St #glss shop		
			001-000-000-576-80-47-00	Park Facilities - Utilities	\$25.26
			179 2nd St #glss shop		
		Total Invoice - 1760-03/25/2025			\$25.26
		Invoice - 2896-03/25/2025			
			112 2nd St		
			001-000-000-518-90-47-00	Central Services - Utilities	\$571.70
			112 2nd St		
		Total Invoice - 2896-03/25/2025			\$571.70
		Invoice - 3304-03/25/2025			
			125 De Bruyn Ave #2 Pump		
			402-000-000-535-00-47-00	Sewer - Utilities	\$413.46
			125 De Bruyn Ave #2 Pump		
		Total Invoice - 3304-03/25/2025			\$413.46
		Invoice - 3338-03/25/2025			
			203 Anthes Ave		
			001-000-000-576-80-47-00	Park Facilities - Utilities	\$159.74
			203 Anthes Ave		
		Total Invoice - 3338-03/25/2025			\$159.74
		Invoice - 3859-03/26/2025			
			4058 Sandy Point Rd # swrpmp		
			402-000-000-535-00-47-00	Sewer - Utilities	\$39.04
			4058 Sandy Point Rd # swrpmp		
		Total Invoice - 3859-03/26/2025			\$39.04
		Invoice - 5060-03/26/2025			
			800 Cedar Cir #pump		
			401-000-000-534-00-47-00	Water - Utilities	\$253.93
			800 Cedar Cir #pump		
		Total Invoice - 5060-03/26/2025			\$253.93
		Invoice - 7646-03/24/2025			
			949 Al Anderson Ave		
			401-000-000-534-00-47-00	Water - Utilities	\$153.96
			949 Al Anderson Ave		
		Total Invoice - 7646-03/24/2025			\$153.96
		Invoice - 8083-03/25/2025			
			240 1st St #1 pump		
			402-000-000-535-00-47-00	Sewer - Utilities	\$607.61
			240 1st St #1 pump		
		Total Invoice - 8083-03/25/2025			\$607.61

Vendor	Number	Reference	Account Number	Description	Amount
Invoice - 8745-03/24/2025					
			818 Dalton Ln		
			401-000-000-534-00-47-00	Water - Utilities	\$1,191.36
			818 Dalton Ln		
		Total Invoice - 8745-03/24/2025			\$1,191.36
Invoice - 8978-03/25/2025					
			300 1st St #park		
			001-000-000-576-80-47-00	Park Facilities - Utilities	\$16.21
			300 1st St #park		
		Total Invoice - 8978-03/25/2025			\$16.21
Invoice - 9941-03/24/2025					
			211 1st St #light		
			101-000-000-542-63-47-00	Street Lighting Utilities	\$23.08
			211 1st St #light		
		Total Invoice - 9941-03/24/2025			\$23.08
	Total 44752				\$3,952.61
Total Puget Sound Energy					\$3,952.61
Quill Corporation					
	44753		2025 - April - 7 - A/P		
		Invoice - 43191239			
			AA batteries & AAA batteries		
			001-000-000-518-90-31-00	Central Services - Supplies	\$18.37
			AA batteries & AAA batteries		
		Total Invoice - 43191239			\$18.37
	Total 44753				\$18.37
Total Quill Corporation					\$18.37
Sebo's DO IT Center					
	44754		2025 - April - 7 - A/P		
		Invoice - A1675492			
			PVC, PVC TEE,PVC NIPPLE, PVC COUPLING, threaded ball valve		
			402-000-000-535-00-33-00	Sewer - Parts & Chemicals	\$12.73
			PVC, PVC TEE,PVC NIPPLE, PVC COUPLING, threaded ball valve		
		Total Invoice - A1675492			\$12.73
		Invoice - A1676389			
			Brass sweeper nozzle,hose shutoff		
			402-000-000-535-00-33-00	Sewer - Parts & Chemicals	\$8.68
			Brass sweeper nozzle,hose shutoff		
		Total Invoice - A1676389			\$8.68
		Invoice - A1676590			
			SP 35 battery		
			402-000-000-535-00-33-00	Sewer - Parts & Chemicals	\$78.33
			SP 35 battery		
		Total Invoice - A1676590			\$78.33

Vendor	Number	Reference	Account Number	Description	Amount
Invoice - A1677133					
			Recessed ceiling fixture,5/6" cctled bf light kit		
			105-000-000-557-30-01	Public Restrooms-R&M/Misc'l, Supplies.	\$82.64
				Recessed ceiling fixture,5/6" cctled bf light kit	
			Total Invoice - A1677133		\$82.64
Invoice - A1680109					
			4 1/2 Safety hasp		
			402-000-000-535-00-33-00	Sewer - Parts & Chemicals	\$11.96
				4 1/2 Safety hasp	
			Total Invoice - A1680109		\$11.96
Invoice - A1680155					
			Nuts and bolts		
			402-000-000-535-00-33-00	Sewer - Parts & Chemicals	\$7.89
				Nuts and bolts	
			Total Invoice - A1680155		\$7.89
Invoice - B1399996					
			Utility knife, 5 pk knife blade		
			402-000-000-535-00-35-00	Sewer - Small Tools & Equipment	\$15.42
				Utility knife, 5 pk knife blade	
			Total Invoice - B1399996		\$15.42
Invoice - B1400110					
			5-3/4" blk door pull		
			402-000-000-535-00-33-00	Sewer - Parts & Chemicals	\$6.52
				5-3/4" blk door pull	
			Total Invoice - B1400110		\$6.52
Invoice - B1400839					
			Gal moss control		
			402-000-000-535-00-33-00	Sewer - Parts & Chemicals	\$25.99
				Gal moss control	
			Total Invoice - B1400839		\$25.99
	Total 44754				\$250.16
Total Sebo's DO IT Center					\$250.16
Shred-IT c/o Stericycle, Inc					
	44755		2025 - April - 7 - A/P		
Invoice - 8009690409					
			01/25/2025-Tote-medium		
			001-000-000-518-90-41-00	Central Services - Professional Service Contracts	\$105.97
				01/25/2025-Tote-medium	
			Total Invoice - 8009690409		\$105.97
Invoice - 8010307960					
			03/25/2025-Tote Medium		
			001-000-000-518-90-41-00	Central Services - Professional Service Contracts	\$104.96

Vendor	Number	Reference	Account Number	Description	Amount
				03/25/2025-Tote Medium	
		Total Invoice - 8010307960			\$104.96
	Total 44755				\$210.93
Total Shred-IT c/o Stericycle, Inc					\$210.93
Sound Publishing Inc					
44756				2025 - April - 7 - A/P	
		Invoice - SWR1010846			
		Ordinances No. 1122,1123			
		001-000-000-511-60-42-00		Legislative - Communication (Includes Postage & Advertising)	\$37.38
				Ordinances No. 1122,1123	
		Total Invoice - SWR1010846			\$37.38
	Total 44756				\$37.38
Total Sound Publishing Inc					\$37.38
St of WA Dept of Revenue					
	EFT Payment 4/3/2025 12:38:09 PM - 2			2025 - April - 7 - A/P	
		Invoice - EFT-Combined Excise Tax Return-February 2025			
		Combined Excise Tax Return-February 2025			
		401-000-000-534-00-40-01		Water - Excise Tax	(\$4,526.04)
				Combined Excise Tax Return-February 2025	
		401-000-000-534-00-40-01		Water - Excise Tax	\$4,552.50
				Combined Excise Tax Return-February 2025	
		402-000-000-535-00-40-01		Sewer & Compost - Excise Tax	(\$1,368.57)
				Combined Excise Tax Return-February 2025	
		402-000-000-535-00-40-01		Sewer & Compost - Excise Tax	\$1,376.57
				Combined Excise Tax Return-February 2025	
		403-000-000-531-00-40-01		Stormwater - Excise Tax	(\$545.82)
				Combined Excise Tax Return-February 2025	
		403-000-000-531-00-40-01		Stormwater - Excise Tax	\$549.02
				Combined Excise Tax Return-February 2025	
		Total Invoice - EFT-Combined Excise Tax Return-February 2025			\$37.66
	Total EFT Payment 4/3/2025 12:38:09 PM - 2				\$37.66
Total St of WA Dept of Revenue					\$37.66

Vendor	Number	Reference	Account Number	Description	Amount
Star Store Inc					
	44757			2025 - April - 7 - A/P	
		Invoice - 002-00427746			
		72 x Mnt mist distilled			
		402-000-000-535-00-33-00		Sewer - Parts & Chemicals	\$201.63
				72 x Mnt mist distilled water	
		Total Invoice - 002-00427746			\$201.63
		Invoice - 00429671			
		3 x Mazola canola oil			
		402-000-000-535-00-33-00		Sewer - Parts & Chemicals	\$23.07
				3 x Mazola canola oil	
		Total Invoice - 00429671			\$23.07
	Total 44757				\$224.70
Total Star Store Inc					\$224.70
Summitt Law Group					
	44758			2025 - April - 7 - A/P	
		Invoice - 161667			
		Draft answer to 2nd Am complaint,email with the City,Finalize answer to 2nd Amended Complaint,Zoom meeting			
		001-000-000-515-41-41-00		Legal Services - General Advice	\$1,040.00
				Draft answer to 2nd Am complaint,email with the City,Finalize answer to 2nd Amended Complaint,Zoom meeting	
		Total Invoice - 161667			\$1,040.00
	Total 44758				\$1,040.00
Total Summitt Law Group					\$1,040.00
Transportation Solutions					
	44759			2025 - April - 7 - A/P	
		Invoice - 20014			
		Langley transportation element			
		001-000-016-558-60-48-25		Professional Services - GMA Comp Plan Grant	\$26,035.75
				Langley transportation element	
		Total Invoice - 20014			\$26,035.75
	Total 44759				\$26,035.75
Total Transportation Solutions					\$26,035.75
United Business Machines					
	44760			2025 - April - 7 - A/P	
		Invoice - INV535014			
		Color and mono pages			
		001-000-000-518-90-41-00		Central Services - Professional Service Contracts	\$57.02

Vendor	Number	Reference	Account Number	Description	Amount
				Color and mono pages	
		Total Invoice - INV535014			\$57.02
	Total 44760				\$57.02
Total United Business Machines					\$57.02
UST GENERAL YARD WORK ATTN: Zacarias DeJesus Alvarez					
	44761		2025 - April - 7 - A/P		
		Invoice - INV-2126			
			Mowing/blowing/trim 03/11-03/25		
			104-000-000-536-10-41-00	Cemetery - Professional Services Contract	\$1,196.80
		Total Invoice - INV-2126			\$1,196.80
	Total 44761				\$1,196.80
Total UST GENERAL YARD WORK ATTN: Zacarias DeJesus Alvarez					\$1,196.80
VISA					
	44762		2025 - April - 7 - A/P		
		Invoice - 3072-Wasser-March 2025			
			Blink charging		
			001-000-000-521-20-32-01	Law Enforcement - Fuel - EV Charging	\$11.53
				Blink charging	
		Total Invoice - 3072-Wasser-March 2025			\$11.53
		Invoice - 3126-Perry-March 2025			
			Staples,Harbor Freight,Factory Direct Hose		
			001-000-000-518-30-31-00	Public Works - Supplies	\$108.99
				225 PC tool set	
			401-000-000-534-00-35-00	Water - Small Tools & Equipment	\$108.99
				225 PC tool set	
			402-000-000-535-00-31-00	Sewer - Office & Operating	\$122.66
				Desk Chair	
			402-000-000-535-00-33-00	Sewer - Parts & Chemicals	\$724.27
				Factory direct hose	
			402-000-000-535-00-35-00	Sewer - Small Tools & Equipment	\$108.99
				225 PC tool set	
		Total Invoice - 3126-Perry-March 2025			\$1,173.90
		Invoice - 3732-Horstman-March 2025			
			USPS,Adobe,Zoom		
			001-000-000-518-80-41-00	Central Services Technology - Contracts & Subscriptions	\$21.75
				Adobe	
			001-000-000-518-80-41-00	Central Services Technology - Contracts & Subscriptions	\$226.19
				Zoom	

Vendor	Number	Reference	Account Number	Description	Amount
				Langley City Police	
		Total Invoice - 117032-04/01/2025			\$223.37
		Invoice - 117034-04/01/2025			
		Langley City Water			
		401-000-000-534-00-47-00		Water - Utilities	\$46.04
				Langley City Water	
		Total Invoice - 117034-04/01/2025			\$46.04
		Invoice - 117035-04/01/2025			
		Langley City Sewer Dept			
		402-000-000-535-00-47-00		Sewer - Utilities	\$49.34
				Langley City Sewer Dept	
		Total Invoice - 117035-04/01/2025			\$49.34
		Invoice - 117037-04/01/2025			
		Langley Sewer Dept			
		402-000-000-535-00-47-00		Sewer - Utilities	\$44.22
				Langley Sewer Dept	
		Total Invoice - 117037-04/01/2025			\$44.22
		Invoice - 118627-04/01/2025			
		Langley City Sewer Dept/Fax			
		402-000-000-535-00-47-00		Sewer - Utilities	\$94.46
				Langley City Sewer Dept/Fax	
		Total Invoice - 118627-04/01/2025			\$94.46
		Invoice - 178633-04/01/2025			
		City of Langley			
		402-000-000-535-00-47-00		Sewer - Utilities	\$38.09
				City of Langley	
		Total Invoice - 178633-04/01/2025			\$38.09
	Total 44763				\$620.52
Total Whidbey Telecom					\$620.52
Grand Total		Vendor Count	27		\$104,056.00



CITY OF LANGLEY

DRAFT COUNCIL AGENDA

Monday, March 17, 2025 @ 5:30 P.M.

City Hall

112 Second Street, Langley, WA 98260

And via Zoom

Recording may be found at:

1. CALL TO ORDER – Meeting called to order at 5:31 pm by Mayor Kennedy Horstman

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

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

Absent:

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

2. CONSENT AGENDA (The CONSENT AGENDA consists of routine items that normally do not require further Council discussion) (0:02:55)

- a. Approval of payroll transactions and AP vouchers in the amount of \$,
- b. Approval of Commission Meeting Minutes posted since previous Council Meeting
- c. Approval of Council Meeting Minutes of 03/03/2025, p. 18
- d. LIP-LCP Agreement, p. 21
- e. Buildable Lands Analysis Contract Approval, p. 61
- f. Temporary Noise Variance Request – Whidbey Adventure Swim, p. 65
- g. Approval of Susan Burgers to Parks and Open Spaces Commission, p. 66
- ~~h. Direct DSR to include investigating Langley's possible history as a "sundown town" as part of their 2025 work plan, p. 68~~ Moved to Discussion – item d.

Motion to adopt Consent Agenda as presented

Motion: Councilmember Chris Carlson

2nd: Councilmember Harolynne Bobis

Discussion – Item 2.h was requested to be moved to Discussion– 8.d.

Amended Consent Agenda passed unanimously

3. APPROVAL OF AGENDA (0:04:25)

Motion to adopt Agenda as presented

Motion: Councilmember Craig Cyr

2nd: Councilmember Gail Fleming

Discussion:

Motion passed unanimously

4. PUBLIC COMMENT PERIOD (0:04:45)

- Monica Guzman
- Stef Christensen

5. STAFF REPORTS (0:12:55)

- a. Finance Director Kelly Beech – p. 70
- b. Community Planning Director Meredith Penny - p. 71
- c. Public Works Director Randi Perry – p. 74
- d. Chief of Police Tavier Wasser - p. 76
- e. Deputy Clerk Kristen Abraham – p. 78

6. MAYOR'S REPORT (0:25:15)

7. ORDINANCES/RESOLUTIONS/PUBLIC HEARINGS (0:27:28)

Meetings ordinances, resolution, and accompanying materials on the Council Agenda page may be found at: <https://www.langleywa.org/2025-03-17-ordinances-and-resolution.pdf>

- a. Second Reading -Ordinance amending LMC chapter 2.10 Inspection of Public Records, approving Public Records Response Policy (0:27:34)

Motion to approve Ordinance amending LMC chapter 2.10 – Inspection of Public Records and approving Public Records Response Policy

Motion: Councilmember Chris Carlson

2nd: Councilmember Harolynne Bobis

Discussion: none

Motion passed unanimously

- b. Second Reading -Ordinance amending LMC chapter 3.85, authorizing Council assumption of powers of Transportation Benefit District (0:29:12)

Motion to approve Ordinance amending LMC chapter 3.85 authorizing Council assumption of powers of the Transportation Benefit District

Motion: Councilmember Gail Fleming

2nd: Councilmember Harolynne Bobis

Discussion: none

Motion passed unanimously

- c. First reading - Ordinance amending LMC Chapter 2.06 Rules of Procedure, Mayor Horstman, Dep. Clerk Abraham (0:29:15)

Motion to approve first reading of ordinance amending LMC chapter 2.06 – Rules of Procedure

Motion: Councilmember Rhonda Salerno

2nd: Councilmember Craig Cyr

Discussion: Councilmember Salerno would like to make changes before the 2nd reading.

Motion passed unanimously

- d. First reading - Ordinance repealing and amending LMC chapters and sections 2.40, 2.42.030, 2.42.040, 2.52.010, 2.52.014, 2.52.020, 2.52.035, 2.54, 2.56.020, 2.56.040, 2.57, 2.59, 2.64, 2.68, 2.70, 4.01.060, 18.20.090, 18.20.100 relating to the establishment of and policies for commissions, Mayor Horstman, Dep. Clerk Abraham (0:31:32)

Motion to approve first reading of ordinance repealing and amending LMC chapters and sections 2.40, 2.42.030, 2.42.040, 2.52.010, 2.52.014, 2.52.020, 2.52.035, 2.54, 2.56.020, 2.56.040, 2.57,

2.59, 2.64, 2.68, 2.70, 4.01.060, 18.20.090, 18.20.100 relating to the establishment of and policies for commissions

Motion: Councilmember Rhonda Salerno

2nd: Councilmember Craig Cyr

Discussion: Fix section on OPMA with Carlson's edits

Motion passed unanimously to approve first reading with the understanding that the edits to section in of OPMA be included the *Uniform Policies and Procedures for Commissions*

e. Resolution re-establishing City commissions (0:36:27)

Motion to approve first reading of resolution re-establishing City Commissions

Motion: Councilmember Gail Fleming

2nd: Councilmember Harolynne Bobis

Discussion: A typo was noted

Motion passed unanimously

8. DISCUSSION

a. Annexation Agreement – Council Questions, Director Penny, (0:37:35)

b. Comprehensive Plan – Joint Planning Area Decision, Director Penny, (0:50:33)

Public Comment: Perry Lovelace

Motion to approve adoption of Planned Growth Area as identified as Figure LU-2 of packet ([page 98](#)). Any lands currently designated as PGA that are not enrolled in the agriculture or forestry current use tax exemption programs should remain under the PGA designation. Second, areas that are enrolled in the agriculture or forestry current use tax exemption programs, but will no longer be designated as PGA, should instead be designated as Lands of Long-Term Rural Significance (LRS). (1:06:30)

Motion: Councilmember Chris Carlson

2nd: Councilmember Harolynne Bobis

Discussion: Councilmembers discussed the options presented.

Councilmember Salerno proposed an amendment to the motion to postpone the decision. Amendment was not seconded.

Salerno proposed an amended motion to approve option 1. Amendment was not seconded.

Motion to approve passed 3 – 2. Fleming and Salerno voted against.

c. Comprehensive Plan -Draft Parks Policies, Director Penny, (1:38:41)

Councilmember Salerno left the meeting at 7:10 pm

- d. Direct DSR to include investigating Langley's possible history as a "sundown town" as part of their 2025 work plan, (2:05:33)

Motion to approve directing DSR's 2025 workplan be modified to include investigating Langley's possible history as a "Sundown Town."

Motion: Councilmember Craig Cyr

2nd: Councilmember Chris Carlson

Discussion: Council discussed the issue in relation to affordable housing. It was recommended that Council meet with DSR at a future meeting.

Motion passed unanimously (Salerno not present)

- 9. **WORKSHOP MEETING TOPIC (2:22:19)**
 - a. Comprehensive Plan: Draft Capital Facilities Policies
 - b. Comprehensive Plan: Draft Transportation Policies
 - c. Executive session – from 5:00-5:30, workshop 5:30
- 10. **ADJOURN mtg adjourned at 7:54**



CITY OF LANGLEY
DRAFT- SPECIAL COUNCIL MEETING MINUTES
Monday, March 24, 2025, 5:00 pm
City Hall, 112 Second Street, Langley, WA 98260
And via Zoom

Recording may be found at:

https://www.langleywa.org/GMT20250325-000118_Recording.m4a

1. CALL TO ORDER Meeting called to order at 5:01 pm by Mayor Kennedy Horstman

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

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

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

2. EXECUTIVE SESSION – (0:00:44)

Discussion with legal counsel regarding potential litigation ([RCW 42.30.110\(1\)\(i\)](#)).

Executive session started: 5:02

Executive session ended: 5:28

3. PUBLIC COMMENT (0:03:30)

None

4. DISCUSSION

- a. Comprehensive Plan: Capital Facilities Policies Draft, Director Perry (0:03:42)
- b. Comprehensive Plan: Transportation Element, Directors Penny, Perry (0:42:16)

Victor Salemann, Jennifer Salemann, and Andrew Bratlein of Transportation Solutions presented reports on ADA findings, and street standards in the City of Langley

5. COUNCIL REPORTS (01:41:54)

- a. Councilmember Harolynne Bobis
- b. Councilmember Chris Carlson – reported on the recent Chamber of Commerce meeting, and announced that “Street Dance” is coming back to Langley on August 23. He also reported on FPLC’s special meeting that was held earlier that day. He attended the Library re-opening, which was a great success.

- c. Councilmember Craig Cyr also attended the library re-opening. He encouraged members of the community to attend South Whidbey Fire EMS's Preparedness Conference at South Whidbey High School on April 19th from 9:00-4:00.
- d. Councilmember Gail Fleming reported the Parks and Open Space Commission and the Planning Advisory Board have been working on their Comp Plan elements. She also attended the Library opening.
- e. Councilmember Rhonda Salerno also encouraged people to attend the Preparedness Conference on April 19th as well as attending Island Conversations at St. Huberts, and SOS's Community event at the Methodist Church on March 25th.

6. ADJOURN Meeting adjourned by Mayor Horstman at 7:20 pm



NOTICE OF LIQUOR LICENSE APPLICATION

WASHINGTON STATE LIQUOR AND CANNABIS BOARD

License Division - P.O. Box 43098
Olympia, WA 98504-3098
Customer Service: (360) 664-1600
Fax: (360) 753-2710
Website: <http://lcb.wa.gov>

TO: MAYOR OF LANGLEY
RE: CHANGE OF CORPORATE OFFICERS/STOCKHOLDERS APPLICATION

RETURN TO: localauthority@sp.lcb.wa.gov
DATE: 3/18/25

UBI: 604-064-662-001-0001

License: 402490 - 3D County: 15

Tradename: VILLAGE WINE SHOP

Loc Addr: 221 2ND ST STE 2
LANGLEY WA 98260

Mail Addr: PO BOX 579
LANGLEY WA 98260-0579

Phone No: 425-220-3875 ERIN MORRISSEY

APPLICANTS:

VILLAGE WINE SHOP, LLC

MORRISSEY, ERIN
1981-01-03

Privileges Applied For:

DIRECT SHIPMENT RECEIVER-IN WA ONLY
BEER/WINE SPECIALTY SHOP

As required by RCW 66.24.010(8), the Liquor and Cannabis Board is notifying you that the above has applied for a liquor license. You have 20 days from the date of this notice to give your input on this application. If we do not receive this notice back within 20 days, we will assume you have no objection to the issuance of the license. If you need additional time to respond, you must submit a written request for an extension of up to 20 days, with the reason(s) you need more time. If you **need information on SSN, contact our CHRI desk at (360) 664-1724.**

- | | YES | NO |
|---|--------------------------|--------------------------|
| 1. Do you approve of applicant? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do you approve of location? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. If you disapprove and the Board contemplates issuing a license, do you wish to request an adjudicative hearing before final action is taken? | <input type="checkbox"/> | <input type="checkbox"/> |
| (See WAC 314-09-010 for information about this process) | | |
| 4. If you disapprove, per RCW 66.24.010(8) you MUST attach a letter to the Board detailing the reason(s) for the objection and a statement of all facts on which your objection(s) are based. | | |

DATE

SIGNATURE OF MAYOR,CITY MANAGER,COUNTY COMMISSIONERS OR DESIGNEE



City of Langley

To: Langley City Council
From: Cemetery Board
Date: 04/07/2025
Topic: Buyback of 3 plots

Number of pages: 1

Introduction\Background: The Cemetery Board voted to recommend the buyback of 3 plots in the old section of the Cemetery - C8-07-01, C8-06-06, & C8-06-05, next to the road at the first entrance. Public Works confirmed they were vacant and usable.

Council Action Request: Approve buyback.

Statement as to Action's Importance: These can be resold.

Timeline for Action: At earliest convenience.

Financial & Staff Implications: Minimal staff time to update records.





COUNCIL MEMO

To: Langley City Council Members

From: Director Perry

Date: April 7, 2025

Topic: \$30,000 Source Water Protection Grant

Introduction/Summary: City Staff began investigation into applying for the Department of Health Source water protection grant in October 2023. The application was submitted in November 2024 and awarded in early 2025. The purpose of this grant is to provide funding to the City of Langley for Phase 1 of building a numerical groundwater model and update wellhead protection area delineations. The first phase involves compilation and assessment of available geologic and hydrogeologic data to provide the various inputs for the model construction. The first phase also includes the development of geologic cross sections used to develop a conceptual model for the planned model area. The conceptual model is ultimately used as the basic blueprint that guides the development of the final numerical flow model.

Mayor Horstman sent email to Council 3.28.25 stating the following “In light of events at the federal level and related funding risks, I am requesting a response with your authorization to proceed with this agreement with the understanding that the agreement will be included in the April 7th council packet as a part of the consent agenda.” The agreement was signed 3/31/2025 to avoid potential loss of this funding source.

Number of pages (including this one): 11

Council Action Request: Approve the agreement

Timeline for Action: Immediate

Financial Implications: There is no match for this \$30,000. This funding will be combined with Climate Implementation funds as approved by the council to complete the first phase of this study.

Staff Time Implications: Staff time needed for RFP process to hire hydrogeologist and project oversight and reporting.

List all Attachments: Grant agreement



CONTRACT NUMBER:
GVL31409-0

SUBRECIPIENT *
☐ YES ☒ NO

FFATA FORM REQUIRED
☐ YES ☒ NO

INTERAGENCY AGREEMENT
Between
STATE OF WASHINGTON
DEPARTMENT OF HEALTH
And
City of Langley

THIS AGREEMENT is made by and between the State of Washington Department of Health, hereinafter referred to as DOH, and City of Langley, hereinafter referred to as Contractor pursuant to the authority granted by Chapter 39.34 RCW.

PURPOSE: To provide funding to City of Langley for Phase 1 of building a numerical groundwater model and updating wellhead protection area delineations.

This project meets the SFY23-24 Source Water Protection program essential elements as well as Goal 5 of the 22-26 EPA Strategic Plan by ensuring safe drinking water and reliable infrastructure, as well as emphasizing partnerships to address water quality challenges.

THEREFORE, IT IS MUTUALLY AGREED THAT:

STATEMENT OF WORK AND BUDGET: The Contractor shall furnish the necessary personnel, equipment, material and/or services and otherwise do all things necessary for or incidental to the performance of the work set forth in Exhibit A, attached hereto and incorporated herein.

PERIOD OF PERFORMANCE: Subject to its other provisions, the period of performance of this Agreement shall commence on **Date of Execution** and be completed on **May 31st, 2026**, unless terminated sooner as provided herein. Any work done outside of the period of performance shall be provided at no cost to DOH.

FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (FFATA): If checked above, this Agreement is supported by federal funds that require compliance with the Federal Funding Accountability and Transparency Act (FFATA or the Transparency Act). The purpose of the Transparency Act is to make information available online so the public can see how federal funds are spent.

To comply with the act and be eligible to enter into this Agreement, your organization must have a Data Universal Numbering System (DUNS®) number. A DUNS® number provides a method to verify data about your organization. If you do not already have one, you may receive a DUNS® number free of charge by contacting Dun and Bradstreet at www.dnb.com.

Information about your organization and this Agreement will be made available on www.USASpending.gov by DOH as required by P.L. 109-282. DOH's form, Federal Funding Accountability and Transparency Act Data Collection Form, is considered part of this Agreement and must be completed and returned along with the Agreement.

PAYMENT: Compensation for the work provided in accordance with this Agreement has been established under the terms of RCW 39.34.130. The parties have estimated that the cost of accomplishing the work herein will not exceed **\$30,000.00** in accordance with Exhibit A, attached hereto and incorporated herein. Compensation includes but is not limited to all taxes, fees, surcharges, etc. Payment will not exceed this amount without a prior written amendment. DOH will authorize payment only upon satisfactory completion and acceptance of deliverables and for allowable costs as outlined in the statement of work and/or budget.

Source of Funds:

Federal: \$30,000.00 State: \$0.00 Other: \$0.00 **TOTAL: \$30,000.00**

Contractor agrees to comply with applicable rules and regulations associated with these funds.

BILLING PROCEDURE: Payment to the Contractor for approved and completed work will be made by warrant or account transfer by DOH within 30 days of receipt of the invoice. Upon expiration of the Agreement, any claim for payment not already made shall be submitted within 60 days after the expiration date or the end of the fiscal year, whichever is earlier.

AGREEMENT ALTERATIONS AND AMENDMENTS: This Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

ASSIGNMENT: The work to be provided under this Agreement, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

CONFIDENTIALITY/SAFEGUARDING OF INFORMATION: The use or disclosure by any party of any information concerning a client obtained in providing service under this Agreement shall be subject to Chapter 42.56 RCW and Chapter 70.02 RCW, as well as any other applicable Federal and State statutes and regulations.

Any unauthorized access or use of confidential information must be reported to the DOH IT Security Officer at security@doh.wa.gov. The notification must be made in the most expedient time possible (usually within one business day) and without unreasonable delay, consistent with the legitimate needs of law enforcement, or any measures necessary to determine the scope of the breach and restore the reasonable integrity of the data system.

CONTRACT MANAGEMENT: The contract manager for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this agreement.

The Contract Manager for DOH is:

Name: Chelsea Cannard
Office: Office of Drinking Water
Agency: Department of Health
Address: 111 Israel Rd. S.E.
City, State, Zip: Tumwater, WA 98501

The Contract Manager for the Contractor is:

Name: _____
Title: _____
Contractor: City of Langley
112 Second Street
Address: PO Box 366
City, State, Zip: Langley, WA 98260

Phone: 564-233-1799

Phone: 360-221-4246

DISPUTES: In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, Agreement terms and applicable statutes and rules and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

GOVERNANCE: This Agreement is entered into pursuant to and under the authority granted by the laws of the State of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws.

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- A. Federal statutes and regulations
- B. State statutes and regulations
- C. Agreement amendments
- D. The Agreement (in this order)
 - 1. Primary document (document that includes the signature page)
 - 2. Statement of Work (Exhibit A)

INDEPENDENT CAPACITY: The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

PRIVACY: Personal information collected, used or acquired in connection with this Agreement shall be used solely for the purposes of this Agreement. Contractor and its subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of the agency or as provided by law. Contractor agrees to implement physical, electronic and managerial safeguards to prevent unauthorized access to personal information.

DOH reserves the right to monitor, audit or investigate the use of personal information collected, used or acquired by the Contractor through this Agreement. The monitoring, auditing, or investigating may include but is not limited to "salting" by DOH. Contractor shall certify the return or destruction of all personal information upon expiration of this Agreement. Salting is the act of placing a record containing unique but false information in a database that can be used later to identify inappropriate disclosure of data contained in the database.

Any breach of this provision may result in termination of the Agreement and the demand for return of all personal information. The contractor agrees to indemnify and hold harmless DOH for any damages related to the Contractor's unauthorized use of personal information.

RECORDS MAINTENANCE: The parties to this Agreement shall each maintain books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services described herein. These records shall be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents,

and other material relevant to this Agreement will be retained for six years after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period.

Records and other documents, in any medium, furnished by one party to this Agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

RIGHTS IN DATA: Unless otherwise provided, data, which originates from this Agreement shall be "works for hire" as defined by the U.S. Copyright Act of 1976 and shall be owned by DOH. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register, and the ability to transfer these rights.

SECURITY OF INFORMATION – Unless otherwise specifically authorized by the DOH IT Security Officer, Contractor receiving confidential information under this contract assures that:

- It is compliant with the applicable provisions of the Washington State Office of the Chief Information Officer (OCIO) policy 141, Securing Information Technology Assets, available at: <https://ocio.wa.gov/policy/securing-information-technology-assets>.
- It will provide DOH copies of its IT security policies, practices and procedures upon the request of the DOH Chief Information Security Officer.
- DOH may at any time conduct an audit of the Contractor's security practices and/or infrastructure to assure compliance with the security requirements of this contract.
- It has implemented physical, electronic and administrative safeguards that are consistent with OCIO security standard 141.10 and ISB IT guidelines to prevent unauthorized access, use, modification or disclosure of DOH Confidential Information in any form. This includes, but is not limited to, restricting access to specifically authorized individuals and services through the use of:
 - Documented access authorization and change control procedures;
 - Card key systems that restrict, monitor and log access;
 - Locked racks for the storage of servers that contain Confidential Information or use AES encryption (key lengths of 256 bits or greater) to protect confidential data at rest, standard algorithms validated by the National Institute of Standards and Technology (NIST) Cryptographic Algorithm Validation Program (CMVP);
 - Documented patch management practices that assure all network systems are running critical security updates within 6 days of release when the exploit is in the wild, and within 30 days of release for all others;
 - Documented anti-virus strategies that assure all systems are running the most current anti-virus signatures within 1 day of release;
 - Complex passwords that are systematically enforced and password expiration not to exceed 120 days, dependent user authentication types as defined in OCIO security standards;
 - Strong multi-factor authentication mechanisms that assure the identity of individuals who access Confidential Information;
 - Account lock-out after 5 failed authentication attempts for a minimum of 15 minutes, or for Confidential Information, until administrator reset;

- AES encryption (using key lengths 128 bits or greater) session for all data transmissions, standard algorithms validated by NIST CMVP;
- Firewall rules and network address translation that isolate database servers from web servers and public networks;
- Regular review of firewall rules and configurations to assure compliance with authorization and change control procedures;
- Log management and intrusion detection/prevention systems;
- A documented and tested incident response plan

Any breach of this clause may result in termination of the contract and the demand for return of all personal information.

SEVERABILITY: If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Agreement, and to this end the provisions of this Agreement are declared to be severable.

SUBCONTRACTING: Neither the Contractor, nor any subcontractors, shall enter into subcontracts for any of the work contemplated under this agreement without prior written approval of DOH. In no event shall the existence of the sub operate to release or reduce the liability of the Contractor to DOH for any breach in the performance of the contractor's duties. This clause does not include contracts of employment between the contractor and personnel assigned to work under this Agreement.

Additionally, the Contractor is responsible for ensuring that all terms, conditions, assurances and certifications set forth in this Agreement are carried forward to any subcontracts. Contractor and its subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of DOH or as provided by law.

If, at any time during the progress of the work, DOH determines in its sole judgment that any subcontractor is incompetent, DOH shall notify the Contractor, and the Contractor shall take immediate steps to terminate the subcontractor's involvement in the work. The rejection or approval by DOH of any subcontractor or the termination of a subcontractor shall not relieve the Contractor of any of its responsibilities under the Agreement, nor be the basis for additional charges to DOH.

SUSPENSION OF PERFORMANCE AND RESUMPTION OF PERFORMANCE: In the event contract funding from State, Federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Agreement and prior to normal completion, DOH may give notice to Contractor to suspend performance as an alternative to termination. DOH may elect to give written notice to Contractor to suspend performance when DOH determines that there is a reasonable likelihood that the funding insufficiency may be resolved in a timeframe that would allow performance to be resumed prior to the end date of this Agreement. Notice may include notice by facsimile or email to Contractor's representative. Contractor shall suspend performance on the date stated in the written notice to suspend. During the period of suspension of performance each party may inform the other of any conditions that may reasonably affect the potential for resumption of performance.

When DOH determines that the funding insufficiency is resolved, DOH may give Contractor written notice to resume performance and a proposed date to resume performance. Upon receipt of written notice to resume performance, Contractor will give written notice to DOH as to whether it can resume performance, and, if so, the date upon which it agrees to resume performance. If Contractor gives notice to DOH that it cannot resume performance, the parties agree that the Agreement will be terminated retroactive to the

original date of termination. If the date Contractor gives notice it can resume performance is not acceptable to DOH, the parties agree to discuss an alternative acceptable date. If an alternative date is not acceptable to DOH, the parties agree that the Agreement will be terminated retroactive to the original date of termination.

TERMINATION: Either party may terminate this Agreement upon 30 days prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

TERMINATION FOR CAUSE: If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15 working days. If the failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

WAIVER: A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

ALL WRITINGS CONTAINED HEREIN: This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

IN WITNESS WHEREOF, the parties have executed this Agreement.

CONTRACTOR SIGNATURE	DATE
PRINT OR TYPE NAME	TITLE
DOH CONTRACTING OFFICER SIGNATURE	DATE

This contract has been approved as to form by the attorney general.

EXHIBIT A
STATEMENT OF WORK
DOH Contract Number GVL31409-0
Period of Performance: Date of Execution through May 31st, 2026

Source Water Protection Grant – DWSRF 5 of 15% Set Asides

Project Title: City of Langley – Modeling Phase 1: Data collection and inputs to develop conceptual groundwater model.

PURPOSE:

The purpose of this grant is to provide funding to the City of Langley for Phase 1 of building a numerical groundwater model and update wellhead protection area delineations. The first phase involves compilation and assessment of available geologic and hydrogeologic data to provide the various inputs for the model construction. The first phase also includes the development of geologic cross sections used to develop a conceptual model for the planned model area. The conceptual model is ultimately used as the basic blueprint that guides the development of the final numerical flow model which will be Phase 2 under a separate contract.

Background/General Information:

The City of Langley is a water utility of 993 connections consisting of 3 wells, an additional emergency well and a storage tank. The wells are approximately 2000 feet from the shoreline of the Salish Sea. Island County classifies Langley's deep water well as medium risk for seawater intrusion. City of Langley finds it increasingly important to better understand the complex nature of water resources to make informed decisions when establishing policy and land uses. Additionally, City of Langley wishes to better identify the source water protection areas and volumes of water that can be safely and reliably withdrawn under a variety of climate and development scenarios.

City of Langley source water protection plan relies on a calculated fixed radius (CFR) wellhead protection area (reviewed 2018 and updated 2008). CFR restricts areas that don't require protection and potentially ignores areas that could pose a threat. The CFR approach to source protection does not meet the needs of the complex groundwater system subject to the various aquifer characteristics that make up the City of Langley's water source. City of Langley proposes to develop a numerical groundwater flow model, which may reveal that much of the current protection and recharge areas are located outside their jurisdiction. An updated model could impact land use in Island County, outside of city jurisdiction. A more accurate model of the aquifers will help identify potential sources of contamination in previously overlooked areas and inform future land use and planning efforts. This model will also be used to update the City of Langley's wellhead protection plan.

City of Langley has engaged a hydrogeologist to define a scope of work for developing a numerical groundwater flow model. This project will be conducted in three phases. The first phase, under this contract, will include data collection and assessment, providing inputs to develop a conceptual model. The second phase will construct the numerical model and will include configuring the model layers and grids and calibrating the model to ensure it reasonably reflects real-world conditions. It is anticipated that MODFLOW will be utilized. The third phase of this project involves the delineation of the new Well Head Protection Area providing accurate 6-month, 1-, 5- and 10-year time travel zones and additional buffer zones as applicable.

City of Langley will combine Source Water Protection grant funding with Commerce Climate Element Implementation funds to complete Phase 1, conceptually modeling the source water protection area for the city's four wells. The subsequent phases of the project will refine the model to more accurately forecast the impacts of additional growth and subsequent demand and to evaluate the effects of climate change on drought and recharge rates. Subsequent phases will be under separate contracts.

The Office of Drinking Water (ODW) administers the Source Water Protection (SWP) Program to prevent, reduce and eliminate pollution & to encourage practices that ensure a reliable supply of groundwater.

**EXHIBIT A
STATEMENT OF WORK
DOH Contract Number GVL31409-0**

Period of Performance: Date of Execution through May 31st, 2026

Through DWSRF 5 of the 15% set asides, ODW administers funding for projects that address both water quality & quantity concerns, working with regional partners to better understand activities & policies that influence water quality & quantity changes.

This project meets the SFY24-25 Source Water Protection program essential elements as well as Goal 5 of the 22-26 EPA Strategic Plan by ensuring safe drinking water & reliable infrastructure, as well as emphasizing partnerships to address water quality challenges.

Funding for this project will not be used for any construction or ground disturbing activities.

Contract Administration:

Deliverables:

1. Provide general project management & communication throughout the duration of the contract.
2. Prepare & submit quarterly reports via e-mail to chelsea.cannard@doh.wa.gov that document project accomplishments, existing and potential problem areas, suggestions for improvements, and any desired outcomes achieved. Reports should be a few paragraphs long with sufficient detail for DOH to understand the relative progress of the project since the last reporting period. Quarterly reports must be submitted by the last day of each working quarter for the duration of the contract (March 31, June 30, September 30, December 31). The final quarterly report serves as the final project report and should include summary information about the project.
3. Submit quarterly reimbursement requests with supporting invoices along with A19 form. Payment will be issued by DOH upon receipt and approval of the quarterly reports. Invoices and reports submitted via e-mail to chelsea.cannard@doh.wa.gov
4. Provide an updated action plan by **September 30, 2025** that indicates any added or changed components, schedule revision & status of deliverables.

The project's scope of work is comprised of the following activities:

TASK/ACTIVITY:	DELIVERABLES:	ESTIMATED DUE DATE/COST:
Task 1: Initial assessment of the area that will eventually need to be modeled. Review of geologic and topographic maps, and areas of interest/concern that should be included in the model. Determine the initial model area boundaries	Study area boundaries memo. Description of the criteria used. Map(s) outlining flow model boundaries. Justification for the inclusion or exclusion of specific areas.	Within 12 months of contract execution \$1,500
Task 2: Data Collection and Assessment Collect and compile all pertinent geologic and hydrogeologic data within the study area, including maps, well logs, pumping and production data, water rights information, well reports, geologic and hydrogeologic studies, and precipitation/recharge data.	Data Inventory and Collection Summary. All data collected, including data sources and details on each data type. Data Quality Assessment. Summary of the quality, completeness, and reliability of collected data, including data gaps.	Within 12 months of contract execution \$15,000

**EXHIBIT A
STATEMENT OF WORK**

DOH Contract Number GVL31409-0

Period of Performance: Date of Execution through May 31st, 2026

<p>Task 3: Geologic Cross Section. Develop a series of geologic cross sections across the study area.</p>	<p>Geologic Cross Sections. Geologic cross sections illustrating the subsurface geology and aquifer configurations across the study area. Cross Section Analysis Report. Explain the development and significance of the cross sections, methods used to generate the cross sections, interpretation of the subsurface geological features and how they will influence groundwater flow and model development.</p>	<p>Within 12 months of contract execution \$10,000</p>
<p>Task 4: Conceptual Flow Model Development Develop a conceptual flow model for the study area. Diagrammatically illustrate the configuration of subsurface aquifers and aquitards/confining units within the study area and show all pertinent inflows/outflows and how they are presumed to interact or flow through the model regime. Inflows and outflows will include, but not necessarily be limited to, precipitation, recharge and evapotranspiration, stream leakage, spring discharge, septic infiltration, aquifer throughflow, and production well withdrawals.</p>	<p>Final Conceptual Flow Model. Finalized diagrammatic representation of the conceptual flow model illustrating the configuration of subsurface aquifers, aquitards, and confining units, locations of key inflows, and interactions between these components based on the compiled data and cross-section information. Indicate flow paths, groundwater movement, and any potential risks such as contamination sources. Conceptual Model Report. Describe the methodology and assumptions used to develop the conceptual flow model; Explain how inflows and outflows were represented in the model; Provide interpretations of how the conceptual model aligns with real-world hydrogeological conditions and addresses key areas of concern. Stakeholder Review Summary. Summarize feedback from stakeholders on the conceptual model, including feedback on the accuracy and applicability of the model and recommended adjustments based on stakeholder input. Provide actionable recommendations for the next steps to address feedback, refining the conceptual model, and improving data collection.</p>	<p>Within 12 months of contract execution \$3,500</p>
<p>PAYMENT:</p>	<p>DOH will provide reimbursement to the contractor based on approval of quarterly reports & required deliverables. The contractor will provide associated invoices, or an hourly accounting of time spent for each task in support of reimbursement requests. The contractor is responsible for tracking all project expenditures as related to this contract & for maintaining these records. DOH will withhold 10 percent of the total funding amount (\$3,000) until the project is successfully completed & all deliverables are received and approved by DOH.</p>	

EXHIBIT A
STATEMENT OF WORK
DOH Contract Number GVL31409-0

Period of Performance: Date of Execution through May 31st, 2026

<i>Total Consideration for this contract is not to exceed: \$30,000</i>
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The project will be considered complete when all the activities identified in the above statement of work are complete. **Project End Date: 5/31/2026**. All deliverables must be submitted for review & approval no later than **4/30/2026**. Work performed after **5/31/2026** is not eligible for reimbursement.



City of Langley

To: Langley City Council
From: Kennedy Horstman, Mayor
Mtg Date: April 7, 2025
Subject: Requesting Council Support for State Legislation

Number of pages: 3

Introduction\Background:

I am writing to request authorization to send the attached letters of support to state legislators for:

- SB 5798 Concerning Property Tax Reform
- Continued funding for MRSC.org
- [SB 5284](#) The Recycling Reform Act

Council Action Request: Approval of Letters

Move to authorize the attached letters to state legislators (Muzzall, Paul and Shavers) for:

- SB 5798 Concerning Property Tax Reform
- Continued funding for MRSC.org
- SB 5284 The Recycling Reform Act

Statement as to Action's Importance:

- SB5798 has direct bearing on the City's ongoing fiscal viability.
- Funding for MRSC.org has direct bearing on our access to governance best practices and indirect bearing on the City's fiscal viability: without MRSC support our legal consultation expenses would increase considerably.
- SB 5284 is a re-introduction of the ReWrap Bill which City Council supported in 2024.

Timeline for Action: At this meeting.

Financial & Staff Implications: No immediate financial implications but potential impact as noted above.



Dear Senator Muzzall and Representatives Paul and Shavers,

On behalf of the Langley City Council, we are writing to express our strong support for Senate Bill 5798, which proposes to increase the annual property tax cap to match the combined rate of population growth and inflation. We also urge you to protect funding for the Municipal Research and Services Center (MRSC), a vital resource for small towns and cities across Washington State.

The current 1% property tax cap does not reflect the reality of increased costs faced by cities due to inflation and population growth. This arbitrary limit has put significant pressure on our ability to provide essential services to our community, resulting this year in furloughs and reductions in level of service. SB 5798 would allow cities like Langley to better keep pace with rising expenses while maintaining the quality of services our residents expect and deserve.

Key points we'd like to emphasize about SB 5798:

- It provides flexibility by allowing local governments to opt for a lower rate if they choose.
- The bill applies to the state school levy, cities, counties, and special purpose districts, ensuring a comprehensive approach to property tax reform.
- It aligns property tax growth with actual economic factors rather than an arbitrary percentage.

We also want to stress the critical importance of maintaining funding for MRSC. As a small city in a rural community, Langley relies heavily on MRSC's resources and expertise. MRSC plays an invaluable role in ensuring that cities like ours are well-informed and able to implement best practices in local governance. Their services are particularly crucial for municipalities that lack the resources to hire dedicated policy staff.

MRSC provides:

- Up-to-date information on complex legislative changes
- Guidance on implementing new laws and regulations
- Best practices for municipal operations and governance
- A vast repository of research and data that informs our decision-making

In conclusion, we urge you to support SB 5798 and protect funding for MRSC. These actions will help ensure that cities like Langley can continue to provide high-quality services to our residents while staying informed about the latest developments in municipal governance.

Thank you for your consideration and your continued support of Washington's cities and towns.

Sincerely,

The Langley City Council



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

Dear Senator Muzzall and Representatives Paul and Shavers,

We would like to express our support for [SB 5284](#) The Recycling Reform Act. Our community has spoken strongly in support of Zero Waste and we believe that this bill is an opportunity to influence waste management where it begins, at the manufacturers' level.

There is little confidence in the recycling system as it exists, knowing that only a small percentage of plastics find their way back into the product stream. We need increased transparency to ensure materials are responsibly recycled. Without State leadership and a producer responsibility program like SB 5284 lays out, we do not believe that modernizing our current system will happen.

On the island where we live, we are very concerned about not only our waste that is being trucked over to Eastern Washington, but about the lack of recycling pick up for households that receive garbage services. SB 5284 will address these concerns without a burden to the State.

We need a Statewide recycling standard, so that people are not confused about what can be recycled and begin to believe that the practice of recycling is worthy and can be trusted.

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

The City of Langley Council members and Mayor

Krista "Kennedy" Horstman, Mayor
On behalf of the City Council



City of Langley

To: Langley City Council
From: Kennedy Horstman, Mayor
Mtg Date: April 7, 2025
Subject: Mayor's Report

City Council Candidate Filing Period Opens Soon

The terms for Langley City Council positions 1, 2 and 5 expire this year. For those interested in running for City Council for a four-year term starting January 2026, please be advised:

- Candidates must be registered voters of the city at the time of filing their declaration of candidacy and must have been residents of the city for a period of at least one year preceding the election.
- Candidates must file through Island County Auditor's office.
- In-person or online applications will be accepted starting at 8 am May 5 through 5pm on May 9. Mail-in **applications will be accepted starting April 21 and must be received by close of business on May 9.**

For more information: <https://www.islandcountywa.gov/560/Candidate-Information>

Activities

- We are prepared to conduct the April 7 council meeting in the new Langley Library meeting room! Thank you to Sno-Isle Libraries for a wonderful reopening event and for the use of the meeting room.
- In the 4/7 council meeting Director Beech and I will present an amendment to the annual budget.
- Unfortunately, Officer Nick Hathaway is leaving the Langley Police Department. We are sad to see him go but congratulate him on his new position with the Island County Sheriff's Office. It's nice that he'll continue to be a presence in our local law enforcement community. Chief Wasser and I are working on schedules to ensure appropriate coverage as recruiting is initiated to backfill Officer Hathaway's position.
- Director Penny and I are collecting council input to respond to a request to extinguish the 2005 annexation agreement associated with parcel # R32904-194-4850.

Community Support/Engagement

- Langley Library grand reopening, Fairgrounds Advisory Committee, Economic Development Committee Board, Island County Council of Governments and the Island Regional Transportation Planning Organization Executive Board Meeting, Langley Finance & Personnel Legislative Committee, Whidbey Camano Island Tourism Board.
- Of note:
 - The Fairgrounds campground improvements should be complete in early April
 - Whidbey Camano Islands Tourism Board has initiated a conversation aimed at updating the interlocal agreement and improving both the function and transparency of the Island County tourism initiative funded through Island County, Coupeville, Oak Harbor and Langley lodging taxes.



COUNCIL MEMO

To: Langley City Council
From: Finance Director Beech
Date: 04/03/2025
Topic: Ordinance 1126, 2025 Budget Amendment

General Fund Budget Amendments:

Expenses – decreased approximately \$60,915 due to furloughs, a reduction in force and minor adjustments and corrections.

Revenues – increased approximately \$57,000

	Adopted Budget	Amendment	Variance
Public Safety Tax	\$ -	\$ 21,500.00	\$ 21,500.00
Sales & Use Tax	\$ 600,000.00	\$ 650,000.00	\$ 50,000.00
Business License/Permits	\$ 35,000.00	\$ 25,000.00	\$ (10,000.00)
Passport Services	\$ 5,000.00	\$ 500.00	\$ (4,500.00)

- The Public Safety Tax was on the ballot in November, which did not allow enough time for an update of the adopted budget.
- The Sales & Use tax (tax collected on goods sold in and “for use in” the city of Langley) was amended to reflect an estimated increase due to the materials that will be purchased for the LIP Project this year. This amount is based on the contract signed earlier this year.
- Business license/permit revenue is reduced to reflect actuals over the past five years.
- Passport revenues are reduced to reflect the sunset of this service.

Amendments related to grants in the General Fund:

	Revenue	Expenses
Cy Pres Award	\$ 75,000.00	\$ 75,000.00
WA Dept of Comm Solar Plus Grant	\$ 86,200.00	\$ -
WA Dept of Comm Resilient Microgrids	\$ 250,000.00	\$ 250,000.00
WTSC Mini-grant	\$ 2,123.00	\$ 2,123.00

- Amendments in the **Street Fund** include sales tax revenue related to the newly formed Transportation Benefit District, and a previously unaccounted for expense (release of the contract retainage) related to the Saratoga to DeBruyn street project in 2024.
- Expenses associated with the LIP project have been amended to include bid and contract management.
- The Water, Sewer, and Stormwater Funds were amended to include a utility billing software upgrade and asset management and GIS support. The Sewer fund was also increased to account for the \$200,000 specified in LMC 13.60 related to the Sewer Incentive Program.

CITY OF LANGLEY
COUNCIL MEETING PACKET
04/07/2025

General Fund Revenue					
BARS	Description	Original Budget	Amendment	Increase/<Decrease>	Explanation
001-000-000-308-91-00-00	Beginning Balance - Unassigned	\$150,000.00	\$150,000.00	\$0.00	
001-000-000-311-10-00-00	Property Tax	\$480,000.00	\$480,000.00	\$0.00	
001-000-000-311-10-00-02	In lieu of taxes (PILOT) Housing Authority	\$0.00	\$0.00	\$0.00	
001-000-000-313-11-00-00	Sales & Use (Sales Tax)	\$600,000.00	\$636,461.00	\$36,461.00	LIP Sales Tax
001-000-000-313-71-00-00	Local Criminal Justice (Sales Tax)	\$21,000.00	\$21,000.00	\$0.00	
001-000-000-313-71-00-01	Public Safety Tax 2025	\$0.00	\$48,646.00	\$48,646.00	LIP Sales Tax
001-000-000-316-40-01-00	Utility Tax/Electric	\$135,000.00	\$135,000.00	\$0.00	
001-000-000-316-40-02-00	Utility Tax/Solid Waste	\$13,500.00	\$13,500.00	\$0.00	
001-000-000-316-40-03-00	Utility Tax/Cable	\$14,000.00	\$14,000.00	\$0.00	
001-000-000-316-40-04-00	Utility Tax/Phone	\$17,000.00	\$17,000.00	\$0.00	
001-000-000-316-41-01-00	Utility Tax/City Utilities/Water	\$55,265.00	\$55,265.00	\$0.00	
001-000-000-316-41-02-00	Utility Tax/City Utilities/Sewer	\$50,896.00	\$50,896.00	\$0.00	
001-000-000-316-41-03-00	Utility Tax/City Utilities/Stormwater	\$20,042.00	\$20,042.00	\$0.00	
001-000-000-317-20-00-00	Leasehold (Excise Tax)	\$13,500.00	\$13,500.00	\$0.00	
001-000-000-321-91-00-00	Franchise Fees	\$7,500.00	\$7,500.00	\$0.00	
001-000-000-321-99-00-00	Business Licenses/Permits	\$35,000.00	\$25,000.00	(\$10,000.00)	Re-evaluated average
001-000-000-321-99-00-01	Temp & Contract. Bus. Licenses	\$3,500.00	\$3,500.00	\$0.00	
001-000-000-322-10-00-00	Building/Mechanical Permits	\$40,000.00	\$40,000.00	\$0.00	
001-000-000-322-30-00-00	Animal Licenses	\$20.00	\$20.00	\$0.00	
001-000-000-322-90-00-00	Non-Business Licenses/Permits	\$2,000.00	\$2,000.00	\$0.00	
001-000-000-336-06-21-00	CJ - Population (Criminal Justice Shared Revenue)	\$1,000.00	\$1,000.00	\$0.00	
001-000-000-336-06-26-00	CJ - Special Programs (Criminal Justice Shared Revenue)	\$1,666.00	\$1,666.00	\$0.00	
001-000-000-336-06-42-00	Marijuana Excise Tax	\$1,500.00	\$1,500.00	\$0.00	
001-000-000-336-06-51-00	DUI Cities (Shared Revenue)	\$100.00	\$100.00	\$0.00	
001-000-000-336-06-94-00	Liquor Excise Tax	\$7,806.00	\$7,806.00	\$0.00	
001-000-000-336-06-95-00	Liquor Profits	\$8,770.00	\$8,770.00	\$0.00	
001-000-000-337-00-01-00	Timber Tax	\$10.00	\$10.00	\$0.00	
001-000-000-341-81-00-00	Copies/Duplication/Fax	\$50.00	\$50.00	\$0.00	
001-000-000-341-91-00-00	Elections/Voter registration fees	\$5.00	\$5.00	\$0.00	
001-000-000-341-99-00-00	Passport/Naturalization Fees	\$5,000.00	\$500.00	(\$4,500.00)	Passport services sunseting
001-000-000-344-50-00-00	Blink Electrical Sales	\$2,000.00	\$2,000.00	\$0.00	
001-000-000-345-83-00-00	Plan Checking Fees	\$22,000.00	\$22,000.00	\$0.00	
001-000-000-345-89-00-00	Planning/Dev Fees & Charges	\$25,000.00	\$25,000.00	\$0.00	
001-000-000-353-10-00-00	Traffic Infractions	\$50.00	\$50.00	\$0.00	
001-000-000-353-70-00-00	Non-Traffic Infractions	\$50.00	\$50.00	\$0.00	
001-000-000-354-00-00-00	Parking	\$200.00	\$200.00	\$0.00	
001-000-000-355-20-00-00	DUI	\$50.00	\$50.00	\$0.00	
001-000-000-355-80-00-00	Criminal Traffic	\$200.00	\$200.00	\$0.00	
001-000-000-361-11-00-00	General Fund - Investment Interest	\$5,000.00	\$5,000.00	\$0.00	
001-000-000-361-40-00-00	Local Sales Interest (Sales Tax Interest)	\$1,200.00	\$1,200.00	\$0.00	
001-000-000-361-40-01-00	Interest/Municipal Court	\$0.00	\$0.00	\$0.00	
001-000-000-361-40-02-00	Leasehold Interest	\$30.00	\$30.00	\$0.00	
001-000-000-362-00-00-00	Chamber rent	\$10,200.00	\$10,200.00	\$0.00	
001-000-000-362-00-01-00	Rent - Fire Hall	\$29,701.00	\$30,221.00	\$520.00	Rent Increase
001-000-000-367-00-00-00	Central Services Admin Fees from Utility Funds	\$183,914.00	\$192,830.00	\$8,916.00	Amount based on costs associated with shared staff, materials and facilities
001-000-000-367-00-01-00	Public Arts Donations	\$0.00	\$0.00	\$0.00	
001-000-000-367-00-02-00	Reimbursed professional Fees - Permit Review	\$68,753.00	\$68,753.00	\$0.00	

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001-000-000-367-00-03-00	Other Contributions/Donations	\$0.00	\$0.00	\$0.00	
001-000-000-367-00-04-00	Administrative Fees	\$0.00	\$0.00	\$0.00	
001-000-000-369-80-00-00	Cash Adjustments (Cashiers over/short)	\$0.00	\$0.00	\$0.00	
001-000-000-381-10-00-00	Loans Received	\$0.00	\$0.00	\$0.00	
001-000-000-382-10-00-00	Refundable Deposits	\$0.00	\$0.00	\$0.00	
001-000-000-382-20-00-00	Retainage Deposits	\$0.00	\$0.00	\$0.00	
001-000-000-388-30-00-00	Prior year adjustment/correction	\$0.00	\$0.00	\$0.00	
001-000-000-395-20-00-00	Insurance/Disaster Recoveries	\$0.00	\$0.00	\$0.00	
001-000-000-397-00-00-00	Transfer in	\$0.00	\$0.00	\$0.00	
001-000-016-334-04-20-25	State Grant - Dept of Commerce - Comp Plan	\$56,242.00	\$56,242.00	\$0.00	
001-000-022-369-40-00-26	AGO Cy Pres Award - 2024	\$0.00	\$75,000.00	\$75,000.00	Previously unaccounted for grant
001-000-108-334-04-20-25	WA Dept of Comm Solar Plus Storage	\$64,100.00	\$86,200.00	\$22,100.00	Previously unaccounted for grant
001-000-133-334-04-20-25	State Grant - Dept of Commerce - Climate Element	\$52,604.00	\$52,604.00	\$0.00	
001-000-217-334-00-30-25	WA Secretary of State - Archives - Digitization Grant	\$38,871.00	\$38,871.00	\$0.00	
001-000-996-334-04-20-26	WA Dept of Comm Resilient Microgrids Study	\$0.00	\$250,000.00	\$250,000.00	Previously unaccounted for grant
001-000-998-334-03-50-25	WTSC Mini-grant	\$0.00	\$2,123.47	\$2,123.47	Previously unaccounted for grant
001-000-998-337-00-02-00	AWC Rebate of Lexipol Charges - Grant	\$1,604.00	\$1,604.00	\$0.00	

General Fund Expenses

BARS	Description	Original Budget	Amendment	Increase/<Decrease>	Explanation
001-000-000-511-60-10-00	Council Salaries and Wages	\$17,151.00	\$16,800.00	(\$351.00)	Re-evaluated and corrected
001-000-000-511-60-20-00	Council Benefits	\$4,792.00	\$4,617.00	(\$175.00)	Re-evaluated and corrected
001-000-000-511-60-41-00	Legislative - Professional Services Contracts	\$9,695.00	\$9,695.00	\$0.00	
001-000-000-511-60-42-00	Legislative - Communication (Includes Postage & Advertising)	\$2,400.00	\$2,400.00	\$0.00	
001-000-000-511-60-43-00	Legislative - Travel Transportation/Meals/Lodging	\$1,500.00	\$0.00	(\$1,500.00)	Removed travel expenses
001-000-000-511-60-49-00	Miscellaneous	\$1,300.00	\$1,300.00	\$0.00	
001-000-000-512-52-41-00	Isl Co Dist Court - Municipal Services	\$30,000.00	\$30,000.00	\$0.00	
001-000-000-512-52-45-00	Isl Co Dist Court - Rent	\$1,200.00	\$1,200.00	\$0.00	
001-000-000-513-10-10-00	Administrator's Wages	\$0.00	\$0.00	\$0.00	
001-000-000-513-10-20-00	Administrator's Benefits	\$0.00	\$0.00	\$0.00	
001-000-000-513-10-31-00	Administrator's Supplies	\$0.00	\$0.00	\$0.00	
001-000-000-513-10-41-00	Administrator's Professional Services Contracts	\$0.00	\$0.00	\$0.00	
001-000-000-513-10-43-00	Administrator's Travel Transportation/Meals/Lodging	\$0.00	\$0.00	\$0.00	
001-000-000-513-10-49-00	Miscellaneous	\$0.00	\$0.00	\$0.00	
001-000-000-514-20-10-00	Finance - Wages	\$167,875.35	\$158,324.00	(\$9,551.35)	Furlough
001-000-000-514-20-20-00	Finance - Benefits	\$63,242.26	\$61,542.00	(\$1,700.26)	Furlough
001-000-000-514-20-31-00	Finance - Supplies	\$1,600.00	\$1,600.00	\$0.00	
001-000-000-514-20-41-00	Finance - Professional Services Contracts	\$36,400.00	\$36,400.00	\$0.00	
001-000-000-514-20-43-00	Finance - Travel Transportation/Meals/Lodging	\$2,000.00		(\$2,000.00)	Removed travel expenses
001-000-000-514-20-49-00	Finance - Miscellaneous	\$1,650.00	\$1,650.00	\$0.00	
001-000-000-514-40-40-01	Election Costs	\$4,000.00	\$4,000.00	\$0.00	
001-000-000-514-90-40-01	Voter Registration	\$2,500.00	\$2,500.00	\$0.00	
001-000-000-515-41-41-00	Legal Services - General Advice	\$35,950.00	\$35,950.00	\$0.00	
001-000-000-515-41-48-00	Legal Services - Reimbursable	\$0.00	\$0.00	\$0.00	
001-000-000-515-45-41-00	Legal Services - Litigation	\$0.00	\$0.00	\$0.00	
001-000-000-515-91-41-00	Legal Services - Public Defender	\$5,000.00	\$5,000.00	\$0.00	
001-000-000-515-95-41-00	Legal Services - Prosecuting Attorney	\$15,893.00	\$15,893.00	\$0.00	
001-000-000-518-30-10-00	Public Works - Wages	\$23,794.00	\$23,794.00	\$0.00	

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001-000-000-518-30-10-01	Public Works Overtime	\$0.00	\$0.00	\$0.00	
001-000-000-518-30-20-00	Public Works - Benefits	\$15,975.00	\$15,975.00	\$0.00	
001-000-000-518-30-31-00	Public Works - Supplies	\$1,700.00	\$1,700.00	\$0.00	
001-000-000-518-30-41-00	Public Works - Professional Services Contracts	\$6,800.00	\$6,800.00	\$0.00	
001-000-000-518-80-31-00	Central Services Technology - Hardware & Standalone Software	\$19,900.00	\$3,843.14	(\$16,056.86)	Re-evaluated technology expenses and adjusted accordingly
001-000-000-518-80-41-00	Central Services Technology - Contracts & Subscriptions	\$44,422.00	\$32,763.25	(\$11,658.75)	Re-evaluated technology expenses and adjusted accordingly
001-000-000-518-80-42-00	Central Services Technology - Network & Website	\$2,470.00	\$2,470.00	\$0.00	
001-000-000-518-90-10-00	Central Services - Wages	\$160,670.00	\$134,438.00	(\$26,232.00)	Furlough
001-000-000-518-90-20-00	Central Services - Benefits	\$70,871.00	\$57,735.00	(\$13,136.00)	Furlough
001-000-000-518-90-31-00	Central Services - Supplies	\$620.00	\$620.00	\$0.00	
001-000-000-518-90-41-00	Central Services - Professional Service Contracts	\$0.00	\$3,500.00	\$3,500.00	Shred-It contract cancelled as of Nov 2025
001-000-000-518-90-42-00	Central Services - Communication	\$850.00	\$850.00	\$0.00	
001-000-000-518-90-43-00	Central Services - Travel Transportation/Meals/Lodging	\$1,250.00	\$1,250.00	\$0.00	
001-000-000-518-90-45-00	Central Services - Rentals & Leases	\$11,104.00	\$11,104.00	\$0.00	
001-000-000-518-90-46-00	Central Services - Insurance	\$92,900.00	\$90,620.00	(\$2,280.00)	Liability insurance cost base on % hours worked (furlough)
001-000-000-518-90-47-00	Central Services - Utilities	\$15,000.00	\$15,000.00	\$0.00	
001-000-000-518-90-49-00	Central Services Miscellaneous/Training	\$5,000.00	\$5,000.00	\$0.00	
001-000-000-521-10-49-00	Law Enforcement - Association Dues	\$135.00	\$135.00	\$0.00	
001-000-000-521-20-10-00	Law Enforcement - Wages	\$357,782.00	\$348,968.00	(\$8,814.00)	Corrected for incorrect wage
001-000-000-521-20-11-00	Law Enforcement - Overtime	\$17,500.00	\$17,500.00	\$0.00	
001-000-000-521-20-12-00	Law Enforcement - Reserves- Wages	\$0.00	\$0.00	\$0.00	
001-000-000-521-20-20-00	Law Enforcement - Benefits	\$151,578.00	\$150,343.00	(\$1,235.00)	Corrected for incorrect wage
001-000-000-521-20-21-00	Law Enforcement - Overtime - Benefits	\$3,500.00	\$3,500.00	\$0.00	
001-000-000-521-20-22-00	Law Enforcement - Reserves- Benefits	\$0.00	\$0.00	\$0.00	
001-000-000-521-20-31-00	Law Enforcement - Supplies	\$1,650.00	\$1,650.00	\$0.00	
001-000-000-521-20-32-00	Law Enforcement - Fuel	\$8,000.00	\$8,000.00	\$0.00	
001-000-000-521-20-32-01	Law Enforcement - Fuel - EV Charging	\$500.00	\$500.00	\$0.00	
001-000-000-521-20-35-00	Law Enforcement - Small Equipment	\$5,500.00	\$5,500.00	\$0.00	
001-000-000-521-20-39-00	Law Enforcement - Uniforms	\$3,700.00	\$3,700.00	\$0.00	
001-000-000-521-20-41-00	Law Enforcement - Professional Services Contracts	\$43,439.00	\$43,439.00	\$0.00	
001-000-000-521-20-44-00	Law Enforcement - Technology Contracts & Subscriptions	\$0.00	\$3,162.00	\$3,162.00	Vision IT/Firewall
001-000-000-521-20-46-00	Law Enforcement - Insurance	\$123,976.00	\$124,579.00	\$603.00	Liability insurance cost base on % hours worked (furlough)
001-000-000-521-20-47-00	Law Enforcement - Utilities	\$7,176.00	\$7,176.00	\$0.00	
001-000-000-521-20-49-00	Law Enforcement - Miscellaneous	\$6,135.00	\$6,135.00	\$0.00	
001-000-000-521-40-43-00	Law Enforcement - Travel Transportation/Meals/Lodging	\$1,500.00	\$1,500.00	\$0.00	
001-000-000-521-40-49-00	Law Enforcement - Training Registration Cost	\$3,000.00	\$3,000.00	\$0.00	
001-000-000-521-74-31-00	Law Enforcement - Traffic Policing Supplies	\$1,500.00	\$1,500.00	\$0.00	
001-000-000-525-10-31-00	Emergency Planning - Supplies	\$500.00	\$500.00	\$0.00	
001-000-000-557-20-41-00	Community Services - Senior Services	\$5,000.00	\$5,000.00	\$0.00	
001-000-000-558-50-10-00	Building Permits & Plan Review - Wages	\$31,210.00	\$26,841.00	(\$4,369.00)	Furlough
001-000-000-558-50-20-00	Building Permits & Plan Review - Benefits	\$12,728.00	\$11,950.00	(\$778.00)	Furlough
001-000-000-558-50-31-00	Building Permits & Plan Review -Supplies	\$280.00	\$280.00	\$0.00	
001-000-000-558-50-41-00	Building Permits & Plan Review - Professional Services Contracts	\$0.00	\$0.00	\$0.00	
001-000-000-558-50-41-01	Building Permits & Plan Review - Interlocal Agreements	\$47,146.00	\$47,146.00	\$0.00	
001-000-000-558-50-42-00	Building Permits & Plan Review - Travel	\$0.00	\$0.00	\$0.00	
001-000-000-558-50-44-00	Building Permits & Plan Review -Software	\$240.00	\$240.00	\$0.00	
001-000-000-558-50-48-00	Building Permits & Plan Review - Reimbursible Fees	\$1,000.00	\$1,000.00	\$0.00	
001-000-000-558-50-49-00	Building Permits & Plan Review - Miscellaneous	\$315.00	\$315.00	\$0.00	

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001-000-000-558-60-10-00	Planning & Land Use - Wages	\$128,877.00	\$124,507.00	(\$4,370.00)	Furlough
001-000-000-558-60-20-00	Planning & Land Use - Benefits	\$55,546.00	\$54,768.00	(\$778.00)	Furlough
001-000-000-558-60-31-00	Planning & Land Use - Supplies	\$300.00	\$300.00	\$0.00	
001-000-000-558-60-41-00	Planning & Land Use - Professional Services Contracts	\$6,075.00	\$6,075.00	\$0.00	
001-000-000-558-60-42-00	Planning & Land Use - Publication/Notification	\$68,753.00	\$68,753.00	\$0.00	
001-000-000-558-60-43-00	Planning & Land Use - Travel Transportation/meals/lodging	\$800.00	\$800.00	\$0.00	
001-000-000-558-60-44-00	Planning & Land Use - Software	\$0.00	\$0.00	\$0.00	
001-000-000-558-60-48-00	Planning & Land Use - Reimbursable Fees	\$346.00	\$346.00	\$0.00	
001-000-000-558-60-49-00	Planning & Land Use - Training Registration	\$2,471.00	\$631.00	(\$1,840.00)	Reduced training expenses
001-000-000-558-70-41-00	Economic Development - Professional Services Contracts	\$2,471.00		(\$2,471.00)	Duplicate entry removed
001-000-000-565-40-41-00	Public Health - Homeless Coalition	\$5,000.00	\$5,000.00	\$0.00	
001-000-000-572-50-41-00	Culture & Recreation - Library - Professional Services Contracts	\$1,500.00	\$10,000.00	\$8,500.00	Added \$8500 for appraisal
001-000-000-572-50-47-00	Culture & Recreation - Library - Utilities	\$0.00	\$0.00	\$0.00	
001-000-000-576-80-10-00	Park Facilities - Wages	\$25,737.00	\$25,737.00	\$0.00	
001-000-000-576-80-20-00	Park Facilities - Benefits	\$16,249.00	\$16,249.00	\$0.00	
001-000-000-576-80-31-00	Park Facilities - Supplies	\$3,500.00	\$3,500.00	\$0.00	
001-000-000-576-80-32-00	Park Facilities - Fuel	\$1,700.00	\$1,700.00	\$0.00	
001-000-000-576-80-39-00	Park Facilities - Uniforms	\$300.00	\$300.00	\$0.00	
001-000-000-576-80-41-00	Park Facilities - Professional Services Contracts	\$35,750.00	\$35,750.00	\$0.00	
001-000-000-576-80-47-00	Park Facilities - Utilities	\$0.00	\$4,800.00	\$4,800.00	Cellphones & electricity
001-000-000-576-80-47-01	Park Facilities - Waste Disposal	\$0.00	\$500.00	\$500.00	Originally left off
001-000-000-576-80-49-00	Park Facilities - Miscellaneous	\$500.00	\$500.00	\$0.00	
001-000-000-582-30-00-00	I.C. - Crime Victims/Witness	\$350.00	\$350.00	\$0.00	
001-000-000-582-30-00-01	Building Code Council Account	\$0.00	\$0.00	\$0.00	
001-000-000-582-30-00-02	WS -Emerg&Trauma Serv	\$30.00	\$30.00	\$0.00	
001-000-000-582-30-00-03	WS -Auto Theft Prevention	\$50.00	\$50.00	\$0.00	
001-000-000-582-30-00-04	W.S. - Tramatic Brain Injury	\$20.00	\$20.00	\$0.00	
001-000-000-582-30-00-05	W.S. - Segregation PSEA 1	\$500.00	\$500.00	\$0.00	
001-000-000-582-30-00-06	W.S. - Segregation PSEA 2	\$0.00	\$0.00	\$0.00	
001-000-000-582-30-00-07	W.S. - Segregation PSEA 3	\$0.00	\$0.00	\$0.00	
001-000-000-582-30-00-08	W.S. - Health & Emergency Services	\$2.00	\$2.00	\$0.00	
001-000-000-582-30-00-10	W.S. School Zone Safety Acct	\$0.00	\$0.00	\$0.00	
001-000-000-582-30-00-11	Death Investigation Account	\$0.00	\$0.00	\$0.00	
001-000-000-582-30-00-12	State Highway Patrol Account	\$0.00	\$0.00	\$0.00	
001-000-000-582-30-00-13	Highway Safety Account	\$0.00	\$0.00	\$0.00	
001-000-000-582-30-00-14	Accessible Community	\$0.00	\$0.00	\$0.00	
001-000-000-582-30-00-16	DNA Database Account	\$0.00	\$0.00	\$0.00	
001-000-000-582-30-08-00	W.S. - Crime Lab Analysis	\$0.00	\$0.00	\$0.00	
001-000-000-582-30-09-00	W.S. - Judicial Info System	\$0.00	\$0.00	\$0.00	
001-000-000-597-00-00-00	Transfer out	\$0.00	\$0.00	\$0.00	
001-000-000-597-01-00-00	Transfer to Capital Reserves	\$3,500.00	\$3,500.00	\$0.00	
001-000-000-597-02-00-00	Transfer to Vehicle & Equipment Fund	\$0.00	\$0.00	\$0.00	
001-000-000-597-03-00-00	Transfer to Streets	\$0.00	\$0.00	\$0.00	
001-000-016-558-60-48-25	Professional Services - GMA Comp Plan Grant	\$56,242.00	\$56,242.00	\$0.00	
001-000-022-521-30-31-26	AGO Cy Pres Award - Materials & Supplies	\$0.00	\$10,000.00	\$10,000.00	Previously unaccounted for grant
001-000-022-521-30-41-26	AGO Cy Pres Award - Professional Services	\$0.00	\$65,000.00	\$65,000.00	Previously unaccounted for grant
001-000-108-518-90-48-25	Professional Services - DoC Solar Grant	\$32,050.00	\$0.00	(\$32,050.00)	Solar grant expenses accounted for in 2024
001-000-108-572-50-48-25	Professional Services - DoC Solar Grant	\$32,050.00	\$0.00	(\$32,050.00)	Solar grant expenses accounted for in 2024
001-000-133-558-60-48-25	Professional Services - Comp Plan Climate Element Grant	\$52,604.00	\$52,604.00	\$0.00	
001-000-217-518-90-38-25	Supplies - SoS Digitize Grant	\$1,000.00	\$1,000.00	\$0.00	

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001-000-217-518-90-48-25	Professional Services - SoS Digitize Grant	\$38,871.00	\$38,871.00	\$0.00	
001-000-996-518-90-41-26	WA Dept of Comm Resilient Microgrids Study	\$0.00	\$250,000.00	\$250,000.00	Previously unaccounted for grant
001-000-998-521-20-31-25	WTSC Mini-grant	\$0.00	\$2,123.47	\$2,123.47	Previously unaccounted for grant

Street Fund Revenue

BARS	Description	Original Budget	Amendment	Increase/<Decrease>	Explanation
101-000-000-308-31-00-00	Beginning Fund Balance-Restricted	\$100,000.00	\$95,000.00	(\$5,000.00)	Adjusted beginning fund balance closer to actuals
101-000-000-313-13-00-00	TBD Sales Tax	\$0.00	\$57,049.00	\$57,049.00	New sales tax income (calculation includes LIP sales tax estimates).
101-000-000-322-40-00-00	Inspection/Permit Fees	\$4,000.00	\$4,000.00	\$0.00	
101-000-000-334-03-85-00	Saratoga TIB grant	\$0.00	\$0.00	\$0.00	
101-000-000-335-00-84-00	Capron Refunds	\$107,000.00	\$107,000.00	\$0.00	
101-000-000-336-00-71-00	Multimodal Transportation	\$1,511.00	\$1,511.00	\$0.00	
101-000-000-336-00-87-00	MVFT Cities (Motor Vehicle Fuel Tax)	\$20,313.00	\$20,313.00	\$0.00	
101-000-000-361-11-00-00	Street Fund - Investment Interest	\$5,000.00	\$5,000.00	\$0.00	
101-000-000-369-91-00-00	Miscellaneous Revenue	\$0.00	\$0.00	\$0.00	
101-000-000-381-10-00-01	Interfund Loan Received	\$0.00	\$0.00	\$0.00	
101-000-000-382-20-00-00	Retainage	\$0.00	\$0.00	\$0.00	
101-000-000-388-30-00-00	Prior Yr Adjustment	\$0.00	\$0.00	\$0.00	
101-000-000-397-00-00-00	Transfer In	\$0.00	\$0.00	\$0.00	

Street Fund Expenses

BARS	Description	Original Budget	Amendment	Increase/<Decrease>	Explanation
101-000-000-515-40-41-00	Roadways - Legal Advice	\$2,000.00	\$2,000.00	\$0.00	
101-000-000-542-10-41-00	Roadways - Planning-Engineering	\$3,000.00	\$3,000.00	\$0.00	
101-000-000-542-10-46-00	Roadways - Insurance	\$7,207.06	\$7,496.00	\$288.94	Liability insurance cost base on % hours worked (furlough)
101-000-000-542-30-10-00	Roadways - Wages	\$67,183.54	\$67,184.00	\$0.46	
101-000-000-542-30-20-00	Roadways - Benefits	\$36,890.53	\$36,891.00	\$0.47	
101-000-000-542-30-31-00	Roadways - Supplies	\$1,000.00	\$1,000.00	\$0.00	
101-000-000-542-30-41-00	Roadways - Professional Services Contracts	\$10,000.00	\$10,000.00	\$0.00	
101-000-000-542-63-47-00	Street Lighting Utilities	\$19,220.00	\$19,220.00	\$0.00	
101-000-000-542-64-31-00	Traffic Control Devices	\$10,500.00	\$10,500.00	\$0.00	
101-000-000-542-66-31-00	Snow & Ice Control Supplies	\$1,000.00	\$1,000.00	\$0.00	
101-000-000-542-67-31-00	Street Cleaning supplies	\$3,000.00	\$3,000.00	\$0.00	
101-000-000-543-10-48-00	Roadways - Software	\$250.00	\$250.00	\$0.00	
101-000-000-543-10-49-00	Roadways - Association Dues	\$650.00	\$650.00	\$0.00	
101-000-000-543-30-31-00	Roadways - Office & Operating	\$1,500.00	\$1,500.00	\$0.00	
101-000-000-543-30-32-00	Roadways - Fuel	\$3,000.00	\$3,000.00	\$0.00	
101-000-000-543-30-39-00	Roadways - Uniforms	\$200.00	\$200.00	\$0.00	
101-000-000-543-30-43-00	Roadways - Training & Travel	\$500.00	\$500.00	\$0.00	
101-000-000-543-30-49-00	Roadways - Training Registration	\$1,150.00	\$1,150.00	\$0.00	
101-000-000-595-65-60-04	Saratoga to DeBruyn	\$0.00	\$23,862.00	\$23,862.00	Retainage on Street Project completed in 2024, released in 2025
101-000-000-597-00-00-00	Transfer Out- Street reserve	\$10,000.00	\$10,000.00	\$0.00	
101-000-014-591-95-00-28	2nd Street Bond principal (matures 2028)	\$32,237.21	\$32,237.00	(\$0.21)	
101-000-014-592-95-00-28	2nd Street Bond interest (matures 2028)	\$5,407.79	\$5,408.00	\$0.21	
101-000-997-515-40-00-00	IRTPO Grant Management Lead	\$7,500.00	\$7,500.00	\$0.00	

Cemetery Fund Revenue

BARS	Description	Original Budget	Amendment	Increase/<Decrease>	Explanation
104-000-000-308-51-00-00	Beginning Fund Balance-Assigned	\$15,231.00	\$25,000.00	\$9,769.00	Adjusted beginning fund balance closer to actuals

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104-000-005-334-03-00-25	State Grant from Department of Archaeology Revenue	\$12,900.00	\$12,900.00	\$0.00	
104-000-000-343-60-00-00	Sale of plots (75%)	\$20,000.00	\$20,000.00	\$0.00	
104-000-000-361-11-00-00	Cemetery Fund - Investment Interest	\$1,500.00	\$1,500.00	\$0.00	
104-000-000-367-00-00-00	Donations	\$0.00	\$0.00	\$0.00	
104-000-000-369-91-00-00	Miscellaneous	\$0.00	\$0.00	\$0.00	
104-000-000-389-90-00-00	Refunds-Temporary Receipts	\$0.00	\$0.00	\$0.00	
104-000-000-397-00-00-00	Transfer In	\$0.00	\$0.00	\$0.00	

Cemetery Fund Expense

BARS	Description	Original Budget	Amendment	Increase/<Decrease>	Explanation
104-000-000-536-10-10-00	Cemetery - Wages	\$8,282.09	\$8,282.00	(\$0.09)	
104-000-000-536-10-20-00	Cemetery - Benefits	\$5,144.95	\$5,145.00	\$0.05	
104-000-000-536-10-30-01	Cemetery - Supplies	\$850.00	\$850.00	\$0.00	
104-000-000-536-10-32-01	Cemetery - Fuel	\$750.00	\$750.00	\$0.00	
104-000-000-536-10-41-00	Cemetery - Professional Services Contract	\$9,600.00	\$9,600.00	\$0.00	
104-000-000-536-10-46-00	Cemetery - Insurance	\$965.23	\$1,004.00	\$38.77	Liability insurance cost base on % hours worked (furlough)
104-000-000-536-10-47-00	Cemetery - Utilities	\$1,500.00	\$1,500.00	\$0.00	
104-000-000-536-10-48-00	Cemetery - Software	\$500.00	\$500.00	\$0.00	
104-000-005-536-10-38-25	State Grant from Department of Archaeology - Material Expense	\$0.00	\$0.00	\$0.00	
104-000-005-536-10-48-25	State Grant from Department of Archaeology - Service Expense	\$0.00	\$0.00	\$0.00	

Tourism Fund Revenue

BARS	Description	Original Budget	Amendment	Increase/<Decrease>	Explanation
105-000-000-308-31-00-00	Beginning Fund Balance-Restricted	\$135,663.00	\$200,000.00	\$64,337.00	Adjusted beginning fund balance closer to actuals
105-000-000-313-31-00-00	Hotel/Motel Lodging & Transient Rental (Lodging Tax)	\$200,000.00	\$200,000.00	\$0.00	
105-000-000-361-11-00-00	Tourism Fund - Investment Interest	\$10,000.00	\$10,000.00	\$0.00	

Tourism Fund Expense

BARS	Description	Original Budget	Amendment	Increase/<Decrease>	Explanation
105-000-000-557-30-10-00	Tourism administration Wages	\$859.18	\$859.00	(\$0.18)	
105-000-000-557-30-20-00	Tourism Administration Benefits	\$552.67	\$553.00	\$0.33	
105-000-000-557-30-30-01	Public Restrooms-R&M/Misc'l, Supplies.	\$1,066.00	\$1,066.00	\$0.00	
105-000-000-557-30-41-00	Tourism - Professional Services Contract	\$40,000.00	\$40,000.00	\$0.00	
105-000-000-557-30-46-00	Insurance	\$104.56	\$109.00	\$4.44	
105-000-000-557-30-47-00	Tourism - Utilities - VIC & R/R	\$7,500.00	\$7,500.00	\$0.00	
105-000-000-557-30-49-01	Tourism - Island County Tourism	\$50,000.00	\$50,000.00	\$0.00	
105-000-000-557-30-49-02	Tourism - Langley Chamber of Commerce	\$50,000.00	\$50,000.00	\$0.00	
105-025-901-557-30-49-03	Tourism Grant - Whidbey Island Center for the Arts	\$16,107.00	\$16,107.00	\$0.00	
105-025-902-557-30-49-03	Tourism Grant - Little Big Fest	\$6,750.00	\$6,750.00	\$0.00	
105-025-903-557-30-49-03	Tourism Grant - Island Shakespeare Festival	\$6,300.00	\$6,300.00	\$0.00	
105-025-904-557-30-49-03	Tourism Grant - ORCA Network/Langley Whale Center	\$11,425.00	\$11,425.00	\$0.00	
105-025-905-557-30-49-03	Tourism Grant - South Whidbey Historical Society	\$4,900.00	\$4,900.00	\$0.00	
105-025-906-557-30-49-03	Tourism - Langley Chamber - Langely Lights the Night	\$6,250.00	\$6,250.00	\$0.00	

LIP Bond Fund Revenue

BARS	Description	Original Budget	Amendment	Increase/<Decrease>	Explanation
202-000-000-308-31-00-00	Beginning Balance-Restricted	\$134,013.69	\$230,000.00	\$95,986.31	Adjusted beginning fund balance closer to actuals
202-000-000-311-10-00-00	Property Tax - LIP Bond	\$171,889.00	\$171,889.00	\$0.00	
202-000-000-361-10-00-00	Interest Earnings	\$0.00	\$0.00	\$0.00	
202-000-000-388-30-00-00	Prior Year Adjustment	\$0.00	\$0.00	\$0.00	

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LIP Bond Fund Expense

BARS	Description	Original Budget	Amendment	Increase/<Decrease>	Explanation
202-000-020-591-34-71-50	LIP Bond Principle	\$60,000.00	\$60,000.00	\$0.00	
202-000-020-592-34-81-50	LIP Bond Interest	\$95,237.50	\$95,237.50	\$0.00	

Capital Fund Revenue

BARS	Description	Original Budget	Amendment	Increase/<Decrease>	Explanation
303-000-000-308-31-00-00	Beginning Fund Balance-Restricted	\$858,220.00	\$560,000.00	(\$298,220.00)	Adjusted beginning fund balance closer to actuals
303-000-000-318-34-00-00	REET 1-First Quarter Percent	\$45,000.00	\$45,000.00	\$0.00	
303-000-000-318-35-00-00	REET 2-2nd Quarter percent	\$45,000.00	\$45,000.00	\$0.00	
303-000-000-343-60-00-00	Cemetery plot sale (25%)	\$6,000.00	\$6,000.00	\$0.00	
303-000-000-361-11-00-01	Capital Improvement Fund - Investment Interest	\$15,000.00	\$15,000.00	\$0.00	
303-000-000-367-00-00-00	LPD Reserves/Donations, etc.	\$6,500.00	\$6,500.00	\$0.00	
303-000-000-397-00-11-00	Transfer In-Streets Reserves	\$5,000.00	\$5,000.00	\$0.00	

Capital Fund Expense

BARS	Description	Original Budget	Amendment	Increase/<Decrease>	Explanation
303-000-000-594-59-41-00	CIP - City Hall-Structural 112 2nd Street	\$20,000.00	\$20,000.00	\$0.00	
303-000-000-594-59-41-01	CIP - Old Firehouse- Structural 179 2nd Street	\$15,000.00	\$15,000.00	\$0.00	
303-000-000-594-59-41-02	CIP - Cascade and Park Slope assesement and restoration	\$150,000.00	\$150,000.00	\$0.00	
303-000-000-594-59-41-03	CIP - Boy and Dog Park	\$35,000.00	\$35,000.00	\$0.00	

LIP Activity Fund Revenue

BARS	Description	Original Budget	Amendment	Increase/<Decrease>	Explanation
306-000-000-308-31-00-00	Beginning Restricted Fund Balance	\$3,193,934.00	\$4,300,000.00	\$1,106,066.00	Adjusted beginning fund balance closer to actuals
306-000-000-361-11-00-00	LIP Activity Fund - Investment Interest	\$150,000.00	\$150,000.00	\$0.00	
306-000-000-388-30-00-00	Prior Period Adjustments	\$0.00	\$0.00	\$0.00	
306-000-000-397-00-00-01	Transfer In Stormwater	\$150,000.00	\$150,000.00	\$0.00	
306-000-000-397-00-00-02	Transfer In Water	\$1,221,600.00	\$1,221,600.00	\$0.00	
306-000-000-397-00-00-03	Transfer In Sewer	\$365,000.00	\$365,000.00	\$0.00	

LIP Activity Fund Expense

BARS	Description	Original Budget	Amendment	Increase/<Decrease>	Explanation
306-000-000-592-18-00-00	IRS Arbitrage Payment	\$147,739.20	\$147,739.20	\$0.00	
306-000-015-337-00-00-25	RCEDG Funds County	\$1,694,203.00	\$1,694,203.00	\$0.00	
306-000-015-531-00-41-25	LIP Shared Costs - Stormwater	\$0.00	\$245,352.00	\$245,352.00	Corrected budget to include shared expense estimates (e.g. bid support and contract project management)
306-000-015-534-00-41-25	LIP Shared Cost - Water	\$0.00	\$245,352.00	\$245,352.00	Corrected budget to include shared expense estimates (e.g. bid support and contract project management)
306-000-015-535-00-41-25	LIP Shared Cost - Sewer	\$0.00	\$245,352.00	\$245,352.00	Corrected budget to include shared expense estimates (e.g. bid support and contract project management)
306-000-045-331-19-00-25	Community Project Funding Grant (Direct Legislative Appropriation)	\$242,500.00	\$242,500.00	\$0.00	
306-000-999-391-80-00-45	PWB Loan	\$3,500,000.00	\$3,500,000.00	\$0.00	
306-001-015-531-00-00-25	LIP #1 - RCEDG - STORMWATER	\$466,807.00	\$466,807.00	\$0.00	
306-001-015-535-00-00-25	LIP #1 - RCEDG - SEWER	\$413,515.00	\$413,515.00	\$0.00	
306-001-020-531-00-00-50	LIP #1 - BOND- STORMWATER	\$293,534.00	\$293,534.00	\$0.00	
306-001-045-535-00-00-25	LIP #1 - DLA - SEWER	\$107,331.00	\$107,331.00	\$0.00	
306-001-999-534-00-00-45	LIP #1 - PWB LOAN- WATER	\$706,104.00	\$706,104.00	\$0.00	
306-002-000-531-00-00-00	LIP #2 - RESERVE - STORMWATER	\$150,000.00	\$150,000.00	\$0.00	
306-002-000-535-00-00-00	LIP #2 - RESERVE - SEWER	\$119,519.00	\$119,519.00	\$0.00	
306-002-015-531-00-00-25	LIP #2 - RCEDG - STORMWATER	\$175,716.00	\$175,716.00	\$0.00	

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306-002-015-535-00-00-25	LIP #2 - RCEDG - SEWER	\$414,067.00	\$414,067.00	\$0.00	
306-002-020-531-00-00-50	LIP #2 - BOND - STORMWATER	\$168,011.00	\$168,011.00	\$0.00	
306-002-020-535-00-00-50	LIP #2 - BOND - SEWER	\$399,880.00	\$399,880.00	\$0.00	
306-002-045-535-00-00-25	LIP #2 - DLA - SEWER	\$135,169.00	\$135,169.00	\$0.00	
306-002-999-534-00-00-45	LIP #2 - PWB LOAN - WATER	\$668,991.00	\$668,991.00	\$0.00	
306-003-020-535-00-00-50	LIP #3 - BOND - SEWER	\$147,095.00	\$147,095.00	\$0.00	
306-004-020-531-00-00-50	LIP #4 - BOND - STORMWATER	\$401,285.00	\$401,285.00	\$0.00	
306-004-020-595-30-00-50	LIP #4 - BOND - STREETS	\$577,575.00	\$577,575.00	\$0.00	
306-005-020-531-00-00-50	LIP #5 - BOND - STORMWATER	\$1,117,318.00	\$1,117,318.00	\$0.00	
306-006-020-535-00-00-50	LIP #6 - BOND - SEWER	\$354,858.00	\$354,858.00	\$0.00	
306-007-020-535-00-00-50	LIP #7 - BOND - SEWER	\$121,075.00	\$121,075.00	\$0.00	
306-008-020-535-00-00-50	LIP #8 - BOND - SEWER	\$111,157.00	\$111,157.00	\$0.00	
306-009-999-534-00-00-45	LIP #9 - PWB LOAN - WATER	\$730,475.00	\$730,475.00	\$0.00	
306-010-999-534-00-00-45	LIP #10 - PWB LOAN - WATER	\$512,343.00	\$512,343.00	\$0.00	
306-011-999-534-00-00-45	LIP #11 - PWB LOAN - WATER	\$220,777.00	\$220,777.00	\$0.00	
306-012-020-531-00-00-50	LIP #12 - BOND - STORMWATER	\$308,212.00	\$308,212.00	\$0.00	
306-013-000-534-00-00-00	LIP #13 - RESERVE - WATER	\$915,212.00	\$915,212.00	\$0.00	
306-014-000-535-00-00-00	LIP #14 - RESERVE - SEWER	\$186,906.00	\$186,906.00	\$0.00	
306-015-000-535-00-00-00	LIP #15 - RESERVE - SEWER	\$186,906.00	\$50,000.00	(\$136,906.00)	Corrected duplicate entry

Water Fund Revenue

BARS	Description	Original Budget	Amendment	Increase/<Decrease>	Explanation
401-000-000-308-31-00-00	Beginning Fund Balance-Restricted	\$3,047,825.24	\$1,700,000.00	(\$1,347,825.24)	Adjusted beginning fund balance closer to actuals
401-000-000-343-40-00-00	Water Services	\$913,581.00	\$913,581.00	\$0.00	
401-000-000-343-40-00-01	Inspection/Installation Fees	\$3,000.00	\$3,000.00	\$0.00	
401-000-000-343-40-00-02	Service charges (on/off, late fees, setup)	\$4,500.00	\$4,500.00	\$0.00	
401-000-000-343-40-00-03	Utility Tax - Water	\$0.00	\$0.00	\$0.00	
401-000-000-361-11-00-00	Water Fund - Investment Interest	\$40,000.00	\$40,000.00	\$0.00	
401-000-000-361-40-00-00	Interest - Delinquent Accounts	\$8,000.00	\$8,000.00	\$0.00	
401-000-000-367-00-08-00	Water - Reimbursed Water Installations and Permit Fees	\$5,000.00	\$5,000.00	\$0.00	
401-000-000-369-10-00-00	Sale of Surplus Property	\$0.00	\$0.00	\$0.00	
401-000-000-388-30-00-00	Prior Yr Adjustment	\$0.00	\$0.00	\$0.00	
401-000-000-397-00-00-00	Transfer In	\$0.00	\$0.00	\$0.00	

Water Fund Expense

BARS	Description	Original Budget	Amendment	Increase/<Decrease>	Explanation
401-000-000-534-00-10-00	Water - Wages	\$130,591.87	\$135,087.00	\$4,495.13	Includes Asset Management and GIS Support
401-000-000-534-00-12-00	Water - Overtime	\$3,500.00	\$3,500.00	\$0.00	
401-000-000-534-00-20-00	Water - Benefits	\$70,933.50	\$72,426.00	\$1,492.50	Includes Asset Management and GIS Support
401-000-000-534-00-31-00	Water - Office & Operating	\$1,500.00	\$1,500.00	\$0.00	
401-000-000-534-00-32-00	Water - Fuel	\$4,500.00	\$4,500.00	\$0.00	
401-000-000-534-00-33-00	Water - Parts, Chemicals & Supplies	\$20,000.00	\$20,000.00	\$0.00	
401-000-000-534-00-34-00	Water - Vehicle Equipment	\$1,500.00	\$1,500.00	\$0.00	
401-000-000-534-00-35-00	Water - Small Tools & Equipment	\$1,000.00	\$1,000.00	\$0.00	
401-000-000-534-00-39-00	Water - Uniforms	\$300.00	\$300.00	\$0.00	
401-000-000-534-00-40-01	Water - Excise Tax	\$60,137.37	\$60,137.00	(\$0.37)	
401-000-000-534-00-40-02	Water - Utility Tax	\$55,264.86	\$55,265.00	\$0.14	
401-000-000-534-00-40-03	Water - General Fund Admin Fees	\$88,548.91	\$100,429.00	\$11,880.09	Amount based on costs associated with shared staff, materials and facilities
401-000-000-534-00-41-00	Water - Professional Services Contracts	\$60,500.00	\$60,500.00	\$0.00	

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401-000-000-534-00-43-00	Water - Training Travel/Meals/Lodging	\$2,500.00	\$2,500.00	\$0.00	
401-000-000-534-00-44-00	Water - Software	\$2,450.00	\$4,117.00	\$1,667.00	Utility billing module upgrade (v.UB2)
401-000-000-534-00-46-00	Water - Insurance	\$13,440.85	\$13,979.00	\$538.15	Liability insurance cost base on % hours worked (furlough)
401-000-000-534-00-47-00	Water - Utilities	\$25,500.00	\$25,500.00	\$0.00	
401-000-000-534-00-48-92	Water - Reimbursable Water Installation and Permit Review	\$5,000.00	\$5,000.00	\$0.00	
401-000-000-534-00-49-00	Water - Training Registration Cost & Miscellaneous	\$13,500.00	\$13,500.00	\$0.00	
401-000-000-594-34-60-00	Capital Purchase or repair	\$25,000.00	\$25,000.00	\$0.00	
401-000-000-597-01-00-00	Water - Transfer to Water Reserves	\$500,000.00	\$500,000.00	\$0.00	
401-000-000-597-02-00-00	Water - Transfer to Veh. Equip. Reserve	\$10,000.00	\$10,000.00	\$0.00	

Sewer Fund Revenue

BARS	Description	Original Budget	Amendment	Increase/<Decrease>	Explanation
402-000-000-308-31-00-00	Beginning Fund Balance-Restricted	\$2,478,941.70	\$1,600,000.00	(\$878,941.70)	Adjusted beginning fund balance closer to actuals
402-000-000-343-50-00-00	Sewer Services	\$848,264.00	\$848,264.00	\$0.00	
402-000-000-343-50-00-01	Inspection/Permit Fees	\$500.00	\$500.00	\$0.00	
402-000-000-343-70-00-00	Compost/Septage	\$8,500.00	\$8,500.00	\$0.00	
402-000-000-343-70-00-01	Yard Waste	\$11,000.00	\$11,000.00	\$0.00	
402-000-000-361-11-00-00	Sewer Fund - Investment Interest	\$25,000.00	\$25,000.00	\$0.00	
402-000-000-361-40-00-00	Interest - Delinquent Accounts	\$4,000.00	\$4,000.00	\$0.00	
402-000-000-367-00-00-25	Evergreen Rural Water of WA Mentor Wage Grant Reimbursement	\$0.00	\$0.00	\$0.00	
402-000-000-367-00-02-00	Sewer - Reimbursable Sewer Installation and Permit Review	\$0.00	\$0.00	\$0.00	
402-000-000-369-10-00-00	Sewer - Sale of Surplus Property	\$0.00	\$0.00	\$0.00	
402-000-000-381-20-00-00	Sewer - Interfund Loan Repayment Received	\$0.00	\$0.00	\$0.00	
402-000-000-397-00-00-00	Sewer - Transfer In	\$0.00	\$0.00	\$0.00	

Sewer Fund Expense

BARS	Description	Original Budget	Amendment	Increase/<Decrease>	Explanation
402-000-000-535-00-10-00	Sewer - Wages	\$137,884.75	\$142,483.00	\$4,598.25	Includes Asset Management and GIS Support
402-000-000-535-00-12-00	Sewer - Overtime	\$2,500.00	\$2,500.00	\$0.00	
402-000-000-535-00-20-00	Sewer - Benefits	\$78,988.94	\$80,520.00	\$1,531.06	Includes Asset Management and GIS Support
402-000-000-535-00-31-00	Sewer - Office & Operating	\$20,000.00	\$20,000.00	\$0.00	
402-000-000-535-00-31-01	Supplies for Yard Waste Program	\$0.00	\$0.00	\$0.00	
402-000-000-535-00-32-00	Sewer - Fuel	\$4,700.00	\$4,700.00	\$0.00	
402-000-000-535-00-33-00	Sewer - Parts & Chemicals	\$0.00	\$0.00	\$0.00	
402-000-000-535-00-35-00	Sewer - Small Tools & Equipment	\$1,300.00	\$1,300.00	\$0.00	
402-000-000-535-00-39-00	Sewer - Uniforms	\$500.00	\$500.00	\$0.00	
402-000-000-535-00-40-00	Sewer - Utility Tax	\$50,895.84	\$50,896.00	\$0.16	
402-000-000-535-00-40-01	Sewer & Compost - Excise Tax	\$25,587.33	\$25,587.00	(\$0.33)	
402-000-000-535-00-40-02	Sewer & Yard Waste B&O Tax	\$121.00	\$121.00	\$0.00	
402-000-000-535-00-40-03	Sewer - General Fund Admin Fees	\$49,435.32	\$48,510.00	(\$925.32)	Amount based on costs associated with shared staff, materials and facilities
402-000-000-535-00-41-00	Sewer - Professional Services Contracts	\$358,000.00	\$358,000.00	\$0.00	
402-000-000-535-00-43-00	Sewer - Training Travel/Meals/Lodging	\$1,500.00	\$1,500.00	\$0.00	
402-000-000-535-00-44-00	Sewer - Software	\$1,500.00	\$3,167.00	\$1,667.00	Utility billing module upgrade (v.UB2)
402-000-000-535-00-45-00	Sewer - Rentals and Leases	\$32,000.00	\$32,000.00	\$0.00	
402-000-000-535-00-46-00	Sewer - Insurance	\$14,792.18	\$15,393.00	\$600.82	Liability insurance cost base on % hours worked (furlough)
402-000-000-535-00-47-00	Sewer - Utilities	\$75,000.00	\$75,000.00	\$0.00	
402-000-000-535-00-49-00	Sewer - Training Registration & Miscellaneous	\$3,700.00	\$3,700.00	\$0.00	
402-000-000-597-01-00-00	Transfer to Sewer Reserve	\$500,000.00	\$500,000.00	\$0.00	
402-000-000-597-02-00-00	Sewer - Transfer to Veh.& Equip. Reserve	\$10,000.00	\$10,000.00	\$0.00	

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402-000-310-334-03-10-25	WA ST Dept of Ecology WQPSNR-2021-LANCO Grant	\$153,027.00	\$153,027.00	\$0.00	
402-000-310-535-00-49-25	DOE Grant - PW-SWR WQPSNR-2021-LangCo-22310 Expenditures	\$153,027.00	\$153,027.00	\$0.00	
Stormwater Fund Revenue					
BARS	Description	Original Budget	Amendment	Increase/<Decrease>	Explanation
403-000-000-308-31-00-00	Beginning Fund Balance-Restricted	\$1,109,501.26	\$800,000.00	(\$309,501.26)	Adjusted beginning fund balance closer to actuals
403-000-000-343-10-00-00	Stormwater Utility Fees	\$334,036.43	\$334,036.00	(\$0.43)	
403-000-000-343-10-01-00	Stormwater - Inspection/Permit Fees	\$0.00	\$0.00	\$0.00	
403-000-000-361-11-00-00	Stormwater Fund - Investment Interest	\$15,000.00	\$15,000.00	\$0.00	
403-000-000-361-40-00-00	Stormwater - Interest - Delinquent Accounts	\$4,000.00	\$4,000.00	\$0.00	
403-000-000-381-20-00-00	Stormwater - Interfund Loan Repayment Received	\$0.00	\$0.00	\$0.00	
403-000-000-397-00-00-00	Transfers-In	\$0.00	\$0.00	\$0.00	
Stormwater Fund Expense					
BARS	Description	Original Budget	Amendment	Increase/<Decrease>	Explanation
403-000-000-531-00-10-00	Stormwater - Salaries and Wages	\$44,678.35	\$49,174.00	\$4,495.65	Includes Asset Management and GIS Support
403-000-000-531-00-12-00	Stormwater - Overtime	\$0.00	\$0.00	\$0.00	
403-000-000-531-00-20-00	Stormwater - Employee Benefits	\$26,661.34	\$28,154.00	\$1,492.66	Includes Asset Management and GIS Support
403-000-000-531-00-31-00	Stormwater - Supplies	\$600.00	\$600.00	\$0.00	
403-000-000-531-00-32-00	Stormwater - Fuel	\$1,700.00	\$1,700.00	\$0.00	
403-000-000-531-00-35-00	Stormwater - small office equipment & software	\$3,500.00	\$5,167.00	\$1,667.00	Utility billing module upgrade (v.UB2)
403-000-000-531-00-39-00	Stormwater - Uniforms	\$250.00	\$250.00	\$0.00	
403-000-000-531-00-40-00	Stormwater - Utility Tax	\$20,042.18	\$20,042.00	(\$0.18)	
403-000-000-531-00-40-01	Stormwater - Excise Tax	\$12,867.08	\$12,867.00	(\$0.08)	
403-000-000-531-00-40-03	Stormwater - General Fund Admin Fees	\$45,929.76	\$43,857.00	(\$2,072.76)	Amount based on costs associated with shared staff, materials and facilities
403-000-000-531-00-41-00	Stormwater - Professional Services Contracts	\$169,000.00	\$169,000.00	\$0.00	
403-000-000-531-00-43-00	Stormwater - Training Travel/meals/lodging	\$0.00	\$0.00	\$0.00	
403-000-000-531-00-44-00	Stormwater - Software/GIS Services	\$750.00	\$750.00	\$0.00	
403-000-000-531-00-46-00	Stormwater - Insurance	\$14,792.18	\$15,393.00	\$600.82	Liability insurance cost base on % hours worked (furlough)
403-000-000-531-00-47-00	Stormwater - Utilities	\$0.00	\$1,200.00	\$1,200.00	Cellphones, electricity
403-000-000-531-00-49-00	Stormwater - Miscellaneous	\$0.00	\$0.00	\$0.00	
403-000-000-597-01-00-00	Transfer to Stormwater Reserve	\$0.00	\$0.00	\$0.00	
403-000-000-597-02-00-00	Transfer to Vehicle Reserve	\$5,000.00	\$5,000.00	\$0.00	
Water Capital Fund Revenue & Expense					
BARS	Description	Original Budget	Amendment	Increase/<Decrease>	Explanation
405-000-000-308-31-00-00	Beginning Fund Balance - Restricted	(\$67,023.24)	\$2,600,000.00	\$2,667,023.24	Adjusted beginning fund balance closer to actuals
405-000-000-343-40-00-00	Water - Connection fees	\$39,785.94	\$39,786.00	\$0.06	
405-000-000-361-11-00-00	Water Reserve Fund - Investment Interest	\$25,000.00	\$25,000.00	\$0.00	
405-000-000-367-00-02-00	Water - Reimbursable Cost (Reserves)	\$0.00	\$0.00	\$0.00	
405-000-000-388-10-00-00	Water - Prior Year Adjustment	\$0.00	\$0.00	\$0.00	
405-000-000-397-00-00-00	Transfer In to Water Reserves	\$500,000.00	\$500,000.00	\$0.00	
405-000-000-597-00-00-00	Transfer Out from Water Reserves	\$1,221,600.00	\$1,221,600.00	\$0.00	
Stormwater Capital Fund Revenue & Expense					
BARS	Description	Original Budget	Amendment	Increase/<Decrease>	Explanation
407-000-000-308-31-00-00	Beginning Fund Balance - Stormwater Reserve	\$323,249.89	\$760,000.00	\$436,750.11	Adjusted beginning fund balance closer to actuals
407-000-000-361-11-00-00	Stormwater Reserve Fund - Investment Interest	\$15,000.00	\$15,000.00	\$0.00	
407-000-000-388-10-00-00	Stormwater - Prior Year Adjustment	\$0.00	\$0.00	\$0.00	
407-000-000-397-38-00-07	Stormwater Transfer in - Reserves	\$0.00	\$0.00	\$0.00	
407-000-000-597-00-00-00	Transfer Out from Stormwater Reserves	\$150,000.00	\$150,000.00	\$0.00	

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Sewer Capital Fund Revenue & Expense

BARS	Description	Original Budget	Amendment	Increase/<Decrease>	Explanation
408-000-000-308-31-00-00	Beginning Fund Balance - Sewer Reserve	\$853,175.84	\$1,700,000.00	\$846,824.16	Adjusted beginning fund balance closer to actuals
408-000-000-343-40-00-00	Sewer - Participation/connection Fees	\$22,506.60	\$22,507.00	\$0.40	
408-000-000-361-11-00-00	Sewer Reserve Fund - Investment Interest	\$20,000.00	\$20,000.00	\$0.00	
408-000-000-368-10-00-00	ULID#8 Surcharge	\$48,358.39	\$48,358.00	(\$0.39)	
408-000-000-368-10-01-00	ULID Fee in lieu	\$1,930.24	\$1,930.00	(\$0.24)	
408-000-000-381-20-00-00	Sewer - Interfund Loan Repayment Received	\$0.00	\$0.00	\$0.00	
408-000-000-388-10-00-00	Sewer - Prior Year Adjustment	\$0.00	\$0.00	\$0.00	
408-000-000-397-00-00-00	Transfer In to Sewer Reserves	\$500,000.00	\$500,000.00	\$0.00	
408-000-000-585-00-00-25	Sewer Incentive Loan Program - 2025	\$0.00	\$200,000.00	\$200,000.00	per LMC 13.60
408-000-000-597-00-00-00	Transfer Out of Sewer Reserves	\$365,000.00	\$365,000.00	\$0.00	

Vehicle & Equipment Fund Revenue & Expense

BARS	Description	Original Budget	Amendment	Increase/<Decrease>	Explanation
501-000-000-308-51-00-00	Vehicle & Equipment Fund Beginning Fund Balance	\$98,843.03	\$100,000.00	\$1,156.97	Adjusted beginning fund balance closer to actuals
501-000-000-361-11-00-00	Vehicle & Equipment Fund - Investment Interest	\$4,750.00	\$4,750.00	\$0.00	
501-000-000-369-10-00-00	Vehicle & Equipment - Proceeds from sale of equip	\$0.00	\$0.00	\$0.00	
501-000-000-388-10-00-00	Vehicle & Equipment - Prior Year Adjustment	\$0.00	\$0.00	\$0.00	
501-000-000-397-00-00-00	Vehicle & Equipment - Transfers-In	\$30,000.00	\$30,000.00	\$0.00	
501-000-000-594-42-00-00	Vehicle & Equipment Expense - Streets	\$35,000.00	\$35,000.00	\$0.00	

ORDINANCE 1126

**AN ORDINANCE OF THE CITY OF LANGLEY,
WASHINGTON AMENDING THE 2025 ANNUAL CITY
OPERATING BUDGET AND ORDINANCE NO. 1117**

WHEREAS, the City of Langley passed Ordinance No. 1117 (12-02-2024) adopting a budget pursuant to State Statute for the year 2025 based upon estimated revenues and amounts of moneys required to meet the public expenses, bond retirement and interest, reserve and construction funds and expenses of City government; and

WHEREAS, the approved 2025 Budget does not include expense reductions related to furloughs, or revenue estimates related to newly adopted sales tax in the General and Street Funds; and

WHEREAS, the adopted budget did not include activity related to the City's Sewer Incentive Program; and

WHEREAS, the estimated Beginning Fund Balances have changed due to more accurate information; and

WHEREAS, the activity described above substantially affects the adopted ending fund balance estimates; and

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LANGLEY, WASHINGTON, DO HEREBY ORDAIN
AS FOLLOWS:**

Section 1. The amended 2025 Budget is as follows:

ORDINANCE 1126

Fund	Estimated Beginning Fund Balance	Estimated Revenues	Appropriations/ Expenditures	Estimated Ending Fund Balance
General Fund (Current Expense)	\$150,000.00	\$2,525,165.00	\$2,460,401.00	\$214,764.00
Street Fund	\$95,000.00	\$194,873.00	\$247,548.00	\$42,325.00
Cemetery Fund	\$25,000.00	\$34,400.00	\$27,361.00	\$31,769.00
Tourism Fund	\$200,000.00	\$210,000.00	\$201,819.00	\$208,181.00
LIP Bond Fund	\$230,000.00	\$171,889.00	\$155,238.00	\$246,651.00
Capital Reserve Fund	\$560,000.00	\$122,500.00	\$220,000.00	\$462,500.00
LIP Activity Fund	\$4,300,000.00	\$7,323,303.00	\$10,856,727.00	\$766,576.00
Water Fund	\$1,700,000.00	\$974,081.00	\$1,115,740.00	\$1,558,341.00
Sewer Fund	\$1,600,000.00	\$1,050,291.00	\$1,528,904.00	\$1,121,387.00
Stormwater Fund	\$800,000.00	\$353,036.00	\$353,154.00	\$799,882.00
Water Capital Reserve Fund	\$2,600,000.00	\$564,786.00	\$1,221,600.00	\$1,943,186.00
Stormwater Capital Reserve Fund	\$760,000.00	\$15,000.00	\$150,000.00	\$625,000.00
Sewer Capital Reserve Fund	\$1,700,000.00	\$592,795.00	\$565,000.00	\$1,727,795.00
Vehicle & Equipment Reserve Fund	\$100,000.00	\$34,750.00	\$35,000.00	\$99,750.00
Total All Funds	\$14,820,000.00	\$14,166,869.00	\$19,138,762.00	\$9,848,107.00

Section 2. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 3. Codification. The City Council authorizes the Deputy City Clerk to correct any non-substantive errors herein, codify the Ordinance, and publish the adopted code.

Section 4. Effective Date. This Ordinance shall be published in the official newspaper of the City and shall take effect and be in full force five days from the date of publication.

ORDINANCE 1126

ATTEST:

Kristen Miller Abraham, Deputy Clerk

Krista “Kennedy” Horstman, Mayor

ORDINANCE XXXX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LANGLEY, WASHINGTON, AMENDING MUNICIPAL CODE CHAPTER 2.06 RELATING TO COUNCIL MEETINGS; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the City Council has found it in the interest of efficiency and expediency to remove unnecessary constraints on the preparation and operations of its meetings; and

WHEREAS, it is the desire of the City Council to create a more concise and accurate Municipal Code; and

WHEREAS, the guidelines for the preparation and operations of meetings will be delineated in a Council Mayor Handbook, which can be revised by Council as it deems necessary to accommodate changes in law, policy, or the needs of the City.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF LANGLEY, WASHINGTON, DO HEREBY ORDAIN AS FOLLOWS:

Section 1 The following sections of chapter 2.06 from the Langley Municipal Code are hereby amended as described in Exhibit A:

- 2.06.040 Meetings – Open to public – Public participation.
- 2.06.065 Meetings – Attendance from remote location.
- 2.06.070 Meetings – Agenda – Preparation – Distribution.
- 2.06.080 Meetings – Order of business.
- 2.06.090 Meetings – Conduct.
- 2.06.220 Ordinances and resolutions.

Section 2 The following section of chapter 2.06 from the Langley Municipal Code is hereby repealed:

- 2.06.180 Council relations with boards and commissions.

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

Section 4. Codification. The City Council authorizes the Deputy City Clerk to correct any non-substantive errors herein, codify the Ordinance, and publish the adopted code.

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

ADOPTED BY THE CITY COUNCIL OF THE CITY OF LANGLEY, WASHINGTON, AT A REGULAR MEETING THEREOF, THIS ____ DAY OF _____ 2025.

Krista “Kennedy” Horstman, Mayor

AUTHENTICATED:

Kristen Abraham, Deputy Clerk

2.06.040 Meetings – Open to public – Public participation.

A. All meetings of the city council ~~and of committees thereof~~ shall be open to the public and held and conducted in accord with the Open Public Meetings Act of 1971, as provided for in Chapter 42.30 RCW.

B. ~~Citizens~~ Members of the public are welcome at all council meetings and are encouraged to attend, participate and contribute to the deliberations of the council. Recognition of a speaker by the presiding officer is a prerequisite and necessary for an orderly and effective meeting, ~~be the speaker a citizen, council member or staff member.~~ Further, it will be expected that all speakers will deliver their comments in a respectful and efficient manner and will speak only to the specific subject under consideration. Anyone making disruptive comments or acting in a disruptive manner shall be subject to removal from the meeting. (Ord. 559, 1990)

2.06.065 Meetings – Attendance from remote location.

A. Purpose. The council, recognizing the benefits of fullest practicable attendance and participation by its members, by the mayor, by city staff, by the city attorney and by others, allows for attendance from remote location(s) through use of electronic means. ~~Attendance from remote location(s) is intended to be an alternative used method for participation by members of the council, including but not limited to such two-way communication methods as speakerphone, Skype, or other media that provide full audio or audio and visual capability. In certain circumstances including emergencies it may be necessary for one or more members of the council to attend from remote location(s) in order to have a quorum.~~

1. For purposes of voting by a member (or members) of the council, such attendance from remote location(s) shall be considered the equal of being physically present in the council chamber. ~~If the mayor attends by remote means, he/she may participate in discussions, but the mayor pro tempore if physically present in the chamber shall be the presiding officer to best facilitate an orderly and efficient process.~~

~~2. In the case of executive sessions, the council may permit participation from remote location(s) by the above alternative means only when the council on a case-by-case basis considers such participation to be necessary and the council is confident in the security of such remote communications.~~

~~3. Attendance from remote location(s) is intended to be an alternative and relatively infrequently used method for participation by members of the council.~~

~~B. Protocol and Procedures. In all meetings involving remote attendance, the presiding officer shall inform all present in the council chamber of the intent to initiate a remote communication.~~

~~1. The presiding officer shall confirm and announce to all that all present in the chamber and in the remote location(s) can clearly hear all other parties and (as appropriate) clearly see visual content as will be presented. The clerk shall record such confirmation.~~

~~2. With such confirmation, members of the council—whether they are in the chamber or at remote location(s)—constituting a majority may approve the use of remote communication for the entirety of the meeting or for a specified portion thereof.~~

~~3. If the council by a majority approves use of remote communication for only a specified portion of any meeting, the presiding officer shall announce same and, at the end of the specified section, shall clearly~~

~~announce to all the close of the remote communication and shall order that the connection be stopped. The attendance of the remote party shall be at an end. The clerk shall record the beginning and ending times of each such remote communication.~~

2. In the event that the remote communication link is broken or significantly degraded such that it no longer meets the full requirements of this section, the presiding officer shall confirm the loss of service and announce the close of the remote attendance. The attendance of the remote party shall be at an end. The clerk shall record the time of such closure.

B. Requirements of the System(s). Any such communications systems utilized shall reliably permit all persons attending – whether they are physically in the council chamber or in remote location(s) – to be clearly heard by all others and to clearly hear all audio content of the meeting; and where applicable by the council's determination, be clearly seen by all others and clearly see all visual content that is determined by the council to be crucial to the understanding of matters discussed. Systems used in the course of executive sessions shall be reasonably secure from unauthorized access.

C. Maintenance of Public Record. Audio ~~and video~~ recordings of proceedings under this section shall be maintained for the public record as required by law.

~~E. System Initiation, Training and Maintenance. In a reasonable time, the council shall make available appropriate funds and the mayor shall arrange for the acquisition and installation of all appropriate equipment, communication systems and software as shall be necessary to fulfill this section. The mayor shall also ensure the maintenance of such systems. The mayor shall also provide appropriate training to the council and to all staff who may participate in such meetings in accordance with this section. Systems, equipment and training for the purpose of this section shall from time to time be upgraded at the suggestion of the mayor and at direction of the council as technologies advance and city budgets allow. (Ord. 971A § 1, 2012)~~

2.06.070 Meetings – Agenda – Preparation – Distribution.

A. The clerk ~~treasurer~~ or designate shall accomplish the secretarial functions of the council by:

1. Preparing all agendas and providing all material as listed in the agenda. All items to be included on the agenda for council consideration no later than ~~32:00~~ 3:00 p.m. on the Thursday preceding each council meeting. The city clerk ~~treasurer~~ shall then prepare a proposed agenda with attachments according to the order of business. The mayor or presiding officer will normally review the proposed agenda with the city clerk ~~treasurer~~ prior to the preparation of the final agenda. After the proposed agenda has been approved by the mayor or presiding officer, the city clerk ~~treasurer~~ shall prepare the final agenda, which shall be distributed to the mayor, council members, ~~city attorney~~, administrative department heads, and local newspaper no later than 4:30 p.m. on the Friday preceding the council meeting. A copy of the agenda shall be posted at the same time on the bulletin board at Langley City Hall, Langley Library and Langley Post Office. Minutes of the previous council meeting shall be available with the agenda packet. ~~The local newspaper shall be notified of the posted agenda no later than 4:30 p.m. on the Friday preceding the council meeting. A copy of the approved agenda will be submitted for publication to the local newspaper no later than noon on the Friday before the meeting.~~

2. Providing an adequate level of research, information gathering and secretarial assistance to the individual council members in their pursuit of city business.

3. Recording and minute taking of all council meetings.

4. Preparation and distribution of all minutes.

5. Reports. Reports on special interest items from the mayor, city council, staff, ~~city attorney,~~ department heads and intergovernmental representatives.

a. Items to come before the city council shall first be placed on the agenda of the appropriate legislative review committee before they are placed on the agenda of a regular council meeting ~~unless otherwise determined by a majority vote of council.~~

b. All items to be presented that are not routine in nature shall be submitted ~~on a completed council agenda item (CAI) form in memo form.~~ The format of the form shall be determined by the ~~city clerk-treasurer~~ clerk or designee. ~~The clerk-treasurer or designated person shall be responsible for attaching a CAI number, keeping the original CAI and an index for future reference and forwarding to the appropriate legislative review committee.~~

B. The agenda shall contain items referred from committees, department heads, items referred by a council member, and items set by the presiding officer. The presiding officer will normally review the proposed agenda with the ~~city clerk-treasurer~~ clerk or designee.

C. The council packet, excluding all confidential material, will be available to review at City Hall after council members have received it. Citizens may request a copy of the packet at the current per page charge listed in the city's municipal code fee schedule. ~~A copy of the council packet will also be available at the Langley Library.~~ (Ord. 869, 2006; Ord. 559, 1990)

2.06.080 Meetings – Order of business.

~~The order of business for council meetings shall be described in the Council Handbook, which may be amended by a majority vote of the council.~~

~~A. The business of all regular meetings of the council will be determined by the city council. and shall be transacted in the following order, unless the council, by a majority vote of the members present, suspends the rules and changes the order.~~

~~B. The format of the city council agenda shall be as follows:~~

~~1. Call to order.~~

~~2. Flag salute.~~

~~3. Roll call.~~

~~4. Consent agenda.~~

~~a. The consent agenda contains all consent agenda items approved by the presiding officer or forwarded by unanimous committee action or proposed by council members and routine items such as, but not limited to:~~

~~(1) Approval of minutes;~~

~~(2) Payment of the bills.~~

~~b. The following rules shall apply to the consent agenda:~~

~~(1) Any member of the city council may, by request, have an item removed from the consent agenda. The item will be forwarded under new business for further discussion;~~

~~(2) The remaining items shall be approved by one motion.~~

~~c. The consent agenda may contain items which are of a routine and noncontroversial nature which may include, but are not limited to, the following: communications, memos and reports for information of council, resolutions, agreements, petitions, minutes of commissions and boards, applications, approval of bills which may be accepted by consent of the council by a single vote without reading, unless a member of the council or any person attending a council meeting should request such reading. If such a request is made, it shall be granted.~~

~~d. Minutes of the preceding meeting and bills tendered for payments shall not be read in detail at each meeting prior to approval unless a member of the council or any person attending a council meeting should request such a reading. In such instances the request shall be granted. Any item on the consent agenda may be removed and considered separately as an agenda item at the request of any council member or any person attending a council meeting.~~

~~e. The city clerk-treasurer in consultation with the mayor shall place matters on the consent agenda which have been:~~

~~(1) Previously discussed by the council; or~~

~~(2) Based on the information delivered to members of the council by administration that can be reviewed by a council member without further explanation; or~~

~~(3) Are so routine or technical in nature that passage is likely; or~~

~~(4) As directed by the members of the city council.~~

~~All materials to be included in the consent agenda must be filed with the clerk-treasurer, a minimum of four working days before or no later than 2:00 p.m. on the Thursday before the meeting.~~

~~f. The proper council motion on the consent agenda is as follows: "I move adoption of the consent agenda." The motion shall be nondebtable and will have the effect of moving all items on the consent agenda. Since adoption of any item on the consent agenda implies unanimous consent, any member of the council shall have the right to remove any item from the consent agenda. Therefore, prior to the vote on the motion to adopt the consent agenda, the presiding officer shall inquire if any council member wishes an item to be withdrawn from the consent agenda. If any matter is withdrawn, the presiding officer shall place the item at an appropriate place on the agenda for further consideration or on the agenda of a future meeting~~

~~5. Approval of the Agenda. Approval of the agenda is a nondebtable item. Amendments are allowed.~~

~~6. Audience — Comments from the Public on Nonpublic Hearing Topics.~~

~~a. Audience. To give the audience an opportunity to address the council on items not listed on the agenda;~~

~~b. Subjects Not on the Current Agenda. Any member of the public may request time to address the council after first stating their name, address and the subject of their comments. The presiding officer may then allow the comments subject to such time limitations as the presiding officer deems necessary. Following such comments, the presiding officer, with the consent of council, may place the matter on the current agenda or a future agenda, or refer the matter to administration or a council committee for investigation and report;~~

~~c. Subjects on the Current Agenda. Any member of the public who wishes to address the council on an item on the current agenda shall make such request to the presiding officer at the time when comments from the public are requested. The presiding officer may change the order of the speakers so that testimony is heard in the most logical groupings, i.e., proponents, opponents, adjacent owner, vested interest, etc;~~

~~d. Any ruling of the presiding officer relative to subsections (B)(6)(b) and (B)(6)(c) of this section may be overruled by a vote of the majority of council members present.~~

~~7. **Ordinances** and Resolutions.~~

~~a. All proposed **ordinances** and resolutions shall be reviewed by the city attorney to see that they are in correct form prior to the final passage. All accompanying documents shall be available at a previous council meeting before the **ordinances** and resolutions can be passed;~~

~~b. Resolutions of the city council shall be signed by the clerk treasurer and the mayor and approved as to form by the city attorney;~~

~~c. A joint resolution of the city council and the mayor may be proposed when:~~

~~(1) The subject matter of the resolution is of broad city concern, and the subject contains council policy and administrative procedure; or~~

~~(2) The nature of the resolution is of a ceremonial or honorary nature;~~

~~d. Joint resolutions will be subject to the voting rules of Section 2.06.090(K) and will be signed by the mayor and the clerk treasurer. The council may provide for all council members signing the joint resolution enacted under subsection (B)(7)(c) of this section and approved as to form by the city attorney;~~

~~e. Refer to Section 2.06.220.~~

~~8. Public Hearings/Meetings. See Section 2.06.230.~~

~~9. Unfinished Business. This section of the agenda shall include committee progress reports and items of a general nature, including resolutions and ordinance previously discussed at a council meeting. The following procedures shall apply during this section of the agenda:~~

~~a. The sponsor or a designated spokesman of each item will give a presentation;~~

~~b. The council may then question the sponsor or designated spokesman of the presented item;~~

~~c. A motion at this time will be in order;~~

~~(1) If a resolution or ordinance, the city clerk treasurer shall read the item by title only, unless the council, by motion duly passed, wishes to have the resolution read in its entirety;~~

~~(2) The council, by motion, will act on the resolution or ordinance;~~

~~(3) All other items will be acted upon by council motion.~~

~~10. New Business. This section of the agenda shall include all items of a general nature, including resolutions and ordinances previously discussed at a committee meeting and put forward to the regular meeting for first reading and items that have been removed from the consent agenda. The procedures that apply during this section shall be the same as under unfinished business.~~

~~11. Mayor's report.~~

~~12. Staff report — Second meeting of the month staff will present a report.~~

~~13. Council reports (committee reports).~~

~~14. Executive session (if necessary). See Section 2.06.100.~~

~~15. Adjournment. No meeting shall be permitted to continue beyond 10:30 p.m. without approval of three-fourths of the council members who are present and eligible to vote. A new time limit must be established before taking a council vote to extend the meeting. In the event that a meeting has not been closed or continued by council vote prior to 10:30 p.m., the items not acted on shall be deferred to the next regular council meeting as unfinished business, unless the council, by a majority vote of members present, determines otherwise. If a meeting runs over one and one-half hours, the council may call a 10-minute recess. Refer to RCW 42.30.090. (Ord. 1083, 2021; Ord. 559 (Exh. A), 1990)A.~~

2.06.090 Meetings – Conduct.

A. Items may be placed directly on the agenda at a regular meeting when the items are approved by the presiding officer or requested by a council member, and:

1. The items are routine in nature such as approval of vouchers, proclamations, acknowledgement or receipt of petitions or documents, or discussion of claims for damages; or
2. An emergency condition exists that represents a personnel hazard or risk or immediate financial loss. In such instances, the summary ~~CAI~~ memo required by miscellaneous agenda procedures should clearly define why the special procedure is necessary; or
3. In the event the sponsor of any item to come before the city council feels it both appropriate and beneficial to the city, ~~he/she~~they may bring such item directly to the regular meeting with concurrence of two council members for deliberation on the appropriateness of that item being placed on the agenda.

B. The presiding officer shall affix an approximate time limit for each agenda item at the time of approval of the agenda.

C. Speaking Procedures. Council member speaking procedures for agenda items under consideration shall be as follows:

1. A council member desiring to speak shall address the chair and upon recognition by the presiding officer shall confine ~~himself/herself~~themselves to the question under discussion;

2. Any member, while speaking, shall not be interrupted unless it is to call ~~him/her~~them to order;

3. No council member shall speak a second time upon the same motion before opportunity has been given each council member to speak on that motion.

D. Audience members addressing the council for items under council discussion shall proceed, in order, as follows:

1. A person designated by the presiding officer to introduce the subject under discussion;

2. Those whose request to be heard is contained in the written agenda;

3. Those who have submitted their request to be heard to the ~~city clerk/treasurer~~clerk or designee before the meeting;

4. Those who ask recognition from the floor.

E. When addressing the council, each person shall raise their hand and after recognition, give ~~his/her~~their name and unless further time is given by the presiding officer, shall limit their address to ~~five~~three minutes. All remarks shall be made to the council as a body and not to any individual member.

F. No person shall be permitted to enter into any item discussion from the floor without first being recognized by the presiding officer.

G. Any person whose conduct is abusive or disruptive ~~or directed to an individual rather than a subject matter~~ may be prohibited from further speaking and participation by the presiding officer and may be removed from the council chambers unless permission to continue is granted by a majority vote of the council. See also subsection (N) of this section.

H. Spokesperson for Group of Persons. In order to expedite matters and to avoid repetitious presentations, delay or interruption of the orderly business of the council, whenever any group of persons wishes to address the council on the same subject matter, it shall be proper for the presiding officer to request that a spokesperson be chosen by the group to address the council and, in case additional matters are to be presented by any other member of the group, to limit the number of such persons addressing the council. Any person whose conduct is abusive or disruptive to the council meeting may be prohibited from further speaking and participation by the presiding officer and may be removed from the meeting.

I. After Motion. After a motion has been made or public hearing has been closed, no member of the public shall address the council from the audience on the matter under consideration without first securing permission to do so from the presiding officer or upon majority vote of the council members present.

J. Questions of Parliamentary Procedure. Questions of parliamentary procedure not covered by this chapter shall be governed by Robert's Rules of Order, newly revised (latest edition). ~~See also subsection (O) of this section.~~

K. Voting.

1. Silence of a council member during a voice vote shall be recorded as an affirmative vote except where such a council member abstains. Each member present must vote on all questions before the council and may abstain only after expressing ~~his/her~~their reasons for abstention into the record;

2. A roll call vote may be requested by the presiding officer or any member of the council;

3. A motion to reconsider any action by the city council may be made only on the day such action was taken, or at the next regular meeting of the city council. Such motion may be made only by one of the council members who voted with the prevailing side. Nothing in this subsection shall be construed to prevent any council member from making or remaking the same or any other motion at a subsequent meeting of the council.

L. Forms of Address. The mayor shall be addressed as "Mayor (surname)" or as "Your Honor." Members of the council shall be addressed as "Council member (surname)."

M. Seating Arrangements. Council members shall occupy the respective seats in the council chambers assigned to them by the mayor.

N. Decorum.

1. Mayor and Council Members. While the council is in session, all members must preserve order, decency and decorum at all times and no member shall, by conversation or otherwise, delay or interrupt the proceedings or the peace of the council nor disturb any member while speaking or refuse to obey the order of the presiding officer. ~~Members of the city council shall not leave their seats during a meeting without first obtaining permission of the presiding officer except in the case of emergency.~~ No member of the city council or mayor shall use any impertinent, degrading or slanderous language as to any other member of the council, mayor or member of the public. The members of the city council may punish their fellow member for disorderly conduct and upon written charges entered upon the journal thereof may, after trial, expel a member by a majority vote of all members present. Discussion by members of the council shall relate to the subject at hand and shall be relevant and pertinent thereto so as to provide for the expeditious disposition and resolution of the business before the body. For the purposes of this rule, the definition of members of the city council shall include the mayor. Refer to RCW 35.23.270, 42.30.030 and 42.30.050.

2. Employees. Members of the city staff and employees shall observe the same rules of order and decorum as are applicable to the city council., ~~with the exception that members of the city staff may leave their seats during the meeting without first obtaining the permission of the presiding officer.~~

3. Members of the Public Addressing the City Council. Any person ~~making personal, impertinent or slanderous remarks or who shall become boisterous while addressing the council, or~~ who shall by conversation or otherwise delay, impede or interrupt the proceedings or the peace of the council, or disturb any member while speaking, or refuse to obey the orders of the council or its presiding officer, shall be forthwith, by the presiding officer, barred from further audience at that council meeting unless permission to continue is granted such person by a vote of the majority of the council.

~~4. Any person in the audience who engages in disorderly conduct including whistling, stamping of feet, use of profane language, yelling and similar acts or demonstrations, which conduct disturbs the orderly business and peace of the assembly, or who refuses to comply with the lawful orders of the presiding~~

~~officer, shall be guilty of a misdemeanor. Upon instruction from the presiding officer, it shall be the duty of the chief of police or such member or members of the police department as may be present at such meeting to remove such person from the council chambers and to place him/her under arrest. The chief of police or members of the police department shall act as sergeant at arms of the city council and shall carry out all orders given by the presiding officer for the purpose of maintaining order, peace and decorum at the council meeting. Any council member may move to require the presiding officer to enforce the rules and the affirmative vote of a majority of the council shall require him/her to do so.~~

O. Rules of Order. Rules of order not specified by statute, ordinance, or resolution shall be governed by Robert's Rules of Order, latest edition.

P. All items of business placed before the council that require the expenditure of council and/or administration resources shall be in the form of an affirmative motion.

Q. Permission Required to Address the Council. Persons other than council members and administration shall be permitted to address the council upon introduction by the presiding officer or the chair of the appropriate council committee.

R. Smoking Prohibited. Smoking by any person in the city council chambers during any legislative session of the city council is prohibited as per RCW 70.160.030 and 70.160.070.

S. Photographs, Motion Pictures and Videotapes Prohibited. Permission is required for artificial illumination. No photographs, motion pictures or videotapes that require the use of flashbulbs, electronic flashes, floodlights or similar artificial illumination shall be made at the city council meetings without the consent of the presiding officer or a majority of the council present. (Ord. 559, 1990)

2.06.220 Ordinances and resolutions.

A. Enacted Ordinances, Resolutions and Motions. An enacted ordinance is a legislative act prescribing general uniform and permanent rules of conduct relating to the corporate affairs of the municipality. Council action shall be taken by ordinance when required by law, or to prescribe permanent rules of conduct enforced by penalty.

An enacted resolution is a formal statement of policy concerning matters of special or temporary character. Council action shall be taken by resolution when required by law and in those instances where an expression of policy more formal than a motion is desired.

An enacted motion is a form of action taken by the council to direct that a specific action be taken on behalf of the municipality. A motion, once approved and entered into the record, is the equivalent of a resolution in those instances where a resolution is not required by law.

B. Legislative Process, Preparation, Introduction and Flow of Ordinances, Resolutions and Motions. Ordinances and resolutions shall be prepared, introduced and proceed in the manner prescribed by the council in its rules of conduct. ~~To assist with the flow of ordinances and resolutions, the mayor pro tem, the city clerk, the city planning official, and the chair of the planning advisory board shall serve as policy process coordinators.~~

C. Availability of Ordinances and Resolutions Prior to Council Action. All proposed ordinances and resolutions shall be available to the council and to the public in written form five days before a regular

council meeting. This requirement for written availability five days prior to the regular council meeting may be temporarily suspended by a majority vote of all members present. The title of each resolution shall in all cases be read prior to its passage; ~~provided, should a council member request that the entire resolution or certain of its sections be read, such requests shall be granted.~~ Printed copies shall be made available for review upon request to any person attending a council meeting.

D. Enacting Ordinances. The procedures for enacting ordinances are as follows:

~~1. All ordinances shall have two separate readings during regular council meetings. At each reading the Ordinances, which may be in draft form, shall be introduced at a separate meeting before a final vote by the council. A majority vote by Council may suspend this requirement. The title of an ordinance shall in all cases be read prior to its passage. provided, that should Printed copies shall be made available for review upon request to any person attending a council meeting.~~

~~2. The provision requiring two separate readings of an ordinance may be temporarily suspended by a majority vote of all members present.~~

~~3. If a motion to pass an ordinance to a second reading fails, the ordinance shall be considered lost.~~

2. Any ordinance repealing any portion of this code shall also repeal the respective portions of the underlying ordinances.

3. Any ordinance amending any portion of this code shall also amend the respective portions of the underlying ordinances.

4. All ordinances shall be published in summary form as required by RCW [65.16.160](#).

5. All ordinances except an appropriation ordinance, an ordinance adopting or embodying an administrative or governmental code or an ordinance adopting a code of ordinances shall not relate to more than one subject, which shall be clearly stated in its title.

E. Dissents and Protests. Any council member shall have the right to express dissent from or protest against any ordinance or resolution of the council and have the reason therefore entered into the minutes. (Amended during 2013 reformat; Ord. 899, 2008; Ord. 710, 1996; Ord. 559, 1990)

~~2.06.180 Council relations with boards and commissions.~~

~~All statutory boards and commissions and council citizen advisory bodies shall provide the council with copies of minutes of all meetings.~~

~~B. Communications from such boards, commissions and bodies to the council shall be officially acknowledged by the council and receipt noted in the minutes. The procedure for acknowledging such receipt shall be as follows: Any member of the council may bring such communication to the presiding officer's attention under the agenda item "Committee and Board Reports."~~

~~C. The presiding officer shall make an appropriate notation in the minutes. Should any member of the council determine that any such communication be officially answered by the council, the presiding officer shall place the matter on the agenda under "New Business" for the current meeting or any subsequent meeting. There will be at least one joint meeting per year between the city council and planning advisory, design review, library, cemetery and any other advisory bodies. This meeting will be~~

~~used to create a yearly work program and should be timed to happen before the budget process begins.
(Ord. 559, 1990)~~

2.06.040 Meetings – Open to public – Public participation.

A. All meetings of the city council ~~and of committees thereof~~ shall be open to the public and held and conducted in accord with the Open Public Meetings Act of 1971, as provided for in Chapter 42.30 RCW.

B. ~~Citizens~~ Members of the public are welcome at all council meetings and are encouraged to attend, participate and contribute to the deliberations of the council. Recognition of a speaker by the presiding officer is a prerequisite and necessary for an orderly and effective meeting, ~~be the speaker a citizen, council member or staff member.~~ Further, it will be expected that all speakers will deliver their comments in a respectful and efficient manner and will speak only to the specific subject under consideration. Anyone making disruptive comments or acting in a disruptive manner shall be subject to removal from the meeting. (Ord. 559, 1990)

2.06.065 Meetings – Attendance from remote location.

A. Purpose. The council, recognizing the benefits of fullest practicable attendance and participation by its members, by the mayor, by city staff, by the city attorney and by others, allows for attendance from remote location(s) through use of electronic means. ~~Attendance from remote location(s) is intended to be an alternative used method for participation by members of the council, including but not limited to such two-way communication methods as speakerphone, Skype, or other media that provide full audio or audio and visual capability. In certain circumstances including emergencies it may be necessary for one or more members of the council to attend from remote location(s) in order to have a quorum.~~

1. For purposes of voting by a member (or members) of the council, such attendance from remote location(s) shall be considered the equal of being physically present in the council chamber. ~~If the mayor attends by remote means, he/she may participate in discussions, but the mayor pro tempore if physically present in the chamber shall be the presiding officer to best facilitate an orderly and efficient process.~~

~~2. In the case of executive sessions, the council may permit participation from remote location(s) by the above alternative means only when the council on a case-by-case basis considers such participation to be necessary and the council is confident in the security of such remote communications.~~

~~3. Attendance from remote location(s) is intended to be an alternative and relatively infrequently used method for participation by members of the council.~~

~~B. Protocol and Procedures. In all meetings involving remote attendance, the presiding officer shall inform all present in the council chamber of the intent to initiate a remote communication.~~

~~1. The presiding officer shall confirm and announce to all that all present in the chamber and in the remote location(s) can clearly hear all other parties and (as appropriate) clearly see visual content as will be presented. The clerk shall record such confirmation.~~

~~2. With such confirmation, members of the council—whether they are in the chamber or at remote location(s)—constituting a majority may approve the use of remote communication for the entirety of the meeting or for a specified portion thereof.~~

~~3. If the council by a majority approves use of remote communication for only a specified portion of any meeting, the presiding officer shall announce same and, at the end of the specified section, shall clearly~~

~~announce to all the close of the remote communication and shall order that the connection be stopped. The attendance of the remote party shall be at an end. The clerk shall record the beginning and ending times of each such remote communication.~~

2. In the event that the remote communication link is broken or significantly degraded such that it no longer meets the full requirements of this section, the presiding officer shall confirm the loss of service and announce the close of the remote attendance. The attendance of the remote party shall be at an end. The clerk shall record the time of such closure.

B. Requirements of the System(s). Any such communications systems utilized shall reliably permit all persons attending – whether they are physically in the council chamber or in remote location(s) – to be clearly heard by all others and to clearly hear all audio content of the meeting; and where applicable by the council's determination, be clearly seen by all others and clearly see all visual content that is determined by the council to be crucial to the understanding of matters discussed. Systems used in the course of executive sessions shall be reasonably secure from unauthorized access.

C. Maintenance of Public Record. Audio ~~and video~~ recordings of proceedings under this section shall be maintained for the public record as required by law.

~~E. System Initiation, Training and Maintenance. In a reasonable time, the council shall make available appropriate funds and the mayor shall arrange for the acquisition and installation of all appropriate equipment, communication systems and software as shall be necessary to fulfill this section. The mayor shall also ensure the maintenance of such systems. The mayor shall also provide appropriate training to the council and to all staff who may participate in such meetings in accordance with this section. Systems, equipment and training for the purpose of this section shall from time to time be upgraded at the suggestion of the mayor and at direction of the council as technologies advance and city budgets allow. (Ord. 971A § 1, 2012)~~

2.06.070 Meetings – Agenda – Preparation – Distribution.

A. The clerk ~~treasurer~~ or designate shall accomplish the secretarial functions of the council by:

1. Preparing all agendas and providing all material as listed in the agenda. All items to be included on the agenda for council consideration no later than ~~32:00~~ 3:00 p.m. on the Thursday preceding each council meeting. The city clerk ~~treasurer~~ shall then prepare a proposed agenda with attachments according to the order of business. The mayor or presiding officer will normally review the proposed agenda with the city clerk ~~treasurer~~ prior to the preparation of the final agenda. After the proposed agenda has been approved by the mayor or presiding officer, the city clerk ~~treasurer~~ shall prepare the final agenda, which shall be distributed to the mayor, council members, ~~city attorney~~, administrative department heads, and local newspaper no later than 4:30 p.m. on the Friday preceding the council meeting. A copy of the agenda shall be posted at the same time on the bulletin board at Langley City Hall, Langley Library and Langley Post Office. Minutes of the previous council meeting shall be available with the agenda packet. ~~The local newspaper shall be notified of the posted agenda no later than 4:30 p.m. on the Friday preceding the council meeting. A copy of the approved agenda will be submitted for publication to the local newspaper no later than noon on the Friday before the meeting.~~

2. Providing an adequate level of research, information gathering and secretarial assistance to the individual council members in their pursuit of city business.

3. Recording and minute taking of all council meetings.

4. Preparation and distribution of all minutes.

5. Reports. Reports on special interest items from the mayor, city council, staff, ~~city attorney,~~ department heads and intergovernmental representatives.

a. Items to come before the city council shall first be placed on the agenda of the appropriate legislative review committee before they are placed on the agenda of a regular council meeting ~~unless otherwise determined by a majority vote of council.~~

b. All items to be presented that are not routine in nature shall be submitted ~~on a completed council agenda item (CAI) form in memo form.~~ The format of the form shall be determined by the ~~city clerk-treasurer~~ clerk or designee. ~~The clerk-treasurer or designated person shall be responsible for attaching a CAI number, keeping the original CAI and an index for future reference and forwarding to the appropriate legislative review committee.~~

B. The agenda shall contain items referred from committees, department heads, items referred by a council member, and items set by the presiding officer. The presiding officer will normally review the proposed agenda with the ~~city clerk-treasurer~~ clerk or designee.

C. The council packet, excluding all confidential material, will be available to review at City Hall after council members have received it. Citizens may request a copy of the packet at the current per page charge listed in the city's municipal code fee schedule. ~~A copy of the council packet will also be available at the Langley Library.~~ (Ord. 869, 2006; Ord. 559, 1990)

2.06.080 Meetings – Order of business.

~~The order of business for council meetings shall be described in the Council Handbook, which may be amended by a majority vote of the council.~~

~~A. The business of all regular meetings of the council will be determined by the city council. and shall be transacted in the following order, unless the council, by a majority vote of the members present, suspends the rules and changes the order.~~

~~B. The format of the city council agenda shall be as follows:~~

~~1. Call to order.~~

~~2. Flag salute.~~

~~3. Roll call.~~

~~4. Consent agenda.~~

~~a. The consent agenda contains all consent agenda items approved by the presiding officer or forwarded by unanimous committee action or proposed by council members and routine items such as, but not limited to:~~

~~(1) Approval of minutes;~~

~~(2) Payment of the bills.~~

~~b. The following rules shall apply to the consent agenda:~~

~~(1) Any member of the city council may, by request, have an item removed from the consent agenda. The item will be forwarded under new business for further discussion;~~

~~(2) The remaining items shall be approved by one motion.~~

~~c. The consent agenda may contain items which are of a routine and noncontroversial nature which may include, but are not limited to, the following: communications, memos and reports for information of council, resolutions, agreements, petitions, minutes of commissions and boards, applications, approval of bills which may be accepted by consent of the council by a single vote without reading, unless a member of the council or any person attending a council meeting should request such reading. If such a request is made, it shall be granted.~~

~~d. Minutes of the preceding meeting and bills tendered for payments shall not be read in detail at each meeting prior to approval unless a member of the council or any person attending a council meeting should request such a reading. In such instances the request shall be granted. Any item on the consent agenda may be removed and considered separately as an agenda item at the request of any council member or any person attending a council meeting.~~

~~e. The city clerk-treasurer in consultation with the mayor shall place matters on the consent agenda which have been:~~

~~(1) Previously discussed by the council; or~~

~~(2) Based on the information delivered to members of the council by administration that can be reviewed by a council member without further explanation; or~~

~~(3) Are so routine or technical in nature that passage is likely; or~~

~~(4) As directed by the members of the city council.~~

~~All materials to be included in the consent agenda must be filed with the clerk-treasurer, a minimum of four working days before or no later than 2:00 p.m. on the Thursday before the meeting.~~

~~f. The proper council motion on the consent agenda is as follows: "I move adoption of the consent agenda." The motion shall be nondebtable and will have the effect of moving all items on the consent agenda. Since adoption of any item on the consent agenda implies unanimous consent, any member of the council shall have the right to remove any item from the consent agenda. Therefore, prior to the vote on the motion to adopt the consent agenda, the presiding officer shall inquire if any council member wishes an item to be withdrawn from the consent agenda. If any matter is withdrawn, the presiding officer shall place the item at an appropriate place on the agenda for further consideration or on the agenda of a future meeting~~

~~5. Approval of the Agenda. Approval of the agenda is a nondebtable item. Amendments are allowed.~~

~~6. Audience — Comments from the Public on Nonpublic Hearing Topics.~~

~~a. Audience. To give the audience an opportunity to address the council on items not listed on the agenda;~~

~~b. Subjects Not on the Current Agenda. Any member of the public may request time to address the council after first stating their name, address and the subject of their comments. The presiding officer may then allow the comments subject to such time limitations as the presiding officer deems necessary. Following such comments, the presiding officer, with the consent of council, may place the matter on the current agenda or a future agenda, or refer the matter to administration or a council committee for investigation and report;~~

~~c. Subjects on the Current Agenda. Any member of the public who wishes to address the council on an item on the current agenda shall make such request to the presiding officer at the time when comments from the public are requested. The presiding officer may change the order of the speakers so that testimony is heard in the most logical groupings, i.e., proponents, opponents, adjacent owner, vested interest, etc;~~

~~d. Any ruling of the presiding officer relative to subsections (B)(6)(b) and (B)(6)(c) of this section may be overruled by a vote of the majority of council members present.~~

~~7. **Ordinances** and Resolutions.~~

~~a. All proposed **ordinances** and resolutions shall be reviewed by the city attorney to see that they are in correct form prior to the final passage. All accompanying documents shall be available at a previous council meeting before the **ordinances** and resolutions can be passed;~~

~~b. Resolutions of the city council shall be signed by the clerk treasurer and the mayor and approved as to form by the city attorney;~~

~~c. A joint resolution of the city council and the mayor may be proposed when:~~

~~(1) The subject matter of the resolution is of broad city concern, and the subject contains council policy and administrative procedure; or~~

~~(2) The nature of the resolution is of a ceremonial or honorary nature;~~

~~d. Joint resolutions will be subject to the voting rules of Section 2.06.090(K) and will be signed by the mayor and the clerk treasurer. The council may provide for all council members signing the joint resolution enacted under subsection (B)(7)(c) of this section and approved as to form by the city attorney;~~

~~e. Refer to Section 2.06.220.~~

~~8. Public Hearings/Meetings. See Section 2.06.230.~~

~~9. Unfinished Business. This section of the agenda shall include committee progress reports and items of a general nature, including resolutions and ordinance previously discussed at a council meeting. The following procedures shall apply during this section of the agenda:~~

~~a. The sponsor or a designated spokesman of each item will give a presentation;~~

~~b. The council may then question the sponsor or designated spokesman of the presented item;~~

~~c. A motion at this time will be in order;~~

~~(1) If a resolution or ordinance, the city clerk treasurer shall read the item by title only, unless the council, by motion duly passed, wishes to have the resolution read in its entirety;~~

~~(2) The council, by motion, will act on the resolution or ordinance;~~

~~(3) All other items will be acted upon by council motion.~~

~~10. New Business. This section of the agenda shall include all items of a general nature, including resolutions and ordinances previously discussed at a committee meeting and put forward to the regular meeting for first reading and items that have been removed from the consent agenda. The procedures that apply during this section shall be the same as under unfinished business.~~

~~11. Mayor's report.~~

~~12. Staff report — Second meeting of the month staff will present a report.~~

~~13. Council reports (committee reports).~~

~~14. Executive session (if necessary). See Section 2.06.100.~~

~~15. Adjournment. No meeting shall be permitted to continue beyond 10:30 p.m. without approval of three-fourths of the council members who are present and eligible to vote. A new time limit must be established before taking a council vote to extend the meeting. In the event that a meeting has not been closed or continued by council vote prior to 10:30 p.m., the items not acted on shall be deferred to the next regular council meeting as unfinished business, unless the council, by a majority vote of members present, determines otherwise. If a meeting runs over one and one-half hours, the council may call a 10-minute recess. Refer to RCW 42.30.090. (Ord. 1083, 2021; Ord. 559 (Exh. A), 1990)A.~~

2.06.090 Meetings – Conduct.

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1. The items are routine in nature such as approval of vouchers, proclamations, acknowledgement or receipt of petitions or documents, or discussion of claims for damages; or
2. An emergency condition exists that represents a personnel hazard or risk or immediate financial loss. In such instances, the summary ~~CAI~~ memo required by miscellaneous agenda procedures should clearly define why the special procedure is necessary; or
3. In the event the sponsor of any item to come before the city council feels it both appropriate and beneficial to the city, ~~he/she~~they may bring such item directly to the regular meeting with concurrence of two council members for deliberation on the appropriateness of that item being placed on the agenda.

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1. A council member desiring to speak shall address the chair and upon recognition by the presiding officer shall confine ~~himself/herself~~themselves to the question under discussion;

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3. No council member shall speak a second time upon the same motion before opportunity has been given each council member to speak on that motion.

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1. A person designated by the presiding officer to introduce the subject under discussion;

2. Those whose request to be heard is contained in the written agenda;

3. Those who have submitted their request to be heard to the ~~city clerk-treasurer~~clerk or designee before the meeting;

4. Those who ask recognition from the floor.

E. When addressing the council, each person shall raise their hand and after recognition, give ~~his/her~~their name and unless further time is given by the presiding officer, shall limit their address to ~~five~~three minutes. All remarks shall be made to the council as a body and not to any individual member.

F. No person shall be permitted to enter into any item discussion from the floor without first being recognized by the presiding officer.

G. Any person whose conduct is abusive or disruptive ~~or directed to an individual rather than a subject matter~~ may be prohibited from further speaking and participation by the presiding officer and may be removed from the council chambers unless permission to continue is granted by a majority vote of the council. See also subsection (N) of this section.

H. Spokesperson for Group of Persons. In order to expedite matters and to avoid repetitious presentations, delay or interruption of the orderly business of the council, whenever any group of persons wishes to address the council on the same subject matter, it shall be proper for the presiding officer to request that a spokesperson be chosen by the group to address the council and, in case additional matters are to be presented by any other member of the group, to limit the number of such persons addressing the council. Any person whose conduct is abusive or disruptive to the council meeting may be prohibited from further speaking and participation by the presiding officer and may be removed from the meeting.

I. After Motion. After a motion has been made or public hearing has been closed, no member of the public shall address the council from the audience on the matter under consideration without first securing permission to do so from the presiding officer or upon majority vote of the council members present.

J. Questions of Parliamentary Procedure. Questions of parliamentary procedure not covered by this chapter shall be governed by Robert's Rules of Order, newly revised (latest edition). ~~See also subsection (O) of this section.~~

K. Voting.

1. Silence of a council member during a voice vote shall be recorded as an affirmative vote except where such a council member abstains. Each member present must vote on all questions before the council and may abstain only after expressing ~~his/her~~their reasons for abstention into the record;

2. A roll call vote may be requested by the presiding officer or any member of the council;

3. A motion to reconsider any action by the city council may be made only on the day such action was taken, or at the next regular meeting of the city council. Such motion may be made only by one of the council members who voted with the prevailing side. Nothing in this subsection shall be construed to prevent any council member from making or remaking the same or any other motion at a subsequent meeting of the council.

L. Forms of Address. The mayor shall be addressed as "Mayor (surname)" or as "Your Honor." Members of the council shall be addressed as "Council member (surname)."

M. Seating Arrangements. Council members shall occupy the respective seats in the council chambers assigned to them by the mayor.

N. Decorum.

1. Mayor and Council Members. While the council is in session, all members must preserve order, decency and decorum at all times and no member shall, by conversation or otherwise, delay or interrupt the proceedings or the peace of the council nor disturb any member while speaking or refuse to obey the order of the presiding officer. ~~Members of the city council shall not leave their seats during a meeting without first obtaining permission of the presiding officer except in the case of emergency.~~ No member of the city council or mayor shall use any impertinent, degrading or slanderous language as to any other member of the council, mayor or member of the public. The members of the city council may punish their fellow member for disorderly conduct and upon written charges entered upon the journal thereof may, after trial, expel a member by a majority vote of all members present. Discussion by members of the council shall relate to the subject at hand and shall be relevant and pertinent thereto so as to provide for the expeditious disposition and resolution of the business before the body. For the purposes of this rule, the definition of members of the city council shall include the mayor. Refer to RCW 35.23.270, 42.30.030 and 42.30.050.

2. Employees. Members of the city staff and employees shall observe the same rules of order and decorum as are applicable to the city council., ~~with the exception that members of the city staff may leave their seats during the meeting without first obtaining the permission of the presiding officer.~~

3. Members of the Public Addressing the City Council. Any person ~~making personal, impertinent or slanderous remarks or who shall become boisterous while addressing the council, or~~ who shall by conversation or otherwise delay, impede or interrupt the proceedings or the peace of the council, or disturb any member while speaking, or refuse to obey the orders of the council or its presiding officer, shall be forthwith, by the presiding officer, barred from further audience at that council meeting unless permission to continue is granted such person by a vote of the majority of the council.

~~4. Any person in the audience who engages in disorderly conduct including whistling, stamping of feet, use of profane language, yelling and similar acts or demonstrations, which conduct disturbs the orderly business and peace of the assembly, or who refuses to comply with the lawful orders of the presiding~~

~~officer, shall be guilty of a misdemeanor. Upon instruction from the presiding officer, it shall be the duty of the chief of police or such member or members of the police department as may be present at such meeting to remove such person from the council chambers and to place him/her under arrest. The chief of police or members of the police department shall act as sergeant at arms of the city council and shall carry out all orders given by the presiding officer for the purpose of maintaining order, peace and decorum at the council meeting. Any council member may move to require the presiding officer to enforce the rules and the affirmative vote of a majority of the council shall require him/her to do so.~~

O. Rules of Order. Rules of order not specified by statute, ordinance, or resolution shall be governed by Robert's Rules of Order, latest edition.

P. All items of business placed before the council that require the expenditure of council and/or administration resources shall be in the form of an affirmative motion.

Q. Permission Required to Address the Council. Persons other than council members and administration shall be permitted to address the council upon introduction by the presiding officer or the chair of the appropriate council committee.

R. Smoking Prohibited. Smoking by any person in the city council chambers during any legislative session of the city council is prohibited as per RCW 70.160.030 and 70.160.070.

S. Photographs, Motion Pictures and Videotapes Prohibited. Permission is required for artificial illumination. No photographs, motion pictures or videotapes that require the use of flashbulbs, electronic flashes, floodlights or similar artificial illumination shall be made at the city council meetings without the consent of the presiding officer or a majority of the council present. (Ord. 559, 1990)

2.06.220 Ordinances and resolutions.

A. Enacted Ordinances, Resolutions and Motions. An enacted ordinance is a legislative act prescribing general uniform and permanent rules of conduct relating to the corporate affairs of the municipality. Council action shall be taken by ordinance when required by law, or to prescribe permanent rules of conduct enforced by penalty.

An enacted resolution is a formal statement of policy concerning matters of special or temporary character. Council action shall be taken by resolution when required by law and in those instances where an expression of policy more formal than a motion is desired.

An enacted motion is a form of action taken by the council to direct that a specific action be taken on behalf of the municipality. A motion, once approved and entered into the record, is the equivalent of a resolution in those instances where a resolution is not required by law.

B. Legislative Process, Preparation, Introduction and Flow of Ordinances, Resolutions and Motions. Ordinances and resolutions shall be prepared, introduced and proceed in the manner prescribed by the council in its rules of conduct. ~~To assist with the flow of ordinances and resolutions, the mayor pro tem, the city clerk, the city planning official, and the chair of the planning advisory board shall serve as policy process coordinators.~~

C. Availability of Ordinances and Resolutions Prior to Council Action. All proposed ordinances and resolutions shall be available to the council and to the public in written form five days before a regular

council meeting. This requirement for written availability five days prior to the regular council meeting may be temporarily suspended by a majority vote of all members present. The title of each resolution shall in all cases be read prior to its passage; ~~provided, should a council member request that the entire resolution or certain of its sections be read, such requests shall be granted.~~ Printed copies shall be made available for review upon request to any person attending a council meeting.

D. Enacting Ordinances. The procedures for enacting ordinances are as follows:

~~1. All ordinances shall have two separate readings during regular council meetings. At each reading the Ordinances, which may be in draft form, shall be introduced at a separate meeting before a final vote by the council. A majority vote by Council may suspend this requirement. The title of an ordinance shall in all cases be read prior to its passage. provided, that should Printed copies shall be made available for review upon request to any person attending a council meeting.~~

~~2. The provision requiring two separate readings of an ordinance may be temporarily suspended by a majority vote of all members present.~~

~~3. If a motion to pass an ordinance to a second reading fails, the ordinance shall be considered lost.~~

2. Any ordinance repealing any portion of this code shall also repeal the respective portions of the underlying ordinances.

3. Any ordinance amending any portion of this code shall also amend the respective portions of the underlying ordinances.

4. All ordinances shall be published in summary form as required by RCW [65.16.160](#).

5. All ordinances except an appropriation ordinance, an ordinance adopting or embodying an administrative or governmental code or an ordinance adopting a code of ordinances shall not relate to more than one subject, which shall be clearly stated in its title.

E. Dissents and Protests. Any council member shall have the right to express dissent from or protest against any ordinance or resolution of the council and have the reason therefore entered into the minutes. (Amended during 2013 reformat; Ord. 899, 2008; Ord. 710, 1996; Ord. 559, 1990)

~~2.06.180 Council relations with boards and commissions.~~

~~All statutory boards and commissions and council citizen advisory bodies shall provide the council with copies of minutes of all meetings.~~

~~B. Communications from such boards, commissions and bodies to the council shall be officially acknowledged by the council and receipt noted in the minutes. The procedure for acknowledging such receipt shall be as follows: Any member of the council may bring such communication to the presiding officer's attention under the agenda item "Committee and Board Reports."~~

~~C. The presiding officer shall make an appropriate notation in the minutes. Should any member of the council determine that any such communication be officially answered by the council, the presiding officer shall place the matter on the agenda under "New Business" for the current meeting or any subsequent meeting. There will be at least one joint meeting per year between the city council and planning advisory, design review, library, cemetery and any other advisory bodies. This meeting will be~~

~~used to create a yearly work program and should be timed to happen before the budget process begins.
(Ord. 559, 1990)~~

ORDINANCE XXXX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LANGLEY, WASHINGTON, AMENDING MUNICIPAL CODE CHAPTER 2.34 AND REPEALING MUNICIPAL CODE CHAPTERS AND SECTIONS 2.40, 2.42.030, 2.42.040, 2.52.010, 2.52.014, 2.52.020, 2.52.035, 2.54, 2.56.020, 2.56.040, 2.57, 2.59, 2.64, 2.68, 2.70, 4.01.060, 18.20.090, 18.20.100 RELATING TO THE ESTABLISHMENT OF AND POLICIES FOR COMMISSIONS; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, it is the purpose of any City formed commission to provide for the input of participants in the business and functions of local government and to encourage volunteer service to the community; and

WHEREAS, in all cases commissions are subordinate to the City Council and are created by the Council to accomplish a useful purpose for the Council and City organization; and

WHEREAS, the duties which may have caused a commission to be formed may change over time due to changes in law, policy, or the needs of the City; that a committee may no longer have the purpose for which it was originally intended and/or may no longer be needed; and

WHEREAS, commissions required by state law: the Civil Service Commission, Historic Preservation Commission, and Planning Advisory Board, shall remain in the Langley Municipal Code;

WHEREAS, the City Council deems it prudent to remove the remaining City commissions from the Municipal Code and establish a process where commissions are created and disbanded via resolution, allowing for greater flexibility and less expense; and

WHEREAS, the purpose, responsibilities, composition, and meeting details of commissions shall be prescribed in the *City of Langley Commissions, Purpose, Membership, Responsibilities, Meetings* and the *Uniform Policies and Procedures for Commissions*, which may be amended by the City Council as needed to respond to changes in law or policy decisions of the Council.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF LANGLEY, WASHINGTON,
DO HEREBY ORDAIN AS FOLLOWS:**

Section 1. The following chapter from the Langley Municipal code is amended as described in Exhibit A:

Chapter 2.34 UNIFORM POLICIES FOR COMMISSIONS

Section 2. The following chapters and sections from the Langley Municipal Code are hereby repealed:

Chapter 2.40 Design Advisory Board

Sections 2.42.030, 2.42.040 Historic Preservation Commission

Sections 2.52.010, 2.52.014, 2.52.020, 2.52.030, 2.52.035 Cemetery Board

Chapter 2.54 Arts Commission

Sections 2.56.020, 2.56.040 Civil Service Commission

Chapter 2.57 Parks and Open Space Commission

Chapter 2.59 Public Works Advisory Commission

Chapter 2.64 Dismantling Systemic Racism Advisory Group

Chapter 2.68 Finance & Personnel Legislative Commission

Chapter 2.70 Climate Crisis Action Commission

Section 4.01.060 Disaster Response Committee

Sections 18.20.090, 18.20.100, 18.20.110 Planning Advisory Board, Parks and Open Space Commissions

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

Section 4. Codification. The City Council authorizes the Deputy City Clerk to correct any non-substantive errors herein, codify the Ordinance, and publish the adopted code.

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

ADOPTED BY THE CITY COUNCIL OF THE CITY OF LANGLEY, WASHINGTON, AT A REGULAR MEETING THEREOF, THIS _____ DAY OF _____ 2025.

Krista “Kennedy” Horstman, Mayor

AUTHENTICATED:

Kristen Abraham, Deputy Clerk

DRAFT

Chapter 2.34 UNIFORM POLICIES FOR CITIZEN COMMISSIONS

2.34.010 Purpose.

The council may choose to create commissions that advise the council and the mayor on items related to their purpose and on such specific items as requested by the council or mayor. These commissions shall be created or dissolved via resolution.

~~The purpose of this chapter is to establish uniform policies for city commissions and a process for review to ensure that the structure is efficient and accessible to citizens.~~

~~All commissions are created by the city council (council), as the legislative body, and are not independent or autonomous to the council.~~

~~A. All commissions of the city of Langley shall be created by an ordinance of the council and shall contain a statement of purpose, specific membership composition requirements, and exceptions to the residency requirements and meeting frequency.~~

~~B. The responsibilities of citizen commissions in the city of Langley shall be in two areas:~~

~~1. Advice. These commissions shall advise the council and the mayor on items related to their purpose and on such specific items as requested by the council or mayor.~~

~~2. Delegated Action. These Commissions may be authorized by city ordinance, and in some cases also pursuant to state statute, to conduct specific city business and/or may undertake specific actions as delegated to them by the council or the mayor in their respective roles. (Ord. 1093, 2022; Ord. 1013 § 1, 2015; Ord. 900, 2008)~~

2.34.020 Application.

~~This chapter shall apply to all citizen commissions created and/or regulated by the city. The council may, by ordinance, create specific provisions or exemptions for certain commissions. exempt specific standing for certain commissions. (Ord. 1093, 2022; Ord. 1013 § 1, 2015; Ord. 900, 2008)~~

2.34.030 Residency requirements.

~~The majority of all commission members must live within the city limits. If a commission member moves out of the area and impacts the majority balance, that member is no longer eligible to serve. Exceptions to these requirements must be included in the commission ordinance passed by the council. (Ord. 1093, 2022; Ord. 1013 § 1, 2015; Ord. 900, 2008)~~

2.34.040 Appointment.

~~The members of all commissions will be appointed approved by the mayor and approved by the council. The mayor will provide and publicize an open application process for vacant positions. Members shall be selected without respect to political affiliation and shall serve without compensation. (Ord. 1093, 2022; Ord. 1013 § 1, 2015; Ord. 900, 2008)~~

~~2.34.050 Term length.~~

~~The term length for all commission members shall be three years. The mayor will determine the terms of the initial appointments to ensure staggered terms so that no more than one third of the members' terms expire each year. If a position becomes vacant mid-term, an appointment will be made to fill the rest of the term. Members in good standing may be reappointed at the discretion of the mayor and with the approval of the council. (Ord. 1093, 2022; Ord. 1013 § 1, 2015; Ord. 900, 2008)~~

~~2.34.060 Selection of council contact liaison.~~

~~The council may approve a council member contact liaison for each commission. The council contact liaison will serve as a communication link between the commission and the council. (Ord. 1093, 2022; Ord. 1013 § 1, 2015; Ord. 900, 2008)~~

~~2.34.070 Selection of chair.~~

~~The mayor will appoint a chair for each commission from the members, after consultation with the members of the commission and the council. (Ord. 1093, 2022; Ord. 1013 § 1, 2015; Ord. 900, 2008)~~

~~2.34.080 Assignment of staff liaison.~~

~~The mayor will assign a staff person to each commission to provide technical expertise and staff support. (Ord. 1093, 2022; Ord. 1013 § 1, 2015; Ord. 900, 2008)~~

~~2.34.090 Conflict of interest.~~

~~If any member has a conflict of interest or an appearance of fairness issue with a matter before the commission, the member shall not participate in the deliberations and the decision making process with respect to the matter. (Ord. 1093, 2022; Ord. 1013 § 1, 2015; Ord. 900, 2008)~~

~~2.34.100 Member removal.~~

~~Removal of a member shall be recommended by the mayor with approval of the council. (Ord. 1093, 2022; Ord. 1013 § 1, 2015; Ord. 900, 2008)~~

~~2.34.110 Open meetings.~~

~~All meetings of commissions are subject to the Open Public Meetings Act (Chapter 42.30 RCW) where a majority (a quorum) meets and discusses city business. For all regular commission meetings, the agenda, including date, time and location, will be made available to the public by 4:30 p.m. Friday, the week before the meeting. (Ord. 1093, 2022; Ord. 1013 § 1, 2015; Ord. 900, 2008)~~

2.34.120 Rules and regulations.

The city shall establish general rules and regulations for the appointment of commissioners and the conduct of these commissions in the *Uniform Policies & Procedures for Commissions*. The

council may amend the *Uniform Policies & Procedures for Commissions* as needed to respond to changes in law or policy decisions of the council. ~~including the requirement that all meetings have minutes taken, a majority of the members shall constitute a quorum for the transaction of business, and a majority of those present shall be necessary to carry any motion. In addition, each commission may adopt such additional rules and regulations as are necessary for the conduct of its business, subject to the approval by the council. (Ord. 1093, 2022; Ord. 1013 § 1, 2015; Ord. 900, 2008)~~

~~2.34.130 Work plan.~~

~~Each commission shall develop a written work plan based on the council's annual plan, policy development assignments and priorities identified by the commission and approved by the council. The plan shall be submitted for approval on or before the council's last meeting in December each year. The work plan shall outline the key goals and timeline, the meeting schedule and member terms expiring for the coming year. (Ord. 1093, 2022; Ord. 1013 § 1, 2015; Ord. 900, 2008)~~

~~2.34.140 Semi-annual reports to the council.~~

~~Each commission shall report to the council as scheduled two times each year. The report shall summarize the activities and accomplishments for the previous six months and include any general recommendations and reports as appropriate. (Ord. 1093, 2022; Ord. 1013 § 1, 2015; Ord. 900, 2008)~~

2.34.150 Review and reauthorization.

Every ~~odd numbered~~ year during the first quarter of the year, unless prohibited by state statute, the council shall discuss and reauthorize commissions of the city via resolution, as it deems appropriate.

A. The council may revise the purpose of a commission, if it is deemed appropriate. A ~~reauthorization resolution shall state the current purpose and need for the commission and may include termination of or revision in the purpose and need changes from the original ordinance.~~

B. The council may determine that a commission is no longer needed and may choose to not reauthorize the commission. ~~An ordinance repealing the original authorizing ordinance shall be placed on the council agenda for formal action.~~

C. The council may determine that a commission requires more or less frequent meetings and may choose to change the commission meeting frequency.

~~C. For the purpose of implementing this chapter, the review schedule should be every two years beginning in 2009 and then on each successive odd-numbered year. (Ord. 1093, 2022; Ord. 1013 § 1, 2015; Ord. 900, 2008)~~

CHAPTER REPEALED:

Chapter 2.40

~~DESIGN ADVISORY BOARD~~

Chapter 2.42

HISTORIC PRESERVATION COMMISSION

Sections Repealed:

~~2.42.030 — Members.~~

~~2.42.040 — Meetings.~~

Chapter 2.52

CITY CEMETERY

Sections Repealed:

~~2.52.010 — Cemetery board — Created.~~

~~2.52.014 — Cemetery board — Purpose.~~

~~2.52.020 — Cemetery board — Members.~~

~~2.52.030 — Cemetery board — Meetings.~~

~~2.52.035 — Cemetery board — Roles and responsibilities.~~

Chapter 2.56

CIVIL SERVICE COMMISSION

Sections Repealed:

~~2.56.020 — Composition.~~

~~2.56.040 — Meetings.~~

CHAPTER REPEALED:

Chapter 2.57

~~PARKS AND OPEN SPACE COMMISSION~~

CHAPTER REPEALED:

Chapter 2.59

~~PUBLIC WORKS ADVISORY COMMISSION~~

CHAPTER REPEALED:

~~Chapter 2.64~~

~~DISMANTLING SYSTEMIC RACISM ADVISORY GROUP~~

CHAPTER REPEALED:

~~Chapter 2.70~~

~~CLIMATE CRISIS ACTION COMMISSION~~

CHAPTER REPEALED:

~~Chapter 2.54~~

~~ARTS COMMISSION~~

CHAPTER REPEALED:

~~4.01.060 DISASTER RESPONSE COMMITTEE.~~

Chapter 18.20 PLANNING AGENCY

Sections Repealed:

~~18.20.090 Planning advisory board – Members.~~

~~18.20.100 Planning advisory board – Meetings.~~

~~18.20.110 Parks and open space commission – Planning agency duties and responsibilities.~~

Chapter 2.34 UNIFORM POLICIES FOR CITIZEN COMMISSIONS

2.34.010 Purpose.

The council may choose to create commissions that advise the council and the mayor on items related to their purpose and on such specific items as requested by the council or mayor. These commissions shall be created or dissolved via resolution.

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~~A. All commissions of the city of Langley shall be created by an ordinance of the council and shall contain a statement of purpose, specific membership composition requirements, and exceptions to the residency requirements and meeting frequency.~~

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2.34.030 Residency requirements.

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~~2.34.130 Work plan.~~

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~~2.34.140 Semi-annual reports to the council.~~

~~Each commission shall report to the council as scheduled two times each year. The report shall summarize the activities and accomplishments for the previous six months and include any general recommendations and reports as appropriate. (Ord. 1093, 2022; Ord. 1013 § 1, 2015; Ord. 900, 2008)~~

2.34.150 Review and reauthorization.

Every ~~odd numbered~~ year during the first quarter of the year, unless prohibited by state statute, the council shall discuss and reauthorize commissions of the city ~~via resolution~~, as it deems appropriate.

A. The council may revise the purpose of a commission, if it is deemed appropriate. A ~~reauthorization resolution shall state the current purpose and need for the commission and may include termination of or revision in the purpose and need changes from the original ordinance.~~

B. The council may determine that a commission is no longer needed and may choose to not reauthorize the commission. ~~An ordinance repealing the original authorizing ordinance shall be placed on the council agenda for formal action.~~

C. The council may determine that a commission requires more or less frequent meetings and may choose to change the commission meeting frequency.

~~C. For the purpose of implementing this chapter, the review schedule should be every two years beginning in 2009 and then on each successive odd-numbered year. (Ord. 1093, 2022; Ord. 1013 § 1, 2015; Ord. 900, 2008)~~

CHAPTER REPEALED:

Chapter 2.40

~~DESIGN ADVISORY BOARD~~

Chapter 2.42

HISTORIC PRESERVATION COMMISSION

Sections Repealed:

~~2.42.030 — Members.~~

~~2.42.040 — Meetings.~~

Chapter 2.52

CITY CEMETERY

Sections Repealed:

~~2.52.010 — Cemetery board — Created.~~

~~2.52.014 — Cemetery board — Purpose.~~

~~2.52.020 — Cemetery board — Members.~~

~~2.52.030 — Cemetery board — Meetings.~~

~~2.52.035 — Cemetery board — Roles and responsibilities.~~

Chapter 2.56

CIVIL SERVICE COMMISSION

Sections Repealed:

~~2.56.020 — Composition.~~

~~2.56.040 — Meetings.~~

CHAPTER REPEALED:

Chapter 2.57

~~PARKS AND OPEN SPACE COMMISSION~~

CHAPTER REPEALED:

Chapter 2.59

~~PUBLIC WORKS ADVISORY COMMISSION~~

CHAPTER REPEALED:

~~Chapter 2.64~~

~~DISMANTLING SYSTEMIC RACISM ADVISORY GROUP~~

CHAPTER REPEALED:

~~Chapter 2.70~~

~~CLIMATE CRISIS ACTION COMMISSION~~

CHAPTER REPEALED:

~~Chapter 2.54~~

~~ARTS COMMISSION~~

CHAPTER REPEALED:

~~4.01.060 DISASTER RESPONSE COMMITTEE.~~

Chapter 18.20 PLANNING AGENCY

Sections Repealed:

~~18.20.090 Planning advisory board – Members.~~

~~18.20.100 Planning advisory board – Meetings.~~

~~18.20.110 Parks and open space commission – Planning agency duties and responsibilities.~~



**CITY OF LANGLEY RESOLUTION NO.
A RESOLUTION OF THE CITY OF LANGLEY,
WASHINGTON, RE-ESTABLISHING COMMISSIONS**

WHEREAS, the City Council values the contributions of its commissions yet finds it cost-prohibitive to establish, modify, and dissolve commissions via ordinance; and

WHEREAS, it is the desire of the City Council to re-establish its commissions through a flexible process that allows for modifications via resolution; and

WHEREAS, commissions required by state law: the Civil Service Commission, Historic Preservation Commission, and Planning Advisory Board, shall remain in the Langley Municipal Code, with the exception of membership composition and meeting times for these commissions, which may be changed via resolution;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Langley, that the City does hereby establish the following commissions along with the commission purpose, membership, roles, responsibilities, procedures, policies and meeting times, in the *Uniform Policies and Procedures for Commissions* (Exhibit A). The Council may create specific provisions or exemptions for certain commissions by resolution.

- Cemetery Board
- Climate Crisis Action Commission
- Design Review Board
- Dismantling Systemic Racism
- Finance & Personnel Legislative Commission
- Parks and Open Space Commission
- Public Works Advisory Commission



ADOPTED by the City Council of Langley, State of Washington on this ____ day of
_____ 2025.

Krista “Kennedy” Horstman, Mayor

AUTHENTICATED:

DATE:

Kristen Abraham, Deputy Clerk



CITY OF LANGLEY
COUNCIL- MAYOR HANDBOOK

Welcome to Public Service at the City of Langley! Your effort is what keeps our City working and is greatly appreciated. This handbook has been assembled to help you find your way in your role as part of the legislative body.

Fourth Edition February 2025

City Councilmember/Mayor Handbook

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1. TASKS AND INFORMATION FOR NEW CITY COUNCILMEMBERS

- Submit photo to clerk@langleywa.org to be published on the City website, https://www.langleywa.org/government/city_council.php
- Fill out the Oath of Office (see attached)
- Complete Tax documentation and any direct deposit information and submit to the Finance Director
- Complete the following training modules (required every **three** years):
 - [Open Public Meeting Act \[OPMA\]](#)
 - [Public Records Act \[PRA\]](#)
 - Email your completion certificates to: clerk@langleywa.org
- Familiarize yourself with the [Langley Municipal Code](#), particularly [Chapter 2.06, Rules of Procedure for City Council](#), and [Chapter 1.25, Code of Ethics](#).
- The [Revised Code of Washington \(RCW\)](#) is the compilation of all permanent laws now in force in the state of Washington and contains many requirements for the operation of city government and administration. While you are not expected to know all of these laws, you should always refer to them when making decisions. The City of Langley is a Noncharter code city and is a Mayor-Council form of government.
- You will be assigned an email address based on your council position (e.g. council1@langleywa.org) and will be added to council@langleywa.org. You will be given the password from the Administrative Assistant.
- Please review the Council Commission Electronic Message Policy. All incoming and outgoing emails regarding City business are considered public records and must be retained per the Washington State [Local Government Common Records Retention Schedule](#). Be prepared to transfer all communications regarding City business to the City Clerk at the end of your term. This is a requirement of the [Public Records Act](#).
- You will be given a key to City Hall from the Administrative Assistant and assigned a Council mailbox.
- There is a list of resources at the end of this document. Some particularly useful resources are:
 - [Association of Washington Cities](#)
 - [MRSC](#)
 - [MRSC's Mayor and Councilmember Handbook \(Sept 2023\)](#)
 - [MRSC's Knowing the Territory](#)

2. TASKS AND INFORMATION FOR DEPARTING CITY COUNCILMEMBERS

- Coordinate the transfer of all City-related electronic communications (email, etc.) to Clerk's office.
- Return key
- Staff will remove Councilmember from email list and remove from bank authorization, if applicable.

3. OPEN PUBLIC MEETINGS ACT ([RCW 42.30](#))

Communication shared among three or more Councilmembers, either concurrently or serially, must be restricted to providing information. Responses to such communication should be limited to ensure that Council business is conducted only at its scheduled meetings. Discussion of City

business by a majority of the Council must be conducted in an open meeting. Use of any electronic communication (email, text, social media, etc.) to form a collective decision of the Council is inappropriate and violates the Open Public Meetings Act, RCW 42.56 (see also Appendix B and C).

While this may seem draconian, please note that **any member of a governing body who attends a meeting knowing that it violates the OPMA is subject to a potential personal liability of \$500 for the first violation and \$1,000 for a subsequent one. See [RCW 42.30.120](#).**

4. PUBLIC RECORDS ACT ([RCW 42.56](#))

The definition of “public record” is quite broad. A public record includes “any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics” (RCW 42.56.010(3)). Papers, photos, maps, videos, and electronic records are all covered by the state law. As a general rule, all city records are available for review by the public, unless they are specifically exempted or prohibited from disclosure by state law.

This means that any communication relating to the conduct of government or the performance of any governmental or proprietary function of the City is considered a public record.

For more information, please read [MRSC’s Public Records Act Basics](#) and the City of Langley’s [Public Records Response Policy](#).

5. COUNCILMEMBER RESPONSIBILITIES

- As a Councilmember, you are expected to attend all City Council meetings as well as any special meetings and workshops. While it is preferred that you attend in person, you may attend via Zoom, if necessary.
- Agenda Packets are sent by email and posted to the website at <https://www.langleywa.org/government/agendas.php> no later than end of day the Friday prior to the meeting. You are expected to have reviewed the materials prior to the meeting.
- You may be asked to be a Council Liaison to one of the City’s commissions. Liaisons are assigned on an annual basis.
- One member of the Council will be elected as Mayor Pro Tempore to conduct meetings in the Mayor’s absence.
- The budget is the primary tool and road map for accomplishing the goals of the City. The budget document is the result of one of the most important processes the City undertakes. By adopting the budget, the City Council makes policy decisions, sets priorities, allocates resources, and provides the framework for government operations.
- Other large projects you may be involved in include the Comprehensive Plan and the Six-Year Capital Improvement Program.

6. COUNCIL REPRESENTATION

A. Guidelines.

When meeting with, speaking to, or appearing before a community group or another governmental agency or representative, Councilmembers shall:

- 1) State the official City position, when a position has been taken, on an issue when representing the City or attending meetings in an official capacity as a Councilmember.

Councilmembers will consult with the City Administration, if needed, to ensure they are informed on the City's position on any topics that are anticipated to be addressed.

- 2) Clearly state whether their comments reflect the official stance of the City Council or their individual position.
- 3) Consult with City Administration regarding any topics that relate to City liability or current litigation so that they have a clear understanding of what may be said prior to discussing.

B. Regional Boards.

Councilmembers participating in policy discussions at regional meetings will represent the consensus of the Council, when known, except where regional appointments require regional opinions. Personal positions, when given, will be identified and not represented as the position of the City. If a Councilmember desires to convey the position of the Council on a regional issue, they may solicit feedback under Committee/Regional Reports or Good of the Order at a Regular Council meeting. Information on the issue shall be provided to the Council in advance, when feasible, in order for Councilmembers to make an informed decision.

C. Media Alert.

Councilmembers shall send an email to the Council and City Administration as soon as possible after they have spoken with the media on a City issue.

7. CORRESPONDENCE

Incoming Correspondence.

The following process shall be used for incoming correspondence:

- 1) E-mail: Messages to council@langleywa.org or the City Council distribution list are automatically sent to each Councilmember and City Clerk including the Mayor.
- 2) Physical mail: All physical correspondence, unless marked "personal" on the outside envelope, will be opened, date stamped and scanned and e-mailed to the City Council distribution list, or, if addressed to a specific Councilmember only, that Councilmember(s). The original is filed with the City Clerk's Office.

Any correspondence dealing with City business that is mailed or emailed to a Councilmember at a personal address shall be provided to the City Clerk's Office for normal processing, distribution and filing as noted above.

Response Process.

For correspondence addressed to the full Council, each member may respond. For correspondence that includes the Mayor, the Mayor may respond if deemed appropriate.

For correspondence sent to a specific Councilmember, a response will be sent by that Councilmember.

Response Content.

In providing a response, Councilmembers shall:

- 1) Clearly state whether their statements reflect the official stance of the City Council or their individual position;
- 2) State the official City Council position on an issue if responding on behalf of the City Council;

Any topics that relate to City liability or current litigation should be forwarded to the Mayor.

8. COUNCIL/STAFF INTERACTIONS

Guidelines.

The following shall guide interactions between Councilmembers and City staff:

- 1) There will be mutual courtesy and respect from both City staff and Councilmembers toward each other and of their respective roles and responsibilities.
- 2) City staff will acknowledge the Council as policy makers. Councilmembers will acknowledge City staff as subject matter experts who provide consultation to the Council and administer policies set by the Council.
- 3) Councilmembers shall not interfere with the operating rules or practices of any department other than by legislative action. Any personnel concerns shall be communicated to the Mayor or their designee.
- 4) All Councilmember requests for information or staff action shall include or be directed through the Mayor or their designee.
- 5) Councilmembers seeking advice or an opinion from the City Attorney shall first discuss the request with the Mayor or designee to ensure there is sharing of pertinent information and efforts are not duplicated.
- 6) No individual Councilmember shall direct City staff.
- 7) Councilmembers shall not attempt to coerce or influence staff to engage in any act that is in conflict with, or creates an appearance of conflict with, the performance of official duties as cited in the City's Code of Ethics.

No Surprise Rule.

Councilmembers should use their best efforts to:

- Contact the Mayor or City Clerk to advise of emerging issues.
- Provide staff advance notice of any questions or concerns they may have on agenda items prior to a public meeting, if possible, to allow for staff preparation. Staff responses to such requests will be provided to the full Council.
- Provide staff and City Council advance notice if planning to propose substantial amendments or revisions to any agenda item.

9. MEETINGS - SCHEDULE

Council meetings are held on the first and third Monday of every month at 5:30 P.M. at City Hall and via Zoom. Whenever a regularly scheduled Council meeting falls on a legal holiday, it will be held the following Tuesday.

10. RULES OF PROCEDURE

Council Rules of Procedure may be found in [Chapter 2.06 of the Langley Municipal Code](#). The Order of Business for Meetings is maintained in this document to provide for greater flexibility if the need arises to amend it.

11. MEETINGS – ORDER OF BUSINESS

- A. The business of all regular meetings of the Council will be determined by the Mayor and staff in consultation with City Council and shall be transacted in the following order. This order may be changed to ensure Council meeting efficiency or for reasons that are in the best interests of the City.
- B. The format of the City Council agenda is as follows:
 - 1. Call to order/Opening Words
 - 2. Roll call
 - 3. Consent agenda
 - a) The consent agenda contains all consent agenda items approved by the presiding officer or forwarded by unanimous committee action or proposed by Councilmembers and routine items such as, but not limited to:
 - 1) Approval of minutes;
 - 2) Payment of tills.
 - b) The following rules shall apply to the consent agenda:
 - 1) Any member of the City Council may, by request, have an item removed from the consent agenda. The item will be forwarded under new business for further discussion.
 - 2) The remaining items shall be approved by one motion.
 - 3) The consent agenda may contain items which are of a routine and noncontroversial nature which may include, but are not limited to, the following: communications, memos and reports for information of Council, resolutions, agreements, petitions, minutes of commissions and boards, applications, approval of bills which may be accepted by consent of the Council by a single vote without reading, unless a member of the Council or any person attending a Council meeting should request such reading. If such a request is made, it shall be granted.
 - 4) Minutes of the preceding meeting and bills tendered for payments shall not be read in detail at each meeting prior to approval unless a member of the Council or any person attending a Council meeting should request such a reading. In such instances the request shall be granted. Any item on the consent agenda may be removed and considered separately as an agenda item at the request of any Councilmember or any person attending a Council meeting.
 - 5) The clerk in consultation with the Mayor shall place matters on the consent agenda which have been:
 - a. Previously discussed by the Council; or
 - b. Based on the information delivered to members of the Council by administration that can be reviewed by a Councilmember without further explanation; or
 - c. Are so routine or technical in nature that passage is likely; or
 - d. As directed by the members of the City Council.

- e. The proper Council motion on the consent agenda is as follows: “I move adoption of the consent agenda.” The motion shall be nondebatable and will have the effect of moving all items on the consent agenda. Since adoption of any item on the consent agenda implies unanimous consent, any member of the Council shall have the right to remove any item from the consent agenda. Therefore, prior to the vote on the motion to adopt the consent agenda, the presiding officer shall inquire if any Councilmember wishes an item to be withdrawn from the consent agenda. If any matter is withdrawn, the presiding officer shall place the item at an appropriate place on the agenda for further consideration or on the agenda of a future meeting.
- 4. Approval of the Agenda. Approval of the agenda is a nondebatable item. Amendments are allowed.
- 5. Comments from the Public on Nonpublic Hearing Topics.
 - a) Subjects Not on the Current Agenda:

Any member of the public may request time to address the Council after first stating their name, city of residence, and the subject of their comments. The presiding officer may then allow the comments subject to such time limitations as the presiding officer deems necessary. Following such comments, the presiding officer, with the consent of Council, may place the matter on the current agenda or a future agenda, or refer the matter to administration or a Council committee for investigation and report.
 - b) Subjects on the Current Agenda:

Any member of the public who wishes to address the Council on an item on the current agenda shall make such request to the presiding officer at the time when comments from the public are requested. The presiding officer may change the order of the speakers so that testimony is heard in the most logical groupings, i.e., proponents, opponents, adjacent owner, vested interest, etc.
 - c) Comments from the Public attending from a remote location:

Members of the Public wishing to address the Council from a remote location (e.g., phone or Zoom), must register by 10:00 am the day of the meeting at which they wish to speak via the website using the [Public Comment Registration Form](#). Exceptions may be made by consent of the Mayor and Council.
 - d) Any ruling of the presiding officer relative to public comments may be overruled by a vote of the majority of Councilmembers present.
- 6. Staff report – Second meeting of the month staff will present a report.
- 7. Mayor’s report.
- 8. Ordinances and Resolutions.
 - a) All accompanying documents shall be available at a previous Council meeting before the ordinances and resolutions can be passed; legal review may be conducted, if necessary;
 - b) Resolutions of the City Council shall be signed by the Mayor and clerk;

- c) A joint resolution of the City Council and the Mayor may be proposed when:
 - i. The subject matter of the resolution is of broad city concern, and the subject contains Council policy and administrative procedure; or
 - ii. The nature of the resolution is of a ceremonial or honorary nature;
 - d) Joint resolutions will be subject to the voting rules of Section 2.06.090(K) and will be signed by the Mayor and the clerk. The Council may provide for all Councilmembers signing the joint resolution enacted;
9. Public Hearings/Meetings. See Also LMC Section 2.06.230.
10. Unfinished Business. This section of the agenda shall include committee progress reports and items of a general nature, including resolutions and ordinance previously discussed at a Council meeting. The following procedures shall apply during this section of the agenda:
- a) The sponsor or a designated spokesman of each item will give a presentation;
 - b) The Council may then question the sponsor or designated spokesman of the presented item;
 - c) A motion at this time will be in order:
 - i. If a resolution or ordinance, the city clerk shall read the item by title only, unless the Council, by motion duly passed, wishes to have the resolution read in its entirety;
 - ii. The Council, by motion, will act on the resolution or ordinance;
 - iii. All other items will be acted upon by Council motion.
11. New Business. This section of the agenda shall include all items of a general nature, including resolutions and ordinances previously discussed at a committee meeting and put forward to the regular meeting for first reading and items that have been removed from the consent agenda. The procedures that apply during this section shall be the same as under unfinished business.
12. Council reports or announcements (committee reports).
13. Executive session (if necessary). See LMC Section 2.06.100.
14. Adjournment. No meeting shall be permitted to continue beyond 10:30 p.m. without approval of three-fourths of the Councilmembers who are present and eligible to vote. A new time limit must be established before taking a council vote to extend the meeting. In the event that a meeting has not been closed or continued by council vote prior to 10:30 p.m., the items not acted on shall be deferred to the next regular council meeting as unfinished business, unless the council, by a majority vote of members present, determines otherwise. If a meeting runs over one and one-half hours, the council may call a 10-minute recess. Refer to RCW 42.30.090. (Ord. 1083, 2021; Ord. 559 (Exh. A), 1990)

12. RESOURCES

Parliamentary Procedure

- Citizen's Guide to Effective Conduct of Public Meetings Using Parliamentary Procedure and Roberts Rules of Order in Washington State https://sumnerwa.gov/wp-content/uploads/2017/11/Citizens-Guide_Parliamentary.pdf
- Basics of Parliamentary Procedure <http://octsa.ua.edu/uploads/1/6/6/9/16699238/basics-of-parliamentary-procedures.pdf>
- Parliamentary Procedure at a Glance (Alice Sturgis) https://cseweb.ucsd.edu/~ddahlstr/misc/roberts/parlia_sturgis.pdf
- Sturgis's Standard Code of Parliamentary Procedure https://www.wku.edu/ogden/documents/curriculum_committee/strurgissstandardcodeofparliamentarprocedure08312015.pdf
- Getting your Board to Buy in to Robert's Rules of Order <https://jurassicparliament.com/wp-content/uploads/2019/01/Getting-your-board-to-buy-in.pdf>
- Point of Order and Appeal are the Heart of Democracy <https://jurassicparliament.com/wp-content/uploads/2019/05/Point-of-Order-Appeal-heart.pdf>
- How do you 'Call the Question' in Robert's Rules? <https://jurassicparliament.com/wp-content/uploads/2019/05/Call-the-question.pdf>
- Inappropriate Remarks on Local Government Councils https://jurassicparliament.com/wp-content/uploads/2017/12/Inappropriate-Remarks_Local-Govt-Councils.pdf

Mayor/Council Information

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

<https://mrsc.org/stay-informed/mrsc-insight/october-2023/oath-of-office>

Meetings

- Essential Guidelines for City Councils <https://jurassicparliament.com/wp-content/uploads/2021/01/City-Council-Guidelines-Updated.pdf>
- What are the 11 Duties of the Chair? https://jurassicparliament.com/wp-content/uploads/2021/07/Duties-of-Chair_2021.pdf

- CHEAT-SHEET-Language-Tips for Meeting Management
<https://jurassicparliament.com/wp-content/uploads/2018/02/CHEAT-SHEET-Language-Tips.pdf>
- What does it look like if the chair is being a bully?
<https://jurassicparliament.com/wp-content/uploads/2021/12/What-does-it-look-like-chair-being-bully.pdf>
- Follow Four Fundamental Guidelines for Successful Meetings
<https://jurassicparliament.com/wp-content/uploads/2019/01/Four-fundamental-guidelines.pdf>
- Are your Meetings Seven Hours Long?
<https://jurassicparliament.com/wp-content/uploads/2021/02/Are-your-meetings-long.pdf>
- Tips for Government Bodies Meeting Remotely
<https://jurassicparliament.com/wp-content/uploads/2020/06/Tips-for-government-bodies.pdf>
- Essential Tips for Effective Online Meetings
<https://jurassicparliament.com/effective-online-meetings>
- When Public Pressure is Intense
<https://jurassicparliament.com/wp-content/uploads/2021/01/When-public-pressure-is-intense.pdf>
- When First Amendment Rights and Public Meetings Clash
<https://mrsc.org/stay-informed/mrsc-insight/july-2020/when-1st-amendment-rights-public-meetings-clash>
- Mastering Council Meetings-Sample Chapter – See attached.
<https://jurassicparliament.com/what-we-offer/book/>
- [Indigenous People and Land Recognition](#) – See attached.
- [City Council Meeting Agenda Template](#) – See attached.
- [City Council Agenda Item Memo Template](#) – See attached.

Policy Making

- Roles and Responsibilities of Local Government Leaders
<https://mrsc.org/explore-topics/governance/officials/roles-and-responsibilities>
- Dangers of Consensus Decision Making
<https://jurassicparliament.com/wp-content/uploads/2019/05/Dangers-of-consensus.pdf>

Committees

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

- Advisory Boards and Commissions
<https://mrsc.org/explore-topics/governance/engagement/boards-and-commissions>
- List of City/Town Statutorily Required Boards Under Certain Conditions
<https://mrsc.org/getmedia/76A35D59-DAD3-483A-B335-ABA1A1EC2979/boards-1.aspx>
- List of City/Town Optional Boards and Commissions
<https://mrsc.org/getmedia/95A1271A-66A1-48A1-8F2A-07949A4BD193/boards-2.aspx>
- When is a Committee Not a Committee under the OPMA?
<https://mrsc.org/stay-informed/mrsc-insight/april-2014/when-is-a-committee-not-a-committee-under-the-opma>
- Successful Tips for Recruiting Board and Commission Members
<https://mrsc.org/stay-informed/mrsc-insight/july-2013/successful-tips-for-recruiting-board-and-commissio>
- Youth Participation in Local Government
<https://mrsc.org/explore-topics/governance/engagement/youth-participation>
- Essential Guidelines for Planning Commissions
<https://jurassicparliament.com/wp-content/uploads/2019/03/JP-Planning-Commission-Guidelines.pdf>
- City of Langley Volunteer Application
<https://cms4files1.revize.com/langleywashington/Form%20-%20Volunteer.pdf>

Ethics

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

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

Equity

Equity Resource Guide

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

Rules and Regulations

- Open Public Meeting Act [OPMA] Training
<https://wacities.org/data-resources/open-public-meetings-act-elearning>
- Public Records Act [PRA] Training
<https://wacities.org/data-resources/public-records-act-elearning>

13. PAGE OF REVISIONS

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

Thank you.

February 2025 – Major addition

14. ATTACHMENTS

Indigenous People and Land Recognition

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



THE CITY OF
LANGLEY

COUNCIL MEMO

To: Langley City Councilmembers

From:

Date:

Topic:

Introduction/Summary:

Number of pages (including this one):

Council Action Request:

Timeline for Action:

Financial Implications:

Staff Time Implications:

List all Attachments:



City of Langley

Councilmember Oath of Office

STATE OF WASHINGTON)

) ss.

COUNTY OF ISLAND)

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

[Name of Councilmember]

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

[Name of Certified Clerk or Notary]



City of Langley

Mayoral Oath of Office

STATE OF WASHINGTON)

) ss.

COUNTY OF ISLAND)

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

[Name of Mayor]

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

[Name of Certified Clerk or Notary]



CITY OF LANGLEY

Council and Commission Electronic Message Policy

I. Purpose

The City of Langley, hereinafter referred to as “City,” is subject to Chapters 40.14 RCW and 42.56 RCW, which describe the preservation and destruction of public records as well as the public’s rights and abilities to access those records. Email, text messaging and instant messaging communications are considered public records and as such the City must enact associated policies and procedures in order to comply with these laws. The purpose of this policy is to establish:

- A. Acceptable methods for transmitting and receiving electronic messages and email; and
- B. Retention for Emails sent or received by City Council and Commission members.

II. Definitions

Electronic Message(s)

For purposes of this policy, Electronic Message(s) includes ANY means of typed messages transmitted or received electronically, except email. This includes SMS, text messaging, SMS, instant messaging, social networking applications, mobile phone applications, desktop applications, or any other software used for transmitting or receiving electronic communications.

Electronic-Mail (Email)

A means or system for transmitting messages electronically between users of networked computing devices through electronic mail server systems such as Microsoft Exchange.

Retention

The secure, yet easily accessible, storage of a public record such that it cannot be destroyed or lost through accidental means.

Substantive City Business

Information that refers to or impacts the actions, processes and functions of the City.

III. Use of Electronic Messaging and Mail for City Business

Because email, text messaging, and instant messaging communications are considered public records, it is strongly recommended that elected officials and commission members use a separate email address that is only used for City/commission communications.

Electronic (text) messages should only be used for communications of transitory records as defined in the Washington State Local Government Common Records Retention Schedule (CORE Schedule). For example, a text message stating: “I’m running late” is a transitory record.



CITY OF LANGLEY

These transitory messages should be deleted as soon as possible. In most cases, a transitory text may be deleted once it is sent or read by the receiver. It is the responsibility of each individual to ensure adherence to City policies regarding such messages.

IV. Email Retention

The following types of email are considered transitory in nature and can be deleted after they are no longer needed:

- General announcements – running late messages, venue arrangements, etc.
- Scheduling of events, meetings (checking availability, etc.) Does not include calendars or official meeting notices.
- Unsolicited information – newsletters, advertisements, etc.

All other electronic messages are considered public records and must be retained.

V. Transferring Public Records when leaving

If you are leaving a position on the Council or a commission, it is your responsibility to transfer all records (electronic or otherwise) to the City Clerk's office. Please make arrangements with the Clerk's office before your departure.



CITY OF LANGLEY
UNIFORM POLICIES AND
PROCEDURES FOR COMMISSIONS

Uniform Policies for Commissions
Commissions: Purpose, Membership,
Responsibilities and Meetings
Uniform Procedures for Commissions

March 19, 2025



City of Langley

PURPOSE

This document records the establishment, composition, meeting schedules, policies and procedures applicable to administration and conduct of the City of Langley Commissions.

This document does not supersede the [Langley Municipal Code](#); if there is a conflict or question, the Langley Municipal Code is authoritative.

Document Changes and Notes

Version	Date	Edited By	Notes
V01	06-06-24	KennedyH	Initial Release
V02	07-17-24	KristenA	<i>Added Commission – Council Correspondence & Council Discussion Items section</i>
V03	01-29-25	KristenA	<i>Added Uniform Policies for Commissions as well as updates to Conducting Meetings, clarifications in other sections, additional attachments</i>
V04	02-05-25	KennedyH	<i>Separated Policy from Procedure. Reordered and regrouped material accordingly. Reworked the OPMA section.</i>
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UNIFORM POLICIES FOR COMMISSIONS

The following policies for City commissions have been created to ensure that the work of each commission is efficient and accessible to citizens.

APPLICATION

These policies shall apply to all commissions created and/or regulated by the City. The Council may create specific provisions or exemptions for certain commissions.

COMMISSION CREATION AND ROLES

Commissions shall be created via ordinance or resolution and shall contain a statement of purpose, responsibilities, membership composition requirements and exceptions, and meeting frequency.

Unless otherwise noted, all commissions are created by the City Council, as the legislative body, and are not independent or autonomous to the council.

The responsibilities of commissions in the City of Langley shall be in two areas:

1. Advice. Commissions shall advise the Council, Mayor, or staff on items related to their purpose and on such specific items as requested by the Council, Mayor, or staff.
2. Delegated Action. Certain commissions may be authorized by City ordinance, and in some cases also pursuant to state statute, to conduct specific City business and/or may undertake specific actions as delegated to them by the Council or the Mayor in their respective roles. (Ord. 1093, 2022; Ord. 1013 § 1, 2015; Ord. 900, 2008)

PUBLIC RECORDS ACT (PRA), LANGLEY CODE OF ETHICS & OPEN PUBLIC MEETINGS ACT (OPMA)

See [Brief Summary of the Open Public Meetings Act \(OPMA\) and the Public Records Act \(PRA\)](#) for definitions.

All commissions and commissioners are subject to the Langley Code of Ethics and the Public Records Act (PRA). As such, commission members are responsible for producing public records as required by the [PRA Response Policy](#).

The Open Public Meetings Act (OPMA) applies to all formal commission meetings. A formal commission meeting includes any of the following:

- Participation of a quorum of the city council
- Public hearings
- Public comment
- Commission votes related to city business

Formal meetings subject to OPMA must follow its procedures for notice, agendas, minutes, quorum and hybrid meeting.



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Commissions may hold informal meetings to collaborate and prepare materials in advance of formal meetings. Informal meetings may not hold public hearings, take public comment, or take formal action related to city business. Councilmembers may attend an informal meeting as long as there is not a quorum of the Council at the meeting. Informal meetings are not subject to OPMA procedures for notice, agendas, minutes, quorum or hybrid (in person and Zoom) format.

While this may seem draconian, please note that any member of a governing body **who attends a meeting knowing that it violates the OPMA is subject to a potential personal liability of \$500 for the first violation and \$1,000 for a subsequent one.** See [RCW 42.30.120](#).

TRAINING REQUIREMENTS

Starting in March 2025, all commission members must complete the following trainings before they can become an official voting member. This training must be completed every three years (if a member is reappointed):

- [Open Public Meetings Act](#)
- [Public Records Act](#)

In addition, commission members must read and agree to abide by the following:

- *Uniform Policies and Procedures for Commissions* (this document)
- [Electronic Records Policy for Councils and Commissions](#)
- [Knowing the Territory](#), Basic Legal Guidelines for Washington City, Counties and Special Use Districts
- [Ethics Code](#)

COMMISSION COMPOSITION

Unless commission composition and length of terms are mandated by state law, each commission should have an odd number of members, with a minimum of three and a maximum of seven voting members. It is recommended that commissions have an alternate member to serve if a voting member is not available.

COMMISSIONER QUALIFICATIONS & EXPECTATIONS

Residency Requirements

The majority of all commission members must live or work within the City limits. If a commission member moves out of the area and affects the majority balance, that member may no longer be eligible to serve. Exceptions to these requirements must be approved by the Council and are called out in the section specific to each commission in [Commissions: Purpose, Membership, Responsibilities and Meetings](#).

Appointment

The members of all commissions will be appointed by the Mayor and approved by the Council. Vacant positions will be posted on the City's Commission webpage. Members shall be selected without respect to political affiliation and shall serve without compensation.



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Term Length

Unless otherwise regulated by state law, or approved by the Council, the term length for all commission members is three years. Members in good standing may be reappointed at the discretion of the Mayor and with the approval of the Council. An incumbency on a commission does not guarantee reappointment as new volunteers will also be considered.

Conflict of Interest

If any member has a conflict of interest or an appearance of fairness issue with a matter before the commission, the member shall not participate in the deliberations and the decision-making process with respect to the matter.

Commission Chairs

The Chair of each commission may be decided by the commission's members subject to mayoral approval.

Member Removal

Removal of a member shall be recommended by the Mayor with approval of the Council.

MEETINGS

Formal meeting frequency for each commission is determined by the Council and Mayor. Meeting schedules are listed under each commission in the [Commissions: Purpose, Membership, Responsibilities and Meetings](#) section of this document. Commissions should request approval from the Council if they wish to hold additional formal meetings.

If a commission is not able to meet at its regularly scheduled time, they may reschedule in coordination with staff.

Formal meeting agendas must be posted at least 24 hours prior to formal meetings. Formal meetings must be open to the public and minutes must also be taken of the meeting and posted to the City's website.

Joint Commission Meetings

As part of the City Council's new process for commissions, the City is now reserving time each month for joint commission meetings as needed for topic areas that intersect across multiple commissions. The standing reserved time is the fourth Thursday of each month at 4 pm. Staff will coordinate these meetings with the interested commissions.

COUNCIL & STAFF ROLES & RESPONSIBILITIES

Council Liaison

The Council may approve a council member contact liaison for each commission. The council contact liaison will serve as a communication link between the commission and the council.

Staff Liaison

The Mayor may assign a staff person to a commission to provide technical expertise and/or staff support, if it is deemed necessary.



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COMMISSIONS: PURPOSE, MEMBERSHIP, RESPONSIBILITIES, MEETINGS

All City commissions shall comply with the *Uniform Policies and Procedures for Commissions*. Certain commissions have special requirements as prescribed by Washington State law and the Langley Municipal Code.

Langley-Woodmen Cemetery Board (LWCB)

1. Purpose

The LWCB is advisory to City staff and shall make recommendations regarding the operation, maintenance, improvement, and funding of the Langley-Woodmen Cemetery. (First established by Ord. 902, 2008)

2. Membership

Two members of the board must reside within the City of Langley. This exception to a majority residency requirement is allowed due to the broad interest and patronage of the cemetery.

3. Responsibilities

The LWCB shall advise and make recommendations to staff regarding the care and upkeep of the City cemetery, improvements to the cemetery, the acquisition of additional land or capital improvements and their design and placement, landscaping, and the updating of City codes regarding the cemetery. The LWCB shall recommend an annual budget for the cemetery fund, monitor quarterly financial reports on the adopted fund budget, and act as liaison between the Friends of the Langley Woodmen Cemetery organization and the City.

4. Meetings

The LWCB shall meet on a quarterly basis on the fourth Tuesday of the month at 4:00 pm.

Civil Service Commission (CSC)

As a state mandated commission required of every city, town or municipality with more than two fully paid police officers, the CSC is established by Ordinance 558, [Langley Municipal Code Chapter 2.56](#). Changes to meeting schedule may be made by resolution or motion by the City Council.

1. Purpose

Pursuant to the authority conferred by [RCW 41.12](#), there is created a Civil Service Commission to substantially accomplish the exercise of the powers and the performance of the duties established by state law relative to the selection, appointment, and employment of full-time permanent employees in the police department of the City, including the chief of police. (First established by Ord. 558, 1990).

2. Membership

The CSC shall be composed of at least three members who shall be appointed by the Mayor, and who shall serve without compensation. Such commissioners shall have the qualifications prescribed by [RCW 41.12.030](#).



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3. Responsibilities

Such commission, upon appointment, qualification, and organization shall hold meetings, adopt rules and regulations, perform duties, and exercise powers in compliance with [RCW 41.12](#).

4. Meetings

The CSC shall meet regularly at 4:00 p.m. at Langley City Hall on the second Thursday of each month unless there is no pending business requiring Commission action. Special meetings may be held as necessary.

All meetings of the CSC, with the exception of executive sessions, are subject to the Open Public Meetings Act.

Climate Crisis Action Commission (CCAC)

1. Purpose

The purpose of the CCAC is to support and act in an advisory capacity to the City Council on policy matters related to adapting to and mitigating the effects of climate change. (First established by Ord. 1110, 2023).

2. Membership

A majority of commission members shall reside within the City limits unless otherwise provided herein.

3. Responsibilities

- a. The CCAC shall be responsible for advising and making nonbinding recommendations to the City Council and the Mayor on issues related to climate change, including without limitation, the following:
 - i. Climate-smart municipal operations, including energy, water, wastewater, stormwater and transportation.
 - ii. Ordinances relating to climate adaptation, mitigation or resilience.
 - iii. Climate-related planning policy decisions involving land use and housing.
 - iv. Updates to relevant sections of the Langley comprehensive plan.
 - v. Legislative priorities, letters of support and endorsements for projects and actions related to climate issues.
 - vi. Other climate-related matters that may be referred to the CCAC by the City Council.

4. Meetings

The CCAC shall meet regularly on a quarterly basis on the third Thursday of the month at 4:00 pm.

Design Review Board (DRB)

1. Purpose



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The DRB shall advise the City on the physical design of the City through the City's planning and permitting processes to promote high quality design and a vibrant urban environment that preserves Langley's community identity and assets while promoting positive change. (First established by Ord. 403, 1983).

2. Membership

- a. Residency. Two voting members must reside within the City of Langley. This exception to a majority residency requirement is allowed due to the specialized expertise required on this board.
- b. Qualifications. The voting membership of the board shall consist of a minimum of: one architect or building designer, one landscape architect or landscaper, one builder or developer, and one Langley business owner or commercial property owner. The other two members must be educated in, or have practical experience or an interest in, planning or related design concepts.

3. Responsibilities

The DRB is specifically granted the following responsibilities:

- a. To review and provide recommendations to the planning official, hearing examiner or other decision makers on development actions subject to design review in accordance with LMC Chapter 18.34.
- b. To provide recommendations to the City regarding design related planning issues including design standards and guidelines, the comprehensive plan, capital projects and other plans that have a design component.
- c. To conduct workshops with interested stakeholders and City officials regarding design related projects or plans.
- d. To review and provide recommendations on all capital projects prior to the final design approval by the City Council. At the request of the City the DRB shall hold workshops on capital projects at the concept design phase.
- e. In the case where a quorum of the Design Review Board is not available to address any of the above in a timely manner, the City Council shall conduct the review.

4. Meetings

The DRB shall meet monthly on the third Tuesday at 5:00 pm or as often as necessary in order to carry out the design review function and to minimize the delay in processing development applications. If there is no business to conduct, a meeting cancellation notice shall be posted in the same manner as all meeting notices. Special meetings may be held as the board deems necessary.

Dismantling Systemic Racism Commission (DSR)

1. Purpose



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The DSR is created to support and act in an advisory capacity and make recommendations to the City Council and Mayor on policy matters related to achieving the community's vision to dismantle systemic racism and advance equity. (First established by Ord. 1086, 2021)

2. Membership

- a. The DSR shall consist of at least 50 percent of people who identify as black, indigenous, or persons of color.
- b. Two voting members must reside within the City limits of Langley or work within the City limits of Langley. The balance of the membership may reside outside the City limits but in the South Whidbey School District geographic area. This exception to a majority residency requirement is permitted due to the lack of ethnic diversity of Langley residents.

3. Responsibilities

The DSR shall advise and make recommendations to the City Council and Mayor on the following:

- a. Achieving the City of Langley's community vision to dismantle systemic racism and advance equity in its community engagement, policies, procedures, services and programs.
- b. Recommending effective strategies for public engagement, removing barriers and increasing inclusion and access to City services for all members of the public.
- c. Recommending effective strategies for attracting, hiring, promoting and retaining a diverse workforce.
- d. Working with community groups to provide an anti-racism lens as necessary and to mutually support anti-racism work.
- e. Providing a forum for concerns, complaints and activities regarding diversity, inclusion, equity and anti-racism in the City.
- f. Working with governmental entities to provide an anti-racism lens as necessary and to mutually support anti-racism work. (Ord. 1086 § 1 (Exh. A), 2021)

4. Meetings

The DSR shall meet quarterly on the second Wednesday of the month at 4:30 pm.

Finance & Personnel Legislative Commission (FPLC)

1. Purpose

The FPLC is created to support and act in an advisory capacity and to deliberate and make recommendations on legislative matters relating to financial management of the City and its agents, the personnel system, the annual budget, taxes and fees, financial audits, appropriations, debts, claims, data processing, human rights and administration of City funds. (First established by Ord. 1100, 2022)

2. Membership



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- a. Two of FPLC commission members shall be sitting City Council members and the remainder shall be members of the public. Membership in the commission shall broadly represent the diverse interest of Langley residents and businesses.
- b. A majority of members shall reside within the City limits.
- c. The Mayor shall assign a staff member to the FPLC to provide technical expertise and staff support.

3. Responsibilities

- a. The FPLC shall advise and make recommendations to the City Council and Mayor following review of the finance and personnel issues.
- b. FPLC recommendations to the City Council shall not supplant administrative advice on policy issues but rather serve to supplement administrative advice. The FPLC and its members shall not interfere with administrative staff functions involving the day to day operation of the City.

4. Meetings

The FPLC shall meet regularly on the second Monday of each month at 10:00 am.

Historic Preservation Commission (HPC)

As a state mandated commission, the HPC is established by ordinance 905, [Langley Municipal Code Chapter 2.42](#). Changes to membership or meeting schedule may be made by resolution or motion by the City Council.

1. Purpose

The HPC is the review and approval body for the City in meeting the City's historic preservation requirements. The commission shall review and take action on nominations to the Langley Register of Historic Places and on development applications that affect properties or districts on the register or identified historic resources or adjacent properties, serve as the local review board for special valuation, and take on other duties pursuant to [LMC Chapter 15.10](#), Historic Preservation. The commission shall also review and make recommendations on applications for the demolition of structures listed or eligible for listing on the National Register of Historic Places or the Washington Heritage Register in accordance with the provisions of Section 18.16.110. (First established by Ord. 905, 2008)

2. Membership

- a. **Number of members.** The HPC shall have at least 5 voting members.
- b. **Residency.** All members must reside within the City of Langley and/or Island County, Washington. Exceptions to the residency requirement may be granted by the Mayor and approved by the City Council in order to obtain representatives from the disciplines required in subsection (B) of this section. This exception to a majority residency requirement is allowed due to the specialized expertise required on this commission.



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- c. **Qualifications.** All members of the HPC must have a demonstrated interest and competence in historic preservation and possess qualities of impartiality and broad judgment. At least two members of the commission must have experience in identifying, evaluating, and protecting historic resources and are selected from among the disciplines of architecture, architectural history, planning, building construction, conservation, landscape architecture, or related disciplines. The Mayor shall notify organizations or individuals related to these disciplines when there are commission vacancies.

3. Meetings

The HPC shall meet regularly on a quarterly basis on the second Tuesday of the month at 2:00 pm.

All meetings of the Historic Preservation Commission are subject to the Open Public Meetings Act.

Parks and Open Space Commission (POSC)

1. Purpose

The POSC shall advise and make recommendations regarding the City park and open space needs within the City. The commission shall work to enhance the health and well-being of residents, businesses and visitors through the City's responsible, innovative and cost effective conservation and stewardship of land and water resources including active use parks, passive enjoyment areas, and natural places. (First established by Ord. 904, 2008)

2. Membership

- a. **Residency.** The majority of members of the POSC must reside within the City of Langley. One member may live within the unincorporated urban growth area (UGA), as defined by the most current adopted comprehensive plan map.
- b. **Qualifications.** At least two members of the commission must have specialized skills related to parks development, including areas such as recreation planning, land or parks development, or landscape architecture. The remaining members on the commission do not require specialized skills related to parks and open space but must demonstrate an interest in the City of Langley's parks and open space efforts.

3. Responsibilities

The POSC shall be advisory to the City Council; and shall have the following goals:

- A. To develop a comprehensive park and open space plan;
- B. To articulate tools and strategies for the conservation and stewardship of land and/or facilities;
- C. To advise the development, design and use of park, playfield, open space and trail facilities;
- D. To propose interlocal agreements and lease agreements to the City Council regarding park, open space and trail activities;
- E. To propose and implement regulations governing the hours and fees for park and open space use;



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- F. To identify park and open space funding priorities as part of the annual budget and citywide capital improvement planning process; and
- G. To recommend long-range parks and open space planning, including amendments to the parks and open space element of the comprehensive plan; and
- H. To perform other matters referred to the parks and open space commission by the City Council or the Mayor.

4. Meetings

The POSC shall meet regularly on a quarterly basis on the second Wednesday of the month at 10:00 am.

Planning Advisory Board (PAB)

As a state mandated commission, the PAB is established by ordinance 527, [Langley Municipal Code Chapter 18.20.060](#). Changes to membership or meeting schedule may be made by resolution or motion by the City Council.

1. Purpose

The PAB shall function as the research and fact-finding agency for the City Council on matters of land use, planning, conservation, and development. The PAB may make recommendations to the City Council on the City Comprehensive Plan, other land use plans, and implementing regulations.

2. Membership

The majority of members must reside within the City of Langley. A maximum of one member may reside within the joint planning area (JPA), as defined by the most current adopted comprehensive plan map; or may own a business in the City; or may be a professional (working or retired) with specialized knowledge on land use, architecture, planning and similar who lives within the 98260 zip code; or is employed in the City in a profession with specialized knowledge.

3. Meetings

The PAB shall meet on the first Wednesday of each month at 4:00 pm, or as often as feasible, in order to carry out the Planning Advisory Board function and to minimize the delay in processing land use applications and planning documents. Special meetings may be held as often as the board deems necessary.

All meetings of the PAB are subject to the Open Public Meetings Act.

Public Works Advisory Commission (PWAC)

1. Purpose

The PWAC is created to support and act in an advisory capacity and make recommendations to the City Council and Mayor on policy matters related to support of City utility operations and infrastructure, in consultation with public works staff. The PWAC advises on planning, budgeting and prioritizing projects through both public meetings and PWAC review. (First established by Ord. 1067, 2020)



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2. Membership

Membership in the commission shall broadly represent the diverse interest of Langley residents, businesses, and residents of areas outside Langley that receive utility services from the Langley public works department. Accordingly, the PWAC shall seek representation from those that pay Langley water bills. A majority of members shall reside within the City limits unless otherwise provided for herein.

The Mayor shall assign a staff member to the PWAC to provide technical expertise and staff support.

3. Responsibilities

- a. The PWAC shall be responsible to advise and make recommendations to the City Council and Mayor following review of certain public works issues. The PWAC shall:
 - i. Provide support related to review and update of public works policies and procedures as those policies and procedures relate to procurement, budget and resource planning;
 - ii. Assist staff with planning, budgeting, and prioritizing projects, through both public meetings and review, included in the City's capital improvement and transportation improvement plans (CIP/TIP);
 - iii. Provide a quarterly analysis of CIP/TIP in relationship to budget and after-action evaluation of projects;
 - iv. Participate in the review and update of the utility plans and the utilities element of the comprehensive plan and provide opportunities for related public comment;
 - v. Assist staff by providing a citizen sounding board in structuring the annual utility rate fee schedule proposed updates; and
 - vi. Provide support for other items critical to supporting utility operations and City infrastructure as may be requested by the public works department, Mayor or the City Council.
- b. PWAC recommendations to the City Council shall not supplant administrative advice on policy issues but rather serve to supplement administrative advice. The PWAC and its members shall not interfere with administrative staff functions involving the day to day operation of City utilities.

4. Meetings

The PWAC shall meet regularly on the first Thursday of each month at 3:00 pm.



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UNIFORM PROCEDURES FOR COMMISSIONS

COMMISSION MEMBER APPOINTMENT & DEPARTURE

Candidates interested in joining a commission should consider:

- Attending commission meetings in advance of applying to become a member and reviewing any specific information regarding commission responsibilities (e.g. frequency and length of meetings, subcommittee expectations, etc.). We highly recommend this document be given to prospective commission members.
- Meeting the chair or other commission members to get a deeper sense of what to expect.

Because commission work is subject to compliance with the Public Records Act, commission members are encouraged to create and use a dedicated email address for all commission business to facilitate responding to public records requests.

New member application & appointment process

1. Candidate submits the [City of Langley Volunteer Application](#) to the City administrative assistant (frontdesk@langleywa.org).
2. Mayor reviews application and consults with the commission chair regarding the application.
3. Mayor meets with the candidate and determines whether to recommend appointment to the council. (If it is convenient, the Mayor will invite the commission chair to participate in the candidate meeting).
4. If the Mayor and the candidate choose to proceed, the Mayor will request formal City Council approval of the candidate in the next regular City Council meeting.
5. City Council approves/denies recommended appointment.

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Once a new commission member has been appointed:

1. The new member completes the required trainings and submits certificates of completion to clerk@langleywa.org. (See [Training Requirements](#).)

Membership is not valid and new members may not vote until training requirements have been confirmed completed.

2. The new member submits preferred email address to the City Clerk or delegate (frontdesk@langleywa.org).
3. The clerk/delegate updates the commission email alias (commission@langleywa.org), the commission spreadsheet, the commission page on the website, and notifies the commission via the email alias regarding the addition of the new member.

Recommended commission orientation

The Commission Chair meets with the new member to share/review/emphasize:

1. Member roles and responsibilities



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2. Commission meeting schedule
3. The need to avoid inadvertent public meeting conflicts and recommended best practices:
 - a. Avoid email threads because they can inadvertently result in serial meetings.
 - b. Use bcc to avoid the use of “reply all” and inadvertent open meetings conflicts.
4. City website resources:
 - a. City [homepage](#), particularly noting the calendar with meeting information
 - b. [Commissions page](#)
 - i. [Open Public Meetings Act](#)
 - ii. [Public Records Act](#)
 - c. Specific [commission](#) page
 - d. Posted [Agendas and Minutes](#)
 - e. [Langley Municipal Code](#)
[Ch. 1.25 City of Langley Code of Ethics](#)

Additional resources are included as [attachments](#) at the end of this document.

RESPONDING TO PUBLIC RECORDS REQUESTS

It is the responsibility of each commission member to retain all records that pertain to the commission’s business. Please see the [Council and Commission Electronic Records Policy](#) for exceptions.

If a public records request is made for documents/communications, each affected member shall be informed of the request and given a deadline for the delivery of the responsive records.

Requirements for departing members

When a member leaves a commission, the following actions should be taken:

1. Notify the chair of the commission and the City Clerk’s Office.
2. Arrange for the transfer of all commission-related records to the City Clerk (including email messages).

The City Clerk will update the commission spreadsheet, remove the member from the commission email alias and updates the commission webpage.

Reappointment

Commission members should notify the chair of the commission and City Clerk or delegate if they wish to seek reappointment at the end of their term. An incumbency on a commission does not guarantee reappointment as new volunteers will also be considered. Generally, the City Clerk or delegate will notify the members of their expiring appointment to determine if they want to continue.

CONDUCTING MEETINGS & RELATED COORDINATION

Commission meeting requirements include, but are not limited to, the following:



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- Commissions meet on a regular schedule recorded on the City website. (The meeting requirement can be as infrequent as semi-annually.) If a commission wishes to hold a special meeting in addition to its regularly scheduled meetings, it must request approval from the Council. If an issue is emergent and cannot wait for Council approval, a meeting may be authorized by the Mayor or delegate. Exceptions for certain commissions are indicated in that commission's description.
- Most commission meetings are conducted in a hybrid meeting format (i.e. via zoom conferencing and in person). Per Washington state law, commission meetings may be conducted only in person but may not be conducted solely via zoom.
- A quorum in a formal meeting is required for a commission to make decisions or take action. (A quorum is a majority of commission members).
- Meeting cancellation or rescheduling must be coordinated with the City Clerk or delegate and must comply with public notice requirements.

Agendas

- Commissions must submit a Meeting Agenda to the Clerk or delegate no later than the close of business on Thursday the week prior to the meeting so that there is sufficient time to post the agenda. If the agenda is not provided in a timely manner, the commission meeting may be cancelled.
- Any changes to the agenda after it has been posted on the website must be made during the meeting before the agenda is formally approved.
- Agendas should follow a uniform format ([sample agenda and template](#)) and should contain a brief title of the subject being presented/discussed as well as the first and last name and any titles of the person who will be presenting or leading the discussion for a particular topic. Agendas should be submitted in PDF format and include all materials intended for presentation at the meeting.

Minutes

- Commissions should submit draft Meeting Minutes to its members within one week of each meeting. Approved Minutes should be submitted to the City Clerk or delegate within two business days following the meeting at which they are approved to be posted on the City website.
- Minutes should follow a standard format and should follow guidelines such as recommended by [Jurassic Parliament](#).
 - Commission meetings that are recorded may use ["Action Minutes" format](#).
 - Commission meetings that are not recorded must use the ["Summary Minutes" format](#).
 - **Minutes must be submitted as a PDF** and include any material presented at a meeting that was not included in the agenda packet. (Material presented at the meeting should be labeled as an "Exhibit" with the exhibit numbers referenced in the body of the minutes.)



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NOTE:

Assembly of the minutes and related material into a single PDF is the responsibility of the commission – not City staff.

COMMUNICATION & COORDINATION WITH CITY COUNCIL

Workplan

- The commission creates on a regular basis (at least annually) a work plan outlining the items the commission plans to accomplish.
- The commission presents a workplan status report to City Council annually outlining what the commission has accomplished since the last update and anticipates accomplishing before the next status update.

Commission – Council Correspondence & Council Discussion Items

Commission correspondence with Council should use the [Commission Correspondence Form](#) and be sent to Council@langleywa.org. All such correspondence will be included in the consent agenda of the meeting following the receipt of the correspondence. (Items received after the agenda deadline will be included in the subsequent meeting's consent agenda.) Approval of these consent agenda items will constitute formal Council acknowledgement and receipt of the commission correspondence and a decision not to take further action. If a Councilmember desires to act on commission correspondence, they may remove it from the consent agenda and request that it be considered as part of the special meeting/workshop agenda (3rd monthly meeting). The Council will consider the request along with the other proposed topics.

COMMISSION ROLES & RESPONSIBILITIES

Role	Responsibility
City Council Role	
Council Liaison	<p>The Council Liaison is a designated City Councilmember responsible for serving as a communications link between the commission and the City Council. They attend commission meetings and convey relevant information from the commission to council and vice versa.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none">- Ensuring the commission is aware of any relevant council discussions or agenda topics, including special meetings or workshops.- Reporting noteworthy commission activities to the City Council. <p>The council liaison attends commission meetings to observe and act as a conduit for information – NOT to actively participate in or influence commission deliberations.</p>



City of Langley

City Council Members	City Council Member Responsibilities include: <ul style="list-style-type: none">- Reading, reviewing, deliberating and deciding whether and how to act on commission recommendations.- Referring appropriate items for commission input.- Requesting/suggesting workplan or ad hoc work items of commissions in support of the overall council workplan.	
City Staff Roles		
Staff – City Clerk or delegate	The City Clerk or delegate is assigned by the Mayor and is responsible for coordinating commission meetings and overall logistics. Responsibilities include: <ul style="list-style-type: none">- Posting agendas and minutes- Administering commission email distribution lists- Tracking commission member training status- Noticing commission meeting cancellation or scheduling- Updating City commission web pages	
Staff Liaison (Professional Support)	The Mayor may assign a staff member to a commission whose purpose requires particular professional subject matter expertise. In general, these staff members attend the regular meetings of commissions they are assigned to. The staff support person attends commission meetings to act as a conduit for information, not to direct commission deliberations. Note: Not all commissions will be assigned a professional support staff member.	
Staff - Meeting Logistics Support	The Mayor will assign a staff person to each commission to provide meeting logistical support for in-person and hybrid meetings. Responsibilities include: <ul style="list-style-type: none">- Setting up and “breaking down” hybrid commission meetings (Zoom and in person)- Staff are not required to attend the commission meetings	
Commission Member Roles (These roles are suggested - specifics may vary by commission)		
Role	Responsibilities	Frequency
Chair	New Member Onboarding	Varies by commission



City of Langley

	<ul style="list-style-type: none"> - City of Langley onboarding - Commission orientation - Supporting exit of departing members or reappointment 	(~1 - 2x annually)
Chair (or delegate)	Meeting Facilitation	Varies by commission
Chair (or delegate)	Work Plan Creation	Annually
Chair (or delegate)	Formal Communications with City Council <ul style="list-style-type: none"> - Workplan - Status communications - Ad hoc memo recommendations 	Annually and ad hoc
Secretary	<ul style="list-style-type: none"> - Agenda creation & public posting - Minutes creation & public posting 	Varies by commission
Chair/Secretary	Email monitoring and response	weekly
Alternate	An alternate is a member of the commission who takes the place of a commission member (in the event that a commission member is not able to attend the meeting). Alternates ensure quorum for voting purposes. Alternates must complete all required trainings.	
All members	Participate in required commission trainings	Every three years
All members	Prepare for, attend, and participate in regular commission meetings	Varies by commission
All members	Prepare for, attend, and participate in regular subcommittee meetings and execute work plan assignments (varies)	Varies by commission
All members	Potential new member engagement	Varies by commission



City of Langley

All members (rotating)	Attend City Council meetings and prepare relevant point summary memo for commission members	2x monthly
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Note: Commission meetings may be considered public meetings and are conducted using the basics of *Robert's Rule of Order*. ([Jurassic Parliament](#) is a great resource for learning the basics of these rules).

COMMISSION EMAIL ALIASES & APPROPRIATE USE

City administered commission group email aliases (e.g., commission[@langleywa.org](mailto:commission@langleywa.org)) exist to facilitate efficient internal information sharing and coordination of commission activities. Commission aliases are not intended to be used by the public to communicate with commissions.

The alias membership should include only commission members, City Council liaisons, assigned support staff, and staff responsible for administering the alias.

Commission members must be informed which individuals comprise the aliases, what their roles are when the alias is created, and whenever changes are made (e.g. when alias members are added or removed).

There shall be no presumption of privacy; all correspondence via the alias is a public record. However, the following policy is established as a matter of courtesy, effective process, and transparency:

- Draft work products of the commission and emails of a sensitive nature sent to the alias should not be distributed to individuals outside the commission without express permission of the commission.
- City staff and City Council liaison assigned to the commission group, may, at their discretion, inform other City staff members, council members, or the Mayor as appropriate and necessary, of any relevant work the commission is undertaking; this should be the sole responsibility of the assigned staff, the council liaison, or commission members. Additionally, informing other staff members, council members, or the mayor of relevant commission work does not include distributing draft work products or emails of a sensitive nature.
- Aside from the assigned staff, other City staff responsible for administering the alias may not discuss, forward, or reply to correspondence of the email alias to individuals who are not commission members, without the express permission of the commission, unless they are fulfilling a formal public records responsibility.

Please see the [Council and Commission Electronic Message Policy](#) for more information about electronic messages.



City of Langley

ATTACHMENTS

- A. COMMISSION AGENDA TEMPLATE
- B. GUIDELINES FOR MEETING MINUTES FOR LOCAL GOVERNMENTS (Jurassic Parliament)
- C. COMMISSION MINUTES TEMPLATE FROM AGENDA
- D. SAMPLE ACTION MINUTES
- E. SAMPLE SUMMARY MINUTES
- F. COMMISSION CORRESPONDENCE FORM
- G. BRIEF SUMMARY OF OPEN PUBLIC MEETINGS ACT AND PUBLIC RECORDS ACT
- H. ELECTRONIC MESSAGE POLICY FOR COUNCIL AND COMMISSIONS
- I. COMMISSION TABLE



CITY OF LANGLEY

DRAFT COMMISSION AGENDA

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

City Hall

112 Second Street, Langley, WA 98260

And via Zoom:

[INSERT MEETING LINK]

Webinar ID: [INSERT WEBINAR/MEETING ID]

Passcode: [INSERT PASSCODE]

Note: this is only a suggested agenda. Specific commission agendas may vary.

1. **CALL TO ORDER –**
 - a. Opening Words
 - b. Roll Call
2. **APPROVAL OF MINUTES**
3. **APPROVAL OF AGENDA**
4. **DISCUSSION**
 - a. Item a
 - b. Item b, etc.
5. **ADJOURN**

Guidelines for Meeting Minutes in Local Government



Meeting minutes recording the actions taken by your council or board are a fundamental part of the meeting process. These are our guidelines for local government meeting minutes. They refer to ordinary business and work or study meetings of councils, boards and committees. Public hearings are governed by different rules.

► WHAT KIND OF MINUTES?

1. Minutes should record what is done, not what is said. We recommend action minutes for local government.
2. Summary minutes include a summary of the key points of discussion, without attribution to individual speakers.
3. We recommend that boards and councils do not keep detailed minutes of discussion (“he said, she said”). These are generally a waste of time, effort and resources.
4. Study sessions and committee meeting minutes may include more administrative detail.

► WHAT TO INCLUDE IN MINUTES

5. Minutes should include each main motion and its disposition (passed, failed, referred to committee, postponed, etc.). Minor procedural motions such as approving the agenda or calling the question do not need to be included.
6. Include all points of order, appeals, and their result. This becomes precedent for the future.
7. If the body wants to give reasons for its actions, use a resolution with “whereas” clauses.

➡ over



► **DON'T INCLUDE IN MINUTES**

8. If a motion does not receive a second, Jurassic Parliament recommends that it not be included in the minutes. However, the Robert's Rules Association says that it should be included.
9. According to Robert, do not record the name of the seconder in the minutes. However, if a higher authority requires this, include it.
10. Keep track of amendments, but do not include each individual amendment in the minutes. Instead, include the final text of the motion. "After discussion and amendment, the following motion was approved..."
11. Withdrawn motions are not normally included in the minutes.
12. Putting something "on the record" is a privilege of the body. Personal opinions do not belong in the minutes. However, the body may vote to include anything it chooses in its record.
13. In our view minutes should not record detailed public comment. It is sufficient to say that "public comment was given."
14. Members should not be allowed to provide new material after the meeting to be included in the minutes.
15. Minutes cannot be altered to include something that didn't actually happen.

► **VOTING IN MEETING MINUTES**

16. Voice votes, if allowed in your state, may be recorded in the minutes as "the motion passed" or "the motion failed." Roll call votes and counted votes must be recorded in full detail.
17. When voting details are included, it should be immediately clear how each member voted. Do not write, for example, "the motion passed with members X and Y voting against."

► **REPORTS IN MEETING MINUTES**

18. Written reports can be received for filing separately. They do not need to be part of the minutes.
19. It is burdensome and inefficient for staff to be expected to write down summaries of oral reports. If a body wishes to include reports of committees or other bodies in its minutes, the committee should be requested to provide the summary.
20. Minutes should include the specifics of any election held and the full text of any policy adopted. Lengthy ordinances may be recorded separately.

► **PROCESSING AND APPROVING THE MINUTES**

21. It is no longer considered necessary to include the words "respectfully submitted" above the clerk/secretary's signature.
22. Draft minutes will be included in the agenda packet that is sent to the board and posted for the public. They should be clearly marked "draft." Wait until minutes are approved to post them to the website.
23. A person does not have to have been present at a meeting in participate in approving the minutes of that meeting.
24. The only proper way to object to the approval of the clerk/secretary's draft of the meeting minutes is to propose a correction.
25. Minutes are not approved at a special meeting. Rather, they are held over until the next regular meeting.
26. Minutes of executive session, if any are kept, are approved and maintained separately from minutes of regular session.
27. Once minutes are approved, the clerk/secretary must prepare a copy without the word "draft", include the date of approval, and sign or initial the approved minutes for the record.

► **RECORDINGS OF THE MEETING**

28. Unless state law says otherwise, the written minutes as approved by the body are the official record of the meeting. Audio and video recordings are not the official record.
29. It can be helpful to include time stamps from the recording in the minutes, so people wishing to observe what was said during discussion of a specific item do not have to review the recording from the beginning.

► **CHANGING THE MINUTES**

30. Approved minutes can be changed at any time using the motion “to amend something previously adopted.” The changes are noted on the minutes being changed, with signature. According to Robert’s Rules, details of the changes are not included in the minutes of the meeting at which the changes are made.

If questions arise about meeting minutes, consult your attorney. State law and regulations and your specific bylaws or rules of procedure have higher standing than Robert’s Rules of order, other parliamentary authorities, or these guidelines.

More information:

- *Robert’s Rules of Order Newly Revised, 11th edition, pp. 468-480*
- www.jurassicparliament.com/category/meeting-minutes/
- www.robertsrules.com

Do you have feedback on these guidelines for us? We are always eager to improve our publications. Visit our website at www.jurassicparliament.com/category/meeting-minutes/ for much more information on minutes, and contact us at info@jurassicparliament.com or 206-542-8422 with your suggestions. We look forward to hearing from you!

Guidelines for Meeting Minutes in Local Government

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P.O. Box 77553, Seattle, WA 98177
TEL 206.542.8422 | EMAIL info@jurassicparliament.com
www.jurassicparliament.com



CITY OF LANGLEY

COMMISSION NAME Meeting Minutes

DAY, MONTH, DAY, YEAR @ XX:XX am/pm

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

**And via Zoom
[INSERT RECORDING LINK IF APPLICABLE]**

Note: this is only a suggested format. Specific commission minutes formats may vary.

Members Present:

Members Absent:

Staff Present:

Guests:

1. **CALL TO ORDER** at XX:XX by COMMISSION CHAIR
2. **Minutes Approval** – XX/XX/XXXX minutes approved unanimously/X votes
3. **Agenda Approval** - Agenda was approved unanimously with the following additions/changes:
4. **DISCUSSION**
 - a. Item a
 - b. Item b
5. **ADJOURN** Meeting adjourned at XX:XX

If a motion is made, state the motion, if there was any discussion, and the outcome of the vote:

Motion made and seconded to ...

Discussion:

Motion passed/failed and vote count (ex: 5-0)



City of Langley
DESIGN REVIEW BOARD
MINUTES
October 15, 2024
LANGLEY CITY HALL
HYBRID

112 Second Street
P.O. Box 366
Langley, WA 98260
(360) 221-4246

CALL TO ORDER:

The meeting was called to order at 5:03 pm by Commissioner Dalton

ROLL CALL:

Present: Commissioners Bob Dalton (chair); Dan Gulden; ~~Janet Ploof~~; ~~Sandra Jean Wainwright~~; ~~Cathy Reeks~~; Lisa Morgenroth (Alternate)

Staff Present: Meredith Penny, Director of Community Planning; Alex Cattand

APPROVAL OF AGENDA:

1. The agenda was approved.

APPROVAL OF MINUTES:

2. The meeting minutes of the June 18, 2024 were approved after a motion by Commissioner Morgenroth and seconded by Commissioner Gulden. All in favor.

WORKSHOP:

3. DRB-24-003 (626 2nd St) Signage
DRB motion by Commissioner Gulden moves to approve the project. Commissioner Morgenroth seconds. All in favor.

ANNOUNCEMENTS:

None.

ADJOURNMENT:

4. The meeting was adjourned at 5:07 pm
5. Next regular meeting: Tuesday, November 19, 2024



CITY OF LANGLEY - Dismantling Systemic Racism Commission

Meeting Minutes

June 14, 2023 @ 5:30 P.M.

City Hall

112 Second Street
Langley, WA 98260

Recording may be found at (if applicable):
[Insert recording link]

Members Present: Barbara Schaetti, Chris Byrne, Irene Vernon, Kennedy Horstman, Crystal Ogle, Meredith Penny

Members Absent: Jackson Murphy, Craig Cyr (Irene Vernon for part of the meeting)

Staff Present: Meredith Penny, Director of Community Planning and Development;

Call to order: 4:49 PM

Minutes Approval - May 24, 2023 minutes approved unanimously

Agenda Approval - Agenda was approved unanimously with the following addition:

Discussion: DSR Division of Labor Proposal (Roles & Responsibilities)

Action Items

New/Open

Reach out to Kenesha Lewin regarding commission membership and recruitment (CO)

Add DSR Roles and Responsibilities to the Sept meeting agenda (KNH)

Tag up regarding possible social event this summer (KNH/BFS)

Given conflicts, float new meeting day/time for the commission meetings (KNH)

Add four points from the Angela Davis sharing to the workplan (KNH)

Add City website URL for the incident form once the URL is confirmed

Follow up with Cheryl Lawrence regarding joining the DSR (KNH/IV)

Complete

Reach out to Kayla Stelling regarding self learning program collaboration and commission membership recruitment (KNH)

Meredith to follow up to determine if contact information could be redacted from the DSR incident report form (or if contact information would be considered a public record)

Update the DSR Incident Report form per the recommendations of the commission. (BFS)

SAMPLE SUMMARY MINUTES

~~Notify the frontdesk that per the summer hiatus, the frontdesk should cancel the July and August DSR commission meeting.~~

~~Confirm summer hiatus and request that other commission members attend City Council meetings during that vacation time. (KNH)~~

Discussion

The commission finalized the Q3/4 work plan and unanimously approved the DSR Status Report to be delivered to the City Council on July 3.

The commission finalized and unanimously approved the DSR incident report form. There is more work to follow to finalize the distribution plan.

The commission discussed the question, “How is what we are doing contributing to dismantling systemic racism” and agreed to revisit this question regularly.

The commission reviewed a proposal regarding roles, responsibilities and division of labor on the DSR. This topic will be further discussed in the next meeting.

Adjournment - The meeting was adjourned at 6:02 pm.

The next commission meeting will be held on September 12, 2023



CITY OF LANGLEY

Commission Correspondence Form to City Council

To: Langley City Council Members

From: _____ *(Name of Commission)*

Date: _____

Topic: _____

Number of pages *(Including this one):* ____

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

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

Council Response Request *(How does your commission want Council to respond?)*

Timeline for Action: _____

Financial Implications: *(If any)* _____

List all Attachments:

Brief Summary of the Open Public Meetings Act (OPMA) and the Public Records Act (PRA)

OPMA

The general rule for open public meetings, with only a few minor exceptions, is that all meetings of the governing bodies of public agencies are to be open and accessible to the public. Not only must ordinances and rules be adopted at public meetings in order to be valid, but deliberations must be conducted openly, and all members of the public must be allowed to attend (RCW 42.30, Open Public Meetings Act)

Committee meetings are excluded when the committee does not exercise actual or implied decision-making power, unless the meeting is comprised of a majority of the members of a governing body. The Attorney General's office and the Washington Supreme Court have taken the position that a committee does not fall into this category when its powers are only advisory.

Social gatherings are excluded, as long as the attendees do not take any official action or discuss the business of the governing body.

For more information, please read [MRSC's Open Public Meetings Act Basics](#).

PRA

The definition of "public record" is quite broad. A public record includes "any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics" (RCW 42.56.010(3)). Papers, photos, maps, videos, and electronic records are all covered by the state law. As a general rule, all city records are available for review by the public, unless they are specifically exempted or prohibited from disclosure by state law.

This means that any communication relating to the conduct of government or the performance of any governmental or proprietary function of the City is considered a public record.

What is not considered a public record – communications that are purely personal in nature and do not pertain to any City business.

For more information, please read [MRSC's Public Records Act Basics](#).



CITY OF LANGLEY

Council and Commission Electronic Message Policy

I. Purpose

The City of Langley, hereinafter referred to as “City,” is subject to Chapters 40.14 RCW and 42.56 RCW, which describe the preservation and destruction of public records as well as the public’s rights and abilities to access those records. Email, text messaging and instant messaging communications are considered public records and as such the City must enact associated policies and procedures in order to comply with these laws. The purpose of this policy is to establish:

- A. Acceptable methods for transmitting and receiving electronic messages and email; and
- B. Retention for Emails sent or received by City Council and Commission members.

II. Definitions

Electronic Message(s)

For purposes of this policy, Electronic Message(s) includes ANY means of typed messages transmitted or received electronically, except email. This includes SMS, text messaging, SMS, instant messaging, social networking applications, mobile phone applications, desktop applications, or any other software used for transmitting or receiving electronic communications.

Electronic-Mail (Email)

A means or system for transmitting messages electronically between users of networked computing devices through electronic mail server systems such as Microsoft Exchange.

Retention

The secure, yet easily accessible, storage of a public record such that it cannot be destroyed or lost through accidental means.

Substantive City Business

Information that refers to or impacts the actions, processes and functions of the City.

III. Use of Electronic Messaging and Mail for City Business

Because email, text messaging, and instant messaging communications are considered public records, it is strongly recommended that elected officials and commission members use a separate email address that is only used for City/commission communications.

Electronic (text) messages should only be used for communications of transitory records as defined in the Washington State Local Government Common Records Retention Schedule (CORE Schedule). For example, a text message stating: “I’m running late” is a transitory record.



CITY OF LANGLEY

These transitory messages should be deleted as soon as possible. In most cases, a transitory text may be deleted once it is sent or read by the receiver. It is the responsibility of each individual to ensure adherence to City policies regarding such messages.

IV. Email Retention

The following types of email are considered transitory in nature and can be deleted after they are no longer needed:

- General announcements – running late messages, venue arrangements, etc.
- Scheduling of events, meetings (checking availability, etc.) Does not include calendars or official meeting notices.
- Unsolicited information – newsletters, advertisements, etc.

All other electronic messages are considered public records and must be retained.

V. Transferring Public Records when leaving

If you are leaving a position on the Council or a commission, it is your responsibility to transfer all records (electronic or otherwise) to the City Clerk's office. Please make arrangements with the Clerk's office before your departure.



City of Langley

Commission Table

Updated 3/17/2025

Commission	Formal Meeting Schedule	Council Advisory	2025 Council Liaison	LMC Code
Cemetery Board	Quarterly 4 th Tuesday, 4pm	No	N/A (Administrative Advisory)	
Civil Service	Monthly/as needed 2 nd Thursday 4pm	No	N/A	2.56
Climate Crisis Action	Quarterly 3 rd Thursday, 4pm	Yes	Salerno	
Design Review Board	Monthly/as needed 3 rd Tuesday, 5pm	No	N/A (Administrative Advisory)	
Dismantling Systemic Racism	Quarterly 2 nd Wednesday, 4:30pm	Yes	Bobis	
Finance & Personnel Legislative	Monthly 2 nd Monday, 10am	Yes	Carlson & Salerno	
Historic Preservation	Quarterly 2 nd Tuesday, 2pm	No	N/A	2.42
Parks & Open Space	Quarterly 2 nd Wednesday, 10am	Yes	Fleming	
Planning Advisory Board	Monthly/as needed 4 th Wednesday, 4pm	Yes	Fleming	18.20.060
Public Works Advisory	Monthly 1 st Thursday, 3pm	Yes	Cyr	

All commissions are subject to the Public Records Act (PRA) and the Ethics Code of Conduct. All formal commission meetings are subject to the Open Public Meetings Act (OPMA).

A formal commission meeting includes any of the following:

- Participation of a quorum of the city council
- Public hearings
- Public comment
- Commission votes related to city business

Formal meetings subject to OPMA must follow its procedures for notice, agendas, minutes, quorum and hybrid meeting.

Commissions may hold informal meetings to collaborate and prepare materials in advance of formal meetings. Informal meetings may not hold public hearings, take public comment, or take formal action related to city business. Councilmembers may attend an informal meeting as long as there is not a quorum of the Council at the meeting. Informal meetings are not subject to OPMA procedures for notice, agendas, minutes, quorum or hybrid (in person and Zoom) format.



City of Langley

MEMORANDUM

To: Langley City Council
From: Meredith Penny, Director of Community Planning and Randi Perry, Public Works Director
Re: 843 Decker Avenue, SP-24-001, Alternative Road Standards Request
Meeting Date: April 7, 2025

The property owners of 843 Decker Avenue are requesting an alternative to the standard street design requirements as part of their short plat application, which requires City Council approval.

On September 3, 2024, the City received a preliminary short plat application (#SP-24-001) to subdivide a 26,571 sq. ft. parcel located at 843 Decker Avenue into three 8,885 sq. ft. lots, in accordance with LMC 17.08. The existing home is proposed to remain on the middle parcel, with two vacant parcels created on either side.

As a condition of the short plat, half-street improvements are required per LMC 15.01.500. Decker Avenue is classified as a minor collector, which requires a total of 60 feet of right-of-way. To meet this requirement, the applicants would need to dedicate an additional 14.25 feet of right-of-way. This dedication would create a non-conforming front yard setback for the existing residence, leaving the house only five feet from the property line. Furthermore, continuing to apply the minor collector road standards to Decker Avenue would present ongoing issues for the existing homes in the neighborhood. While the City is considering changes to its roadway classifications and street standards as part of the Comprehensive Plan update, this process will not be completed within the timeline required for the proposed short plat.

In light of this, the applicants are requesting an alternative to the required right-of-way width for low-impact development, as allowed under LMC 15.01.460.B and LMC 15.01.470.E. Specifically, they are asking to reduce the right-of-way dedication and improvements required for their project from the minor collector standard to the local road standard, thereby reducing the total amount of impervious surfaces. Approval of this alternative design requires the approval of both the City Engineer and the City Council. John Forba, the City's contract engineer, has recommended approval of this request.

Attachments:

1. Applicants' Alternative Road Standards Request
2. City Engineer Response to Alternative Road Standards Request



April 1, 2025

Meredith Penny
City of Langley-Director of Community Planning
112 Second Street
P.O. Box 366
Langley, Washington 98260

Subject: 843 Decker Ave.-SP-24-001
Frontage/Roadway Variance Request

Dear Ms. Penny,

PACE Engineers has completed the review of the variance request for the subject project. The applicant requests that the project construct improvements consistent with a Local Street rather than the Minor Collector that Decker Avenue is currently classified as. Per 15.01.460.B of the Langley Municipal Code (LMC), the Council may approve, as recommended by the City Engineer, alternative proposals when low impact development is utilized in the design. Similarly, LMC 15.01.470.E states that pavement and ROW width may be altered when utilizing standards found in the Low Impact Development Guidance Manual for Puget Sound.

As the variance will result in a narrower road section and less impervious area, one of the main tenets of low impact development, I do recommend that council approve this variance as submitted to provide an alternative roadway section. The improvements will result in a roadway section more consistent with the existing roadway dimensions/use while also providing pedestrian facilities as required by code.

Please feel free to contact me at 425.827.2014 or at JohnF@paceengrs.com to discuss any questions you may have.

Sincerely,
PACE Engineers, Inc.

A handwritten signature in blue ink, appearing to read "John Forba P.E.", is written over the typed name.

John Forba, P.E.
City Engineer
JohnF@paceengrs.com



P.O. Box 412
Ravensdale, WA 98051-0412
(206) 420-7130
www.PlogEngineering.com

March 12, 2025

Meredith Penny
Director of Community Planning
City of Langley
112 Second St
Langley, WA 98260

RE: Request for Road Standards Variance
Land Use Application: SP-24-001
Tax Parcel(s): R32902-291-0550

This letter is to request a variance to the road standards for which short plat application SP-24-001 should be held. The road is currently classified as a Minor Collector and the applicant is requesting that the project be held to the Local Road standard instead. The following request would have multiple benefits to the community:

This request will allow the project to reduce impervious surface and achieve a more low-impact approach to development. Further it will allow many of the homes that are built close to the road to remain as the area re-develops which allows those homes to live out their usefulness thereby reducing waste and continuing to provide affordable housing for the area.

We appreciate your consideration of this request and look forward to a positive response.

Best regards,

A handwritten signature in blue ink, appearing to read "Mark X. Plog", written over a light blue circular stamp.

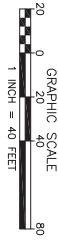
PLOG Engineering, PLLC.
Mark X. Plog, PE, PLS



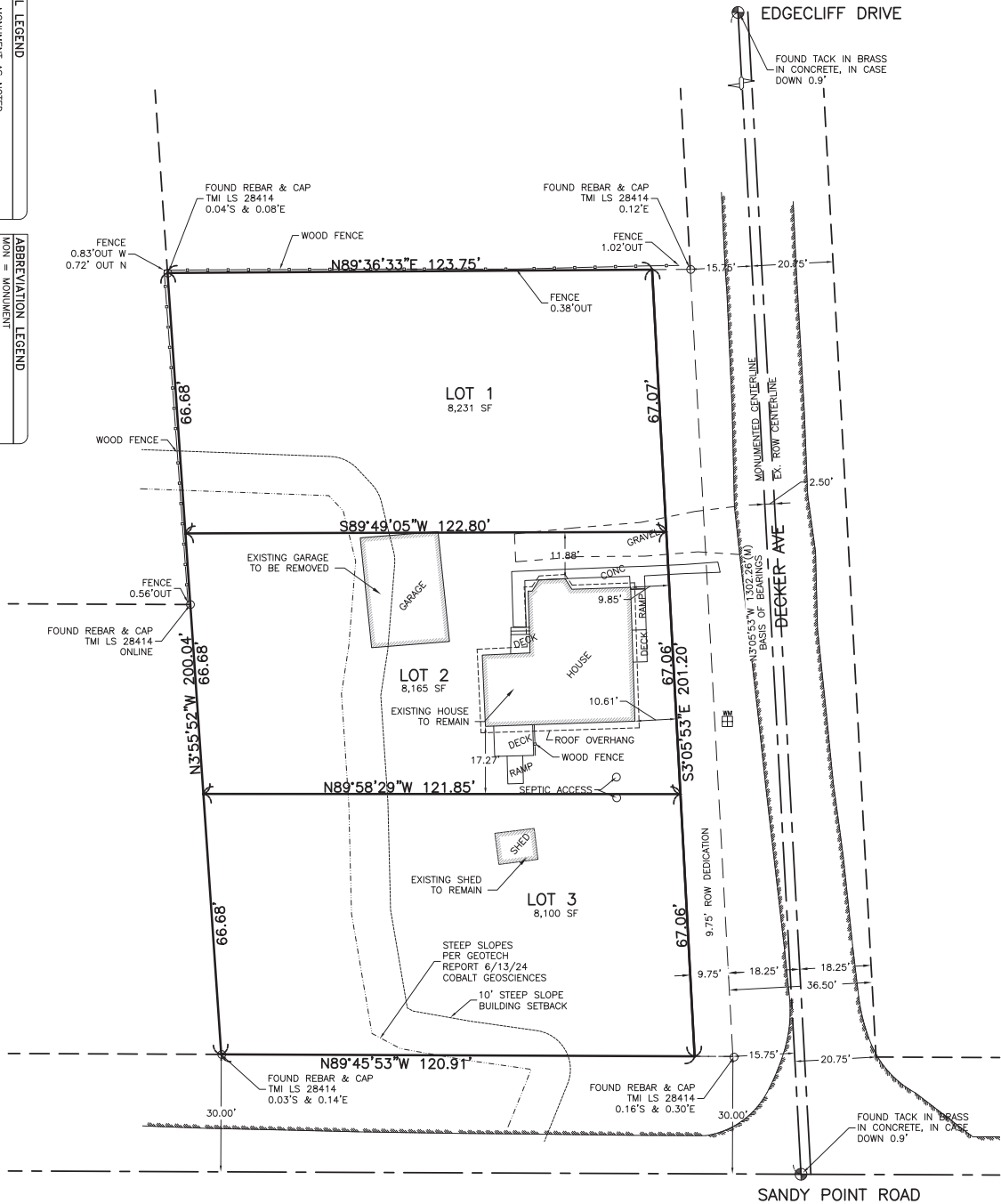
City of
Langley Washington

SHORT SUBDIVISION

REFERENCE SURVEYS	
R2	AE# 4479584
R3	AE# 448221
R4	AE# 4389780
R5	AE# 4313588



SYMBOL LEGEND	
	MONUMENT AS NOTED
	SECTION CORNER
	QUARTER SECTION CORNER
	FOUND REBAR AS NOTED
	SET REBAR AND CAP LS 31976
	FOUND SURFACE MARKER/DISK LS 31976
ABBREVIATION LEGEND	
MON	MONUMENT
DN	DOWN
FLAT	FLAT
BLA	BOUNDARY LINE ADJUSTMENT
DBA	DIAMETER AT BREAST HEIGHT (FT)
DLR	DEEP LINE RODS (FT)
DRP	DEEP LINE RODS (FT)
AF#	AUDITOR'S FILE NUMBER
WD	WOOD LINE
AC	ACORN LINE
AS	AS CALCULATED
PER	PER
FLAT	FLAT
FEED	FEED
PER	PER
REFERENCE	REFERENCE SURVEY
HELD	HELD



PLOG
ENGINEERING
Surveyors & Civil Engineers
P.O. Box 412
Ravensdale, WA 98051
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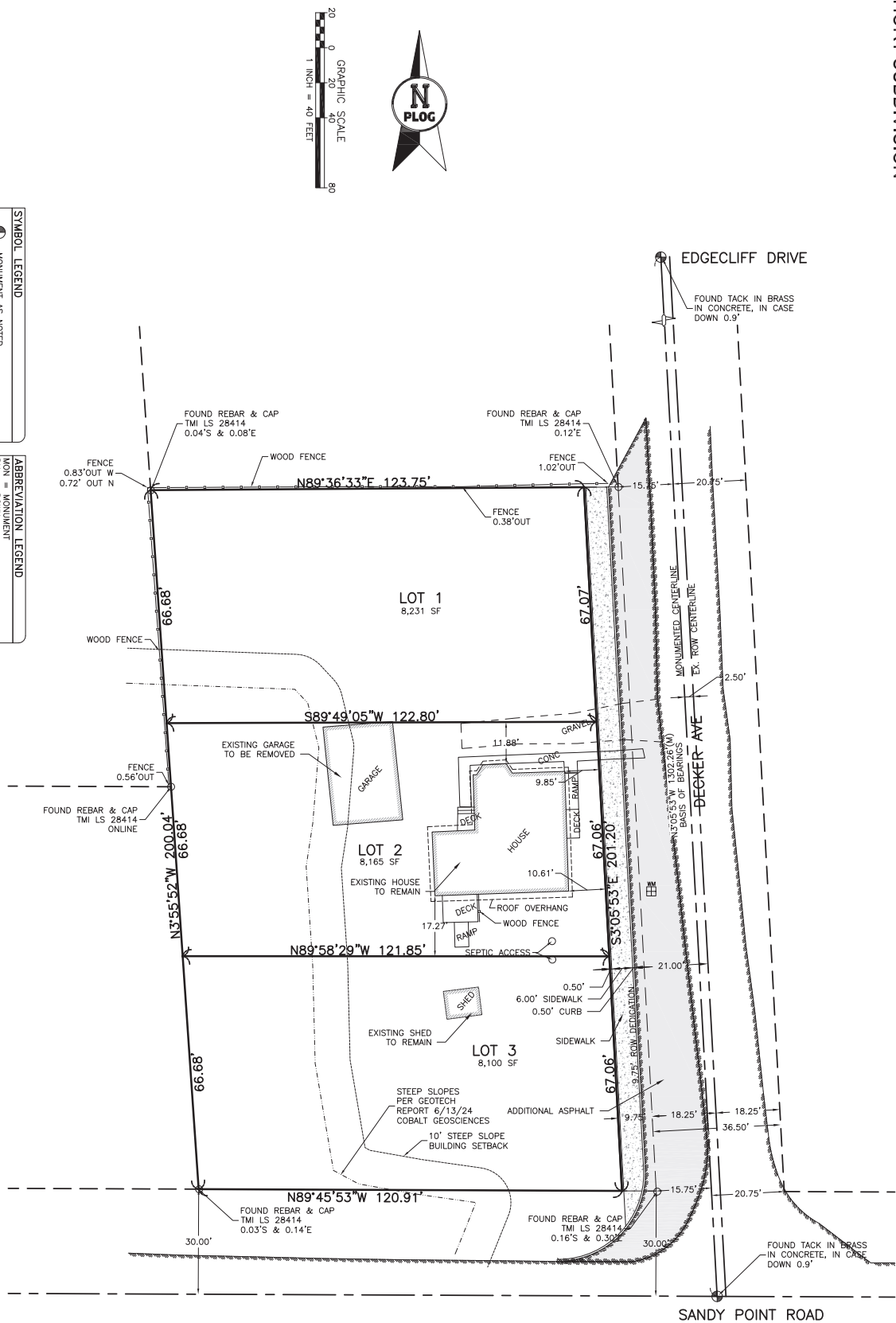
SW1/4, NW1/4, SEC 2, TWP 29N, R1G 3E, W1E
SHORT PLAT
TALLARITA/HENSRUDE
SHORT PLAT
PROJECT NO.: 843 DECKER AVE, LANGLEY, ISLAND COUNTY
REVISION DATE: 07/20/2024
REVISION NO.: 0
SHEET 2 OF 2

2025-04-03

156/221










SHORT SUBDIVISION



REFERENCE SURVEYS	
R1 - AF#	4486014
R2 - AF#	4479584
R3 - AF#	4458221
R4 - AF#	4386780
R5 - AF#	4343886

SYMBOL LEGEND

	MONUMENT AS NOTED
	SECTION CORNER
	QUARTER SECTION CORNER
	FOUND REBAR AS NOTED
	SET REBAR AND CAP LS 31976
	FOUND SURFACE MARKER/DISK
	SET SURFACE MARKER/DISK LS 31976

ABBREVIATION LEGEND

NON	=	NONMENT
DN	=	DOWN
SP	=	SHORT PLAT
BLA	=	BOUNDARY LINE ADJUSTMENT
DBH	=	DIAMETER AT BREAST HEIGHT
DLR	=	DRIP LINE RADIUS (FT)
APN	=	ASSESSORS PARCEL NUMBER
W	=	WOOD
CL	=	CHAIN LINK
(M)	=	AS MEASURED
(C)	=	AS CALCULATED
(P)	=	PER PLAT
(D)	=	PER DEED
(F ₂)	=	PER REFERENCE SURVEY
H	=	HELD



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SW1/4, NW1/4, SEC. 2, TWP. 29N, R1NG 3E, W. PRELIMINARY SITE IMPROVEMENT PLAN
 TALLARITA/HENSRUDE
 SHORT PLAT
 843 DECKER AVE., LANGLEY, ISLAND COUNTY
 PROJECT NO.: REVISION DATE REVISION NO.: SHEET
 162-23 07/20/2024 0 2 OF



City of Langley Draft Climate Element Memo

MEMORANDUM

Date: April 2, 2025
To: City of Langley City Council
From: Rachel Chen and Katie Cote, ACIP, BHC Consultants
CC: Meredith Penny, City of Langley Director of Community Planning; Peak Sustainability (a division of Maul Foster & and Alongi, Inc.)
Subject: Draft Climate Element for Langley's 2025 Comprehensive Plan

Introduction

The City of Langley is updating their Comprehensive Plan as part of the periodic update process, with adoption expected in late 2025. BHC Consultants and Peak Sustainability were tasked with creating a new Climate Element to comply with new legislation (House Bill 1181) mandating the inclusion of a new climate element in Langley's 2025 Comprehensive Plan. This memo provides an overview of the work that has been done to help develop the Draft Climate Element, including a brief summary of community outreach, and an overview of the components of the Draft Climate Element.

Climate Element Process

The City has hired a consultant team led by Peak Sustainability Group and supported by BHC Consultants to guide the development of the Climate Element. To develop the Draft Climate Element, the consultant team has completed the following:

- **[Climate Mitigation Challenges and Opportunities Memo](#)**
A high-level analysis of greenhouse gas emissions sources that includes emissions estimates from City and community electricity use, propane and heating oil consumption, transportation, wastewater treatment, and solid waste management was completed by Peak Sustainability (linked above). This memo also includes potential policy areas for consideration and an evaluation of goals and policies from Langley's existing Comprehensive Plan that could be adapted for use in the new Climate Element.
- **[Climate Resilience Planning Memo](#)**
Peak Sustainability developed this memo (linked above), which summarizes relevant climate impacts for the City of Langley and how these climate impacts will affect various sectors, describes high-priority assets and the hazards that threaten them, includes recommendations for further study to assess the vulnerability of these assets, as appropriate, and provides examples of current and proposed policies that are relevant to Langley. It integrates the best available science, feedback from City staff, Council members and commissioners gathered during engagement efforts, and background information from planning documents.
- **Community Engagement Efforts**
The consultant team has conducted several meetings and presentations with City representatives throughout the development of the Climate Element, as follows:

- City staff and Peak Sustainability Group attended a Climate Crisis Action Commission (CCAC) hybrid meeting on June 20, 2024, to gather initial input from commissioners on Climate Element priorities and Langley's unique characteristics.
- Peak Sustainability Group, BHC Consultants, and City staff attended City Council hybrid meetings on July 15 and July 22, 2024, to gather comments from Council Members about climate-related impacts, Langley's strengths and weaknesses related to climate change, and other considerations for Langley's Climate Element.
- The City hosted a public open house on September 26, 2024 at the South Whidbey Community Center for residents to learn more about the Climate Element, share their climate priorities for the City, and contribute to shaping Langley's implementation actions.
- Peak Sustainability, BHC Consultants, and City staff attended a Special Joint Commission Meeting, attended by Commissioners from the CCAC, Public Works Advisory Commission (PWAC), Planning Advisory Board (PAB), Dismantling Systemic Racism Commission (DSRC), and Parks and Open Spaces Commission to discuss priorities for the Climate Element.
- BHC Consultants and Peak Sustainability attended separate meetings with the CCAC and PAB to review and discuss the Draft Climate Element and identify any underdeveloped policy areas or community priorities.
- Several written comments were submitted via email.

A full summary of community engagement efforts and the priorities identified through these efforts was developed by Peak Sustainability for use in developing the Draft Climate Element.

Overview of Draft Climate Element

The Draft Climate Element, created by BHC Consultants, incorporates the background information and recommendations developed by Peak Sustainability Group, priorities that emerged from community engagement, and the Department of Commerce's Climate Policy Explorer. The goals and policies drafted as part of this Element not only address the requirements of HB 1181, but they also address priority concerns of residents, build upon Langley's existing GHG reduction and climate resilience efforts, and have been tailored to suit Langley's unique characteristics.

The Draft Climate Element is divided into two categories of goals and policies: GHG Emissions Reduction and Climate Resilience. Sub-topics under each category include brief discussions to outline what each sub-topic will address and provide additional local context. Throughout the element, there are call-out boxes to define terms, identify potential implementation actions, and provide connections to other goals in the Climate Element or other elements in the Comprehensive Plan.

Throughout the development of the Climate Element, numerous goals and policies were identified for inclusion in the Climate Element. To identify priority actions, symbols have been added to several policies to highlight city priorities and policies that were emphasized throughout community meetings.



Goals and policies using this icon indicate city priorities, or policies the city can pursue in the short term to build upon the work and partnerships that already exist. Other policies may require additional funding or coordination before they are feasible.



Goals and policies using this icon indicate they have received widespread support from community members.

Following public review of the Draft Climate Element, the consultants will finalize the Climate Element, incorporating edits and changes as needed. Additional icons, photos, graphics, and call-out boxes may also be added as necessary throughout the element.



City of Langley

DRAFT CLIMATE ELEMENT

Katie Cote, AICP, Planning Manager and Rachel Chen, Planner

City of Langley, City Council Meeting

April 7, 2025

2025-04-03

Meeting Purpose

To review the Draft Climate Element that will be incorporated into Langley's 2025 Comprehensive Plan.

Agenda

- Climate Element Status Update
- Summary of Draft Climate Element
- Discussion and Feedback

CLIMATE ELEMENT PROCESS SO FAR

01

High-level GHG emissions analysis and the identification of climate mitigation opportunities as summarized in the **Climate Mitigation Memo**

02

Review of climate impacts and opportunities to increase resilience as summarized in the **Resilience Planning Memo**

03

Community outreach efforts to discuss priorities for the **Climate Element**

04

Development of Draft **Climate Element**

CLIMATE ELEMENT REQUIREMENTS UNDER GMA

- There are two sub-elements included under the GMA:
 - **Resiliency** sub-element – required for everyone
 - **Greenhouse gas (GHG) emissions reduction** sub-element – not required for Langley
- Langley is not required to included a GHG sub-element but has chosen to update its greenhouse gas reduction goals and policies



Climate Resiliency Elements must:

- Identify, protect, and enhance natural areas and areas of vital habitat
- Strengthen community resilience, with a focus on environmental justice
- Address natural hazards and extreme weather events



Draft Climate Element Development



Minimum requirements for Climate Elements



Incorporating Sustainability Element of existing Comprehensive Plan, and other relevant city documents e.g., Draft Climate Action Plan, Langley Sea Level Rise Strategy, etc.



Draft Climate Element Development

Priority policy areas identified from engagement

- Waste reduction
- Distributed renewable energy systems/microgrids
- Energy efficiency
- Sustainability of water resources
- Individual and community emergency preparedness
- Increased partnerships with community organizations and neighboring jurisdictions
- Wildfire preparedness
- Multimodal transportation, public transit and bike infrastructure in particular



Overview of Draft Climate Element

- Divided into two categories of goals and policies:
 - GHG Emissions Reduction
 - Climate Resilience
- Sub-topics under each category with brief discussions to outline what each sub-topic will address
- Call-out boxes to define terms, discuss potential implementation actions, and provide connections to other goals or elements in the Comprehensive Plan
- Icons to highlight  city priorities and  public input
 - Not complete yet, more to be added throughout the element based on your review of the draft
- Graphics to explain key concepts

LIVABLE BUILT ENVIRONMENTS

A city's land use and development regulations can have large implications for the resilience of the built environment to climate-exacerbated hazards, as they can regulate things like stormwater management, low impact development techniques, and the siting of renewable energy, among many other climate-related topics. To implement GHG reduction and climate resilience measures, it is crucial that the City reviews its development regulations and integrate climate-friendly provisions where feasible. The following goals and policies provide a framework for this effort by identifying the types of actions the city will further explore and implement, as feasible.

Goal C-19: Establish land use patterns that increase the resilience of the built environment, ecosystems, and communities to climate change, while providing sustainable places for living, working, and recreating.

Policy C-19.1



Establish development regulations that incorporate best practices for reducing the risk of wildfire, extreme heat, flooding, and other climate-exacerbated hazards.

Policy C-19.2



When reviewing and updating design standards, ensure they improve resiliency in addition to enhancing residents' quality of life.

Policy C-19.3



Plan for wildlife corridors and greenbelts throughout Langley to protect wildlife, provide connected habitat, reduce stormwater runoff, and enhance ecosystem and human health.

Policy C-19.4



Balance increasing development density with the preservation and enhancement of the city's tree canopy through policies and programs such as updated tree protection standards, canopy retention requirements for new development, guidelines for planting drought- and fire- resistant or native species, and consideration of a tree maintenance fund for publicly owned trees.

Please also reference the Policies under Goal C-11, which discuss infill development. The city aims to balance infill development with the preservation and enhancement of the city's tree canopy to increase density and carbon sequestration.

GHG EMISSIONS REDUCTION

ENERGY USE AND EFFICIENCY

Goal C-1

Support the development of distributed renewable energy solutions in the city.

Goal C-2

Support and expand existing efforts to reduce high-emissions energy sources including propane, heating oil, and wood use throughout the city.

Goal C-3

Encourage energy conservation and facilitate demand-side management to reduce greenhouse gas emissions.

ENERGY USE AND EFFICIENCY

Policies address:

- Supporting the development of microgrids
- Continuing participation in PSE's Green Power Direct Program and Green Power Program
- Expanding the use of solar and other forms of renewable energy
- Partnering with local efforts to replace residential fossil fuel heating systems and ensure vulnerable populations have sustainable heating and cooling
- Phasing out gas powered landscaping equipment and encouraging the replacement of gasoline powered generators
- Incentivizing energy efficiency retrofits in municipal and residential buildings
- Encouraging adaptive reuse of buildings throughout the city
- Promoting green building
- Prioritizing weatherization of buildings

WASTE REDUCTION AND MANAGEMENT

Goal C-4

Support and increase existing efforts throughout Langley to minimize waste and promote a circular economy and expand waste management opportunities for Langley through partnerships with other jurisdictions and organizations.

Goal C-5

Reduce emissions associated with wastewater treatment, which are the second highest category of emissions for Langley.

WASTE REDUCTION AND MANAGEMENT

Policies address:

- Encouraging a circular economy and the use of reusable products
- Exploring avenues for recycling hard to recycle materials
- Efforts to reduce waste and establish a composting program
- Developing a post-disaster debris management strategy
- Encouraging the recycling of construction and demolition debris
- Reducing emissions associated with wastewater treatment where feasible

MULTIMODAL TRANSPORTATION

Goal C-6

Promote transportation alternatives and reduce per capita vehicle miles traveled (VMT) and GHG emissions generated from transportation to and within Langley.

Goal C-7

Implement multimodal transportation planning to reduce single-occupancy vehicle dependence and greenhouse gas emissions, safely accommodate multiple transportation preferences, increase social interaction and commerce, and foster vibrant communities with high quality of life.

MULTIMODAL TRANSPORTATION

Policies address:

- Facilitating the development of electric vehicle infrastructure
- Further transitioning City fleet vehicles to low or zero emission vehicles
- Reducing parking requirements
- Coordinating with local transit agencies to support low carbon transportation and promote the use of public transportation
- Implementing multimodal transportation planning, including improvements for pedestrian and bicycle amenities and the multimodal transportation network

ZONING AND DEVELOPMENT

Goal C-8

Reduce sprawl by increasing housing diversity and supply within urban growth areas, prioritizing the use of low-carbon materials where feasible, to reduce greenhouse gas emissions and support climate justice.

Policies address:

- Establishing minimum residential densities within the UGA
- Prioritizing infill development
- Considering inclusionary zoning to support climate justice and greater income diversity
- Prioritizing low carbon building materials for new construction and retrofits

Related policies under “Livable Built Environments” in the Resilience sub-section.

COMMUNITY KNOWLEDGE, NETWORKS, AND PRACTICES

Goal C-9

Increase and support community participation and leadership for emissions reduction efforts and ensure climate justice by providing all residents with an equitable opportunity to learn about climate impacts, influence policy decisions, and take actions to enhance community resilience.

Policies address:

- Supporting community-led climate workshops and activities
- Prioritizing engagement with underrepresented communities wherever possible
- Involving youth in GHG reduction and resilience efforts
- Utilizing the ALERT program, to communicate information on climate resilience
- Actively seeking community input to refine climate priorities and discuss policy solutions

ECONOMIC DEVELOPMENT

Goal C-10

Ensure that the local economy is resilient to climate disruptions and fosters business opportunities associated with climate mitigation and adaptation.

Policies address:

- Supporting local businesses efforts to bolster climate preparedness
- Supporting local economic development programs that promote sustainability, resiliency, energy efficiency
- Promoting purchasing from local businesses
- Supporting residents who work from home

CLIMATE RESILIENCE

EMERGENCY MANAGEMENT AND PREPAREDNESS

Goal C-1 1

Enhance emergency preparedness, response, and recovery efforts to mitigate risks and impacts associated with extreme weather and other hazards worsened by climate change.

Policies address:

- Developing resilience hubs to support residents, coordinate communication, distribute resources, and provide cooling and heating centers during extreme weather events or emergencies
- Updating emergency preparedness procedures and outreach materials to include evacuation
- Utilizing the ALERT program to enhance community preparedness and distribute information
- Coordinating with South Whidbey Fire/EMS district to address potential increases in call volumes due to climate impacts
- Developing notification alerts within the community

HUMAN HEALTH

Goal C-12

Protect community health and well-being from the impacts of climate-exacerbated hazards, prioritizing overburdened communities to ensure that the most vulnerable residents do not bear disproportionate health impacts.

Policies address:

- Mitigating climate-exacerbated impacts like extreme heat on vulnerable populations
- Ensuring all residents have equitable access to green space
- Establishing a sustainable urban forest that is equitably distributed and provides additional co-benefits
- Identifying targeted policy interventions and adaptation strategies to protect overburdened or vulnerable populations

FOOD SECURITY

Goal C-13

Facilitate access to healthy, locally grown food, prioritizing vulnerable populations, in order to increase community-wide food security.

Policies address:

- Enhancing food security by enabling and supporting local food production
- Incentivizing regenerative agriculture, sustainable farming techniques and technologies, and diversified small farms
- Clarifying urban agriculture provisions in the Langley Municipal Code by determining what urban agricultural uses are allowed in each zone

COASTAL RESILIENCE

Goal C-14

Build upon Langley's existing sea level rise planning efforts to address future sea level rise impacts.

Goal C-15

Protect infrastructure along the coastline from the impacts of potential landslides and erosion.

COASTAL RESILIENCE

Policies address:

- Evaluating the seawalls long-term stability and exploring potential solutions to enhance resilience to sea level rise
- Encouraging soft shore or vegetated stabilization methods for homeowners vs. replacing bulkheads
- Pursuing adaptation efforts to protect the sewer lift stations
- Requiring new development outside of sea level rise hazard areas or to be designed with adaptations to accommodate projected sea level rise
- Partnering with other jurisdictions to increase the sustainability of the marina and shoreline
- Protecting the city's bluffs from erosion and landslides
- Developing a landslide emergency response plan and a contingency plan for private landowners to implement in the event of landslide

STORMWATER MANAGEMENT AND FLOODING

Goal C-16

Increase the city's stormwater management capacity to reduce flooding, prioritizing downtown Langley and other areas most susceptible to flooding.

Policies address:

- Continuing to explore adaptation strategies for stormwater management downtown
- Seeking funding to upgrade the city's stormwater management system and build and maintain green infrastructure projects
- Establishing green infrastructure and low impact development
- Promoting the replacement of impervious surfaces with permeable pavement

WATER RESOURCES

Goal C-17

Protect and preserve water quality and quantity from drought, extreme heat, and other hazards exacerbated by climate change.

Policies address:

- Considering the allowance of non-potable water systems or rain catchment to reduce water demand and increase water available for landscaping or wildfire suppression
- Assessing the susceptibility of groundwater sources to saltwater intrusion
- Encouraging water conservation
- Utilizing hydraulic modeling to better understand how the city can sustainably use water resources and make smarter land use decisions
- Participating in county and statewide policy discussions that impact groundwater supply and quality

WILDFIRE

Goal C-18

Reduce the risk of wildfire to residents and structures in Langley.

Goal C-19

Address the impacts of wildfire smoke on residents, prioritizing vulnerable populations.

Policies address:

- Encouraging neighborhoods to become Firewise certified
- Developing a comprehensive wildfire resilience strategy
- Exploring the feasibility of undergrounding power lines
- Further considering ways to reduce wildfire risk to public properties
- Protect vulnerable populations from wildfire smoke and connect community members to resources

LIVABLE BUILT ENVIRONMENTS

Goal C-20

Establish land use patterns that increase the resilience of the built environment, ecosystems, and communities to climate change, while providing sustainable places for wildlife, living, working, and recreating.

Goal C-21

Ensure that development and redevelopment projects are resilient to climate change impacts.

Goal C-22

Enhance the resilience of infrastructure to climate-exacerbated hazards like more frequent and intense storms (and associated wind impacts) and extreme weather events.

LIVABLE BUILT ENVIRONMENTS

Policies address:

- Establishing development regulations that incorporate best practices for reducing the risk of wildfire, extreme heat, flooding, and other climate-exacerbated hazards
- Balancing tree retention with increased development density
- Planning for wildfire corridors and greenbelts within the city to protect and provide habitat for wildlife
- Encouraging the replacement of non-native vegetation with native plants
- Directing development away from hazardous areas and acquiring properties unsuitable for development
- Partnering with PSE and other utility providers to identify upgrades to improve the safety and reliability of infrastructure vulnerable to climate-exacerbated hazards
- Ensuring capital facilities planning incorporates climate change projections

General Feedback

- Are there any policy areas we missed?
- Does the Climate Element provide enough context?
- Are there additional call-out boxes or definitions that are important to include?
- Any other feedback?
- If you have climate-related photos you'd like to include, please email them

Next Steps



Provide any additional feedback to us by April 14, 2025.



Incorporate feedback from CCAC, PAB, and City Council into Final Climate Element



Incorporate the Climate Element into the larger 2025 Comprehensive Plan Update





Thank you!

Questions or comments? Email Meredith Penny
planning@langleywa.org



City of Langley CCAC and PAB Meeting Summaries

MEMORANDUM

Date: April 2, 2025
To: City of Langley City Council
From: Rachel Chen and Katie Cote, ACIP, BHC Consultants
CC: Meredith Penny, City of Langley Director of Community Planning; Peak Sustainability (a division of Maul Foster & and Alongi, Inc.)
Subject: Climate Crisis Action Committee and Planning Advisory Board Meeting Summaries

Introduction

The City of Langley is updating their Comprehensive Plan as part of the periodic update process, with adoption expected in late 2025. BHC Consultants and Peak Sustainability were tasked with creating a new Climate Element to comply with new legislation (House Bill 1181) mandating the inclusion of a new climate element in Langley's 2025 Comprehensive Plan. BHC Consultants and Peak Sustainability attended the Climate Crisis Action Commission (CCAC) meeting on February 20th and the Planning Advisory Board (PAB) meeting on March 5th to present the draft Climate Element and discuss questions or feedback on the draft element. BHC Consultants has been working to incorporate feedback and will continue to update the element into the final draft by the beginning of May.

Climate Crisis Action Commission

GENERAL FEEDBACK

The Climate Crisis Action Commission (CCAC) provided some general feedback on the draft Climate Element, which have been updated throughout the draft Climate Element as follows:

- Policies have been simplified to not mention specific organizations by name, but rather reference “partners” or “other jurisdictions” to increase the city’s flexibility and provide greater opportunities for future collaboration.
- Additional cross-references have been provided throughout the element, specifically in terms of connecting biking and pedestrian safety policies to those in the Transportation Element and connecting waste management policies to those in the food security section that relate to urban agriculture.
- A short discussion of wind has been added to the extreme weather descriptions throughout the Element to acknowledge that Langley is impacted by wind.
- Some policies and narratives, namely the Energy Use and Efficiency sub-topic and Policy C-7.1, have been edited for clarity.

ADDITIONAL POLICY AREAS TO ADDRESS

The CCAC also identified multiple policy areas that have been added to the Element, as follows:

- Policies regarding bike facilities and biking/pedestrian infrastructure have been brought back into the Climate Element to strengthen the connection to the Transportation Element. Previously, the policies around bike infrastructure were taken out with the intent to move them to the Transportation Element, but they have been moved back to the Climate Element, to highlight the importance of improving biking and pedestrian facilities as part of the City's climate goals.
- A new policy has been developed to address sustainable construction waste management.
- A new policy has been developed to address city partnerships with nonprofit housing providers to ensure a transition to sustainable heating and cooling methods, especially for housing developments that serve vulnerable populations such as senior housing in the city.
- A new policy has been added to ensure the city is actively seeking input and providing an opportunity for residents to discuss climate recommendations, policy issues, and climate-related city actions to help prioritize city actions and further support the city's declaration of a climate emergency.
- A new policy has been developed for the city to clarify urban agriculture provisions in the municipal code.
- Policies related to emergency management and resilience hubs have been strengthened to mention the heating and cooling capabilities of the Community Center and Library during periods of extreme hot or cold temperatures, as well as potential partnership with Paratransit services to transport people to these facilities during extreme weather events.
- Additional connections have been drawn in the narrative sections between resilience policies and their benefits on natural landscapes and native species like salmon.
- Wildfire policies have been expanded to ensure public properties are prepared for wildfire and to reflect Commission members' interest in storing/reusing water at public facilities not just for landscaping purposes but also to have water storage for potential wildfire events, where feasible.

Planning Advisory Board

The Planning Advisory Board (PAB) provided additional feedback on the draft Climate Element, which has been incorporated into the draft Climate Element as follows:

- In agreement with the CCAC, the PAB agreed they would like to bring policies surrounding biking and pedestrian infrastructure back into the Climate Element to strengthen its connection to the Transportation Element. A member of the PAB expressed wanting a policy focused on pedestrian safety, specifically. Edits were made to reflect these concerns.
- A greater focus was placed on prioritizing alternative methods of transportation as a way to reduce vehicle miles traveled.
- Goal C-7 was re-worded to better convey the goal's intent to reduce sprawl and focus development within municipal boundaries as a way to decrease greenhouse gas emissions and prevent vehicle miles traveled from people having to drive larger distances to access services.
- The Emergency Management and Preparedness section was updated to better connect wildfire preparedness actions with emergency management procedures should the City experience wildfire in the future.

Overall, members of the CCAC and PAB expressed that the goals and policies included in the draft Climate Element represent their concerns sufficiently, especially with the minimal clarifying edits and consideration of several new policies discussed above. Additional comments from Councilmembers may continue to influence the Climate Element and the identification of policies with icons indicating city priorities or those that have received widespread support, as explained in the Draft Climate Element Memo.

DRAFT CLIMATE ELEMENT

CLIMATE ELEMENT GOALS

GHG Emissions Reduction

ENERGY USE AND EFFICIENCY

Goal C-1: Support the development of distributed renewable energy solutions in the city.

Goal C-2: Support and expand existing efforts to reduce high-emissions energy sources including propane, heating oil, and wood use throughout the city.

Goal C-3: Encourage energy conservation and facilitate demand-side management to reduce greenhouse gas emissions.

WASTE REDUCTION AND MANAGEMENT

Goal C-4: Support and increase existing efforts throughout Langley to minimize waste and promote a circular economy and expand waste management opportunities for Langley through partnerships with other jurisdictions and organizations.

Goal C-5: Reduce emissions associated with wastewater treatment, which are the second highest category of emissions for Langley.

MULTI-MODAL TRANSPORTATION

Goal C-6: Reduce per capita vehicle miles traveled (VMT) and GHG emissions generated from transportation to and within Langley.

Goal C-7: Implement multimodal transportation planning to reduce single-occupancy vehicle dependence and greenhouse gas emissions, safely accommodate multiple transportation preferences, increase social interaction and commerce, and foster vibrant communities with high quality of life.

ZONING AND DEVELOPMENT

Goal C-8: Reduce sprawl by increasing housing diversity and supply within urban growth areas, prioritizing the use of low-carbon materials where feasible, to reduce greenhouse gas emissions and support climate justice.

Goal C-9: Increase and support community participation and leadership for emissions reduction efforts and ensure climate justice by providing all residents with an equitable opportunity to learn about climate impacts, influence policy decisions, and take actions to enhance community resilience.

ECONOMIC DEVELOPMENT

Goal C-10: Ensure that the local economy is resilient to climate disruptions and fosters business opportunities associated with climate mitigation and adaptation.

Climate Resilience

EMERGENCY MANAGEMENT AND PREPAREDNESS

Goal C-11: Enhance emergency preparedness, response, and recovery efforts to mitigate risks and impacts associated with extreme weather and other hazards worsened by climate change.

HUMAN HEALTH

Goal C-12: Protect community health and well-being from the impacts of climate-exacerbated hazards, prioritizing overburdened communities to ensure that the most vulnerable residents do not bear disproportionate health impacts.

FOOD SECURITY

Goal C-13: Facilitate access to healthy, locally grown food, prioritizing vulnerable populations, in order to increase community-wide food security.

COASTAL RESILIENCE

Goal C-14: Build upon Langley's existing sea level rise planning efforts to address future sea level rise impacts.

Goal C-15: Protect infrastructure along the coastline from the impacts of potential landslides and erosion.

STORMWATER MANAGEMENT AND FLOODING

Goal C-16: Increase the city's stormwater management capacity to reduce flooding, prioritizing downtown Langley and other areas most susceptible to flooding.

WATER RESOURCES

Goal C-17: Protect and preserve water quality and quantity from drought, extreme heat, and other hazards exacerbated by climate change.

WILDFIRE

Goal C-18: Reduce the risk of wildfire to residents and structures in Langley.

Goal C-19: Address the impacts of wildfire smoke on residents, prioritizing vulnerable populations.

LIVABLE BUILT ENVIRONMENTS

Goal C-20: Establish land use patterns that increase the resilience of the built environment, ecosystems, and communities to climate change, while providing sustainable places for wildlife, living, working, and recreating.

Goal C-21: Ensure that development and redevelopment projects are resilient to climate change impacts.

Goal C-22: Enhance the resilience of infrastructure to climate-exacerbated hazards like more frequent and intense storms (and associated wind impacts) and extreme weather events.

Introduction

GMA REQUIREMENTS

In 2023, the Washington State Legislature passed [House Bill \(HB\) 1181](#), which amended the Growth Management Act (GMA) to require cities and counties to incorporate climate planning into their comprehensive plans. HB 1181 added a new climate change and resiliency element to the mandatory elements of the comprehensive plan found in [RCW 36.70A.070](#). The GMA now requires cities to use their comprehensive plan to build citywide resilience to natural hazards and extreme weather events that are exacerbated by climate change and reduce their contributions to greenhouse gas emissions that contribute to climate change.

Under the GMA, climate elements are required, at a minimum, to include goals and policies to help cities reduce greenhouse gas (GHG) emissions, enhance community resilience to climate change, and mitigate extreme weather events and natural hazards that may be exacerbated by climate change. Due to Langley's size and location within Island County, the city is only required to include the Climate Resilience Sub-Element. Despite this, Langley has chosen to include goals and policies to address GHG emissions reductions and update the city's GHG emissions reduction targets to align with state goals. Under the GMA, the **climate resilience sub-element** must, at minimum, address each relevant climate hazard a city may experience over the planning period; identify, protect, and enhance natural areas and habitat vital for species migration; and strengthen community resilience with a focus on prioritizing vulnerable communities and climate justice ([RCW 36.70A.070\(9\)\(e\)](#)).

CITY PRIORITIES

This new Climate Element incorporates and essentially replaces the Sustainability Element from Langley's 2018 Comprehensive Plan. The goals and policies found in this element were adapted from the previous Sustainability Element and new goals and policies were developed based on city staff and City Council priorities, feedback from residents, input from a diverse range of city Commissions, and policy language from the WA State Department of Commerce.

Vulnerable populations are groups that are more likely to be at higher risk for poor health outcomes in response to environmental harms, due to adverse economic factors such as unemployment, high housing and transportation costs relative to income, limited access to nutritious food and adequate health care, linguistic isolation, and other factors that negatively affect health outcomes and increase vulnerability to the effects of environmental harms, and sensitivity factors such as low birth weight and higher rates of hospitalization.

Overburdened communities are geographic areas where vulnerable populations face multiple, combined environmental harms and health impacts. In general, these groups are more likely to be exposed to climate risks and hazards or suffer from poor health without the means or security to recover and rebuild.

Climate justice is a term used to acknowledge that climate change and extreme weather events and natural hazards exacerbated by climate change can have disproportionately harmful social, economic, and public health impacts on low-income and disinvested populations.

The City of Langley has demonstrated its commitment to addressing GHG emissions reduction and other climate-related challenges through various initiatives, including adding a sea level rise strategy to its Shoreline Master Program in 2021. Additionally, the City is participating in the Environmental Protection Agency's Creating Resilient Water Utilities Initiative to evaluate climate impacts and adaptation options for several of its assets. Other recent efforts include transitioning city fleet vehicles to electric or other low-emission alternatives, purchasing carbon free electricity for municipal consumption through PSE's Green Direct Program, electrifying City Hall with heat pumps, and reducing regulatory barriers to install renewable energy systems, among many others.

Langley's previous Comprehensive Plan features a Sustainability Element and other various goals and policies aimed at enhancing climate resilience, either directly or indirectly. These existing goals and policies have been reviewed and revised in this 2025 Comprehensive Plan update, where appropriate. To supplement existing city efforts and address new challenges and community priorities, new goals and policies have been drafted, drawing from the Department of Commerce's Climate Policy Explorer, the previous Comprehensive Plan, and Langley's existing planning documents such as the Draft Climate Action Plan or Sea Level Rise Assessment.

This Element was also developed with extensive participation from residents, City Council, the Planning Advisory Board, and other city commissions including the Public Works Advisory Commission, Parks and Open Space Commission, Climate Crisis Action Commission, and the Dismantling Systemic Racism Commission. Throughout the Element, priority items are identified through the use of symbols as indicated below.



Goals and policies marked with this icon were widely supported by residents throughout engagement efforts.



Goals and policies marked with this icon indicate short-term priority actions for the City, based on existing efforts and capacity.

IMPLEMENTATION AND LIMITATIONS

To aid in the implementation of the goals and policies of this element, the City will seek opportunities to fund implementation actions, such as pursuing grant funding or reallocating funds as appropriate. Additional information regarding funding can be found in the Capital Facilities Element.

This Climate Element highlights potential priorities for the City to consider when exploring implementation actions through the use of symbols described above. Potential implementation actions that were identified through community outreach efforts during the development of this Climate Element are included as sidebars throughout the element. The priorities of this element may shift and change as they are re-evaluated throughout the planning period to ensure the Climate Element is serving the current needs of community members and prioritizing the populations in Langley most vulnerable to climate impacts. Many of these actions are dependent on the availability of city resources, sufficient funding, staff time, and the continued involvement of local organizations and initiatives to help build momentum and collaborate with city efforts.

GHG Emission Reduction Goals and Policies

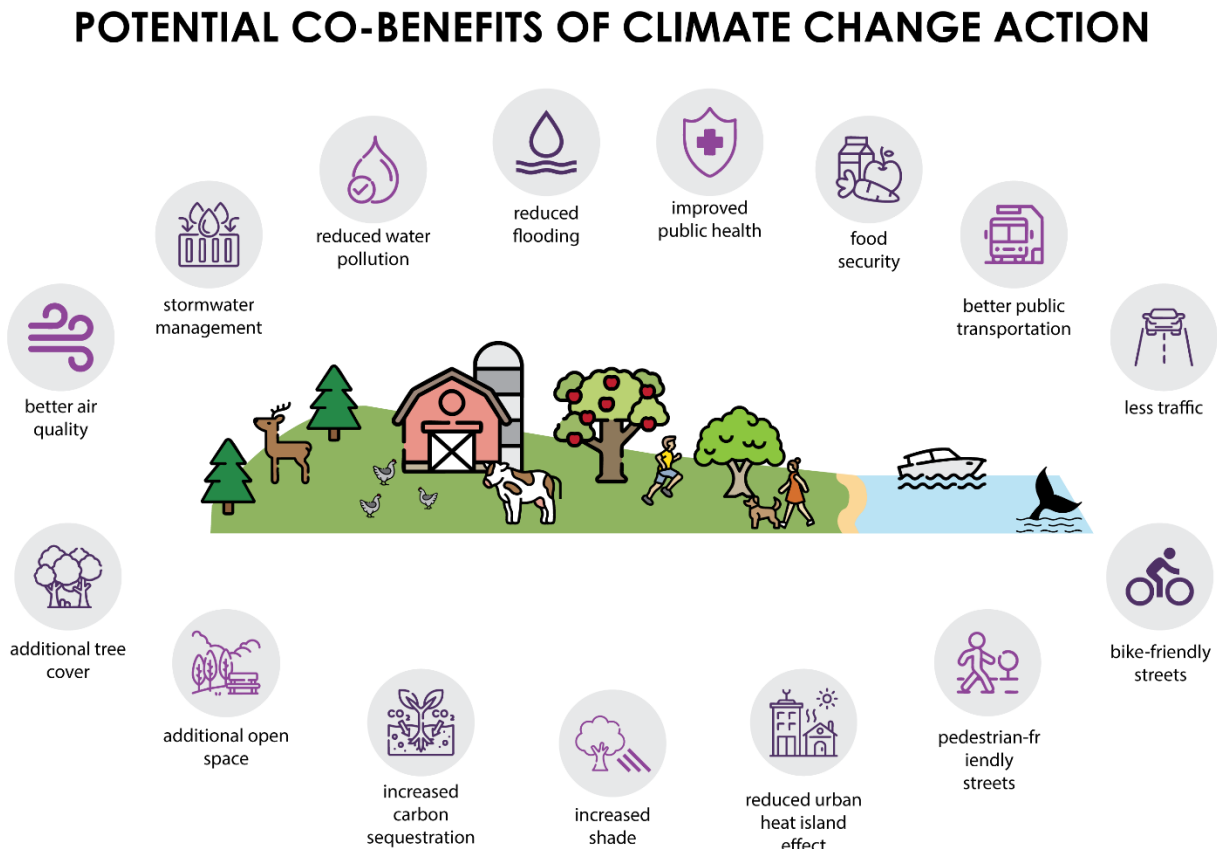
The GHG Reduction goals and policies help Langley **address the city's key challenges in reducing emissions** (including Langley's higher transportation emissions due to its distance from metropolitan areas, and its reliance on carbon-intensive heating and electricity methods) to align with state and countywide GHG reduction goals and **strengthen existing City and community-wide efforts to reduce GHG emissions.**

The City of Langley is committed to reducing its greenhouse gas (GHG) emissions. Though the GMA does not require Langley to include a GHG Reduction sub-element, the City has opted to review and update its policies related to GHG reduction, which are included in this “GHG Reduction” section of the goals and policies of this element. The goals and policies included in this section address Langley’s key challenges in reducing its emissions to align with statewide goals of achieving net zero emissions by 2050 and Island County goals of a 63% reduction in emissions from 2019 levels by 2030. Key challenges to reducing emissions in Langley include high transportation emissions due to Langley’s distance from metropolitan areas, its reliance on carbon-intensive propane and heating oil for community heating needs, and PSE’s relatively carbon-intensive electricity fuel mix.



Despite these challenges, Langley has made progress in reducing its GHG emissions with initiatives including the electrification of City assets, securing funding to evaluate the feasibility of microgrids in Langley, and sustaining local efforts such as the Kicking Gas campaign. Therefore, the goals and policies of this sub-section also support and strengthen existing community- and city-wide efforts to reduce GHG emissions. They also encourage “co-benefits” which include, but are not limited to, carbon sequestration, enhanced resilience, economic development, cost savings, promotion of equity and justice, improved health and wellbeing, and improved air quality as shown in Figure 1. Though Langley is a relatively small community with limited contributions to GHG emissions, Langley has the potential to inspire similar communities by demonstrating how even smaller communities can proactively address climate change and reduce greenhouse gas emissions while enhancing the sense of community and the livability and vibrancy of the city.

Figure 1. Co-Benefits of Climate Change Action



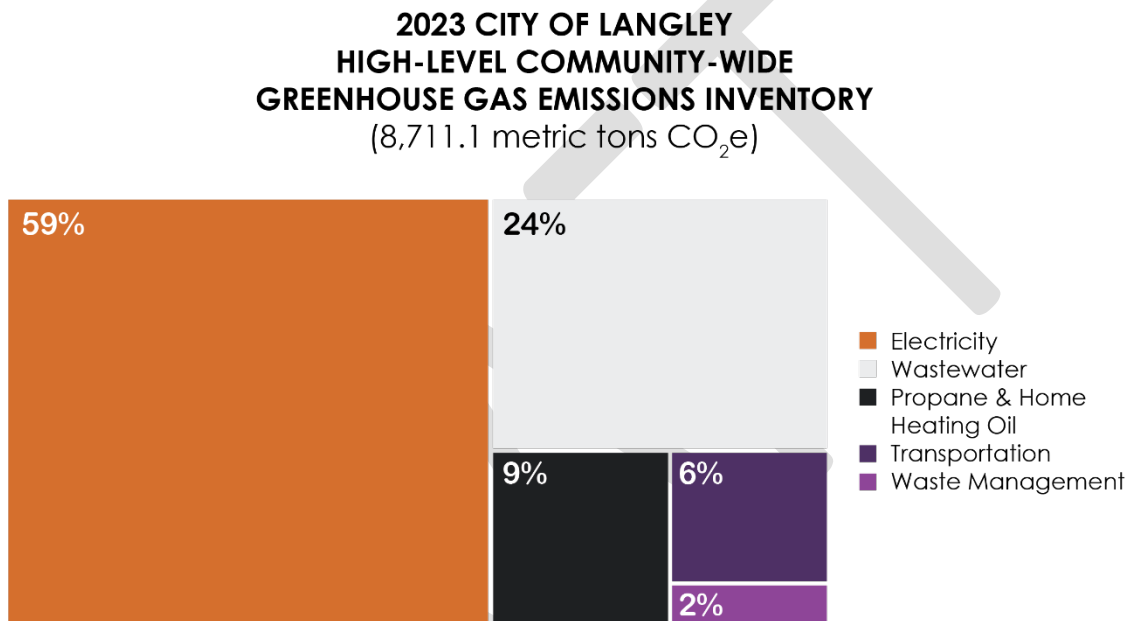
Source: BHC Consultants, 2025.

ENERGY USE AND EFFICIENCY

Langley’s GHG emissions primarily come from electricity usage (59%) and wastewater treatment (24%), followed by propane and home heating oil usage (9%), transportation (6%), and waste management (2%) as shown in Figure 2. A detailed breakdown and analysis of Langley’s GHG emissions can be found in the [Langley Climate Mitigation Memo \(Appendix X\)](#). Electricity usage offers

opportunities for GHG reduction in several ways: 1) As a result of Washington’s Clean Energy Transformation Act, the electric grid is required to be greenhouse gas neutral by 2030. 2) Given this, Langley can achieve significant reductions in greenhouse gas emissions by intentionally electrifying processes that are currently powered by fossil fuels. 3) To achieve maximum greenhouse gas reductions in the short term, it is possible to purchase clean power under a number of programs from PSE, and/or install on-site renewable energy generation. The goals and policies of this section outline potential strategies to help the city electrify processes, transition to renewable energy sources, and increase energy efficiency, where feasible.

Figure 2: Community-Wide Greenhouse Gas Emissions Estimate for Langley (2023)



RENEWABLE ENERGY USE, GENERATION, AND STORAGE



Goal C-1: Support the development of distributed renewable energy solutions in the city.

Policy C-1.1



Continue to pursue funding and grant opportunities to evaluate and increase the feasibility of microgrids and community owned, small-scale renewable energy generation projects throughout the city, prioritizing low-income communities. Support the development of such projects within Langley and in the greater South Whidbey Island area, where appropriate.

PSE's Green Direct Program

allows customers to purchase 100% renewable energy directly from wind and solar sources, which supports the development of new renewable energy projects.

Policy C-1.2



Continue to power City operations with renewable energy through PSE's Green Direct Program.

PSE's Green Power Program

is a voluntary program that allows customers to pay a fee to match a portion or all of their electricity use with electricity from regional renewable energy projects.

Policy C-1.3

Support and encourage community participation in PSE's Green Power Program or Green Direct Program or demand-response programs through education efforts.

Policy C-1.4

Explore the potential use of PSE's Green Power Solar Grant Program, the Olympia Community Solar Program, or similar programs to expand the use of solar power where feasible.

Potential implementation actions could include municipal code updates to:

- Review and update siting requirements for renewable energy projects as new best practices emerge.
- Encourage or require new structures to have solar orientation to reduce energy demand.

Policy C-1.5

Explore options for encouraging solar panels on buildings with large rooftops, as well as within or over parking areas.

Policy C-1.6

Remove barriers to facilitate the installation of renewable energy and high efficiency buildings.

Goal C-2: Support and expand existing efforts to reduce high-emissions energy sources including propane, heating oil, and wood use throughout the city.

Policy C-2.1

Continue to partner with local efforts to replace residential fossil fuel heating systems (including traditional wood-burning stoves, propane, and heating oil) with electric heat pumps or other electric heating systems, prioritizing households vulnerable to extreme temperatures (e.g., low-income seniors living alone).

Policy C-2.2



Develop partnerships with nonprofit housing providers to ensure a transition to sustainable heating and cooling methods, including the addition of trees to increase natural cooling on site, especially for housing developments that serve vulnerable populations such as senior housing.

- Policy C-2.3 Phase out the use of gas-powered landscaping equipment for municipal operations and encourage residents to do the same.



- Policy C-2.4 Encourage electric and solar back-up generators to replace gasoline-powered generators.

ENERGY EFFICIENCY

Goal C-3: Encourage energy conservation and facilitate demand-side management to reduce greenhouse gas emissions.

- Policy C-3.1 Identify and promote opportunities to increase the energy efficiency of space and water heating across various sectors throughout the city.

- Policy C-3.2 Encourage and incentivize increased energy efficiency in community-owned buildings through methods like improved insulation, door seals, or window replacements by promoting existing programs and incentives offered through PSE and other organizations.



- Policy C-3.3 Explore the potential for energy-efficient retrofits to municipal buildings, including the use of more efficient space and water heating technologies (e.g., heat pumps, which can also filter smoke).



- Policy C-3.4 Encourage the adaptive reuse of buildings throughout Langley, with retrofits to increase energy efficiency, recognizing the potential emission-reduction benefits of retaining and retrofitting existing buildings.

- Policy C-3.5 Promote the use of green building design and certification, such as those outlined by the U.S. Green Building Council and similar organizations.

- Policy C-3.6 Prioritize the preservation and weatherization of housing in overburdened communities to reduce emissions and increase resilience.

WASTE REDUCTION AND MANAGEMENT

Though waste management accounts for a relatively small amount of Langley's GHG emissions (2% of total emissions), it is important to the city to increase waste reduction and explore additional ways to divert waste from the landfill to further decrease GHG emissions. Waste diversion was an important topic that many residents resonated with and expressed interest in further discussion of ways to decrease the amount of waste while simultaneously minimizing emissions generated from the collection of waste. Langley residents, generally speaking, already do a great job at diverting waste from landfills. The challenge now is how to reduce waste in the first place. The goals and policies of this section create a framework for such work to continue over the planning period. This section also includes policies to address wastewater treatment, Langley's second highest source of emissions (24% of total emissions), where feasible, due to the long lifespan of the wastewater treatment plant. The wastewater treatment plant emissions can be mostly attributed to methane and

nitrous oxide emissions from wastewater treatment processes, and a relatively small amount of emissions is due to the use of vehicle diesel engines at the plant.



Goal C-4: Support and increase existing efforts throughout Langley to minimize waste and promote a circular economy and expand waste management opportunities for Langley through partnerships with other jurisdictions and organizations.

Policy C-4.1 Replace municipal products with reusable ones, where feasible, and advocate for the use of reusable products through policy and partnerships.

Policy C-4.2 Encourage efforts and partner with organizations and businesses that promote a circular or sharing economy within the city, and/or focus on repair and maintenance rather than replacement, which helps to reduce waste and embodied emissions.



Policy C-4.3 Partner with and support organizations that provide technical assistance for businesses to increase recycling, reduce waste, and utilize reusable supplies and materials.

Policy C-4.4 Consider the development of a post-disaster debris management strategy (e.g., for downed trees or landslide debris).

Policy C-4.5 Continue to partner with local organizations and companies to expand waste management options for food waste, paper, textiles, metal, and other hard to recycle materials.

Policy C-4.6 Continue to work with waste disposal providers to explore island-wide curbside recycling or other options to enhance existing recycling efforts.

Policy C-4.7 Work with waste disposal providers or other organizations to promote under-utilized recycling programs (e.g., commercial commingled recycling) and develop targeted campaigns for recycling materials with the highest GHG reduction impact (e.g., paper, metal, food waste).



Efforts to increase waste management opportunities will not only help promote a **circular economy** but may result in opportunities for additional **job creation** and to increase the community's **self-reliance**.

Policy C-4.8 Encourage community wide efforts to create a composting program, such as through partnering with other organizations, or exploring further partnership with Island County efforts to operate a composting facility, anaerobic bio-digester, and biochar manufacturer, whichever is more efficient and feasible, in order to support zero-waste efforts and soil building for carbon sequestration.



Policy C-4.9 Encourage the recycling of construction and demolition debris.

Goal C-5: Reduce emissions associated with wastewater treatment, which are the second highest category of emissions for Langley.

- Policy C-5.1 Reduce or eliminate the use of diesel engines at the wastewater treatment plant, where feasible.
- Policy C-5.2 Explore ways to reduce the total volume of wastewater needing treatment, which could align with water conservation initiatives.
- Policy C-5.3 Ensure future wastewater treatment facilities continue to divert yard debris to Langley’s composting program, which helps avoid emissions that would otherwise result from sending yard debris to a landfill.





MULTIMODAL TRANSPORTATION

Transportation emissions account for about 6% of Langley’s emissions. Due to Langley’s location far from major metropolitan areas, residents often have to drive to access services and amenities not found locally. Langley is also a popular tourist destination and many visitors travel considerable distances to visit the city. Additionally, Langley’s reliance on ferry transport to reach the mainland presents the city with relatively unique challenges to reduce vehicle miles traveled (VMT) and GHG emissions associated with transportation. The goals and policies of this section address these challenges and seek to identify and prioritize localized efforts to reduce VMT and transportation-related emissions while fostering a more vibrant and connected community that encourages alternative methods of transportation. Please refer to the **Transportation Element** for additional policies related to multimodal transportation, transportation network safety, and necessary improvements to the city’s transportation network.

Multimodal transportation

planning involves accommodating many transportation alternatives to single-occupancy vehicles especially for those who cannot or choose not to drive a car, and may involve increasing public transit, biking, walking, water-based transportation, trains, or other wheeled transportation options in order to provide more transportation connections and choices.

Goal C-6: Promote transportation alternatives and reduce per capita vehicle miles traveled (VMT) and GHG emissions generated from transportation to and within Langley.

Policy C-6.1	Coordinate with Island County, Island Transit, WSDOT, Washington State Ferries, Port of South Whidbey, and other jurisdictions as necessary, to support and encourage public, low-carbon transportation usage for Langley residents and visitors when traveling to and from Langley, such as an electric passenger ferry.	
Policy C-6.2	Facilitate the equitable provision of electric vehicle (EV) charging stations and other low-carbon transportation infrastructure within the city.	
Policy C-6.3	Consider requiring electric vehicle charging infrastructure in all new and retrofitted buildings.	
Policy C-6.4	Encourage participation in PSE's Up and Go pole charging program to expand EV charging on municipal, public, and private property.	
Policy C-6.5	Consider further transitioning City fleet vehicles to low or zero emission vehicles.	
Policy C-6.6	Prioritize transportation improvements that have positive or minimal adverse impacts on the natural environment, air quality, energy consumption, and that reduce greenhouse gas emissions.	
Policy C-6.7	Reduce parking requirements where there are multimodal options available.	
 	Goal C-7: Implement multimodal transportation planning to reduce single-occupancy vehicle dependence and greenhouse gas emissions, safely accommodate multiple transportation preferences, increase social interaction and commerce, and foster vibrant communities with high quality of life.	
Policy C-7.1	Improve sidewalks and pedestrian amenities throughout the city to increase pedestrian safety.	
Policy C-7.2	Explore the potential acquisition of privately owned pedestrian walkways downtown to improve pedestrian connectivity.	
Policy C-7.3	Support carpooling, biking, walking, and other multimodal transportation options to reduce overall VMT, primarily among daily commuters traveling to and from Langley.	
Policy C-7.4	Encourage the use of multimodal transportation options by improving and increasing the multimodal transportation network throughout the city.	

Vehicle miles traveled (VMT)

per capita is calculated as the total annual miles of vehicle travel divided by the total population in Langley. Per capita VMT can be reduced by increasing the use of public transportation, or by increasing walking, biking, or other modes of non-motorized transportation.

- Policy C-7.5** Create and maintain a safe, well-connected, and attractive bicycle and pedestrian transportation network to encourage active transportation.
- Policy C-7.6** Establish micromobility centers wherever plausible (e.g., creating hubs for shared bikes and scooters, installing additional bike parking downtown), prioritizing areas underserved by transit or near concentrated community services.
- Policy C-7.7** Address active transportation and other multimodal types of transportation options in concurrency programs – both in assessment and mitigation.
- Policy C-7.8** Encourage the use of Island Transit by continuing to coordinate with Island Transit to ensure adequate transportation facilities are provided concurrently with growth and development. working with Island Transit to improve public transit infrastructure in the city.

Potential implementation actions could include:

- Providing transit instructions in public meeting announcements.
- Continue to coordinate with Island Transit to improve public transit infrastructure in the city, such as making bus stops more visible.

ZONING AND DEVELOPMENT

The City's zoning and development patterns have large implications for greenhouse gas emissions because they create the regulatory framework that controls where and how development occurs. Increasing density throughout the City through infill development or updating development regulations to allow for increased or minimum residential densities can not only help increase housing diversity and supply, but also can reduce sprawl and ensure housing is located closer to existing services. Actions related to zoning and development will need to be implemented in conjunction with efforts to increase multimodal transportation, in order to maximize GHG reductions. The policies in this section strongly relate and were developed to compliment those found in the Land Use, Housing, and Transportation Elements.

Goal C-8: Reduce sprawl by increasing housing diversity and supply within urban growth areas, prioritizing the use of low-carbon materials where feasible, to reduce greenhouse gas emissions and support climate justice.

- Policy C-8.1** Increase allowed density or remove limits on density in areas near transit and other services within the urban growth area.
- Policy C-8.2** Establish minimum residential densities within urban growth areas.
- Policy C-8.3** Continue to explore inclusionary zoning to support greater income diversity in housing types and climate justice.

Policy C-8.4



Prioritize infill development through zoning and permitting processes in order to utilize existing infrastructure and reduce development pressure on rural and resource lands.

Policy C-8.5

Prioritize the use of lower-carbon building materials in new construction and building retrofits to reduce embodied carbon emissions, such as through reviewing the City's procurement policies or developing incentives for community-wide construction.

Please also reference the Policies under Goal C-22, which discuss tree cover. The city aims to balance infill development with the preservation and enhancement of the city's tree canopy to increase density and carbon sequestration.

COMMUNITY KNOWLEDGE, NETWORKS, AND PRACTICES

Many city commissions, community groups, and residents throughout Langley are working on efforts to decrease GHG emissions and increase community resilience. The goals and policies of this section seek to encourage these efforts and support them where feasible, prioritizing efforts that serve vulnerable and underserved communities. Additional community-led efforts are included throughout other sub-topics in this element as well.

Goal C-9: Increase and support community participation and leadership for emissions reduction efforts and ensure climate justice by providing all residents with an equitable opportunity to learn about climate impacts, influence policy decisions, and take actions to enhance community resilience.

Policy C-9.1



Support and encourage community-led emissions-reduction or climate impact educational workshops, activities, and engagement opportunities, prioritizing equity and underrepresented communities wherever possible.

Policy C-9.2



Continue to support and partner with community-based organizations with the capacity and relationships to convene diverse coalitions, develop culturally contextualized outreach materials, and empower residents to implement climate resilience actions.

Policy C-9.3

Engage overburdened communities in participatory budgeting efforts to support equitable distribution of funding that helps reduce local emissions and build city-wide resilience.

Policy C-9.4

Encourage the involvement of youth and youth leadership in GHG reduction education and resiliency efforts.

Policy C-9.5



Encourage the existing ALERT (Advanced Langley Emergency Response Team) program in Langley to consider communicating information related to greenhouse gas emissions reduction and climate resilience efforts in the city, in addition to serving as a community-run disaster response effort.

Policy C-9.6



Actively seek community input and provide an opportunity for community members to discuss climate recommendations, policy issues, and climate-related city actions to help prioritize city actions and further support the City's declaration of a climate emergency.

ECONOMIC DEVELOPMENT

Establishing and maintaining local economies that are economically viable, environmentally sound, and socially responsible is key for community sustainability. To further enhance Langley's resilience to climate impacts and climate-exacerbated hazards, it is important for the City to consider ways it can support local businesses and supplement existing climate preparedness efforts. Additional goals and policies related to economic development can be found in the sub-topic "Waste Reduction and Management" above and in the Economic Development Element.

Goal C-10: Ensure that the local economy is resilient to climate disruptions and fosters business opportunities associated with climate mitigation and adaptation.

Policy C-10.1

Promote purchasing from local businesses to support economic development and reduce emissions associated with the transportation, production, and distribution of goods.

Policy C-10.2

Support local businesses' efforts to bolster climate preparedness and continuity of operations.

Policy C-10.3

Encourage economic development programs designed to support and promote sustainability, resiliency, energy efficiency, and the expansion of locally based industries and employment opportunities.

Policy C-10.4

Continue to support businesses and residents who work from home in Langley to reduce greenhouse gas emissions.

Potential implementation actions could include efforts to:

- Advertise the city's fiber optic capacity, which is provided through Whidbey Telecom.
- Encourage co-working spaces.



Climate Resilience Goals and Policies

Langley is already facing many impacts of climate change, which are projected to worsen over the planning period and for decades to come. The primary climate impacts facing Langley include more intense and frequent heat waves, shifting precipitation patterns, heightened wildfire risks, and rising sea levels, among other climate-related hazards like landslides, flooding, increased wind intensity, and increased exposure to wildfire smoke. The primary climate hazards for Langley were identified using the University of Washington Climate Impact Group's Climate Mapping for a Resilient Washington tool and many of Langley's current planning documents to provide additional local context. A more thorough discussion of climate impacts that will impact Langley over the planning period can be found in the [Resilience Planning Memo \(Appendix X\)](#).

Langley is made up of many engaged residents and community groups who are participating in existing efforts to increase community resiliency. For instance, Langley's ALERT program works to maintain a community network where neighbors can assist one another and help recover from disasters and other hazards while waiting for other county, state, or federal emergency assistance efforts to arrive in Langley. The goals and policies under this sub-section were developed to support the existing work of the community, while expanding city efforts to secure funding and collaborate

The Climate Resilience goals and policies help Langley **build resilience to climate impacts** (including sea level rise and related coastal hazards, extreme heat, and changing precipitation patterns, among others), **protect human health, enhance emergency management preparedness,** and strengthen existing community-wide efforts to build **community cohesion and enhance residents' sense of place.**

with other organizations and jurisdictions to develop coordinated actions to build climate resilience. They also support additional "co-benefits", including, but not limited to: reduced emissions, carbon sequestration, the provision of ecosystem services, promotion of equity and justice, economic development, cost savings, improved health and well-being, stronger community networks and community knowledge, protection of native species and fish, and support for increased housing diversity and supply (Figure 1).

When developing and considering implementation actions for the goals and policies of this sub-section, the city is committed to prioritizing vulnerable populations and frontline communities, or those who are hurt first and worst by climate-related impacts. This effort will involve continued evaluation of vulnerable populations to target policy interventions and pursue funding that will best

serve Langley and increase its overall resilience to climate-related hazards. Vulnerable populations in Langley are briefly outlined in the sub-topics below, but additional information can be found in the [Climate Resilience Planning Memo \(Appendix X\)](#).

EMERGENCY MANAGEMENT AND PREPAREDNESS

Many natural disasters and extreme weather events are being, and will continue to be, exacerbated by climate change. For instance, storms and heat waves are becoming more frequent and intense, leading to an increased need to bolster emergency procedures and preparedness to ensure residents

are empowered to prepare for emergencies and are aware of resources available to them. Langley is limited in its evacuation routes due to its size and reliance on ferry transport to get to the mainland, which requires unique solutions and procedures. Furthermore, vulnerable populations will require greater assistance than others following disasters, namely low-income households, those living alone, and those with limited mobility. Despite these vulnerabilities, Langley does have many resources available to residents, such as air conditioned and heated public facilities provided by the South Whidbey Community Center and the Langley Library. The goals and policies of this section are meant to ensure the City continues to improve coordination with other jurisdictions and bolster emergency preparedness efforts.

Goal C-11: Enhance emergency preparedness, response, and recovery efforts to mitigate risks and impacts associated with extreme weather and other hazards worsened by climate change.

Policy C-11.1 Develop resilience hubs – community-serving facilities that are designed to support residents, coordinate communication, distribute resources, and reduce carbon emissions while enhancing residents’ quality of life during emergencies.

Policy C-11.2 Factor climate impacts into the development of disaster preparedness, response, and recovery activities by planning and coordinating with first responders and key partners, including public health, law enforcement, fire, school, and emergency medical services (EMS) personnel.

Policy C-11.3 Update the city’s emergency procedures to include evacuation and create evacuation plans and outreach materials to identify community resources and help residents plan and practice actions that make evacuation quicker and safer. Partner with Island County and other local jurisdictions in evacuation planning efforts, where applicable, and ensure that emergency plans are developed with climate impact projections, extreme weather events and natural hazards (including potential wildfires), and vulnerable populations in mind.

Policy C-11.4 Explore additional evacuation methods, including aircraft evacuations, due to Langley’s limited evacuation routes and the city’s reliance on ferry transport to get to the mainland.

Policy C-11.5 Develop a strategic implementation plan with broad-based community involvement to guide and focus resources and program initiatives to achieve

Potential implementation actions could include efforts to:

- Upgrade emergency services’ communication equipment.
- Improve training of emergency personnel and responders to integrate climate hazard considerations.
- Regularly assess the needs of emergency facilities or resilience hubs.
- Continually assess and evaluate vulnerable populations and develop targeted adaptation strategies.

the goals of this element, prioritizing actions that minimize impacts to vulnerable populations.

- Policy C-11.6 Continue to collaborate with tribal, county, state, and national initiatives and organizations, where appropriate, to prioritize, coordinate, and leverage resilience-building efforts.
- Policy C-11.7 Continue to partner with Langley’s ALERT program to enhance community cohesion and build a social safety net to enhance local safety during disasters and fill a gap in emergency services before other state and federal agencies can mobilize and assist Langley.
- Policy C-11.8 Work with partners, such as Langley’s ALERT program or other organizations, to distribute information on resilience hubs or other local cooling, warming, and clean air facilities, and encourage residents to check in on their neighbors.
- Policy C-11.9 Coordinate with the South Whidbey Fire/EMS district to identify how current capacity can address expected increases in call volumes and incidents due to existing and projected climate impacts.
- Policy C-11.10 Coordinate with Island County to develop and implement notification alerts within the community to reduce the risk of exposure to wildfire smoke and particulate matter, wildfires, flooding, landslides, and extreme heat, among other climate-exacerbated hazards.
- Policy C-11.11 Partner with Island Transit to provide Paratransit services to transport people to public facilities or resilience hubs during extreme weather events.

HUMAN HEALTH

One of the largest vulnerabilities of the Langley population to climate impacts is its sensitivity to extreme heat, as 31% of households in the city consist of an individual over 65 years of age living alone. Older adults are more susceptible to health impacts from extreme heat, especially if they have preexisting health conditions or live alone. Additionally, about one-third of the housing units occupied in Langley are rental units, which could indicate vulnerability to extreme heat and other climate impacts, as renters (especially low-income households) typically have fewer options or resources available to adapt. The **Resilience Planning Memo (Appendix X)** explores Langley’s vulnerabilities related to extreme heat and other climate-exacerbated hazards in greater detail. Climate change not only poses risks to the physical health of residents, but also to mental health, as stress levels may be elevated due to climate-related issues, and climate-exacerbated disasters may lead to post-traumatic stress. Additional impacts to human health are addressed in other sub-topics of this Element, such as the “Wildfire” section.

Goal C-12: Protect community health and well-being from the impacts of climate-exacerbated hazards, prioritizing overburdened communities to ensure that the most vulnerable residents do not bear disproportionate health impacts.

Policy C-12.1



Target extreme heat mitigation efforts to the populations most vulnerable to extreme heat, such as individuals over 65 living alone, those with pre-existing conditions, and renters, among others.

Policy C-12.2

Ensure that all residents have equitable access to green space within a half mile.

Policy C-12.3



Seek funding for adaptation projects that prioritize vulnerable populations in the city to address potential climate impacts.

Policy C-12.4

Work to achieve a sustainable urban forest that is equitably distributed and contains a diverse range of tree species and ages in order to reduce stormwater runoff, sequester carbon, provide wildlife habitat, reduce air pollution, provide shade, increase aesthetics, and stabilize soils (see Figure 1 for additional co-benefits of climate action).

Policy C-12.5



Continue to identify and develop targeted policy interventions and adaptation strategies to protect overburdened or vulnerable populations in Langley, such as communities that have historically experienced disinvestment, older individuals living alone, low-income households, and those with pre-existing health conditions or disabilities.

FOOD SECURITY

While there is no agriculturally zoned land in Langley, agriculture is still present in the city through small scale food gardens found in many backyards or community gardens. These efforts are crucial for community connection and food sovereignty. The goals and policies in this sub-topic are adapted from the Sustainability Element of Langley's 2018 Comprehensive Plan and updated to reflect resident's interest in strengthening efforts to increase food security while reducing emissions. They also heavily relate to the goals and policies under "Waste Reduction and Management" and "Stormwater Management and Flooding", as regenerative agriculture practices may help promote a circular economy while increasing carbon sequestration, soil fertility, and moisture retention.

Goal C-13: Facilitate access to healthy, locally grown food, prioritizing vulnerable populations, in order to increase community-wide food security.

Policy C-13.1

Enhance food security by enabling and supporting local food production, urban agriculture, community gardens, and local farmers markets.

Policy C-13.2

Incentivize regenerative agriculture, diversified small farms, and sustainable technologies to build a resilient food system, encourage food sovereignty, and increase carbon sequestration.

Policy C-13.3

Clarify urban agriculture provisions in the Langley Municipal Code by determining what urban agricultural uses are allowed in each zone.

COASTAL RESILIENCE

Sea level rise and other coastal hazards like storm surges, erosion, and landslides pose a growing threat to Langley and its shoreline over the planning period. This section includes goals and policies to address sea level rise and landslide risk to enhance Langley's coastal resilience and build upon recommendations found in Langley's Sea Level Rise Assessment conducted in 2021. Sea level rise projections and a thorough discussion of Langley's sensitivity, adaptive capacity, and vulnerability to sea level rise and other coastal hazards can be found in the **Resilience Planning Memo (Appendix X)** and the City's Shoreline Master Plan Sea Level Rise Assessment.

Please see the goals and policies under the “**Livable Built Environment**” sub-topic at the end of this element for additional ways the city will address updates to its development regulations in order to enhance climate resilience.

SEA LEVEL RISE

In combination with potential storm surges, sea level rise poses a risk to properties, septic systems, roads, utilities, and other structures in Langley, particularly in low-lying areas in the West and Central areas of Langley, though properties in Langley East along the bluffs face increased erosion threats as well. Additional goals and policies to support sea level rise preparedness can be found in the “Livable Built Environment” section. The goals and policies of this sub-topic are intended to complement Langley's Sea Level Rise Assessment and Shoreline Master Program, among other citywide planning efforts and code provisions that require the elevation of new structures in flood hazard zones.

Goal C-14: Build upon Langley's existing sea level rise planning efforts to address future sea level rise impacts.

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| Policy C-14.1 | Further evaluate the seawall's long-term stability and the efficacy of potential repairs and adaptations and explore additional potential solutions to enhance Langley's resilience to sea level rise. |
| Policy C-14.2 | Encourage homeowners to use soft-shore or vegetated stabilization methods (e.g., planting native vegetation and creating buffer zones) in favor of the repair or replacement of aging bulkheads to continue to provide effective flood protection, where feasible. |
| Policy C-14.3 | Enhance the resilience of the city's sewer infrastructure to sea level rise by using the results of Langley's Climate Resilience Evaluation and Awareness Tool (CREAT) Technical Assistance Assessment Report to seek funding for implementation and adaptation measures to protect the sewer lift stations. |
| Policy C-14.4 | Establish development regulations that either require the location of new lots and structures, including utilities and other public infrastructure, outside of sea-level rise hazard areas, or that they are designed and constructed with adaptations to accommodate expected sea-level rise in |



2100 (sea level projections identified in the city's Sea Level Rise Assessment may be used).

- Policy C-14.5 Review required buffers and setbacks for steep slopes and shorelines vulnerable to erosion exacerbated by climate change, and establish new minimums, if necessary, so that improvements are not required to protect structures during their expected life.
- Policy C-14.6 Partner with other jurisdictions to identify and implement strategies to increase the resilience of the marina and shoreline environment to sea-level rise and other climate hazards, while also protecting shoreline ecological functions, preventing pollution of the marina, allowing water-dependent uses, and providing public access.
- Policy C-14.7 Where feasible, prioritize managed retreat over shoreline armoring and restrict new development in vulnerable areas such as coastal bluffs.

LANDSLIDES AND EROSION

Increased landslide and erosion risk due to climate change and changing precipitation patterns could destabilize the Cascade Avenue and First Street bluffs. Landslides along Cascade Avenue and First Street could jeopardize major transportation routes for both motorized and non-motorized traffic, threaten the integrity of water mains crucial for fire protection and drinking water, overhead power lines, and a pressurized sewer force main that carries sewer flows from the Sunrise Beach Pump Station to Pump Station No. 1. The goals and policies of this section intend to reduce potential landslide and erosion hazards and build upon existing planning efforts.

Goal C-15: Protect infrastructure along the coastline from the impacts of potential landslides and erosion.

- Policy C-15.1 Explore the feasibility and begin implementation of capital improvement projects and slope stabilization solutions identified in the city's Bluff Management Plan, including a catchment wall in Wharf Street, a soldier pile retaining wall on First Street, arborist assessments and tree maintenance, and the removal of invasive species to be replaced with native vegetation.
- Policy C-15.2 Develop a contingency plan for private landowners to implement in the event of landslide or bank failure, which includes emergency response protocols and the identification of potential local partnerships for stabilization and recovery efforts. Pursue the development of a Landslide Emergency Response Plan as outlined in Langley's Bluff Management Plan.
- Policy C-15.3 Connect coastal homeowners with organizations or resources that offer information on shoreline hazards and adaptation or mitigation strategies for their property.

STORMWATER MANAGEMENT AND FLOODING

Stormwater runoff from multiple drainage basins converges in Langley's downtown, where some stormwater pipes are undersized and unable to accommodate stormwater from large rainfall events (see Appendix X for a detailed summary of the city's stormwater infrastructure). It is crucial that the City continues to explore adaptation strategies for managing increased stormwater runoff downtown to minimize impacts, as climate change is projected to increase the frequency and intensity of heavy and extreme precipitation events. Stormwater management is also important to address in order to protect fish and wildlife habitat from stormwater runoff and pollution that may otherwise be increased with more frequent and intense precipitation events. Efforts to improve stormwater management, such as the use of low impact development or green infrastructure techniques, not only help to prevent or minimize flooding or impacts on water quality but also may increase carbon sequestration and improve soil health and stability.

Goal C-16: Increase the city's stormwater management capacity to reduce flooding, prioritizing downtown Langley and other areas most susceptible to flooding.

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| Policy C-16.1 | Continue to explore adaptation strategies for stormwater management downtown, which may include upgrading the system to accommodate a 25-year or 100-year rainfall event with larger pipes and catch basins, where feasible. |
| Policy C-16.2 | Seek funding to strengthen and expand the city's stormwater management system, focusing efforts in downtown Langley. |
| Policy C-16.3 | Consider the development of a fund to build and maintain green infrastructure projects that help capture, filter, store, and reuse stormwater runoff. |
| Policy C-16.4 | Establish regulations to encourage the use of green infrastructure and low-impact development, including permeable pavement, bioswales, green roofs, for new development and redevelopment projects to address increased storm intensities and stormwater runoff and support aquifer recharge. |
| Policy C-16.5 | Promote the replacement of impervious surfaces with permeable pavement and other surfaces that increase filtration, groundwater recharge, and storage of stormwater runoff. |



WATER RESOURCES

Shifting precipitation patterns and extreme heat, among other climatic changes, are increasing drought conditions, water scarcity, and impacts to water quality. The City intends to conduct hydraulic modeling of active and emergency drinking water sources to assess the aquifer's carrying capacity and status. In the meantime, the goals and policies included below seek to protect and preserve water quality and quantity in order to increase Langley's resilience to the potential impacts

of drought, extreme heat, and sea level rise on Whidbey Island’s groundwater sources. Residents identified the sustainability of water resources as a large priority for the city to address.



Goal C-17: Protect and preserve water quality and quantity from drought, extreme heat, and other hazards exacerbated by climate change.

- Policy C-17.1 Manage water resources sustainably in the face of climate change through smart irrigation, stormwater management, preventative maintenance, water conservation and wastewater reuse, and landscape management.
- Policy C-17.2 Consider allowing onsite non-potable water systems to reduce water demand in private-sector commercial and residential buildings. Encourage the use of non-potable water and reclaimed water systems for dust control on construction sites and street cleaning.
- Policy C-17.3 Assess the susceptibility of City groundwater sources to saltwater intrusion and implement strategies to prepare for and mitigate its effects on the aquifers.
- Policy C-17.4 Encourage water conservation efforts among residents and businesses and partner with other organizations to encourage education surrounding drought and fire-resistant landscaping.
- Policy C-17.5 Continue to explore the use of hydraulic modeling and the mapping of active and emergency drinking water sources to better understand the city’s aquifers, which areas contribute most to recharge, and how saltwater intrusion impacts groundwater resources, in order to help the city make smarter land use decisions about development activities and understand how much water it can responsibly use. Pursue funding based on the findings from these efforts to secure drinking water.
- Policy C-17.6 Conduct a watershed analysis as part of the 2026 Stormwater Comprehensive Plan update to understand Langley’s hydrology and consider how climate change may affect existing hydrologic processes.
- Policy C-17.7 Participate in county and statewide policy discussions that impact groundwater supply and quality.
- Policy C-17.8 Encourage rain catchment efforts to increase the amount of water available for landscaping or wildfire suppression.

WILDFIRE

Increasing temperatures and longer heat waves in summer are making vegetation drier and more flammable throughout Island County, heightening the risk of wildfires. While wildfire does not pose a significant direct risk to Langley and its residents, dry vegetation, strong winds, low humidity, and more intense heat waves could increase the potential for damaging wildfires. Furthermore, the City recognizes that wildfire is a large concern for many residents and acknowledges the importance of preparing for wildfires to avoid potentially catastrophic damage. The **Resilience Planning Memo (Appendix X)** outlines Langley's wildfire risk in greater detail. While Langley may be relatively unlikely to be directly or physically affected by wildfire over the planning period, it remains susceptible to impacts from wildfire smoke from regional wildfires and beyond. The goals and policies of this sub-topic address ways Langley can increase its physical resilience to wildfires and protect the health of its residents from wildfire smoke, prioritizing those most exposed and vulnerable to smoke (e.g., outdoor workers, those with pre-existing conditions, low-income households, and youth and adults over 65 years of age).



Goal C-18: Reduce the risk of wildfire to residents and structures in Langley.

Policy C-18.1



Encourage neighborhoods to become Firewise certified, establish evacuation plans, and create defensible spaces.

Policy C-18.2

Develop a comprehensive, communitywide wildfire resilience strategy to identify and implement strategies for reducing residential development pressure in the wildland-urban interface or areas of Langley that should be prioritized for wildfire mitigation, improve emergency response capabilities, create fire-resilient landscapes, promote fire-adapted communities, and foster short- and long-term recovery.

Policy C-18.3

Follow statewide conversations regarding the Wildland-Urban Interface code or Firewise practices for consideration in the city's municipal code.

Policy C-18.4

Ensure public properties, including parks or any designated resilience hubs, are prepared for wildfire by creating defensible spaces, or by exploring options for storing water on site for use during potential wildfire events.

Policy C-18.5

Work with PSE to explore the feasibility of installing underground power lines and undergrounding existing power lines.

The **Firewise USA Program** helps residents prepare for wildfire and reduce the risk of destruction from wildfire. Additional information can be found [here](#). The **Highlands neighborhood** in Langley is currently working to become a Firewise Community.

The **Wildland Urban Interface (WUI)** are the areas where wildlands and urban development meet or intermingle. Areas within the WUI are typically at the highest risk of wildfire compared to other non-vegetated areas of the city due to the proximity of flammable vegetation.

Goal C-19: Address the impacts of wildfire smoke on residents, prioritizing vulnerable populations.

Policy C-19.1



Prioritize at-risk community members for actions that mitigate wildfire smoke, which may include partnering with or connecting residents to organizations that provide resources, education, or personal protective equipment and filter fans, or incentivizing infrastructure upgrades (e.g., HVAC updates and MERV 13 filters for air intake) for facilities that serve high-risk populations.

Policy C-19.2

Explore ways to protect the health and well-being of those experiencing homelessness and outdoor workers, including those who work in landscaping, construction, road maintenance, or emergency management, who are disproportionately exposed to extreme heat, wildfire smoke, flooding, and other climate-exacerbated hazards.

Potential implementation actions could include efforts to:

- Provide shade and rest spots throughout the city.
- Partner with other organizations to establish clean air facilities or distribute information or resources like face masks or air filtration systems.

LIVABLE BUILT ENVIRONMENTS

A city's land use and development regulations can have large implications for the resilience of the built environment to climate-exacerbated hazards, as they can regulate things like stormwater management, low impact development techniques, and the siting of renewable energy, among many other climate-related topics. To implement GHG reduction and climate resilience measures, it is crucial that the City reviews its development regulations and integrate climate-friendly provisions where feasible. The following goals and policies provide a framework for this effort by identifying the types of actions the city will further explore and implement, as feasible.

Goal C-20: Establish land use patterns that increase the resilience of the built environment, ecosystems, and communities to climate change, while providing sustainable places for wildlife, living, working, and recreating.

Policy C-20.1



Establish development regulations that incorporate best practices for reducing the risk of wildfire, extreme heat, flooding, and other climate-exacerbated hazards.

Policy C-20.2



When reviewing and updating design standards, ensure they improve resiliency in addition to enhancing residents' quality of life.

Policy C-20.3

Plan for wildlife corridors and greenbelts throughout Langley to protect wildlife, provide connected habitat, reduce stormwater runoff, and enhance ecosystem and human health.

Policy C-20.4



Balance increasing development density with the preservation and enhancement of the city's tree canopy through policies and programs such as updated tree protection standards, canopy retention requirements for new development, guidelines for planting drought- and fire- resistant or native species, and consideration of a tree maintenance fund for publicly owned trees.

Please also reference the Policies under Goal C-11, which discuss infill development. The city aims to balance infill development with the preservation and enhancement of the city's tree canopy to increase density and carbon sequestration.

Policy C-20.5



Encourage the replacement of non-native vegetation with native plants to protect and enhance fish and wildlife habitat, support biodiversity, and enrich and stabilize the soil.

Goal C-21 Ensure that development and redevelopment projects are resilient to climate change impacts.

Policy C-21.1

Acquire properties or easements on properties that are vulnerable to climate-exacerbated hazards and are or will become unsuitable for development.

Policy C-21.2

Discourage or prohibit development in hazard zones that incorporate the consideration of future climate impacts and climate scenarios, such as establishing development regulations requiring new lots, structures, and community infrastructure to be located outside of sea-level rise hazard areas.

Policy C-21.3

Review base flood elevations to incorporate a factor for sea level rise.

Policy C-21.4

Establish development regulations or guidelines for building design and orientation that promote natural cooling and other resilience-building or passive design methods.

Policy C-21.5

Consider establishing a framework to integrate climate change projections into all city development and redevelopment plans.

Goal C-22: Enhance the resilience of infrastructure to climate-exacerbated hazards like more frequent and intense storms (and associated wind impacts), and extreme weather events.

Policy C-22.1



Partner with PSE and other energy utilities to identify necessary upgrades and improve the safety and reliability of electrical infrastructure vulnerable to climate-exacerbated hazards like increased storm and wind intensities or extreme heat, among other impacts.

Additional efforts to increase the resilience of the city's infrastructure to climate hazards can be found in the **Coastal Resilience, Stormwater Management and Flooding, and Water Resources** subtopics.

Policy C-22.2



Install distributed renewable energy generation and battery infrastructure at public facilities to store renewable electricity generated on site and provide emergency power that ensures continuity of operations.

Policy C-22.3

Ensure all utilities and capital facilities planning incorporates climate change projections and resilience considerations to ensure that infrastructure is in areas that will remain viable for the expected asset lifetime and not release pollutants during extreme weather events.

Policy C-22.4

Maintain adequate access to and circulation within all developments for emergency services, public transportation, and potential evacuation routes.