



Topic: City Council Regular Meeting

You are invited to a Zoom webinar or in person meeting. Note: Due to the lifting of Covid safety restrictions on June 9th the city is now required to provide a physical location for all meetings. A computer screen with a microphone and speaker will be set up in council chambers and at least one council member, staff member or the mayor will be present, but most council members and staff will not be present in person but will be participating via Zoom.

Topic: 1st Regular City Council Meeting of this month

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83273254975?pwd=aGJhcW1aVEpFc2lDVWpXOEU5cUJvdz09>

Passcode: 172825

Or One tap mobile:

US: +12532158782,,83273254975#,,,,*172825# or +16699006833,,83273254975#,,,,*172825#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 253 215 8782 or +1 669 900 6833 or +1 346 248 7799 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 832 7325 4975

Passcode: 172825

International numbers available: <https://us02web.zoom.us/j/83273254975?pwd=aGJhcW1aVEpFc2lDVWpXOEU5cUJvdz09>



CITY OF LANGLEY DRAFT COUNCIL AGENDA

Monday February 6, 2023 @ 5:30 P.M.

CALL TO ORDER – 5 minutes

1. Opening Words
2. Roll Call

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

1. Approval of Claim Warrants - and EFTs in the amount of \$155,424.48 5-16
2. Approval of Manual Warrants 43169, 43191 and EFTs in the amount of \$ 179,205.19..17
3. Approval of Payroll Direct Deposit Run (January 17th, 2023) in the amount of \$32,072.04 18
4. Approval of Payroll Claim Nos 43188-43189 and Direct Deposit Run in the amount of \$42,964.45 19
5. Approval of Contract with Odgen Murphy Wallace, PLLC20-28

APPROVAL OF AGENDA – 3 minutes

APPROVAL OF MINUTES – 3 minutes

1. Approval of Council Meeting Minutes of 01/17/2023 29-33

PUBLIC COMMENT PERIOD* – 30 minutes

PRESENTATION/GUEST SPEAKER/COMMISSION REPORTS – 10 minutes

1. Presentation to Council from Historic Preservation Commission – Bob Waterman Chair – 5 minutes
2. Presentation to Council from Public Works Advisory Commission – Dominique Emerson Chair– 10 minutes

MAYOR'S REPORT – 10 minutes

1. 2023 EPA Solid Waste Infrastructure of Recycling (SWIFR) Grant34-36
2. Edge Lane Roads - a way to reduce speeds & increase bike and pedestrian safety ...37

ORDINANCES/RESOLUTIONS

1. Ordinance for Structure of City Administrator/Clerk Position, 1st Reading - Chris Carlson, Chair Finance & Personnel Legislative Commission – 10 minutes38-47

2. Mukilteo Parking Proposal Draft Resolution – Rhonda Salerno, Council Member – 10 minutes 48-58

NEW BUSINESS

1. Options for dimming street lighting to reduce PSE electrical bills – Randi Perry, Director of Public Works – 5 minutes
2. Introduction to Langley’s Participation in a Regional Comprehensive Economic Development Strategy (CEDS) Project – Scott Chaplin, Mayor, Sharon Sappington, Executive Director Economic Development Council & Jennifer Noveck, Ph. D – 10 minutes59-68

UNFINISHED BUSINESS

1. Library Building Improvements Progress Update– Randi Perry, Director of Public Works & Meredith Penny, Director of Community Planning & Chy Ross, Assistant Director of Capital Strategy and Planning Sno-Isle Libraries – 15 minutes.....69-77
2. Council Approval to Authorize Chlorine Contact Chamber Resurfacing Bid Recommendation -Randi Perry, Director of Public Works – 5 minutes 78-80
3. Council review of Financial Policy Development-Credit Card Policy and Procedures and Credit Card User Agreement – Wanda Grone, Finance Director – 10 minutes81-86

DISCUSSION

1. Review of Council compensation – Gail Fleming Council Member – 10 minutes

COUNCIL REPORTS– 15 minutes

1. Council Member Harolynne Bobis – 3 minutes
2. Council Member Rhonda Salerno – 3 minutes
3. Council Member Thomas Gill – 3 minutes
4. Council Member Craig Cyr – 3 minutes
5. Council Member Gail Fleming – 3 minutes

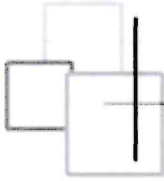
EXECUTIVE SESSIONS

1. Executive Session for discussion with legal counsel about current or potential litigation (RCW 42.30.110(1)(i))-10 minutes
2. Executive Session for discussion of Performance of a Public Employee (RCW 42.30.110(1)(g))-10 minutes

ADJOURN

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

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



Voucher Directory

Fiscal: : 2023 - February
 Council Date: : 2023 - February - 1st Council Meeting

Vendor	Number	Reference	Account Number	Description	Amount
Ackermann Electric Co.	0			2023 - February - 1st Council Meeting	
		Invoice - 982			
			402-000-000-535-10-40-05	Professional Services - Repairs and Maintenance	\$913.92
		Total Invoice - 982			\$913.92
	Total 0				\$913.92
Total Ackermann Electric Co.					\$913.92
Airgas USA LLC	0			2023 - February - 1st Council Meeting	
		Invoice - 9994128233			
			402-000-000-535-10-30-01	Supplies	\$16.43
		Total Invoice - 9994128233			\$16.43
	Total 0				\$16.43
Total Airgas USA LLC					\$16.43
American Leak Detection of Seattle	0			2023 - February - 1st Council Meeting	
		Invoice - 1/30/2023 10:51:19 AM			
			401-000-000-534-10-47-01	Repairs & Maintenance	\$7,250.00
		Total Invoice - 1/30/2023 10:51:19 AM			\$7,250.00
	Total 0				\$7,250.00
Total American Leak Detection of Seattle					\$7,250.00
AT&T Mobility FIRSTNET	0			2023 - February - 1st Council Meeting	
		Invoice - 287291336274x01132023			
			001-000-070-521-20-41-02	Telephone	\$1,418.76
			287291336274X05132020		
		Total Invoice - 287291336274x01132023			\$1,418.76
	Total 0				\$1,418.76
Total AT&T Mobility FIRSTNET					\$1,418.76
AT&T Mobility FIRSTNET	0			2023 - February - 1st Council Meeting	
		Invoice - ACCOUNT NUMBER 287314814505			
			001-000-010-513-10-46-01	Utilities	\$55.73
			001-000-110-558-60-46-01	Utilities	\$55.73

Vendor	Number	Reference	Account Number	Description	Amount
			001-000-120-558-50-46-01	Utilities	\$34.22
			001-000-150-576-80-41-02	Utilities	\$34.22
			001-000-180-518-80-46-01	Utilities	\$34.22
			101-000-000-543-10-47-00	Utilities	\$34.22
			401-000-000-534-10-46-01	Utilities-Water Dept.	\$34.22
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$34.22
			403-000-000-531-10-46-01	Utilities	\$34.22
			Total Invoice - ACCOUNT NUMBER 287314814505		\$351.00
					\$351.00
					\$351.00
Total 0					
Total AT&T Mobility FIRSTNET					\$351.00
Axon Enterprise Inc					
0					
				2023 - February - 1st Council Meeting	
				Invoice - INUS123240	
			001-000-070-521-20-40-06	Professional Services - Lexipol	\$381.40
				Total Invoice - INUS123240	\$381.40
					\$381.40
Total 0					
Total Axon Enterprise Inc					\$381.40
Chamber of Commerce					
0					
				2023 - February - 1st Council Meeting	
				Invoice - 2017-13254	
			105-000-000-557-30-49-00	Chamber of Commerce 1% Tourism	\$42,253.00
				Salaries: 80% Director, Visitor Ctrs:	
				Total Invoice - 2017-13254	\$42,253.00
					\$42,253.00
Total 0					
Total Chamber of Commerce					\$42,253.00
CITY OF LANGLEY					
0					
				2023 - February - 1st Council Meeting	
				Invoice - 1/18/2023 2:05:08 PM	
			001-000-050-518-10-46-01	Utilities-General Government	\$777.66
			001-000-150-576-80-46-04	Parks-Utilities/waste Disposal	\$476.18
			104-000-000-536-10-46-01	Utilities-Cemetery	\$178.96
			105-000-000-557-30-46-01	Utilities/VIC & R/R	\$706.37
			401-000-000-534-10-46-01	Utilities-Water Dept.	\$1,278.08
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$1,073.92
				Total Invoice - 1/18/2023 2:05:08 PM	\$4,491.17
					\$4,491.17
Total 0					
Total CITY OF LANGLEY					\$4,491.17

Vendor	Number	Reference	Account Number	Description	Amount
Code Publishing Inc.					
	0			2023 - February - 1st Council Meeting	
		Invoice - gc0009801			
			001-000-000-511-60-40-01	Codification expenses	\$332.39
		Total Invoice - gc0009801			\$332.39
	Total 0				\$332.39
Total Code Publishing Inc.					\$332.39
Davido Consulting Group, Inc					
	0			2023 - February - 1st Council Meeting	
		Invoice - 45162			
			306-000-000-594-34-60-01	Capital Grant Expenditures	\$60,397.06
			405-000-000-594-34-60-06	CIP W-5 Edgecliff (Furman-Wilkinson) Main	\$5,872.01
			408-000-000-594-34-60-03	RR-8 W71-W70 (Al Anderson Rd) LIP 14	\$1,788.43
		Total Invoice - 45162			\$68,057.50
	Total 0				\$68,057.50
Total Davido Consulting Group, Inc					\$68,057.50
De Lage Landen Financial Services					
	0			2023 - February - 1st Council Meeting	
		Invoice - 78840783			
			001-000-010-513-10-40-01	Professional Services - ADMIN Shared Cost	\$29.48
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost	\$135.63
			001-000-070-521-20-40-01	Professional Services - ADMIN Shared Cost	\$129.73
			001-000-100-518-30-40-01	Professional Services - ADMIN Shared Cost	\$17.69
			001-000-110-558-60-40-00	Professional Services - ADMIN Shared Cost	\$35.38
			001-000-120-558-50-40-00	Professional Services - ADMIN Shared Cost	\$29.48
			001-000-150-576-80-40-00	Professional Services - ADMIN Shared Cost	\$11.79
			001-000-180-518-80-40-01	Professional Services	\$5.90
			101-000-000-543-10-40-01	Professional Services - ADMIN Shared Cost	\$41.28
			104-000-000-536-10-40-00	Professional Services - ADMIN Shared Cost	\$5.90
			401-000-000-534-10-40-01	Professional Services - ADMIN Shared Cost	\$64.87
			402-000-000-535-10-40-01	Professional Services - ADMIN Shared Cost	\$64.87
			403-000-000-531-10-40-01	Professional Services - ADMIN Shared Cost	\$17.70
		Total Invoice - 78840783			\$589.70
	Total 0				\$589.70
Total De Lage Landen Financial Services					\$589.70
Edge Analytical Labs					
	0			2023 - February - 1st Council Meeting	
		Invoice - 22-39964			
			402-000-000-535-10-40-04	Sewer Plant Testing	\$354.32
		Total Invoice - 22-39964			\$354.32
		Invoice - 22-41101			
			402-000-000-535-10-40-04	Sewer Plant Testing	\$235.13
		Total Invoice - 22-41101			\$235.13

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - 23-01207			
			402-000-000-535-10-40-04	Sewer Plant Testing	\$372.00
		Total Invoice - 23-01207			\$372.00
	Total 0				\$961.45
Total Edge Analytical Labs					\$961.45
Grainger	0			2023 - February - 1st Council Meeting	
		Invoice - 9568935267			
			105-000-000-557-30-30-01	Public Restrooms-R&M/Misc'l, Supplies.	\$265.28
		Total Invoice - 9568935267			\$265.28
		Invoice - 9585166847			
			001-000-150-576-80-30-01	Supplies	\$223.58
		Total Invoice - 9585166847			\$223.58
		Invoice - 9586797087			
			001-000-100-518-30-30-01	Facilities Maint. Supplies	\$106.96
			001-000-150-576-80-30-01	Supplies	\$106.96
			101-000-000-543-10-30-01	Supplies	\$106.96
			401-000-000-534-10-30-01	Supplies	\$106.97
			402-000-000-535-10-30-01	Supplies	\$106.97
			403-000-000-531-10-30-01	Supplies	\$106.97
		Total Invoice - 9586797087			\$641.79
	Total 0				\$1,130.65
Total Grainger					\$1,130.65
Hanson's Bldg. Supply	0			2023 - February - 1st Council Meeting	
		Invoice - 2301-193135			
			001-000-150-576-80-30-01	Supplies	\$154.45
		Total Invoice - 2301-193135			\$154.45
	Total 0				\$154.45
Total Hanson's Bldg. Supply					\$154.45
Isl County Human Services	0			2023 - February - 1st Council Meeting	
		Invoice - 3rd qtr 2022			
			001-000-125-566-00-48-06	Island Co. Alcohol Program	\$88.19
		Total Invoice - 3rd qtr 2022			\$88.19
	Total 0				\$88.19
Total Isl County Human Services					\$88.19

Vendor	Number	Reference	Account Number	Description	Amount
Island County Treasurer					
	0			2023 - February - 1st Council Meeting	
				Invoice - 4TH QTR JOINT & PAYROLL	
			001-000-020-512-50-48-05	Isl CO Dist Crt/Imc Services	\$6,258.30
				Total Invoice - 4TH QTR JOINT & PAYROLL	\$6,258.30
	Total 0				\$6,258.30
Total Island County Treasurer					\$6,258.30
Karen Shipley CSR					
	0			2023 - February - 1st Council Meeting	
				Invoice - 1/30/2023 10:52:04 AM	
			001-000-010-513-10-40-02	Professional Services - Legal	\$157.50
				Total Invoice - 1/30/2023 10:52:04 AM	\$157.50
	Total 0				\$157.50
Total Karen Shipley CSR					\$157.50
Les Schwab Tire Centers					
	0			2023 - February - 1st Council Meeting	
				Invoice - 41300395163	
			101-000-000-544-90-31-02	Fuel & Maintenance	\$242.60
				Total Invoice - 41300395163	\$242.60
				Invoice - 41300396414	
			001-000-070-521-20-47-01	Vehicle Maintenance	\$120.36
				Total Invoice - 41300396414	\$120.36
	Total 0				\$362.96
Total Les Schwab Tire Centers					\$362.96
NAPA Auto Parts					
	0			2023 - February - 1st Council Meeting	
				Invoice - 679356	
			402-000-000-535-10-47-01	Repairs & Maintenance	\$96.82
				Total Invoice - 679356	\$96.82
	Total 0				\$96.82
Total NAPA Auto Parts					\$96.82
North Central Laboratories					
	0			2023 - February - 1st Council Meeting	
				Invoice - 482005	
			402-000-000-535-10-40-04	Sewer Plant Testing	\$78.51
				Total Invoice - 482005	\$78.51
	Total 0				\$78.51
Total North Central Laboratories					\$78.51

Vendor	Number	Reference	Account Number	Description	Amount
Northwest Clean Air Agency	0			2023 - February - 1st Council Meeting	
		Invoice - 1/17/2023 4:23:24 PM			
			001-000-010-513-10-40-01	Professional Services - ADMIN Shared Cost	\$11.50
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost	\$63.25
			001-000-070-521-20-40-01	Professional Services - ADMIN Shared Cost	\$63.25
			001-000-110-558-60-40-00	Professional Services - ADMIN Shared Cost	\$28.75
			001-000-120-558-50-40-00	Professional Services - ADMIN Shared Cost	\$5.75
			001-000-150-576-80-40-00	Professional Services - ADMIN Shared Cost	\$17.25
			001-000-180-518-80-40-01	Professional Services	\$5.75
			101-000-000-544-90-40-01	Professional Services	\$63.25
			104-000-000-536-10-40-00	Professional Services - ADMIN Shared Cost	\$5.75
			105-000-000-557-30-40-00	Professional Services - ADMIN Shared Cost	\$40.25
			401-000-000-534-10-40-01	Professional Services - ADMIN Shared Cost	\$132.25
			402-000-000-535-10-40-01	Professional Services - ADMIN Shared Cost	\$92.00
			403-000-000-531-10-40-01	Professional Services - ADMIN Shared Cost	\$46.00
		Total Invoice - 1/17/2023 4:23:24 PM			\$575.00
	Total 0				\$575.00
Total Northwest Clean Air Agency					\$575.00
Public Safety Testing	0			2023 - February - 1st Council Meeting	
		Invoice - 2022-1197			
			001-000-070-521-20-40-07	Professional Services - Contract	\$125.00
		Total Invoice - 2022-1197			\$125.00
	Total 0				\$125.00
Total Public Safety Testing					\$125.00
Puget Sound Energy	0			2023 - February - 1st Council Meeting	
		Invoice - 1/18/2023 2:00:59 PM			
			001-000-000-511-60-46-01	Utilities	\$3.31
			PSE		
			001-000-010-513-10-46-01	Utilities	\$1.11
			001-000-030-514-20-46-01	Utilities	\$6.88
			001-000-070-521-20-46-01	Utilities	\$3.75
			001-000-100-518-30-46-01	Utilities	\$0.52
			001-000-110-558-60-46-01	Utilities	\$1.18
			001-000-120-558-50-46-01	Utilities	\$1.17
			001-000-150-576-80-46-04	Parks-Utilities/waste Disposal	\$19.43
			PSE		
			001-000-180-518-80-46-01	Utilities	\$0.28
			101-000-000-542-63-46-01	Street Lighting Utilities	\$37.11
			PSE		
			104-000-000-536-10-46-01	Utilities-Cemetery	\$0.38

Vendor	Number	Reference	Account Number	Description	Amount
			105-000-000-557-30-46-01	Utilities/VIC & R/R	\$155.03
			PSE		
			401-000-000-534-10-46-01	Utilities-Water Dept.	\$1,555.08
			PSE		
			402-000-000-535-10-46-01	Utilities-Sewer Dept.	\$109.39
			PSE		
			Total Invoice - 1/18/2023 2:00:59 PM		\$1,894.62
	Total 0				\$1,894.62
	Total Puget Sound Energy				\$1,894.62
Quill Corporation	0				
			2023 - February - 1st Council Meeting		
			Invoice - 30073666		
			001-000-010-513-10-30-01	Office/operational Supplies	\$9.97
			001-000-030-514-20-30-01	Supplies	\$45.85
			001-000-070-521-20-30-01	Supplies-Printing	\$45.85
			001-000-100-518-30-30-01	Facilities Maint. Supplies	\$5.98
			001-000-110-558-60-30-01	Supplies	\$11.96
			001-000-120-558-50-30-01	Supplies	\$9.97
			001-000-150-576-80-30-01	Supplies	\$3.99
			001-000-180-518-80-30-01	supplies	\$1.99
			101-000-000-543-10-30-01	Supplies	\$15.95
			104-000-000-536-10-30-01	Supplies	\$1.99
			401-000-000-534-10-30-01	Supplies	\$21.93
			402-000-000-535-10-30-01	Supplies	\$21.93
			403-000-000-531-10-30-01	Supplies	\$1.99
			Total Invoice - 30073666		\$199.35
			Invoice - 30073927		
			001-000-010-513-10-30-01	Office/operational Supplies	\$9.05
			001-000-030-514-20-30-01	Supplies	\$41.64
			001-000-070-521-20-30-01	Supplies-Printing	\$41.64
			001-000-100-518-30-30-01	Facilities Maint. Supplies	\$5.43
			001-000-110-558-60-30-01	Supplies	\$10.86
			001-000-120-558-50-30-01	Supplies	\$9.05
			001-000-150-576-80-30-01	Supplies	\$3.62
			001-000-180-518-80-30-01	supplies	\$1.81
			101-000-000-543-10-30-01	Supplies	\$14.48
			104-000-000-536-10-30-01	Supplies	\$1.81
			401-000-000-534-10-30-01	Supplies	\$19.91
			402-000-000-535-10-30-01	Supplies	\$19.91
			403-000-000-531-10-30-01	Supplies	\$1.83
			Total Invoice - 30073927		\$181.04
	Total 0				\$380.39
	Total Quill Corporation				\$380.39

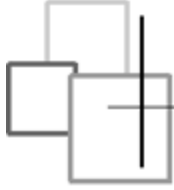
Vendor	Number	Reference	Account Number	Description	Amount
Robert Half	0			2023 - February - 1st Council Meeting	
		Invoice - 61408879			
			001-000-000-511-60-40-02	Professional Services - ADMIN Shared Cost	\$27.34
			001-000-010-513-10-40-01	Professional Services - ADMIN Shared Cost	\$124.43
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost	\$130.74
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost	\$299.44
			001-000-070-521-20-40-01	Professional Services - ADMIN Shared Cost	\$686.24
			001-000-100-518-30-40-01	Professional Services - ADMIN Shared Cost	\$88.64
			001-000-110-558-60-40-00	Professional Services - ADMIN Shared Cost	\$329.57
			001-000-120-558-50-40-00	Professional Services - ADMIN Shared Cost	\$191.85
			001-000-140-572-50-40-01	Professional Services	\$6.66
			001-000-150-576-80-40-00	Professional Services - ADMIN Shared Cost	\$91.46
			101-000-000-543-10-40-01	Professional Services - ADMIN Shared Cost	\$715.47
			104-000-000-536-10-40-00	Professional Services - ADMIN Shared Cost	\$47.00
			105-000-000-557-30-40-00	Professional Services - ADMIN Shared Cost	\$337.33
			401-000-000-534-10-40-01	Professional Services - ADMIN Shared Cost	\$443.24
			402-000-000-535-10-40-01	Professional Services - ADMIN Shared Cost	\$579.64
			403-000-000-531-10-40-01	Professional Services - ADMIN Shared Cost	\$143.75
		Total Invoice - 61408879			\$4,242.80
		Invoice - 61434802			
			001-000-000-511-60-40-02	Professional Services - ADMIN Shared Cost	\$24.61
			001-000-010-513-10-40-01	Professional Services - ADMIN Shared Cost	\$111.99
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost	\$269.49
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost	\$117.67
			001-000-070-521-20-40-01	Professional Services - ADMIN Shared Cost	\$617.62
			001-000-100-518-30-40-01	Professional Services - ADMIN Shared Cost	\$79.77
			001-000-110-558-60-40-00	Professional Services - ADMIN Shared Cost	\$296.61
			001-000-120-558-50-40-00	Professional Services - ADMIN Shared Cost	\$172.66
			001-000-140-572-50-40-01	Professional Services	\$5.99
			001-000-150-576-80-40-00	Professional Services - ADMIN Shared Cost	\$82.31
			101-000-000-543-10-40-01	Professional Services - ADMIN Shared Cost	\$643.92
			104-000-000-536-10-40-00	Professional Services - ADMIN Shared Cost	\$42.30
			105-000-000-557-30-40-00	Professional Services - ADMIN Shared Cost	\$303.59
			401-000-000-534-10-40-01	Professional Services - ADMIN Shared Cost	\$398.91
			402-000-000-535-10-40-01	Professional Services - ADMIN Shared Cost	\$521.68
			403-000-000-531-10-40-01	Professional Services - ADMIN Shared Cost	\$129.40
		Total Invoice - 61434802			\$3,818.52
		Invoice - 61468318			
			001-000-030-514-20-40-04	Professional Services - Contract	\$4,242.80
		Total Invoice - 61468318			\$4,242.80
	Total 0				\$12,304.12
Total Robert Half					\$12,304.12

Vendor	Number	Reference	Account Number	Description	Amount
Shred-IT c/o Stericycle, Inc	0			2023 - February - 1st Council Meeting	
		Invoice - 8003206509			
			001-000-010-513-10-40-01	Professional Services - ADMIN Shared Cost	\$1.50
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost	\$8.24
			001-000-070-521-20-40-01	Professional Services - ADMIN Shared Cost	\$8.24
			001-000-110-558-60-40-00	Professional Services - ADMIN Shared Cost	\$3.74
			001-000-120-558-50-40-00	Professional Services - ADMIN Shared Cost	\$0.75
			001-000-150-576-80-40-00	Professional Services - ADMIN Shared Cost	\$2.25
			001-000-180-518-80-40-01	Professional Services	\$0.75
			101-000-000-544-90-40-01	Professional Services	\$8.24
			104-000-000-536-10-40-00	Professional Services - ADMIN Shared Cost	\$0.75
			105-000-000-557-30-40-00	Professional Services - ADMIN Shared Cost	\$5.24
			401-000-000-534-10-40-01	Professional Services - ADMIN Shared Cost	\$17.23
			402-000-000-535-10-40-01	Professional Services - ADMIN Shared Cost	\$11.98
			403-000-000-531-10-40-01	Professional Services - ADMIN Shared Cost	\$5.99
		Total Invoice - 8003206509			\$74.90
	Total 0				\$74.90
Total Shred-IT c/o Stericycle, Inc					\$74.90
Simmons Garage & Towing	0			2023 - February - 1st Council Meeting	
		Invoice - 21502			
			001-000-070-521-20-47-01	Vehicle Maintenance	\$818.84
		Total Invoice - 21502			\$818.84
	Total 0				\$818.84
Total Simmons Garage & Towing					\$818.84
Sound Maintenance Services Inc	0			2023 - February - 1st Council Meeting	
		Invoice - 136129			
			105-000-000-557-30-40-03	Contract Services (R&R, Chamber 1%, County)	\$1,850.00
		Total Invoice - 136129			\$1,850.00
	Total 0				\$1,850.00
Total Sound Maintenance Services Inc					\$1,850.00
Summitt Law Group	0			2023 - February - 1st Council Meeting	
		Invoice - 142568			
			001-000-030-514-20-40-03	Professional Services - Legal	\$40.00
		Total Invoice - 142568			\$40.00

Vendor	Number	Reference	Account Number	Description	Amount
		Invoice - 142569			
			001-000-040-515-41-40-01	Attorney - Civil/admin	\$80.00
		Total Invoice - 142569			\$80.00
	Total 0				\$120.00
Total Summitt Law Group					\$120.00
United Business Machines					
0					
				2023 - February - 1st Council Meeting	
		Invoice - INV488704			
			001-000-010-513-10-40-01	Professional Services - ADMIN Shared Cost	\$7.56
			001-000-030-514-20-40-02	Professional Services - ADMIN Shared Cost	\$33.25
			001-000-070-521-20-40-01	Professional Services - ADMIN Shared Cost	\$34.76
			001-000-100-518-30-40-01	Professional Services - ADMIN Shared Cost	\$4.53
			001-000-110-558-60-40-00	Professional Services - ADMIN Shared Cost	\$9.07
			001-000-120-558-50-40-00	Professional Services - ADMIN Shared Cost	\$7.56
			001-000-150-576-80-40-00	Professional Services - ADMIN Shared Cost	\$3.02
			001-000-180-518-80-40-01	Professional Services	\$1.51
			101-000-000-544-90-40-01	Professional Services	\$10.58
			104-000-000-536-10-40-00	Professional Services - ADMIN Shared Cost	\$1.51
			401-000-000-534-10-40-01	Professional Services - ADMIN Shared Cost	\$16.62
			402-000-000-535-10-40-01	Professional Services - ADMIN Shared Cost	\$16.62
			403-000-000-531-10-40-01	Professional Services - ADMIN Shared Cost	\$4.53
		Total Invoice - INV488704			\$151.12
	Total 0				\$151.12
Total United Business Machines					\$151.12
USABlueBook					
0					
				2023 - February - 1st Council Meeting	
		Invoice - 235666			
			401-000-000-534-40-40-06	Software GIS Services - Water	\$184.99
		Total Invoice - 235666			\$184.99
	Total 0				\$184.99
Total USABlueBook					\$184.99

Vendor	Number	Reference	Account Number	Description	Amount
Utilities Underground	0			2023 - February - 1st Council Meeting	
		Invoice - 2090175 CR			
		Duplicate Pymt			
		401-000-000-534-10-46-01		Utilities-Water Dept.	(\$24.64)
				Duplicate Pymt	
		Total Invoice - 2090175 CR			(\$24.64)
	Total 0				(\$24.64)
Total Utilities Underground					(\$24.64)
Wa. Assoc. of Sheriffs &	0			2023 - February - 1st Council Meeting	
		Invoice - 2023-00203			
		001-000-070-521-20-48-01		Association Dues	\$60.00
		Total Invoice - 2023-00203			\$60.00
	Total 0				\$60.00
Total Wa. Assoc. of Sheriffs &					\$60.00
Western Facilities Supply	0			2023 - February - 1st Council Meeting	
		Invoice - 45371			
		001-000-150-576-80-30-01		Supplies	\$106.16
		402-000-000-535-10-30-01		Supplies	\$276.85
		Total Invoice - 45371			\$383.01
		Invoice - 45371A			
		001-000-100-518-30-30-01		Facilities Maint. Supplies	\$88.78
		Total Invoice - 45371A			\$88.78
	Total 0				\$471.79
Total Western Facilities Supply					\$471.79
Whidbey Telecom	0			2023 - February - 1st Council Meeting	
		Invoice - 1/18/2023 9:58:02 AM			
		001-000-000-511-60-46-01		Utilities	\$68.89
		001-000-010-513-10-46-01		Utilities	\$62.36
		001-000-030-514-20-46-01		Utilities	\$214.50
		001-000-070-521-20-46-01		Utilities	\$233.45
		001-000-100-518-30-46-01		Utilities	\$291.14
		001-000-110-558-60-46-01		Utilities	\$62.36
		001-000-120-558-50-46-01		Utilities	\$52.67
		001-000-150-576-80-41-02		Utilities	\$11.63
		101-000-000-543-10-47-00		Utilities	\$62.36
		401-000-000-534-10-46-01		Utilities-Water Dept.	\$11.63
		402-000-000-535-10-46-01		Utilities-Sewer Dept.	\$11.63

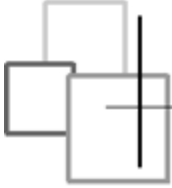
Vendor	Number	Reference	Account Number	Description	Amount
			403-000-000-531-10-46-01	Utilities	\$11.63
		Total Invoice - 1/18/2023 9:58:02 AM			\$1,094.25
	Total 0				\$1,094.25
Total Whidbey Telecom					\$1,094.25
Grand Total		Vendor Count	35		\$155,424.48



Register

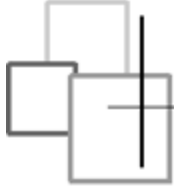
Fiscal: 2023
 Deposit Period: 2023 - January
 Check Period: 2023 - January - January Manual

Number	Name	Print Date	Clearing Date	Amount
Whidbey Island Bank	092310847			
Check				
<u>43169</u>	AWC RMSA	1/13/2023	1/20/2023	\$171,248.00
<u>43191</u>	Lighthouse Law Group PLLC	1/23/2023		\$1,000.00
<u>DRS - EFT DCP 1/1/23 - 1/15/23</u>	STATE TREASURER	1/19/2023	1/20/2023	\$465.00
<u>DRS EFT 1/1/23 - 1/15/23</u>	DEPT OF RETIREMENT	1/19/2023	1/20/2023	\$6,492.19
		Total	Check	\$179,205.19
		Total	092310847	\$179,205.19
		Grand Total		\$179,205.19



Direct Deposit Activity

Name	Social Security #	Bank Name	Account Number	Type	Amount
Direct Deposit Run - 1/17/2023			1/16/2023		
Baldwin, Darlene				Checking	\$1,791.59
Cattand, Alexis				Checking	\$1,718.36
Chaplin, Scott				Checking	\$1,653.11
Durr, Robert J.				Checking	\$2,214.52
Grone, Wanda J				Checking	\$1,621.84
Grove, Timothy J.				Checking	\$2,270.81
Hamilton, Bryan E.		Redacted for security purposes		Checking	\$2,074.60
Hathaway, Nicholas G				Checking	\$1,990.34
Herzberg, Robert				Checking	\$577.78
Liggitt, Charles E.				Checking	\$2,874.47
Marks, Joshua W.				Checking	\$1,626.21
McDivitt, Tara J				Checking	\$1,594.70
Pace, Jeremiah J.				Checking	\$1,517.07
Penny, Meredith B				Checking	\$2,773.02
Perry, Randi M.				Checking	\$2,766.97
Wasser, Tavier				Checking	\$3,006.65
					\$32,072.04
					\$32,072.04



Payroll Register

Number	Name	Fiscal Description	Cleared	Amount
<u>43188</u>	CITY OF LANGLEY	2023 - January - 2nd Council Meeting	1/19/2023	\$10,741.41
<u>43189</u>	National Fraternal Order of Police	2023 - January - 2nd Council Meeting	1/26/2023	\$151.00
<u>Direct Deposit Run -</u> <u>1/17/2023</u>	Payroll Vendor	2023 - January - 2nd Council Meeting		\$32,072.04
				\$42,964.45

AGREEMENT FOR LEGAL SERVICES FOR THE CITY OF LANGLEY

THIS AGREEMENT is made this 25th day of January, 2023, by and between the City of Langley, a municipal corporation of the State of Washington (“City”), and Ogden Murphy Wallace, PLLC (“OMW”) and shall continue, unless terminated pursuant to the terms of this Agreement, until December 31, 2025.

WHEREAS, the City desires to contract with OMW for the provision of legal services, and OMW agrees to contract with the City for same; and

WHEREAS, this Agreement is made pursuant and subject to Chapter 2.20 of the Langley Municipal Code; and

NOW, THEREFORE, in consideration of the mutual promises, benefits and conditions set forth herein, it is agreed by and between the parties as follows:

TERMS

1. **Legal Services of OMW.** OMW shall provide the legal services set forth in this Agreement and shall work for the City at the pleasure of and at the request of the Mayor. Zach Lell will serve as the City Attorney and will direct the services provided under this Agreement.

2. **Quality of Services.** OMW shall perform all legal services covered by this Agreement in a capable and efficient manner, and in accordance with the professional standards of the Washington State Bar Association. OMW shall be reasonably available at all times for consultation and advice, including from time to time on weekends and holidays if needed.

3. **Services Provided.** OMW shall be principally responsible for performing legal work for the City, except prosecution of criminal cases, where defense is provided through insurance coverage, matters normally handled by bond or finance counsel, matters in which a conflict of interest exists, or as may otherwise be assigned to other counsel by the Mayor. The following list of duties is illustrative, but is not necessarily inclusive, of the services to be performed by OMW:

a. Provide on call legal advice, counsel, services, training, consultation, and opinions to the Mayor, City Council, boards and commissions, and all levels of the City government, on a wide variety of civil assignments, including but not limited to land use planning, laws against discrimination, construction of public works, condemnation, purchasing and

procurement, leasing, purchase and sale of property, eminent domain, employment matters, public disclosure issues, and tort law and also including methods to avoid civil litigation;

b. Furnish legal representation at all City Council meetings, and at other meetings when requested, provided that the City Attorney shall attend the City Council meetings when requested;

c. Appear before courts and administrative agencies to represent the City's interest;

d. Prepare and review ordinances, resolutions, contracts and other documents;

e. Work cooperatively with any other counsel retained by the City and coordinate with other counsel as needed to assure proper and efficient handling of legal issues;

f. Assist City officials and employees to maintain awareness of ethical standards and appearance of fairness standards, and to avoid potential conflicts of interest, prohibited transactions and the appearance of prohibited transactions;

g. Assist City officials and employees to understand the legal roles and duties of their respective offices and relationships with others;

h. Provide the Mayor and Council with guidance as to Robert's Rules of Order and other procedural matters for Council meetings;

i. Prepare legal opinions;

j. Provide the Mayor, Council, and administration legal advice on various governmental issues; and

k. Perform other legal services and tasks as needed.

4. Fees and Costs.

a. OMW shall bill the City for the legal services described above at the attorneys' and paralegals' regular hourly rates as set forth in Exhibit A.

b. OMW shall submit to the City a monthly invoice for the legal services performed the preceding month. The invoice shall provide a detailed description of the services performed, the number of hours spent performing such services, the identify of the professional performing the services, and any reimbursable third-party charges incurred in connection with such services accompanied by receipts for such charges. Time will be billed to one-tenth of an hour, itemized as to department, project, work done, and time.

c. Invoices shall be submitted to the Mayor by email at mayor@langleywa.org with a copy to clerk@langleywa.org.

d. Upon review and approval, the City shall pay OMW bills within 30 days of submittal.

5. **Taxpayer Identification Number.** OMW shall provide to the City the information specified in Exhibit B.

6. **Record Keeping.** OMW shall promptly furnish such information related to its services under this Agreement as requested by the City. Through the expiration of 12 months after final payment of the compensation payable under this Agreement, OMW shall upon request provide the City prompt access to, and the City shall have the right to examine, audit and copy, all of OMW's books, documents, papers and records which are related to the services provided to the City or to this Agreement.

7. **Insurance.** OMW shall maintain for the protection of the City a professional errors and omissions insurance policy with a minimum coverage of one million dollars per claim and three million dollars annual aggregate. OMW's insurance shall be placed with insurers with a current A.M. Best rating of not less than A:VII. Within five days of the execution of this Agreement, OMW shall provide to the City evidence of the requisite insurance.

8. **Independent Contractor.** The City and OMW agree that OMW is an independent contractor with respect to the services provided pursuant to this Agreement. Nothing in this Agreement shall be considered to create an employer-employee relationship between the parties hereto. The City may, during the Term of this Agreement, engage other attorneys to perform the same or similar work that OMW shall perform hereunder.

9. **City's Right of Supervision.** Even though OMW works as an independent contractor in the performance of its duties under this Agreement, the work must meet the approval of the City and be subject to the City's general right of inspection and supervision to secure the satisfactory completion thereof. In the performance of work under this Agreement, OMW shall comply with all federal, state and municipal laws, ordinances, rules and regulations that are applicable to OMW's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

10. **No Discrimination.** In OMW's hiring of employees for the performance of work under this Agreement, OMW, its subcontractors or any person acting on behalf of OMW shall not, by reason of race, religion, color, sex, sexual orientation, national origin or the presence of any

sensory, mental, or physical handicap, discriminate against any person who is qualified and available to perform the work to which the employment relates.

11. **Indemnification/Hold Harmless.** OMW shall defend, indemnify and hold harmless the City and its officers and employees from and against any and all claims, costs, judgments, losses, liability or suits, including attorney's fees and awards for damages, arising out of or in connection with any willful misconduct or negligent act, error, or omission of OMW, its officers, agents, sub-contractors or employees, in connection with the services required by this Agreement, provided, however, that OMW's obligation to indemnify and hold harmless shall not extend to any injury or damage caused by or resulting from the sole willful misconduct or negligence of the City, its officers, agents or employees. It is specifically and expressly understood that the indemnification provided herein constitutes OMW's waiver of immunity under Title 51 RCW, solely for the purpose of this indemnification. This waiver has been mutually negotiated by the parties. The City's inspection or acceptance of any of OMW's work, when completed, shall not be grounds to avoid any of these covenants of indemnification. This clause shall survive the termination or expiration of the Agreement and shall continue to be in effect for any claims or causes of action arising hereunder.

12. **Notices.** Notice required hereunder shall be delivered via first class U.S. mail *and* by email to the addresses below:

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

and
mayor@langleywa.org
clerk@langleywa.org

To OMW: Zach Lell
Ogden Murphy Wallace, PLLC
901 Fifth Ave., Ste. 3500
Seattle, WA 98164-2008

and
zlell@omwlaw.com

13. **Renewal.** Should either party desire to not renew this Agreement, written notice shall be provided to the other party at least 120 days in advance of December 31, 2025. Renewal of this Agreement will require authorization by the City Council.

14. **Termination.** Each party shall have the right to terminate this Agreement upon 30 days written notice, provided, however, that OMW shall ensure that any termination it initiates does not negatively impact the City in any ongoing matters or services.

15. **Integration.** This Agreement, inclusive of Exhibits, sets forth the entire agreement of the parties and supersedes any and all prior statements, negotiations or agreements, with respect to the services to be provided to the City by OMW. No amendment or modification of this Agreement shall be valid unless set forth in a written amendment signed by both parties.

16. **Severability.** The invalidity or unenforceability of any provision of this Agreement shall not affect the other provisions hereof, and this Agreement shall be construed in all respects as if such invalid or unenforceable provision were omitted. The headings of sections of this Agreement are for convenience or reference only and are not intended to affect the meaning or interpretation of the terms hereof.

17. **Non-Waiver of Breach.** The failure of the City to insist upon strict performance of any of the covenants and agreements contained herein in one or more instances shall not be construed to be a waiver or relinquishment of said covenants or agreements, and the same shall be and remain in full force and effect.

18. **Interpretation.** This Agreement was negotiated at arms-length with each party receiving advice from independent legal counsel. It is the intent of the parties that no part of this Agreement be construed against any of the parties because of the identify of the drafter.

19. **Venue and Attorney's Fees.** If any lawsuit is brought regarding this Agreement, including without limitation to enforce the terms hereof, such lawsuit shall be filed exclusively in the Island County Superior Court. The prevailing party in any such action shall be entitled to an award of reasonable attorney's fees and costs.

CITY OF LANGLEY

By: _____
Scott Chaplin, Mayor

Date: _____

OGDEN MURPHY WALLACE, PLLC

By:  _____
Zach Leil

Date: 1/25/23 _____

ATTEST:

By: _____
Darlene Baldwin, Interim Clerk

Date: _____

EXHIBIT A

2023 Rate Schedule:

General Services (meeting attendance, ordinance and resolution drafting, routine consultations, and all work not defined as “Specialty Services” below)

Member	\$305/hour
Associate	\$260/hour
Paralegal	\$175/hour

Specialty Services (real estate transactions, project-specific land use work, development agreements, franchises, and associated litigation)

Member	\$380/hour
Associate	\$305/hour
Paralegal	\$185/hour

Travel Time

Travel time to and from Langley’s City Hall will be billed at a \$50 per hour discount from the applicable hourly rates set forth above.

Miscellaneous Expenses

The City will not be charged for normal clerical or secretarial work, the expense of which has been calculated into OMW's hourly rates for attorneys. Reimbursement will be made by the City for expenditures related to court costs and fees, legal messenger service, copying, postage, computer-aided legal research when conducted on behalf of the City, and parking. Other expenses shall be reimbursed when authorized in advance by the City.

Annual Adjustment

The rates set forth above shall automatically increase by four percent (4%) effective each January 1st during the term of this Agreement.

EXHIBIT B

In order for OMW to receive payment from the City, the City must have a Taxpayer Identification Number. The IRS requires a Form 1099 for payments to every organization other than a corporation for services performed in the course of trade or business.

Please complete the following information request form and return it to the City before or along with the submittal of OMW's first bill.

Please check the appropriate category:

Corporation

Partnership

Other (please explain) **Professional Limited Liability Company**

TIN #: 91-0344327

Print title: J. Zachary Lell, Member

Business Name: Ogden Murphy Wallace, PLLC

Business Address: 901 Fifth Avenue, Suite 3500, Seattle, WA 98164-2008

Council Meeting Minutes
Tuesday January 17, 2023

Meeting was called to order by Mayor Scott Chaplin at 5:30pm

Land Acknowledgement

ROLL CALL

In attendance: Council Member Harolynne Bobis, Council Member Rhonda Salerno Council Member Thomas Gill, ; Council Member Craig Cyr, Council Member Gail Fleming, Meredith Penny Director of Community Planning, Randi Perry Director of Public Works, Tavier Wasser Chief of Police, Wanda Grone Finance Director and Darlene Baldwin Interim City Clerk

APPROVAL OF CONSENT AGENDA

Motion to Approve Consent Agenda

Motion: Council Member Rhonda Salerno

2nd: Council Member Craig Cry

Move swearing in of Wanda Grone after Public Comments

Motion Passed unanimously with adjustment

APPROVAL OF AGENDA

Motion to Approve Agenda

Motion: Council Member Harolynne Bobis

2nd: Council Member Gail Fleming

Discussion:

Move starting of Executive Session 1 & 2 to 6:00 PM

Add an item #2 to Discussion – policy of elected officials serving on city commissions

Motion Passed unanimously with adjustment

APPROVAL OF MINUTES

Motion to Approve Minutes with two corrections

Motion: Council Member Thomas Gill

2nd: Council Member Harolynne Bobis

Motion Passed Unanimously

PUBLIC COMMENT

Greg Easton-PAB Chair, as of December 29th Greg was selected by the Port of South Whidbey Commissioners to fill the remainder of the term as Port Commissioner for District 2. That role includes being the liaison with the city.

Kathleen- would like to see Brookhaven Creek maintained. Will be meeting with James Watson with Whidbey Island Conservation District, and he is going to share ideas on plants that could be used. There is also a group of master gardeners who would like to volunteer for the project.

Swearing in of Wanda Grone as new Finance Director

MAYORS REPORT

1. Went to recent workshop put on by the Orca Network on Saturday
2. On Martin Luther King Day went to a rally and a set of workshops in Seattle, 40th year have been holding event

NEW BUSINESS

1. Looking for guidance on how to proceed on creating fiduciary policies for the city –
Wanda Grone, Finance Director

Discussion:

Council Member Rhonda Salerno would like new policies to go through Finance and Personnel Legislative Commission

Council Member Craig Cyr – have Wanda develop polices which would then be reviewed by FPLC

Council Member Gail Fleming – appreciates Wanda’s initiative taking on new policies so quickly

Council Member Harolynne Bobis – agrees would like to see review by FPLC

Finance Director Wanda Grone will review and put together a list of new policies in order of priority. The policies will be sent to FPLC for review as the first step before bringing to council for approval

UNFINISHED BUSINESS

1. Authorize Mayor Scott Chaplin to sign easement agreement - Randi Perry, Director of Public Works

Motion to Authorize the Mayor to sign the easement as written

Motion: Council Member Craig Cyr

2nd: Council Member Rhonda Salerno

Motion Passed Unanimously

EXECUTIVE SESSION

1. Executive Session for qualification of an applicant for public employment (RCW 42.30.110(1)(g))
Start: 6:00 End: 6:10
Start: 6:12 End: 6:22
2. Executive Session for discussion with legal counsel about current or potential litigation (RCW 42.30.110(1)(i))
Start: 6:22 End: 6:42
Start: 6:42 End: 7:00

DISCUSSION

1. Review and discuss the hours the city is open and compare to code. Thomas Gill Council Member

Council Member Harolynne Bobis thinks it will help relations with community to have signage updated

Council Member Thomas Gill and Darlene Baldwin will put together a new sign for the front door which will be coordinated with the information on the website

Motion that the city will operate in the best interest of its staff regardless of what the current ordinance says. Until such time as staffing levels improves.

Motion: Council Member Thomas Gill
2nd: Council Member Rhonda Salerno

Motion Passed Unanimously

2. Review policy of elected officials serving on city commissions. Council Member Thomas Gill

Mayor Scott Chaplin will run by legal council

STAFF REPORTS

1. Meredith Penny, Director of Community Planning
 - a. Received and is reviewing a draft of a matrix of potential actions to include in the Housing Action Plan. Also expecting a consultant report on Inclusionary Zoning soon
 - b. First draft of Critical Area Ordinance has been posted on website
 - c. The city did not make it on the Counties short list for ARPA funds, but two projects in Langley did get funding
 - d. Working with a couple of community members and POS on enforcement portion of the city's Tree Ordinance
 - e. Reviewing final binding site plans for 107 6th St & 200 Wharf Street
 - f. Expecting an emergency shoreline permit to come in for 40 Saratoga Creek Lane
 - g. Design Review Board is meeting 1/18/2023 to consider remodel of Langley Library
2. Randi Perry, Director of Public Works
 - a. Provided status updates on various private development projects
 - b. Continuing to work on Langley infrastructure project
 - c. There was a leak at Gleason Lane that required a contractor; two pump failures at the treatment plant; waterline break at the Visitor Center, along with several others that had to be checked on and a sinkhole on Melsen Alley. At this time all issues have been resolved.
 - d. Excellent snow response by staff
 - e. Sent out bid on sewer Chlorine Contact Chamber Resurfacing project
 - f. Invited to be a presenter for the American Water Works Association at Seattle University at their Women in Leadership Conference being held in February
3. Tavier Wasser, Chief of Police
 - a. Received several donations from a non-profit for handing out to the homeless
 - b. Sent in a hundred policies for legal review.
 - c. Completed performance evaluation for all officers and will be submitting to the Mayor
 - d. 4th officer was not approved for transfer certification.
 - e. Officer Wellness Program that Chief Wasser assisted with is launching their app in February and The city will get to participate in the beta of that program

COUNCIL REPORTS

1. Council Member Harolynne Bobis
2. Council Member Rhonda Salerno
 - a. Passed out updated pages that go into the Council Handbook
 - b. Met with the Mayors task force on how to proceed with commissions
 - c. May 26th & 27th WICA is holding a conference that is focused on water
3. Council Member Craig Cyr

- a. At the next Island Transit meeting they are having a presentation from consultants discussing a pathway forward to completely getting off of fossil fuels and onto electric vehicles zero emissions
4. Council Member Thomas Gill
 - a. Greg Easton was selected to replace Ed Halloren as the Commissioner for Langley Port of South Whidbey District 2 Position
 - b. The Tribes and the Port are working together to see if they can come together on a scaled back plan for the expansion of the Marina
 - c. Fairground projects are moving forward, the biggest one being the bathroom renovations
5. Council Member Gail Fleming

MAYOR

Motion that approves Mayor Scott Chaplin to sign contract with Odgen, Murphy and Wallace.

Motion: Council Member Thomas Gill
2nd: Council Member Harolynne Bobis

Motion Passed Unanimously

ADJOURNMENT- 7:50 pm Mayor Scott Chaplin

2023 EPA Solid Waste Infrastructure for Recycling (SWIFR) Grant

An Incredible Opportunity for Langley and the Surrounding Community

About the Grant

Langley Mayor Scott Chaplin has appointed an ad hoc **zero waste task force** that includes the core members of rePurpose, a zero waste nonprofit in Langley, to develop ideas and actions to **support the goals of the Climate Crisis Action Committee (CCAC)**. rePurpose introduced a grant opportunity with the **EPA, the [Solid Waste Infrastructure for Recycling \(SWIFR\) Grant](#)**, to develop infrastructure and systems that reduce solid waste. The SWIFR grant for Political Subdivisions seeks to **fund \$500,000-\$4 million** towards the EPA's 10-year vision that embraces circularity, sustainable materials management, addresses climate change, and environmental justice.

This is a unique 3-year grant opportunity with **no matching grant funds required**. rePurpose members are volunteering to do the work to complete the application. Mayor Scott has met with the city directors, who support moving forward with this opportunity as it will not require any of their limited time or funds. rePurpose is made up of professional writers, organizers, climate leaders, and waste experts who are excited to invest significant time in telling the story and writing the grant.

The grant deadline is February 15, 2023, and awards will be made in October of 2023.

Background

In October 2021, pressured by the remarkable climate activism of students from United Student Leaders (USL), Langley formed the CCAC. The combined efforts of the CCAC and USL have secured unprecedented funding—upwards of \$2 million in just over a year. Three notable examples are the grant for solar panels and battery storage at the school district's South Campus, the funding to decarbonize 100 residential homes in Langley and beyond, and the electric school bus grant awarded by the EPA. With this next opportunity, we can keep the momentum going to make Langley an exemplary leader in climate action.

In June 2022, middle school students from the Alternative Learning Experience (ALE) helped pass the first reading of a zero waste ordinance for the City of Langley. The ordinance's WHEREAS statement lays out that it is the primary responsibility of the local government to reduce solid waste—and it is aligned with the City's 2022-23 climate action work plan and several elements of the City's comprehensive plan. This grant is designed to support the implementation of the zero waste ordinance when it passes its second reading.

The zero waste task force is ready to go and eager to help the City apply for this incredible opportunity to build the infrastructure and systems we need to reduce solid waste in our beloved City of Langley.

The ad hoc Zero Waste Task Force Grant Proposal

We plan to obtain funding for the research, analysis, planning, and financing of projects that will divert solid waste from landfills through cost-effective reduction, reuse, and recycling projects that serve the City of Langley and the nearby surrounding area. If awarded, the current ad hoc task force will become a permanent task force for the duration of the grant cycle. This task force would oversee the inclusion of community partners and the selection of all consultants needed to complete these tasks in a competitive bid process. The initial gathering of information and development of proposals for projects would be Phase 1 and is projected to take 8-12 months. Once a list of potential projects is developed, Phase 2 would begin and the task force would work with the various City departments and communities to decide which projects are the most viable. Under Phase 3 those projects would go forward for competitive bidding for implementation. Phase 4 would involve a final analysis of the success of the various pilot projects. Some projects, which could have immediate positive impacts and possess proven track records in other communities, could be fast-tracked for implementation during Phase 1.

Potential Projects

Recycling and reUse Center

A central location where residents of Langley can bring hard-to-recycle items. It would function as a spoke and wheel model—residents could bring things to drop off and the reUse center would reuse, recycle, or dispose of these items in the best way possible. It would also serve as a community space, education center, and reuse store. The community space would have rooms available to rent for workshops on environmental revitalization, community building, and healing arts. It would also have office space to be inhabited by local social justice or environmental groups, building community and agency by bringing organizations under one roof.

The education center would serve to teach people about the waste stream in Langley and the greater area; it would have demonstrations, posters, and ways to participate. It would focus on working with both upstream (suppliers) and downstream (recyclers) to further reduce waste.

The reUse store would sell materials to help people change their relationship with waste. It would sell items such as refillable bottles for household products, reusable utensils and food containers, and cloth bags for bulk items and produce.

Community Composting Pilot Program(s)

Installing scaffolded composting infrastructure in Langley and surrounding areas. This would include worm bins that could be built and installed in neighborhoods to be shared between households. These provide an easy, accessible option in people's backyards while building community strength and resilience. Three-bin systems would be installed in various locations

around the City of Langley for landscaping waste. A self-contained, in-vessel system could be installed for food waste. Finally, a site for a biodigester would be located: this composting method would serve to collect food waste from restaurants, businesses, and households in Langley and surrounding areas.

Durable Rental

Using the milkman model of reusing containers instead of simply throwing them away, a durable rental company would provide reusable to-go containers for restaurants in Langley and surrounding areas. These would include reusable clamshells for meals, soup containers, and hot and cold cups. This would function as a subscription service, with products that would be returned to reuse bins located throughout the community. The durable rental company would collect soiled products, wash, and redistribute them.

Community Education Materials and Collection Equipment

The Task Force would create educational pamphlets and online content to educate the public regarding the available reuse/reduce/recycling options in the area and make collection equipment, such as recycling bins and receptacles available to the South Whidbey Community Center, Post Office, and other areas frequented by the general public.

Who is rePurpose?

rePurpose is a grassroots, zero waste group on South Whidbey Island. It operates on the premise that **there should be no such thing as trash** and that **everything is a resource**. rePurpose helps community members find the best way to manage these resources. It strives to help people understand that **refusing, reducing, and reusing** are always better options before recycling. To create a zero waste community, we need a total rethink of our systems, policies, and personal choices. rePurpose moves towards this future through upstream policy changes, encouraging changes in purchasing habits, and downstream waste management.

rePurpose's vision is to affect **policy change** on Whidbey Island and beyond; to implement **community action** through repair events, food composting workshops, and art making; and to provide **zero waste education** through presentations and learning activities. rePurpose works to establish **spaces** throughout the community for reuse and recycling, and deepen collaborations with **community partners** such as the South Whidbey Community Center (partnered since January 2022).

For more information contact Joan Green at joan@repurposewhidbey.org.

Edge Lane Roads – a proven way to reduce speeds and increase bike and pedestrian safety. Could this be one possible solution for some Langley area roads?



https://altago.com/wp-content/uploads/Advisory-Bike-Lanes-In-North-America_Alta-Planning-Design-White-Paper.pdf

Thanks to Langley resident Basil Hassoun, urban design aficionado, for providing the photos and links!

FPLC - Langley Municipal Code Recommendations for City Administrator Structure

Last Updated: 02/01/2023

Summary of Changes

Title 2 Administration and Personnel

- Add Chapter for City Administrator (2.05)
- Revise Chapter 2.16 City Clerk/Treasurer
- Add Chapter for Clerk (2.17)
- Revise Chapter 2.12.020 Bond requirement
- Revise Other Misc. References to Clerk-Treasurer

Change Details

Add Chapter for City Administrator (2.05)

2.05.010 - Position created.

There is created the position of city administrator, who shall be and act as the administrative and executive supervisor of the city government under the authority and direction of the mayor. The position of city administrator shall be filled by appointment of the mayor with the consent and approval of a majority of the city council. The position of city administrator shall be an at-will position; any person so appointed to the position of city administrator shall serve at the pleasure of the mayor, and may be removed, with or without cause, by the mayor. Appointment of any person to the position of city administrator shall not be deemed to have conferred upon such appointee any express or implied contractual right to nor any property interest or liberty interest in continued employment with the city as city administrator or in any other capacity. The city may, at its option, enter into a formal contract with any person appointed as city administrator; provided, however, that such contract may not vary the provisions of this section.

2.05.020 - Duties.

A. The city administrator shall assist the mayor in the performance of his or her duties and shall do all things required by the mayor to assist in the administration of the business of the city government. The city administrator shall oversee and supervise the various city departments as directed by the mayor, and shall assist in the coordination of city business between the city council and various city officers and departments.

B. Without limiting the generality of the foregoing, the city administrator shall have the following specific duties, powers and responsibilities:

1. Under the direction and authority of the mayor, the city administrator shall supervise, administer and coordinate the activities and functions of the various city officers and departments in carrying out the requirements of city ordinances and policies of the city, and to administer and supervise the carrying out of the decisions, regulations and policies of the various city departments, as designated from time to time by the mayor and council.

2. The city administrator shall plan and direct all administrative activities in the city, develop and implement internal policies and procedures, appraise the efficiency and effectiveness of city employees and take necessary actions to ensure the maximum efficiency of the general operations of the city.

4. The city administrator shall regularly report to the mayor concerning the status of all assignments, duties, projects and functions of the various city officers and departments.

5. The city administrator shall serve as personnel officer for the city. As personnel officer, the city administrator shall, subject to approval of the mayor, supervise the hiring and discharge of all city employees except employees and officers required by state law or city ordinance to be appointed by the mayor or elected by the voters of the city.

6. The city administrator shall assist the mayor in supervising preparation of the annual budget and its submission to the council, and be responsible for supervising its administration after adoption.

7. The city administrator shall assist the mayor in conducting the city's business in all matters, and perform such other duties and assume such other responsibilities as the mayor may direct, or as may be required by ordinance or resolution of the city council.

8. The city administrator shall meet with the mayor and city council as often as is necessary to keep them informed of the status and result of departmental operations and projects.

9. The city administrator shall act as the city representative in areas such as labor relations, intergovernmental relations, conferences, conventions and seminars related to improved city administration. They shall delegate responsibility as necessary to accomplish desired objectives.

10. The city administrator shall undertake special projects at the direction or request of the mayor.

11. The city administrator shall be informed about and remain cognizant of federal and state grant and loan opportunities that could be of pecuniary value to the city, and shall alert the proper city officials to any opportunities for taking advantage of federal and state grants which could benefit the city.

12. The city administrator shall be responsible for oversight of the various citizen commissions established by the city council, and ensure their compliance with relevant city code and state laws pertaining to them. They shall propose to the city council revisions to city code when appropriate to ensure the effective operations of citizen commissions. They shall alert the city

council to open positions, solicit and collect applications for open positions, and encourage productive communication between commissions, city staff, and the city council.

2.05.030 - Compensation.

The compensation for the office of the city administrator shall be as may be fixed by the city council annually at the time that the budget is adopted. (Ord. 354, 1981)

2.05.040 Combined Offices.

In the event the office of city administrator is combined with any other appointive position in the city where the same is authorized by statute, compensation for such combined offices shall be as fixed by the city council, and shall not necessarily be the total of the compensation fixed for each office individually.

2.05.050 Residency requirements.

The city administrator need not reside within the city.

2.05.060 - Conflict of provisions.

To the extent that the provisions of this chapter or any employment contract with a city administrator relating to employee tenure, compensation and benefits conflict with any other ordinances, resolutions or the employee manual of the city, the provisions of this chapter and such employment contract shall prevail. To the extent that such provisions of this chapter conflict with any such employment contract, the provisions of this chapter shall prevail.

Revise Chapter 2.16 City Clerk/Treasurer

Current	New
Title: City Clerk/Treasurer	Title: Treasurer
<p>2.16.010 Office created.</p> <p>There is created and established the office of city clerk-treasurer, to be appointed by the mayor subject to city council confirmation, as provided in Chapter 2.12. (Ord. 354, 1981)</p>	<p>2.16.010 Office created.</p> <p>There is created and established the office of treasurer, to be appointed by the mayor subject to city council confirmation, as provided in Chapter 2.12. (Ord. 354, 1981, new ord)</p>
<p>2.16.020 Powers – Duties.</p> <p>A. The city clerk-treasurer shall have the powers and duties provided by statute and ordinance, now existing or hereafter adopted,</p>	<p>2.16.020 Powers – Duties.</p> <p>A. The treasurer shall have the powers and duties provided by statute and ordinance, now existing or hereafter adopted, to be performed by a treasurer of a non-charter</p>

<p>and shall be subject to the general supervision of the mayor of the city.</p> <p>B. The duties of the city clerk-treasurer shall include, but are not limited to, attendance by the clerk, or a deputy, at all meetings of the city council to record the proceedings and keep an accurate record thereof, to maintain custody of all official records and to provide for public inspection and copying, to attest to public instruments and official acts of the mayor, to keep the council fully advised of the financial condition of the city, and to assist in the preparation of a proposed budget for the fiscal year, and to be responsible for its administration upon adoption. (Ord. 354, 1981)</p>	<p>code city operating under the mayor council plan.</p>
<p>2.16.030 Deputy clerk-treasurer.</p> <p>One or more deputy city clerk-treasurer positions may be created, which shall be filled by appointment by the mayor and approval of the city council as provided by Chapter 2.12. (Ord. 354, 1981)</p>	<p>2.16.030 Deputy Treasurer.</p> <p>One or more deputy treasurer positions may be created, which shall be filled by appointment by the mayor and approval of the city council as provided by Chapter 2.12. (Ord. 354, 1981)</p>
<p>2.16.040 Compensation.</p> <p>The compensation for the office of the city clerk/treasurer shall be as may be fixed by the city council annually at the time that the budget is adopted. (Ord. 354, 1981)</p>	<p>2.16.040 Compensation.</p> <p>The compensation for the office of the treasurer shall be as may be fixed by the city council annually at the time that the budget is adopted. (Ord. 354, 1981)</p>
<p>NEW ADDITION</p>	<p>2.16.050 Combined Offices.</p> <p>In the event the office of treasurer is combined with any other appointive position in the city where the same is authorized by statute, compensation for such combined offices shall be as fixed by the city council, and shall not necessarily be the total of the compensation fixed for each office individually.</p>

Add Chapter for Clerk (2.17)

2.17.010 Office created.

There is created and established the office of clerk, to be appointed by the mayor subject to city council confirmation, as provided in Chapter 2.12.

2.17.020 Powers – Duties.

A. The clerk shall have the powers and duties provided by statute and ordinance, now existing or hereafter adopted, to be performed by a clerk of a non-charter code city operating under the mayor council plan.

1. The clerk shall keep a full and true record of every act and proceeding of the city council, and to keep such book accounts and make such reports as may be required by the Division of Municipal Corporations in the office of the State Auditor.
2. The clerk shall record all ordinances and resolutions, annexing thereto a certificate giving the number and title of the ordinance, stating that the ordinance was published and posted according to law, and that the record is a true and correct copy thereof.
3. The clerk shall be custodian of the seal of the city and to have authority to acknowledge the execution of all instruments by the city which require acknowledgments.
4. The clerk shall have the authority to take all necessary affidavits to claims against the city and certify them without charge.
5. The clerk shall perform such other duties as may be required by statute or ordinance.
6. The clerk shall serve as the city's public records officer, and shall have all powers and duties assigned to that role under the Washington State public records act.
7. The clerk shall delegate such duties and responsibilities unless otherwise prohibited by law.

2.17.030 Deputy Clerk.

One or more deputy clerk positions may be created, which shall be filled by appointment by the mayor and approval of the city council as provided by Chapter 2.12. (Ord. 354, 1981, **new ord**)

2.17.040 Compensation.

The compensation for the office of the clerk shall be as may be fixed by the city council annually at the time that the budget is adopted. (Ord. 354, 1981)

2.17.050 Combined Offices.

In the event the office of clerk is combined with any other appointive position in the city where the same is authorized by statute, compensation for such combined offices shall be as fixed by the city council, and shall not necessarily be the total of the compensation fixed for each office individually.

Revise Chapter 2.12.020 Bond requirement

Current	New
<p>2.12.020 Bond requirement.</p> <p>A. Before entering into the performance of their respective duties to the city, the following officers of the city shall furnish to the city a good and sufficient surety bond conditioned upon the faithful performance and discharge of their duties, and for the proper application and payment of all funds or property received by virtue of their official positions with the city:</p> <ol style="list-style-type: none"> 1. Clerk-treasurer, \$50,000; 2. Deputy clerk-treasurer, \$5,000; 3. Chief of police, \$1,000; 4. Patrolman, \$1,000. <p>B. The required surety bond shall be filed with the city clerk and thereafter the city shall pay the reasonable cost of the surety bond or reimburse the officer for its cost.</p> <p>C. In the event of the expiration or cancellation of the surety bond, notice shall be served upon the city clerk-treasurer who shall notify the city council at its next regularly scheduled meeting.</p> <p>D. The surety bonds which are required by this section may be either of the blanket or individual type. (Ord. 504, 1987; Ord. 353, 1981)</p>	<p>2.12.020 Bond requirement.</p> <p>A. Before entering into the performance of their respective duties to the city, the following officers of the city shall furnish to the city a good and sufficient surety bond conditioned upon the faithful performance and discharge of their duties, and for the proper application and payment of all funds or property received by virtue of their official positions with the city:</p> <ol style="list-style-type: none"> 1. City Administrator, Clerk, Finance Director, Treasurer, \$50,000; 2. Deputy Clerk, Deputy Treasurer, \$5,000; 3. Chief of police, \$1,000; 4. Patrolman, \$1,000. <p>B. The required surety bond shall be filed with the city clerk and thereafter the city shall pay the reasonable cost of the surety bond or reimburse the officer for its cost.</p> <p>C. In the event of the expiration or cancellation of the surety bond, notice shall be served upon the city clerk who shall notify the city council at its next regularly scheduled meeting.</p> <p>D. The surety bonds which are required by this section may be either of the blanket or individual type. (Ord. 504, 1987; Ord. 353, 1981; new ord)</p>

Revise Other Misc. References to Clerk-Treasurer

Current	New
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<p>2.06.030 Special meetings.</p> <p>2.06.060 Meetings – Attendance</p> <p>2.06.070 Meetings – Agenda – Preparation – Distribution.</p> <p>2.06.080 Meetings – Order of business.</p> <p>2.06.090 Meetings – Conduct.</p> <p>2.06.110 Officers – Mayor.</p> <p>2.06.120 Officers – Presiding officer.</p> <p>2.06.190 Conflict of interest – Appearance of fairness.</p> <p>2.06.230 Public hearings.</p> <p>2.06.260 Complaints and suggestions.</p> <p>2.10.010 Clerk-treasurer defined.</p> <p>2.10.020 Request for records.</p> <p>2.10.030 Response to request.</p> <p>2.10.050 Records copy charge.</p> <p>2.10.060 Alteration of cost schedule.</p> <p>2.10.070 Costs – Court transcripts.</p> <p>5.04.050 Procedure.</p> <p>5.04.060 Term of license and renewal.</p>	<p>Replace all references to “clerk-treasurer” with just “clerk”.</p>
<p>3.28.020 Initiation of improvement.</p> <p>3.28.090 Collection of assessment – Local improvement district fund.</p> <p>3.28.095 Foreclosure of delinquent assessments.</p> <p>3.28.100 Bond – Assessment.</p>	<p>Replace all references to “clerk-treasurer” with just “treasurer”.</p>

<p>3.28.110 Bond – Installment plan.</p> <p>3.80.020 Responsibility for administration.</p> <p>3.80.030 Determination of value.</p> <p>3.80.040 Report to clerk-treasurer – Initial procedure.</p> <p>3.80.045 Property worth \$1,000 or less.</p> <p>3.80.050 Procedure – Property of a value greater than \$1,000 and less than \$20,000.</p> <p>3.80.060 Procedure – Property of a value of \$20,000 or more.</p> <p>13.01.010 Water system – Definitions.</p> <p>13.01.040 Water department established – Administration.</p> <p>13.01.050 Application – Generally.</p> <p>13.01.060 Application – Form.</p> <p>13.01.100 Connection to water main.</p> <p>13.01.280 Billing disputes – Responsible party – Reduced utility charges in special cases.</p> <p>13.01.530 Delinquent payments.</p> <p>13.01.560 Meter testing – Adjustment of bill.</p> <p>13.01.630 Termination of service.</p> <p>2.52.065 Donation/transfer of lots or plots.</p> <p>2.52.070 Price schedule.</p> <p>2.52.110 Burials.</p> <p>3.68.010 Audit of claims.</p> <p>3.68.040 Payment of claims.</p> <p>3.68.050 Clerk-treasurer’s bond.</p>	
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3.68.062 Purchase order procedures.	
2.06.130 Officers – Clerk-treasurer. As per Chapter 2.16, the city clerk-treasurer shall: A. Have the powers and duties provided by statute and ordinance, now existing or hereafter adopted, and shall be subject to the general supervision of the mayor of the city; B. The duties of the city clerk-treasurer shall include, but are not limited to, attendance by the clerk-treasurer or a deputy at all meetings of the city council to record the proceedings and keep an accurate record thereof, to maintain custody of all official records and to provide for public inspection and copying, to attest to public instruments and official acts of the mayor, to keep the council fully advised of the financial condition of the city and to assist in the preparation of a proposed budget for the fiscal year, and to be responsible for its administration upon adoption. (Ord. 559, 1990)	2.06.130 Officers – Clerk. As per Chapter 2.17, the city clerk shall: A. Have the powers and duties provided by statute and ordinance, now existing or hereafter adopted, to be performed by a clerk of a non-charter code city operating under the mayor council plan; 1. The clerk shall keep a full and true record of every act and proceeding of the city council, and to keep such book accounts and make such reports as may be required by the Division of Municipal Corporations in the office of the State Auditor. 2. The clerk shall record all ordinances, annexing thereto a certificate giving the number and title of the ordinance, stating that the ordinance was published and posted according to law, and that the record is a true and correct copy thereof. 3. The clerk shall be custodian of the seal of the city and to have authority to acknowledge the execution of all instruments by the city which require acknowledgments. 4. The clerk shall have the authority to take all necessary affidavits to claims against the city and certify them without charge. 5. The clerk shall perform such other duties as may be required by statute or ordinance. 6. The clerk shall serve as the city's public records officer, and shall have all powers and duties assigned to that role under the Washington State public records act.

	7. The clerk shall delegate such duties and responsibilities unless otherwise prohibited by law.
2.06.140 Officers – Deputy clerk-treasurer. One or more deputy clerk-treasurer positions may be created, which shall be filled by appointment by the mayor and approval of the city council as provided by Chapter 2.12. (Ord. 559, 1990)	2.06.140 Officers – Deputy clerk. One or more deputy clerk positions may be created, which shall be filled by appointment by the mayor and approval of the city council as provided by Chapter 2.12. (Ord. 354, 1981, new ord)



To: Langley City Council Members

From: __Rhonda Salerno, Council position 2_____

Date: __2/6/2023_____

Topic: __Mukilteo Parking Proposal/Draft Resolution_____

Number of pages (including this one): _8_

Introduction/Summary:

The Port of Everett is proposing a parking lot area for 63 transient vehicles for up to 72 hour parking where prior ferry waiting lanes exist. Included is the proposal and application with more details.

This would accommodate drivers and passengers to walk on the ferry from Mukilteo to Clinton.

The Climate Crisis Action Committee [CCAC] has drafted a Resolution for the City of Langley to vote on and include in public comment for this action. Language will include the following reasoning from CCAC Secretary, Peter Morton:

“This facility would benefit Whidbey Island residents who receive visitors from the mainland for a few days’ stay. Using Island Transit on this end of the journey, such visitors:

- Would be able to see friends on Whidbey with a minimal carbon footprint for their journey*
- Would reduce the car loads on the ferry*
- Would benefit Mukilteo by frequenting local restaurants at either end of their journey by eliminating what I call “ferry anxiety”*
- Would provide a financial benefit to Mukilteo through fees for use of the facility*

Above all, the parking lot would reduce our climate impact on the planet and thus be a component of a future carbon neutral environment.”

Council Action Request: Move to adopt Resolution for inclusion in Public Comment

Financial Implications: none

Staff Time Implications: none

Social/Environmental Implications: as stated above

List all Attachments:

Resolution to Follow CCAC meeting on February 2, 2023

- 1) Notice of Application and Request for Comments –Port of Everett Interim Parking Lot–
City of Mukilteo – 2 pages
- 2) Port of Everett Interim Commercial Parking Lot Notice of Application.pdf – 4 pages

Notice of Application

Notice of Application and Request for Comments –Port of Everett Interim Parking Lot– City of Mukilteo

You are receiving this email as an agency or interested party for this project or this type of project with the City of Mukilteo. If you would like to be removed from this list or need to update your email address, please let us know.

The City of Mukilteo is reviewing a proposal and requests other affected agencies, interested parties, and members of the public to review the available materials and comment. Your comments will assist the City’s evaluation of this application.

File No(s): SH-SDP-2022-002/FL-DEV-2022-002
Project Name: Port of Everett Interim Parking Lot
Applicant: Port of Everett
Location: 707 Front Street
Parcel No(s): 00451300100100
Description: This proposal is to construct an interim commercial parking lot consisting of 99 parking spaces and landscaping in planter boxes on the existing paved area that was the former Washington State Ferry holding lanes.
Application Date: August 24, 2022
Complete Date: December 16, 2022
Notice Issue Date: January 26, 2023
Comment Due Date: February 27, 2023 (4:30 PM)

Application materials and related documents are available online at: <https://mukilteowa.gov/departments/planning-development/development-regulations/land-use-action-notices/>

Please send questions or comments to the Project Manager listed below. You may email or mail your comments.

Name: Andrew Galuska, Community
Development Director
Phone: 425-263-8084
Email: agaluska@mukilteowa.gov
Mail: 11930 Cyrus Way, Mukilteo, WA
98275

Kind Regards,

Joseph Reyes

Permit Services Assistant

City of Mukilteo


11930 Cyrus Way, Mukilteo, WA. 98275

Office Phone: 425-263-8068

Email: jreyes@mukilteowa.gov

City Hall Phone: 425-263-8000

Email: permittech@mukilteowa.gov

 <p>CITY OF MUKILTEO</p> <p>11930 Cyrus Way Mukilteo, WA 98275 (425) 263-8000</p>	<h2 style="text-align: center;">NOTICE OF APPLICATION</h2> <p style="text-align: center;">Port of Everett Interim Commercial Parking Lot SH-SDP-2022-002 and FL-DEV-2022-002</p>
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Port of Everett applied for a Shoreline Substantial Development Permit and a Flood Development Permit with the City of Mukilteo on August 24, 2022. The application became complete on December 16, 2022. (File Nos. SH-SDP 2022-002 and FL-DEV 2022-002)

Description of Proposal:

Port of Everett proposal to construct an interim commercial parking lot consisting of 99 parking spaces and landscaping in planter boxes on the existing paved area that was the former Washington State Ferry holding lanes. The interim commercial parking lot spaces have been designated as follows: 13 stalls for surrounding businesses employees, 23 stalls for monthly parking and 63 stalls for 72-hour parking. The subject property is located at 707 Front Street and a large portion of the property is located within the 200-foot shoreline urban waterfront area. The property is zone Downtown Business (DB).

A shoreline substantial development permit and floodplain development permit are required.

Location of Proposal: 707 Front Street, Mukilteo, Washington 98275; otherwise known as Snohomish County Assessor Parcel Nos. 00451300100100 and legally described as:

Section 04 Township 28 Range 04 Quarter NE & NW FREDRICKSONS ADD TO MUKILTEO BLK 001 D-00 LOT 1-2 BLK 1 SD PLAT TGW VAC ALLEY LY BTW SD LOTS 1-2 SD PLAT & ALSO TGW FRAC LOT 1 BLK 2 SD PLATLY SLY OF 1ST ST & NLY OF BNRR & ALSO TGW TH PTN BLK 1 PLAT OF THOMAS ADD TO TOWN OF MUK DAF - ALL LOTS 1-2 & W 5FT LOT 3 & N 40FT LOTS 6-8 & ALL LOTS 9-10 SD PLAT & ALSO TGW TH PTN VAC ALLEY LYBTW LOTS 1 & 10 & ALSO TGW VAC 16FT WIDE ALLEY R/W LY SLY OF SLY LN LOT 2 & SLY LN OF WLY 5FT LOT 3 & LY NLY OF NLY LN LOT 9 & NLY LN OF WLY 5FT LOT 8 SD PLAT OF THOMAS ADD TO TOWN OF MUK (PER CITY OF MUK ORD NO 1055 REC UND AFN 200209171215) & ALSO TGW S 8FT OF VAC ALLEY LY BTW LOTS 3 THRU 5 & 6 THRU 8 BLK 1 SD PLAT OF THOMAS ADD TO TOWN OF MUK (PER CITY OF MUK ORD NO 1211 REC UND AFN 200811190267) LESS R/W TO ST OF WA PER WD REC AFN 202109030014 ALSO TGW THAT PTN SURPLUS ST HWY R/W DAF TH TN LOTS 1 THRU 6 INCL BLK 1 FOWLERS ADD TOWN MUK LY WHN A TR LAND BAP OPP HES TF101+52.15 ON THE TF LN SURV SR 525 MUK FERRY TERMINAL LINCOLN TO PAR VIC & 57.50FT NLY THFR SD PT BEING ON ELY BDY OF BLK 1 SD PLAT TH WLY PLW SD TF LN SURV TAP OPP HES 100+78.73 THON SD PT ALSO BEING A PT OF CRV TO R HAV A RAD OF 25.5FT TH WLY ALG SD CRV 10.73FT TAP OPP HES TF 100+68.32 ON SD LN SURV & 59.73FT NLY THFR TH NWLY TAP OPP HES TF 100+59.85 ON SD LN SURV & 98.61FT NLY THFR TH WLY TAP OPP HES TF 100+47.66 ON SD LN SURV & 101.40FT NLY THFR TH NLY TAP OPP HES 10+58.54 ON SR 525 LN SURV OF SD HWY & 22.5FT ELY THFR SD PT BEING ON NLY BDY OF SD BLK 1 TH ELY ALG SD NLY BDY TAP OPP

10+42.59 ON SD SR 525 LN SURV & 106.16FT ELY THRR SD PT BEING THE NE COR SD BLK 1 TH SLY ALG ELY BDY OF SD BLK 1 & ITS EXT THOF TO POB PER QCD REC AFN 202109070459

Environmental Documents Prepared for the Proposal:

The applicant submitted the following environmental related documents with the permit applications:

- Determination of Nonsignificance (DNS) issued by the Port of Everett on December 13, 2022.
- Environmental Checklist (SEPA) dated November 1, 2022, prepared and signed by Laura Gurley, Director of Planning, Port of Everett. Port of Everett will be SEPA lead agency.
- Trip Generation and Mitigation Fees Memorandum dated November 10, 2022, prepared by Matthew Palme, P.E. of Kimley Horn and Associates, Inc.

List of Required Permits:

- Shoreline Substantial Development Permit
- Floodplain Development Permit
- Right-of-Way Permit
- Any Applicable State and Federal Permits

Applicable Policies and Requirements

The project will be reviewed for consistency with the following policies, standards and regulations:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Comprehensive Plan | <input checked="" type="checkbox"/> Downtown Business District Subarea Plan |
| <input checked="" type="checkbox"/> Mukilteo Municipal Code | <input checked="" type="checkbox"/> International Building Code (2018 Edition) |
| <input checked="" type="checkbox"/> Mukilteo Development Standards | <input checked="" type="checkbox"/> International Fire Code (2018 Edition) |
| <input checked="" type="checkbox"/> Shoreline Master Program | |

State Environmental Policy Act (SEPA):

The Port of Everett, as the SEPA lead agency, in accordance with WAC 197-11-926 and WAC 197-11-928 issued a DNS on December 13, 2022.

Comment Period:

As provided for in MMC section 17B.13.090(B)(5), a thirty (30) calendar day public comment period follows the date of the Notice of Application. The thirty (30) day public comment period was initiated January 26, 2023, with the posting of the Notice of Application in a conspicuous manner on the property in accordance with MMC 17B.13.100(A)(2). The thirty (30) calendar day public comment period shall conclude 4:30PM, February 27, 2023.

Comments must be delivered to the city by email, by mail, by personal delivery to the drop box outside City Hall, or by other arranged method, during normal business hours.

To become a "Party of Record" you must submit written comments concerning the project (excluding persons who have only signed petitions or mechanically produced form letters).

City Hall is currently open Monday and Wednesday from 7:30 AM-5:00 PM, Tuesday and Thursday from 10:30 AM – 5:00 PM. The building is closed for lunch from 12-1 PM and closed to the public on Fridays.

This application and all supporting documents (File No. SH-SDP 2022-002 and FL-DEV 2022-002) are available for public review on the City’s website at <http://www.mukilteowa.gov/land-use-action-notice>, or contact City Hall at (425) 263-8000.

Public Hearing:

There will not be a Public Hearing for this project.

Appeals:

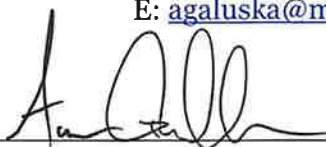
An appeal of this decision must be filed by a Party of Record within 21 calendar days of the “date of filing” with the Department of Ecology (Ecology) as defined in RCW 90.58.140(6). Appeals must be delivered to the State Shoreline Hearings Board by the above date at P.O. Box 40903, Olympia WA 98504-0903.

Any person aggrieved by the granting, denying, or rescinding of a permit on shorelines of the state pursuant to RCW 90.58.140 may seek review from the shorelines hearings board by filing a petition for review within twenty-one days of the date of filing of the decision as defined in RCW 90.58.140(6).

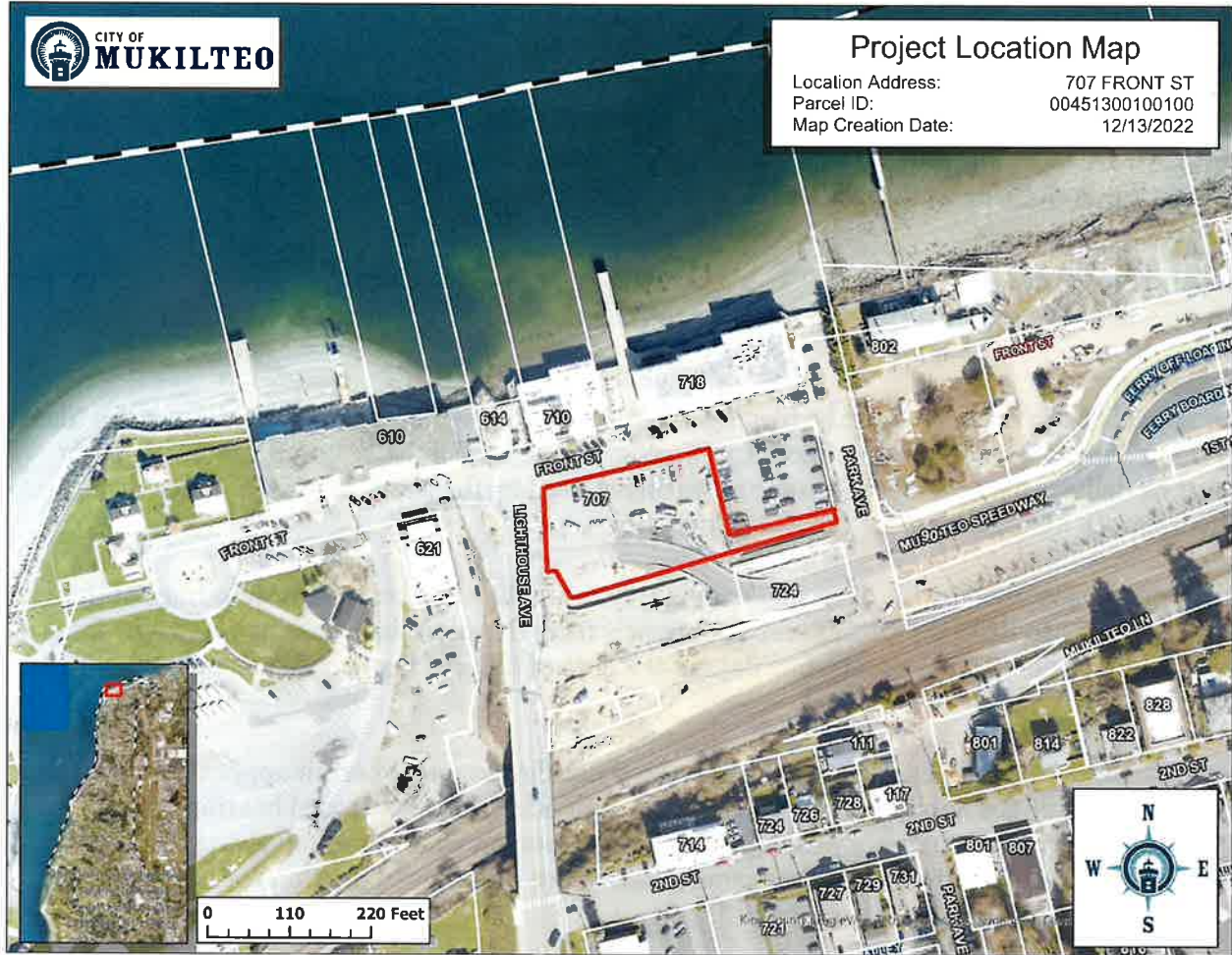
Only parties of record may file an appeal of a land use development permit application. Parties of record include the applicant, any person who testified at the open record hearing on the application (if a public hearing was held), and/or any person who submitted written comments concerning the application (excluding persons who have only signed petitions or mechanically produced form letters).

Timeline:	Date Issued:	Thursday, January 26, 2023
	Date Advertised:	Thursday, January 26, 2023
	End Comment Period:	30 days February 27, 2023 (4:30pm)

Staff Contact: Andrew Galuska, Community Development Director
T: (425) 263-8084
E: agaluska@mukilteowa.gov

Signature: 
Andrew Galuska,
Community Development Director

Date: 1/23/23



Location Map

pc: Applicant/Representative
Reviewing Agencies
Interested Parties

CDD Director
Permit Services Personnel
Project File

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

A RESOLUTION OF THE CITY OF LANGLEY, WASHINGTON, to support the proposal of the Port of Everett “to construct an interim commercial parking lot consisting of 99 parking spaces and landscaping in planter boxes on the existing paved area that was the former Washington State Ferry holding lanes.”

WHEREAS the Port District of Everett submitted an application to site and operate a parking area near the Mukilteo Ferry terminal; and

WHEREAS this parking facility will offer 99 parking spaces including 23 stalls for monthly parking and 63 stalls for 72 hour parking; and

WHEREAS this parking facility will be located at 707 Front Street adjacent to Ivar’s Seafood restaurant; and

WHEREAS a reduction of these waiting cars, which generally are clogging Mukilteo streets and releasing CO2 into the atmosphere, will benefit ongoing traffic flow within Mukilteo; and

WHEREAS by eliminating the need to wait in vehicles, this facility will benefit Mukilteo by encouraging people to visit local restaurants and businesses after parking, before embarking and upon return; and

WHEREAS this facility would provide a financial benefit to Mukilteo through fees for use of the facility,

WHEREAS Washington State Concurrency law requires that insufficient level of service (LOF) on State byways (such as the ferry crossing), demands that said level of service be corrected by either reducing demand or increasing service alternatives;

WHEREAS Washinton State Ferries [WSF] will need to build 13 new ferry boats in the next 18 years due to the need to retire aging ferries; and

WHEREAS the subsequent wait times experienced by ferry users during peak periods often reach multiple boat waits (up to 2 hours); and

WHEREAS few, if any, substantial steps have been enacted by WSF to increase walk-on ridership over many years; and

WHEREAS WSF long range plans forecast a 30% increase in ferry usage over the next 18 years; and

WHEREAS WSF lacks the infrastructure including an extra ferry boat or a 2nd loading slip at the newly constructed Mukilteo loading dock to increase ferry capacity at this location; and

WHEREAS the WSF long range plan emphasizes that getting cars off the boats and increasing walk-on usage will be absolutely instrumental in dealing with this projected increase; and

WHEREAS this facility would encourage ferry travelers to leave their cars behind, thereby increasing the capacity of the ferries without increasing the number of ferry runs; and

WHEREAS there is scarcely any overnight parking available to ferry users near this terminal to leave their car and be a walk-on passenger on a Washington State Ferry [WSF]; and

WHEREAS in recognition of our climate crisis, we encourage the expansion of transit options to enable car-free travel and see this parking facility as a bridge measure to help travelers leave cars behind; and

WHEREAS the proposed 63 stalls for up to 72 hour parking and 23 monthly parking slots will most definitely increase walk-on ridership to Whidbey by allowing users to park and walk onto the ferry; and

WHEREAS a substantial driver of the Whidbey economy is from tourism coming from the mainland and these long wait times in both Mukilteo, and the return from Whidbey, are severely detrimental to that tourist activity; and

WHEREAS this facility would enable visitors to Whidbey Island to use Island Transit, thereby reducing visitors' carbon footprint;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Langley, that the City does hereby adopt Resolution XXX and submit it for Public Comment prior to the conclusion of the public comment period at 4:30PM on February 27, 2023.

PASSED AND ADOPTED by the City Council of the City of Langley, State of Washington on this 6th day of February 2023.

Scott Chaplin, Mayor

ATTEST:

Darlene Baldwin, Interim Clerk

112 Second Street
P.O. Box 366
Langley, WA 98260
(360) 221-4246
Fax (360) 221-4265



Scott Chaplin, Mayor
mayor@langleywa.org

City of Langley

MEMO

To: Langley City Council
From: Scott Chaplin, Mayor
Date: December 12, 2022
Topic: **Langley's participation in a regional Comprehensive Economic Development Strategy (CEDS) project.**

The Island County Board of Commissioners will be voting on a proposal for the development of a regional Comprehensive Economic Development Strategy for Island County (CEDS) at an upcoming Board of County Commissioner meeting. Island County, Oak Harbor, Coupeville, the City of Langley are the major stakeholders in this effort, as well as other stakeholder such as the Chamber of Commerce.

Belonging to a CEDS is a requirement to be eligible to apply for grants from the Economic Development Administration (EDA) as well as other types of Federal and State funding. In instances where a CEDS is not required, having a CEDS increases the competitiveness of grants.

I am recommending that Council approve an allocation of \$1,100 and for me to sign a contract with the Island County Economic Development Council (EDC) which is the proposed organization to lead this effort that will be using a consultant for the project. Please find attached the scope of work, a 1-page sheet of CEDS FAQs sheet and a resume for the consultant Jennifer Noveck, Ph.D. an economic development specialist who has worked on supporting small businesses as well as social justice and environmental rights. Funding would be passed through the Island County Economic Development Council. Below are the contracting amounts recommended for the major stakeholders:

Island County	\$58,000
Oak Harbor	\$24,000
Coupeville	\$1,900
Langley	\$1,100

CEDS FAQ: What is it? And why have one?

Written by [Jennifer Noveck, Ph.D.](#)

What is a CEDS?

[Comprehensive Economic Development Strategy](#).

A CEDS is a long-term consensus driven planning document that is intended to guide economic development throughout a region. They are typically for 5-year periods (e.g. 2023-2038). The content and structure of the CEDS process and final document are governed and monitored by the EDA (e.g. the federal economic development administration for the United States).

What are the benefits of having a CEDS?

- The CEDS is a requirement to be eligible to compete for EDA and other federal funding opportunities (DOE, DOT, etc.).
- The CEDS is a requirement to be eligible for many Washington State funding opportunities.
- Even when not required on grant applications having an up to date CEDS that incorporates the project at hand typically results in higher score applications, which ultimately makes grant awards more likely.
- A CEDS Project List can be tied to .09 funding eligibility requirements as well, if counties so choose, thus making distribution more programmatic and strategic.
- FEMA has now issued guidance encouraging jurisdictions with CEDS to tie them closely to County Natural Hazard Mitigation Plans, demonstrating the increased importance of linking disaster preparedness, climate mitigation, and economic development strategy.
- The CEDS provides a great opportunity for stakeholder engagement and to create consensus between local governments, ports, Tribes, and business interests.
- The CEDS can include many components and actions geared towards economic recovery (from COVID-19 pandemic and other disasters). This increases overall economic resiliency of the county and region.
- The CEDS also provides a long-term vision and plan for economic development in the region, generates consensus regionally on development priorities, and makes development more programmatic and efficient.

Who usually implements a CEDS?

- This will be identified as part of the process of stakeholder engagement and outlined by goal and action in the final strategy document.
- Typically an ADO (associate development organization) or EDC (economic development council) takes the lead in administering the plan and in annual evaluation and progress tracking. For many, it is the basis of their internal work plan.
- However, as these plans are county-wide, the actors directly responsible for some goals and actions are likely to include the county, cities, ports, Tribes, and other economic and social service providers (Chambers, SBDC, other nonprofits).

Proposed Scope of Work – Development of CEDS

Task 1 – CEDS Planning and Stakeholder Engagement

In consultation with the Economic Development Council for Island County (EDC) and Island County, the consultant will manage the scheduling, planning, and stakeholder engagement process required by the Economic Development Administration (EDA) to develop a Comprehensive Economic Development Strategy (CEDS) document. This includes but is not limited to: 1) establishing an internal supervisory committee, 2) an external CEDS Review Committee that includes at least one staff level member from every Island County jurisdiction and/or regional planning agency, 3) conducting regular CEDS Review Committee meetings, and 4) establishing and executing a plan for stakeholder engagement among the most important and relevant industries in Island County. The consultant will provide a draft suggested schedule for the CEDS process and work with the internal supervisory committee and external Review Committee to finalize and adjust the schedule per their preference and as needed.

Stakeholder engagement with industry will be conducted with the assistance of the EDC and include but is not limited to 1) introducing industry and business leaders to the concept of a CEDS, 2) engaging them in a SWOT analysis of their respective industry, and 3) taking feedback on draft documents from industry leaders and the public to incorporate into the final document as appropriate.

Task 2 – CEDS Research and Data Analytics

The consultant will manage any research or data analytics needs of the Island County CEDS based upon the EDA required components, specifically the Economic Summary Background. This may include but is not limited to desk research, data collection and analyses of economic and demographic data for the County. This task also includes providing research and writing assistance for grants or other projects that connect the CEDS to the grant application, on an as needed basis for Island County, its incorporated cities, as well as the EDC.

Task 3 – CEDS Communications (Drafting, Editing, Revisions to Final Copy)

The consultant will manage the drafting, editing, and writing of the Island County CEDS document. This includes initial drafts of all required components (Summary Background, Economic Conditions and Statistical Description, SWOT Analyses, Action Plan, Evaluation Framework, and Economic Resiliency) as well as any appendices or references needed.

The consultant will also manage other communications regarding the CEDS at the direction of the internal supervisory committee or external CEDS Review Committee. This may include but is not limited to designing and writing presentations to County Commission, City Councils, writing press releases, generating letters of support for partners linking their projects to the CEDS, aiding in the development of content for the CEDS on County or EDC websites and social media, as well as providing editorial assistance to County and EDC staff on an as needed basis.

Task 4 – CEDS Approval (County Commissioners and EDA)

The consultant will work with Island County and the EDC to get final drafts of the Island County CEDS adopted by the Island County Board of County Commissioners (BOCC) as well as final approval from the EDA.

2023-2024 DELIVERABLES

1. A schedule for the Island County CEDS planning process
2. Establish an External CEDS Review Committee
3. Draft of Island County CEDS for Review Committee Review

4. Revised draft of Island County CEDS with Review Committee edits and feedback incorporated for public comments, open for 30 days
5. A presentation of the final Island County CEDS draft to BOCC
6. Final draft of Island County CEDS to be submitted to the EDA for approval
 - a. Edits and changes made, if EDA requires any
7. Press release and related communications regarding stakeholder engagement, the process, and final document approval on an as needed basis and in discussion with the internal supervisory committee

TENTATIVE SCHEDULE

This schedule provides a general outline and timeline for the work to be conducted through to completion and approval by BOCC and the EDA. It is tentative because the schedule will be finalized in consultation with the internal Island County and Island EDC supervisory committee. It will also be discussed and adjusted as needed based upon feedback from the External CEDS Review Committee.

Finally, this schedule is dependent upon timely participation and responses from the internal supervisory committee, the CEDS Review Committee, and stakeholders. If there are any significant delays in receiving information or feedback from any of these groups, the schedule is subject to change.

Month/Year	Task(s)	Action / Deliverable(s)
February 2023	Contracting	Negotiate and fully execute contract with consultant
March 2023	Task 1	1) Develop a finalized timeline/schedule with internal supervisory committee, establish internal meeting schedule 2) Initial stakeholder engagement questionnaire developed and sent out by March 1 3) Send requests to County, City, other jurisdictions to establish a CEDS Review committee
April 2023	Task 1	1) Stakeholder engagement follow up 2) Establish external CEDS Review Committee & coordinate meeting schedule for the year
May 2023	Task 1 & 2	1) 1 st Monthly CEDS Review Committee Meeting 2) Review data sources for economic background summary 3) Send out SWOT analysis solicitations to stakeholders
June 2023	Task 1 & 2	1) 2 nd Monthly CEDS Review Committee Meeting 2) Review data sources for economic background summary 3) Follow up with stakeholders regarding SWOT analysis
July 2023	Task 1 & 2	1) 3 rd Monthly CEDS Review Committee Meeting 2) Finalized SWOT analyses, draft CEDS Priorities, Objectives, and Goals (and sub-goals) for review & feedback
August 2023	Task 1, 2 & 3	1) 4 th Monthly CEDS Review Committee Meeting 2) Continue to review CEDS Priorities, Objectives, and Goals (and sub-goals) for review & feedback
September 2023	Task 1, 2 & 3	1) Draft full CEDS document for internal supervisory committee and External CEDS Review Committee Review
October 2023	Task 1 & 3	1) Updated Draft of CEDS document incorporating internal supervisory comments 2) Updated Draft shared with CEDS Review Committee for comment 3) 5 th Monthly CEDS Review Committee Meeting to review draft

November 2023	Task 1 & 3	1) Update presentation of the Updated Draft CEDS document to Island County Commission for comments and feedback 2) Updated Draft shared with stakeholders for comment and feedback
December 2023	Task 1 & 3	1) Comments and feedback from all reviewers and stakeholders incorporated 2) Any final follow up with stakeholders conducted
January 2023	Task 1 & 3	1) Final Monthly CEDS Review Committee Meeting to review updated draft, as well as feedback summary to date 2) Make an final edits or changes to the draft CEDS document
February 2024	Task 3 & 4	1) Post the draft CEDS document for public comment for 30 days 2) Conduct follow up meetings and feedback sessions with stakeholders
March 2024	Task 1, 3 & 4	1) Make any needed edits based on feedback received 2) Update CEDS Review Committee with the final draft, noting any substantive changes
April 2024	Task 1 & 3	1) Hold for one additional CEDS Review Committee Meeting 2) Finalize edits to CEDS draft
May 2024	Task 1, 3 & 4	1) Present to BOCC for adoption by resolution 2) Present to incorporated City Councils and any other entity who would benefit (e.g. Tribes, regional planning authorities, economic development service providers) or as required
June 2024	Task 1, 3 & 4	1) Hold for any schedule changes or additional presentations 2) Submit final draft of the CEDS document to the EDA for agency approval
July 2024	Task 1, 3 & 4	1) Any follow up edits or changes required with the EDA 2) Work with Island County and Island County EDC to issue press release(s) and other communications or marketing materials as needed regarding the approved CEDS document

EXPECTATIONS OF ISLAND COUNTY & ISLAND COUNTY EDC

The consultant has the following expectations of Island County and the Island County EDC:

- 4) The Island County EDC Director will have monthly check-in meetings with the consultant to review any monthly tasks or deliverables.
- 5) Where possible, Island County and the Island County EDC will provide economic and summary statistic information (ideally .CSV files) that they would like included in the Summary Background and Economic Conditions description.
- 6) Island County and Island County EDC staff will assist the consultant in making contact with data sources and stakeholders on an as-needed basis (e.g. for introductions, engagement, to solicit a response, to answer specific questions about data, etc.).
- 7) Island County and Island County EDC will create, using their staff and at their expense, a webpage on their current website for the Island County CEDS. The County and EDC will post in a timely manner any draft documents for public comment, options for stakeholder and public participation, and final approved documents for public information.
- 8) Island County and the Island County EDC will provide a minimum 30-day notice for any in-person meeting requests and will work with the consultant to determine if an in-person meeting is (a) necessary and (b) can be conducted in an environment with low to no risk regarding SARS-CoV-2 or any other active pandemics.



Jennifer Noveck, Ph.D.

33 N. Oxbow Place, Hoodspport, WA | 617-699-9436 | Email: jnoveck@gmail.com | Website: <http://www.jennifernoveck.com>

Profile

- Researcher with more than fifteen years of remote work experience in academic, nonprofit, local government, and international organization settings.
- Highly skilled at managing and collecting quantitative and qualitative data, completing desk research and field research via journals and primary sources, conducting interviews, developing surveys, running focus groups, creating data sets and codebooks, developing evaluation and outcome measurement tools, and performing in-depth data analysis and creating visualizations in R, Stata, Power BI, ArcGIS, AtlasTI, and NVivo.

Education

University of Washington, Seattle, WA — Doctor of Philosophy in Political Science, August 2017

University of Washington, Seattle, WA — Center for Statistics in Social Sciences Certificate, December 2012

University of Washington, Seattle, WA — Masters of Arts in Political Science, May 2012

Northeastern University, Boston, MA — Bachelor of Arts in International Affairs, May 2004

Research, Data, & Communications Experience

CEO & PRESIDENT, NOVECK CONSULTING SERVICES — MARCH 2013 – PRESENT

Current Project: *Northwest Innovation Resource Center*, Data Analytics for Small Business, Facilitator, Bellingham, WA

- Facilitate a four week Data Analytics Workshop for Small Business, introducing managers and leaderships the tools and skills that they need to make data-driven decisions and use data to inform their overall business strategy and take innovation to the next level.
- Working with an Advisory Board of experts, develop a curriculum and course materials for a four week Data Analytics Workshop for Small Business.
- Develop additional materials on how data can be used to solve problems and increase resiliency for manufacturing, workforce shortages, supply chain problems, etc.

Current Project: *Port of Bellingham*, Economic Development Division, Research & Communications, Bellingham, WA

- Project management of the Whatcom County Infrastructure, Property, and Resiliency Database, including working with GIS consulting company to expand the geographic scope of the database, as well as adding in additional data and layers for analysis.
- Project management of the Whatcom County CEDS 2022-2026 implementation and program evaluation.
- Manage all data collection, analysis, and reporting requirements for the Division.
- Manage majority of external communications (reports, social media, press releases, letters of support).

Project: *Private business client*, Permitting and Regulatory Obstacles, Bellingham, WA

- Researched local regulations regarding the permitting of new and existing dwellings for rent in Whatcom County and the City of Bellingham.
- Aided in the completion of successful building permit applications, attended multiple meetings with local regulators (watershed, fire safety, natural resources, etc.), and advise architects and homeowners on how to best comply with regulations.

Project: *Private business client*, Ethical Consumption, Bellingham, WA

- Provided research assistance on issues of ethical consumption, examining issues of social justice, including environmental and labor rights, as they pertain to construction.
- Researched and developed a list of all known ethical products to be used by architects, builders, and homeowners.

Project: *World Bank*, Village Law Programmatic Analytical and Advisory Activities (PAAA), Indonesia

- Provided just-in-time analysis of quantitative data and technical inputs to the PAAA Task Team that contributed to on-demand policy recommendations, reports, briefs for the Indonesian government and other departments and funders.
- Developed survey tools and advised and worked with local survey companies regarding best practices for data collection, organization, and formatting.
- Researched and developed theoretical and empirical literature summaries on various literatures related to economic development including legal compliance, anti-corruption mechanisms and outcomes, and the role of self-assessment evaluations and audits on village official performance.

Project: *World Bank*, Social Development Unit (GPSURR), Indonesia

- Examined and interpreted academic research regarding the role of bureaucracy in economic development, with a focus on domestic political, economic, and organizational risk factors leading corruption and poor performance by officials.
- Developed and wrote a literature review with an extensive annotated bibliography, as well as a spreadsheet detailing the empirics, methodology, and data sources.

Project: *World Bank*, Public Sector and Governance, Africa

- Developed multiple empirical questions based on exploratory analyses of numerous World Bank datasets on post conflict Sierra Leone with collaborators.
- Researched a full literature review, developed a theoretical framework, and performed an in-depth quantitative analysis regarding the cooperation and collusion between local officials and Paramount Chiefs.
- Provided policy recommendations related to decentralization, corruption, compliance, and the role of traditional power holders in international development.

Project: *World Bank*, World Development Report 2013 on Good Jobs, Official Background Papers

- Worked with a team of seven to research and write over 150 pages of research material regarding the state of labor law implementation and decent work in the global economy.

RESEARCH AND COMMUNICATIONS MANAGER, ECONOMIC DEVELOPMENT DIVISION, PORT OF BELLINGHAM, BELLINGHAM, WA – JANUARY 2020 – FEBRUARY 2022

- Managed several large research projects for the economic development division, most notably creating the first county-wide GIS database of infrastructure and utilities for Whatcom County.
- Managed several COVID-19 impact surveys, analyses, and reports (e.g. General Impacts, Fishing Industry Impacts, and Agricultural Impacts) for Whatcom County.
- Managed Whatcom County Comprehensive Economic Development Strategy 2022-2026 update, including planning, stakeholder engagement, and authoring the final document, approved by the Whatcom County Council in November 2021 and the EDA in April 2022.
- Managed all data and reporting requirements for the Economic Development Division.

RESEARCH AND COMMUNICATIONS SPECIALIST, ECONOMIC DEVELOPMENT DIVISION, PORT OF BELLINGHAM, BELLINGHAM, WA – JANUARY 2019 – DECEMBER 2019

- Managed several communications projects, including the development of a county-wide brochure marketing communities and regional assets.
- Managed all data and reporting requirements for the Economic Development Division.

RESEARCH ASSISTANT, UNIVERSITY OF WASHINGTON / SYDNEY UNIVERSITY; SEATTLE, WA / SYDNEY, AUSTRALIA — JUNE 2012-OCTOBER 2014

- Completed extensive quantitative and qualitative research on labor rights, labor laws, and labor unrest in developing countries, including Argentina, Bangladesh, Brazil, China, Honduras, and Vietnam, that was used for peer reviewed articles, conferences presentations, and book chapters.
- Provided manager with technical assistance and made recommendations for specific research projects, such as implementing citation standards and maintenance of citation software.
- Performed an examination of the empirical literature on the causes, solutions, and risks involved with employee turnover globally, and in China specifically, and made recommendations for how to mitigate this problem for the Apple Advisory Committee and Just Supply Chain group (an MIT-Stanford-UW collaboration).
- Assisted in organizing and participated in the Just Supply Chain Conference and the Society for the Advancement of Socioeconomics (SASE).

RESEARCH ASSISTANT, UNIVERSITY OF WASHINGTON; SEATTLE, WA — JUNE 2011–AUGUST 2013

- Created a long-term work plan for a large-scale data collection project, monitored and implemented the plan, periodically reviewed contributions from other graduate students.
- Collected, organized, and coded data on government expenditures and revenue for all countries for 1971-present from the IMF Government Finance Statistics database and cleaned, corrected (adjusted for inflation and hyperinflation), and supplemented both data sets using OECD data and primary sources.
- Developed two comprehensive country-based codebooks and a technical training manual that recorded how all of the variables were coded, aggregated, and supplemented as well as best practices for any future additions to the data set.

RESEARCH ASSISTANT, HARVARD UNIVERSITY; CAMBRIDGE, MA — OCTOBER 2007 – AUGUST 2009

- Located, organized, and analyzed research materials, including archival documents, primary sources, and news sources in Chinese and Japanese to prepare short reports on topics such as Japanese foreign aid, Japanese environmental ODA to China, East Asia's role in climate change efforts, and technological innovation.
- Developed a technical training and procedures manual for other Research Assistants.
- Served as a liaison to students, fellows, faculty, and distinguished visitors from Japan and universities all over the world and performed administrative duties for a senior faculty member.

DEVELOPMENT ASSOCIATE, THE WOMEN'S UNION; BOSTON, MA — SEPTEMBER 2004 – AUGUST 2006

- Managed donor databases, processed and acknowledged gifts, researched potential donors, assisted the grant writer, created financial reports, completed deposits, and rectified issues with Finance.
- Developed and managed a technical training manual for the donor databases, including setting organization-wide standards for database input styles.
- Facilitated and coordinated with a web developer to create an online application that calculated sustainable living wages for women and their families, as well as a complete overhaul of the organizational website.

Teaching Experience

ADJUNCT FACULTY, WESTERN WASHINGTON UNIVERSITY — JANUARY 2018 – PRESENT

- Develop syllabi, curriculum for in-class and lectures as well as online materials in Canvas for three independently taught courses: Globalization, International Political Economy, and American Foreign Policy.
- Advise students on transferring, fellowships, scholarships, and social justice activities.

ADJUNCT FACULTY, SEATTLE CENTRAL COMMUNITY COLLEGE; SEATTLE, WA — SEPTEMBER 2016–SEPTEMBER 2017

- Develop syllabi, curriculum for in-class and lectures for two independently taught two courses: Introduction to Political Science and Introduction to International Relations, including new hybrid and online course curriculum for Canvas.
- Advise students on transferring, fellowships, scholarships, and social justice activities.

INSTRUCTOR AND TEACHING ASSISTANT, UNIVERSITY OF WASHINGTON; SEATTLE, WA — SEPTEMBER 2012–SEPTEMBER 2017

- Develop syllabi, curriculum for in-class and on Canvas, and lectures for three independently taught courses: Intro to Comparative Politics, Labor Rights in the Global Economy (two courses), and Political Economy of Development (three courses).
- Serve as a Teaching Assistant by conducting sections twice a week, holding office hours, and developing exercises and activities to reinforce course content and assignments for the following courses: Arab-Israeli Conflict (four courses), Political Economy of Latin America (three courses), Political Economy of Religion, Introduction to Comparative Politics, American Foreign Policy, Introduction to Labor Studies.
- Mentor and advise undergraduate students on internships, career choices, and graduate school.

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Publications

BOOKS

2015. *Labor Standards in International Supply Chains: Aligning Rights and Incentives*. Edward Elgar Publishing. With Daniel Berliner, Anne Greenleaf, Milli Lake, and Margaret Levi.

PEER REVIEWED ARTICLES

2015. "Building Capacity, Building Rights? State Capacity and Labor Rights in Developing Countries." World Development 72: 127-139. With Daniel Berliner, Anne Regan Greenleaf, and Milli Lake.

2015. "Aligning Rights and Interests in Global Supply Chains." Annual Review of Law and Social Sciences. Vol 11. With Daniel Berliner, Anne Regan Greenleaf, Milli Lake, and Margaret Levi.

2015. "Decentralization and Power-sharing in Post-conflict Sierra Leone." World Bank Working Paper Series. With Amanda Clayton and Margaret Levi.

2013. "Aligning Interests with Rights: When, Why and How to Uphold Labor Standards." World Bank. WDR: Jobs. Official Background Paper. With Margaret Levi, Christopher Adolph, Daniel Berliner, Aaron Erlich, Anne Regan Greenleaf, and Milli Lake.

Skills

Languages: Fluent in English, proficient in advanced Mandarin, elementary Japanese, written French, and written Spanish

Software: R, Stata, ArcGIS, Atlas TI, NVivo, LaTeX, Tableau, Microsoft Office Suite, Microsoft Power BI, Adobe Photoshop, EndNote, Zotero, Canva

Social Media: WordPress, CivicPlus, Facebook, Twitter, Instagram, Flickr, Snapchat, Weibo, Wechat



City of Langley

MEMORANDUM

To: Langley City Council and Mayor Scott Chaplin
From: Randi Perry, Director of Public Works
Meredith Penny, Director of Community Planning
Re: Staff- Council Briefing - Langley Library Improvements - 104 Second Street
Meeting Date: February 6, 2023

This memo provides to council a status of the proposed Library improvements.

Background

The Langley library building located at 104 Second Street is owned and maintained by the City of Langley. Sno-Isle Libraries is responsible for the operations of the library under Annexation Agreement June 20, 2011 (signed by Sno-Isle Libraries June 27, 2011) amended on October 2, 2013 (signed by Sno-Isle Libraries September 27, 2013). On July 18, 2022, Council approved Addendum no. 2 to the Annexation Agreement (Sno-Isle Libraries approved July 25, 2022), allowing for the upgrade investment by the Sno-Isle Libraries in the facility owned by the City.

The Sno-Isle Libraries completed a preapplication review with the Historic Preservation Commission (HPC) on October 11th. At that meeting, the HPC provided initial feedback on the proposed improvements, where such improvements could affect the historic character of the building. Concerns were raised regarding the east entryway and the fireplace. Sno-Isle Libraries also completed a preapplication review with the Design Review Board (DRB) on November 15th. Concerns were raised regarding the proposed outdoor space on the building's east side, the retaining wall and sign, a curb cut, and the bike shelter. Sno-Isle Libraries completed final review with the HPC on January 10th and with DRB on January 18th. They had addressed all concerns raised and both groups approved the design proposal.

The approvals allow for Sno-Isle Libraries to move forward with the city's permitting process. Although the proposed covered bike parking design met the criteria of the DRB, the proposed dimensions and location represented potential for impeding pedestrian flow. Public Works agreed to work with stakeholders to assist in developing alternative covered bike parking options. Sno-Isle Libraries will evaluate and fully develop those ideas and resubmit any redesigned bike parking to DRB.

Sno-Isle Libraries is proposing the following building improvements for the City. After completion, the City will be responsible for repair and maintenance of these items. This is an estimated annual servicing cost of between \$8,000 and \$10,000 following the first-year construction warranty.

- Upgrade entry to ADA accessibility standards.
- Provide two accessible, ADA code-compliant restrooms. This will include low flow plumbing fixtures.
- Repair and replace facility systems to meet LEED Silver Certification for energy efficiency.
 - o New shingle roof, EPDM on flat roof, new flashing, and coping
 - o Exterior paint
 - o 30% of exterior siding replaced to match existing cedar lap siding.
 - o Insulation of exterior walls
 - o Insulation of lower-level walls

- Replacement of gypsum board on exterior walls
 - All existing exterior windows to be replaced with high energy efficiency, custom to match existing windows.
 - New panel doors and new hardware
 - Insulate ceiling and replace ceiling in 1980 addition.
 - Chimney above roofline repaired and rebuilt.
 - Existing light fixtures to be replaced with high efficiency LED fixtures.
 - Plumbing fixtures replaced with ultra-low flow fixtures.
 - Existing mechanical systems replaced with high efficiency mechanical and electrical systems.
- Electrical upgrades
 - Additional power outlets

The lower-level renovation is contingent on the resolution of viable alternative storage solutions. Sno-Isle Libraries understands the City has limited staff and resources to commit to this project and the City is relying heavily on Sno-Isle Libraries to propose acceptable solutions.

- Lower-level renovation
 - Accessible staff restroom (ultra-low-flow toilet and faucet)
 - Vapor barrier on existing grade in crawl space
 - Single coat vapor barrier on existing concrete slab
 - Janitor room

Sno-Isle Libraries is proposing tenant improvements. These improvements are and will remain the responsibility of the tenant unless noted below. All interior design, fixtures, furniture, and equipment are the responsibility of the tenant.

- Structural changes
 - Clerestory window dormer (City to inspect structural – cleaning only incidental along with roof cleaning)
 - Steel stair to lower level (City to inspect structural)
 - Wheelchair lift
 - Floor opening for vertical circulation.

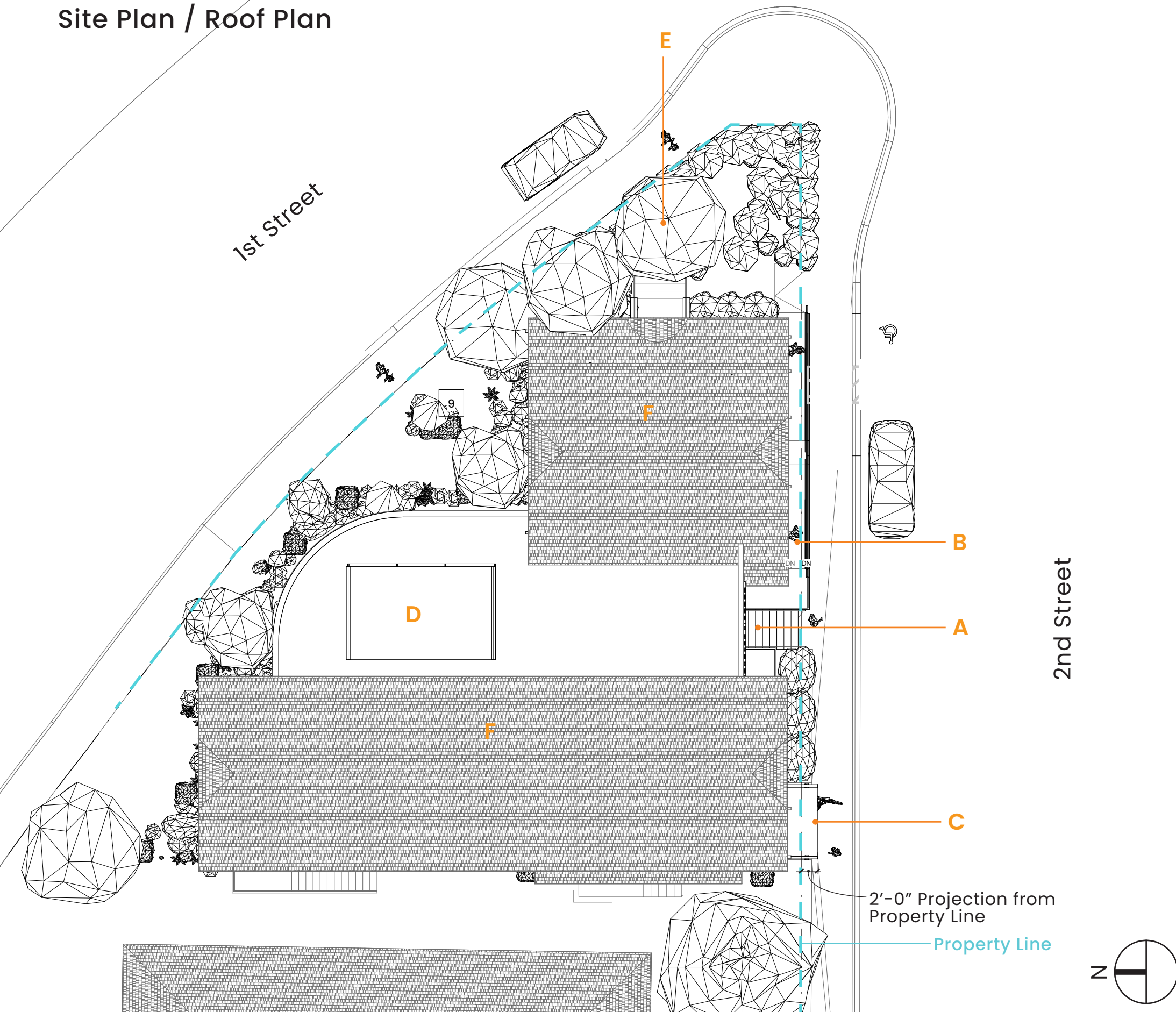
Sno-Isle Libraries will submit building permit applications to the City. This process includes review and administrative approval of the detailed structural, utility, and mechanical changes to the building by the city's planning, building and public works department. Sno-Isle Libraries and City staff are discussing the appropriate route to address surety for the improvements. Following building permit issuance, the City will inspect to ensure compliance prior to issuing final approval and accepting ownership of the improvements. Design, fixtures, furniture, and equipment remain the purview of the Sno-Isle Libraries.

Langley Public Library

City Council Briefing
February 6, 2023



Site Plan / Roof Plan



- A. Removal of existing entry trellis and new concrete stair
- B. Widen existing ADA ramp to meet current building code and new guardrail
- C. Alternative covered bicycle parking options being explored by the City of Langley
- D. Clerestory dormer
- E. Existing trees and landscape to remain
- F. Existing composition shingles to be replaced with new composition shingles



- A Half-hip Roof
- B Energy efficient windows to match existing windows
- C Arch entry & decorative roof supports
- D New glass entry door (4 x 5 divided lites)
- E Chimney remains and shingle roof
- F Railing & Ramp
- G Existing landscape to remain
- H Existing Library sign to remain
- I Historical plaques to remain
- J Provide library sign plaque to match to the library sign shown in 2009 photo
- K Existing tree to remain, existing power pole to remain, preserve native planting from Main Street Association

Rendering Langley Public Library, view from South East.

Proposed South Elevation



Rendering Langley Public Library, view from 2nd Street

- A New library sign at bulkhead
- B New ADA stair and ramp to meet current building code and new guardrail
- C Alternative covered bicycle parking options being explored by the City of Langley
- D Existing windows to be replaced with energy efficient windows
- E Existing landscape to be moved and replanted
- F Existing library sign and landscape to remain as is
- G Exterior siding to be painted

Proposed North Elevation



Rendering Langley Public Library, view from First Street

- A New clerestory dormer
- B New clapboard siding to match the historic character of the original building
- C Existing garden, trees, shrubs and landscape to remain as is
- D Existing windows to be replaced with energy efficient windows
- E New glass panel (4x5 lites) to be provided
- F New composition shingles to match existing







City of Langley

MEMORANDUM

To: Langley City Council and Mayor Scott Chaplin
From: Randi Perry, Director of Public Works
Re: Chlorine Contact Chamber Resurfacing
Meeting Date: February 6, 2023

This memo provides an update and recommendation to award the Chlorine Contact Chamber project.

Background

The Chlorine Contact Chamber Resurfacing project was identified as a need in the 2015 Sewer Comprehensive Plan. The planning cost estimate was listed as \$35,000 and didn't include engineering, inflation was added, and the project was listed at \$50,000 in the 2021 and 2022 sewer capital plan. Staff chose to utilize on call engineering for this project and preliminary work discovered a cost increase which wasn't covered by the 2022 budget. The increase is attributed to materials costs and availability, the original planning estimate didn't include interior concrete channel walls and the demand on the current construction market is driving costs well beyond annual inflation. Council was notified of the project cost project on October 19, 2022, and approved the 2023 budget on December 29, 2022, for \$226,000 in Sewer Capital (408) funds for this project.

This project followed Public Works - Small Works Roster Process per Resolution 736. An invitation to bid was sent to over 500 contacts from the MRSC Small Works Roster on January 13, 2023. Staff responded to multiple inquiries and received 3 sealed bids. They were opened and read aloud on January 26, 2023. The bid tabulation and engineers' recommendation are attached.

STAFF RECOMMENDS: Council award project to Molecular Services Inc. for \$174,080.00 and authorize the mayor to sign the contract following attorney's satisfactory review.



January 30, 2023

Randi Perry, Public Works Director
City of Langley
112 Second Street
Langley, WA 98260

**Subject: City of Langley
Chlorine Contact Chamber Interior Resurfacing
Recommendation for Award**

Dear Randi:

This letter is to advise you that the City of Langley on January 30, 2023 at 10:00 AM local time, opened bids at City Hall for the above referenced project. A total of three (3) bids were received, opened, and read aloud ranging from \$182,784.00 to \$223,148.80 including Washington State Sales Tax. The engineers estimate for this project was \$174,080.00.

The apparent low bidder's (Molecular Inc.) bid proposal was complete and accurate. Based on the references provided, the contractor has worked successfully on projects with similar applications such as the subject project. As the contractor's references are satisfactory and given their ability to bond this project, we recommendation to City Council award of this project to Molecular Inc. in the amount of \$182,784.00 includes state sales tax. Enclosed herewith is a copy of the certified bid tabulation for your reference and files.

If you have any questions regarding this matter, please feel free to contact me at 425.827.2014.

Sincerely,
PACE Engineers, Inc.

A handwritten signature in blue ink, appearing to read "John Forba P.E.", is written over a faint, larger version of the same signature.

John Forba, P.E.
Senior Project Manager

Attachments: Certified Bid Tabulation

BID TABULATION

Owner: City of Langley	Bid Date: 1/26/2023
Project: Chlorine Contact Chamber Interior Surface Reconditioning	Bid Time: 10:00 AM
Engineers: PACE Engineers	Job No.: 22240

		ENGINEER'S ESTIMATE				Molecular Inc.		Purcell P&C LLC		Quality Coating Enterprises					
ITEM NO.	ITEM OR TASK DESCRIPTION	QTY	UNIT												
				UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST	UNIT PRICE	COST				
1	Mobilization	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 3,000.00	\$ 3,000.00	\$ 7,500.00	\$ 7,500.00	\$ 15,000.00	\$ 15,000.00				
2	Concrete Resurfacing	1	LS	\$ 150,000.00	\$ 150,000.00	\$ 160,000.00	\$ 160,000.00	\$ 171,450.00	\$ 171,450.00	\$ 75,000.00	\$ 75,000.00				
3	General Restoration and Cleanup	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 4,500.00	\$ 4,500.00	\$ 132,110.00	\$ 115,100.00				
		SUBTOTAL			\$ 160,000.00		\$ 168,000.00		\$ 183,450.00		\$ 205,100.00				
		8.8% SALES TAX			\$ 14,080.00		\$ 14,784.00		\$ 16,143.60		\$ 18,048.80				
		TOTAL BID			\$ 174,080.00		\$ 182,784.00		\$ 199,593.60		\$ 223,148.80				

Error in Bid

I hereby certify that this tabulation represents all bids received and that the total bid prices have been checked or corrected based on the unit prices provided in the bids. Corrections did not change the order of the bids, unless noted otherwise.



City of Langley

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



Scott Chaplin
Mayor
Fax (360) 221-4265

Staff Report

To: Langley City Council
From: Wanda J. Grone, Finance Director
Re: Financial Policy Development
Meeting Date: Council Meeting February 6, 2023

One of my goals as your Finance Director is to assure that the City has policies in place to govern staff practices and provide separation of duties related to the protection of City assets. In financial audits, one of the first questions asked by the State Auditor's Office is to see the policies in place for government practices.

The attached City of Langley Credit Card Policy and Procedures was brought before you in Draft form at the January 17 Council meeting with a request for guidance to proceed. It has since been presented to the Finance & Personnel Legislative Commission for review as you requested, two changes were made, the FPLC approved it to move forward to Council. The two changes made were:

- Item 4(B) Purchases – after “for ordering supplies, including on-line purchases for City purposes,” the following language was inserted: “and payment-in-advance services (such as equipment rentals and repairs), subject to stated procurement procedures used for vouchers”
- Item 4(C) Credit Limit – The stated credit limit per card of \$2,500 was increased to \$5,000 and the following language inserted after the amount: “which is subject to adjustment as needed by the City Administrator or City Council.”

I request your approval to finalize and publish the policy.

City of Langley Credit Card Policy and Procedures

1. Purpose:

To authorize the City's Policy on use of City credit cards to transact official City business for the purposes identified in Section 4A.

2. Employees Affected:

Mayor, City Administrator, and Department Heads (Finance Director, Public Works Director, Director of Community Planning, Chief of Police), once an identifiable operational need for the card has been demonstrated.

3. References:

City of Langley Resolution No.705

RCW 43.09.2855 – Use of credit cards

RCW 42.24.115 – Charge cards for officers' and employees' travel expenses

RCW 42.24.080 – Auditing and payment of claims for contractual purpose

4. Policy:

The City Council has authorized the Mayor/City Administrator to implement procedures for the use of City credit cards for the following uses:

- A. Travel – Credit cards may be used by the above assigned individuals and by those employees authorized in writing by their Director in Section 2 for official City business-related expenditures for hotel, parking, ferry, taxi, meals, gas, airline tickets, emergency City vehicle repairs, and other travel related expenses as authorized by the Mayor/City Administrator. In addition, the assigned individual may use the City credit card for conference and class registrations. The card may not be used for the purchase of alcoholic beverages. Out of State travel and registrations require the Mayor/City Administrator's pre-approval.
- B. Purchases – The assigned credit cards may be used for ordering supplies, including on-line purchases for City purposes, and payment-in-advance services (such as equipment rentals and equipment repairs), subject to stated procurement procedures used for vouchers, when pre-approved by the Department Director.
- C. Credit Limit – The credit limit for each assigned City credit card shall be \$5,000, which is subject to adjustment as needed by the City Administrator or City Council.

- D. City credit cards shall not be used for cash advances or personal purchases per RCW 43.09.2855.
5. Procedures:
- A. Authorization: All credit card expenditures are contingent upon the City Council's approval of the monthly statement of transactions. If an expenditure is deemed inappropriate (for instance, not within the departmental budget or questionable use) the assigned credit card holder will be responsible for reimbursing the City for the charge incurred.
 - B. Receipts/Verification: Receipts must be obtained for each credit card transaction. The purpose of the charge and the name of the individual involved must be clearly written on the receipt. Receipts are to be saved and retained by the assigned individual, or designee. Each assigned individual will be provided with a monthly transaction summary (original or copy) by the Finance Director and within five days, will:
 - i. Verify all credit card expenditures against the monthly transaction summary;
 - ii. Sign the transaction summary (Cardholder must approve designee's expenditures);
 - iii. Attach corresponding City credit card receipts detail receipts which show exactly what was being purchased;
 - iv. Denote the appropriate accounting codes on each receipt per item; and
 - v. Return it to the Finance Director for payment processing.
6. Control:
- A. The assigned individual is responsible for contacting the vendor when supplies purchased with the credit card are not acceptable (incorrect order, damaged, etc.) and for arranging a return for credit or exchange.
 - B. The assigned individual is responsible for maintaining the security of the card, including keeping it separate from any personal cards, storing it in a secure location, and immediately reporting its loss or theft to the Mayor/City Administrator.
 - C. The Mayor/City Administrator is responsible for administration of the cards to include, but not limited to: selection of card provider, managing the issuance of cards, and ensuring proper use.
 - D. The Mayor/City Administrator will disallow use of the assigned City credit card for violation or misuse of the credit card in accordance with this policy.
 - E. The Finance Director is responsible for the timely payment of credit card charges and balances.

F. Assigned individuals will sign a Credit Card User Agreement (Attachment A) before they are eligible to use it.

G. Credit cards are to be returned to the City immediately upon ending employment with the City; the Mayor/City Administrator will cancel the card with the issuing bank.

7. Periodic Reviews:

The City of Langley Finance Director shall conduct periodic reviews for proper credit card use. Credit card records will be audited from time to time.

8. Annual Review:

This policy is subject to annual review and update for applicable changes in statutes and the City to ensure it provides clear guidance.

Attachment A
City of Langley Credit Card User Agreement

I, _____, as an employee of the City of Langley, accept personal responsibility for the safeguard and proper use of City credit card No. _____, which has been assigned to me for use in the performance of my job, in accordance with the terms outlined below.

- Credit cards are to be used solely for travel related business expenses (within and outside the City), and conference/class registrations incurred by the assigned individual only, with the exception that the Mayor/County Administrator may charge the cost of travel expenses for Council Members on the assigned card, and the Department Director may authorize use for training-related expenses (registrations, travel, associated expenses) for department employees.
- Credit cards may be used for purchasing department supplies with pre-approval by the assigned card holder (Department Director).

I have read and understand the credit card policies and procedures and certify that I have an identified operational need to have a card.

I understand the Mayor/City Administrator will disallow my use of a City credit card for violation or misuse of the credit card and/or credit card policies and procedures and that such violation or misuse may subject me to discipline, including termination, under the City's personnel policies.

I understand that each time I use, or authorize the use thereof, that I am adhering to the following statement:

“I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenditures incurred by me and that no payment had been received by me on account thereof.”

I understand that I will be held personally liable for any inappropriate charges I incur to the City credit card, and payment for any such inappropriate charges is hereby authorized to be withheld from my paycheck.

The undersigned individual has read and understands the above statements.

Signature _____

Date _____

Authorized by: _____

Title: _____

Attachment B
Affidavit of Lost or Destroyed Receipt

Name _____

Position _____

Last 4 digits of Card Number _____

I declare on oath that the original receipts for the transaction dated _____ in the amount of _____ from _____ has been lost or destroyed. The vendor has been contacted and is unable to provide a duplicate receipt for this purchase. Please accept the detail of the transaction below in lieu of an itemized receipt for this transaction.

I understand the falsification of the itemization of this purchase constitutes an act of fraud.

Description of Items Purchased	Amount

List each item on a separate line. Use a supplemental sheet if necessary.

Cardholder signature _____ Date _____

Mayor/City Administrator
Signature _____ Date _____