

CITY OF LANGLEY DRAFT COUNCIL AGENDA

Tuesday, September 3, 2019 5:30 PM

1. CALL TO ORDER

- a. Flag Salute
- b. Roll Call

2. APPROVAL OF AGENDA

3. CONSENT AGENDA

The **CONSENT AGENDA** consists of routine items that normally do not require further Council discussion. A council member may ask questions about an item before the vote is taken, or request that an item be removed from the Consent Agenda and placed on the regular agenda for more detailed discussion. A single vote is taken to approve all items remaining on the Consent Agenda.

- a. Approval of council meeting minutes of 8/19/19.....1-4
- b. Approval of claims warrants Nos. __ and EFTs in the amount of \$28,059.38.....5-9
- c. Liquor License – Whidbey Art Escape, LLC – snack bar.....10

4. RECOGNITION/APPRECIATION

Swearing in ceremony for Police Chief Don Lauer

5. COMMISSION AND BOARD REPORTS/PRESENTATIONS

6. CITIZEN COMMENTS *

7. MAYOR'S REPORT

8. UNFINISHED BUSINESS

Update on Licensing Services.....11-12

9. NEW BUSINESS

PW report on uncovered storm water issue on Third Street

10. COUNCIL REPORTS

11. DISCUSSION ITEMS

12. ADJOURNMENT

***Citizen Comments:** We welcome comments on subjects of concern or interest that are not on the agenda. Please state your name and address so this can be recorded, and limit your comments to 5 minutes. Questions will be answered immediately if the answer is brief, and the information is available. Otherwise, answers will be provided as soon as possible. Thank you for participating! **If reasonable accommodation of a disability is needed please contact Debbie Mahler at (360) 221-4246 at least 48 hours prior to this meeting.**

Statement regarding Potential Conflicts of Interest -

Officials, employees, consultants, volunteers and vendors are obliged to withdraw from any involvement in a matter where there is a conflict or perceived conflict, even if they feel certain they can act impartially. If a conflict, or potential conflict exists, the affected party shall declare so at the first public meeting when the matter is being considered. And shall withdraw from the meeting or future meetings for the duration of the discussion of the issue.

Langley is a Civility First City

Council Meeting Minutes
August 19, 2019

Mayor Callison called the meeting to order at 5:30 PM. Present were Council Members, Ursula Shoudy, Dominique Emerson, Bruce Allen, Peter Morton and Christy Korrow. Also present were Police Chief Don Lauer, Community Planning Director Brigid Reynolds, Public Works Director Stan Berryman, and Assistant Clerk Darlene Baldwin. The Mayor led the flag salute.

MOTION: To approve the agenda as amended. Motion- Emerson, 2nd – Shoudy. Motion carried. Motion passed. (Bruce out of the room)

MOTION: To approve the consent agenda. Motion - Emerson, 2nd - Allen. Motion carried with all in favor.

CONSENT AGENDA (See below)

- a. Council Meeting Minutes of 8-5-19 and workshop minutes of 8-9-19
- b. Approval of Claims warrants Nos.38528-38563 and EFT's in the amount of \$28,277.30
- c. Approval of payroll warrants Nos. 38451-38458 and direct deposit run (7/16/19) in the amount of \$42,880.44 and Nos. 38460-38467 and direct deposit run, (7/31/19) in the amount of \$85,890.46
- d. Liquor License renewal – Saltwater Fish House and Oyster Bar

UNFINISHED BUSINESS

Second reading and adoption of Resolution 801, the 2020-2025 6-year TIP

MOTION: Motion to adopt Resolution 801, the 2020-2025 6-year TIP. Motion – Emerson, 2nd – Allen. Motion carried unanimously.

STAFF REPORTS

Community Planning – Brigid Reynolds reported that since the adoption of the Short-Term Rental code there have been several inquiries and a few applications. 2 notices of application have been sent out to adjacent neighbors which is a required part of the new regulations. Grant has been submitted to the Department of Ecology for Shoreline Master Plan and waiting to hear back from them. PAB's last meeting Ross Chapin presented on the Coles Valley application.

Public Works – Stan Berryman reported that 3rd St. water main project is close to completion. SRV has done a good job and will be finishing ahead of the anticipated completion date. SRV will also be the general contractor for the upcoming paving job, which is anticipated to start in September. The long-awaited City Hall entry way improvements will start this week and go through next week Thursday - Sunday. Bids went to Tim Leonard for the roof overhang and Turnco for the pillars and door of City Hall. Bluff trimming will start this Wednesday. Wharf street will get a trim later.

Police Department – Don Lauer shared that he attended the South Whidbey Wellness Community Coalition August 13th. They have adopted a logo which will allow them to get printed materials made. Once they have the new print materials, they will be able to move forward with sharing the program with the community. The coalition is working in conjunction with the schools to sponsor, Popsicles with the Principles, August 29. This is an opportunity for families to meet their schools' principles. Also working with Parks and Recreation on their Kids Fair event coming up September 14th

MAYORS REPORT

Mayor Callison shared that he interviewed Carl McEvoy on August 7, for the Ethics Board and forwarded his application to the Ethics Board. Staff budget review was held on August 7th to get prepared for first meeting with council. The Mayor attended the Arts Commission meeting on August 8th and then after met with and interviewed Olena Hodges for possible membership to Arts Commission. Olena is the executive director of Island Shakespeare Festival. August 9th was the first budget review with council. On August 13 the Mayor participated in County Plan to End Homelessness in 5 years. The county must file a plan with the State of Washington showing how they are going to end homelessness in 5 years. It is a very ambitious plan with a good group to develop a work plan. The plan will focus on the application of services with an emphasis on targeting those who with assistance would stop them from becoming homeless. He attended the Langley Chamber monthly meeting on August 14th. On August 15th Brigid Reynolds and Tim went to the Old Goats meeting at the Rod n Gun Club where Norma Smith our State Representative was in attendance and spoke.

NEW BUSINESS

Review of Bipartisan letter to stop gun violence

MOTION: Motion to authorize the mayor to sign the Mayor's letter against gun violence. Motion – Morton, 2nd – Allen. Motion carried unanimously.

Report from Brigid Reynold on the Coles Road Proposal

Brigid explained the proposed development on Coles Rd. The property is 40 acres, zone RS15,000 Coles Rd separates it - 28 plus acres on the east side and 11 plus acres on the left side. The property was cleared several years ago but was never developed. The property was annexed into the city in 2005.

Property owners are looking at possible building alternatives and are ready to look at what those could be. The new proposal does differ from what was approved in the original annex agreement. Brigid has reviewed the proposed project with legal counsel who then came up with large steps that outlined what moving forward looks like. Currently there is no code in place to guide this sort of development. An adoption of a master development plan will need to be in place. Looking at 8 sub parcels.

Staff supports an alternative proposal that provides for different economic and demographics as we need a larger variety housing on South Whidbey. Proposal is consistent with the comp plan and will include 60% open space. Brigid went over different variables that would need to be considered.

Ross presented who is a long time Langley resident and lives on 1st street. He has been working with the South Whidbey LLC, property developers of the Coles Rd. proposal to assist them in coming up with a cohesive plan of what the development could look like. Ross shared that the goal is to provide the community with housing that reflects the current and growing needs of our region. Some of the design Considerations are as follows; neighborhood scale, network of walking paths, trails with open connections, street and lanes, neighborhood identity and a neighborhood hub.

Council discussed the proposed project and plan.
with

MOTION: To direct staff to begin the process to prepare a Memorandum of Understanding, letter of intent with the developer, South Whidbey LLC, to continue to move this alternative development forward. Motion - Emerson, 2nd - Allen. Motion approved with all in favor.

COUNCIL REPORTS

Peter Morton reported that the Parks and Open Space and Arts Commission are jointly looking at requesting money for grant writing. Peter for the Parks and Open Spaces requested that the city hire a consultant to create a long-term bluff management plan. He put out a request to Stan Berryman to find out what would it cost to hire a bluff management company. Brigid addressed Peter's request and shared that the city must update the shoreline master plan by June 2020 which will address the bluff on Cascade.

Ursula Shoudy shared that she has someone to recognize in September

Dominique Emerson has a fairgrounds meeting coming up on Friday.

Christy Korrow attended the North Sound Behavioral Health Administrative Advisory Board meeting on Tuesday August 6th. This is an organization that provides crisis services. At the meeting the Island County Opioid team gave a presentation where they shared that someone participating in a needle exchange program is 5 times more likely to seek help. The needle exchange program sees up to 50 people a month. August 14th Christy attended a full day board retreat with the Orca Network. She found out that the Department of Natural Resources want more data before any changes will be made to ghost shrimp harvesting. Orca Network is requesting that beach watchers do some monitoring and data collection on shrimp activity. Whale center is very committed to Langley and looking for a long-term home. We lost 3 more southern residence orcas. Blue Whale spotted way out in Greys Harbors. Climate change and food supply will change the routes.

Bruce Allen shared that the Hub is having their annual salmon dinner September 21st. Dinner will include an auction. The event will be held in the Fellowship Hall at the Methodists Church.

DISCUSSION ITEMS

Scheduling of next Budget workshop

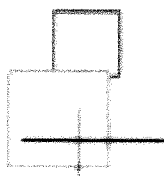
MOTION: To schedule the next budget meetings to be held August 26th at 4:40 and September 9th at 4:30. Motion - Morton, 2nd - Shoudy. Motion approved with all in favor.

The meeting was adjourned at 7:10 PM.

Respectfully submitted,

A handwritten signature in cursive script that reads "Darlene Baldwin". The signature is written in black ink and is positioned above the typed name.

Darlene Baldwin, Assistant Clerk



Voucher Directory

5

Fiscal : 2019 - September
Council Date: : 2019 - September - September - 1st Council

AT&T Mobility

0

Inv. 287253933793X

2019 - September - September - 1st Council

FAN 05316575

101-000-000-543-50-47-00

Utilities-Streets (Incl Phone)

\$81.65

AT&T

401-000-000-534-80-47-00

Utilities-Water Dept.

\$81.65

AT&T

402-000-000-535-80-47-00

Utilities-Sewer Dept.

\$81.65

AT&T

403-000-000-531-30-38-00

Utilities

\$81.64

AT&T

Total Inv. 287253933793X

\$326.59

Total AT&T Mobility

\$326.59

AT&T Mobility

0

Inv. 287291336274

2019 - September - September - 1st Council

FAN 58244373

001-000-095-528-60-42-04

Telecoms/ Spillman/ Data Lines

\$277.46

AT&T

Total Inv. 287291336274

\$277.46

Total AT&T Mobility

\$277.46

B & T Cleantech

0

Inv. 13

2019 - September - September - 1st Council

August 2019

105-000-000-557-30-40-01

RR cleaning contract

\$1,210.00

August 2019

Total Inv. 13

\$1,210.00

Total B & T Cleantech

\$1,210.00

Chamber of Commerce
 0
 Inv. 2017-12417
 2019 - September - 1st Council

2019 Dues
 001-000-050-518-50-34-01 Association Dues \$199.00
 Chamber Standard Business annual dues \$199.00

Total Chamber of Commerce
 Total Inv. 2017-12417
 \$199.00
 \$199.00
 \$199.00

Davido Consulting Group, Inc
 0
 Inv. 25750
 2019 - September - 1st Council

Project: Langley Fire Tower Inspection
 303-000-000-594-61-48-00 Municipal Capital Improvement \$1,525.25
 11.5 hrs: Langley Fire Tower Inspection \$1,525.25

Total Davido Consulting Group, Inc
 Total Inv. 25750
 \$1,525.25
 \$1,525.25
 \$1,525.25

De Lage Landen Financial Services
 0
 Inv. 64758433
 2019 - September - 1st Council

Contract# 25435030
 001-000-050-518-90-50-34 Copier/printer Lease (inc R&m) \$554.37
 8/15-9/14/19 Term

Total De Lage Landen Financial Services
 Total Inv. 64758433
 \$554.37
 \$554.37
 \$554.37

Double R Rental & Sales
 0
 Inv. 103297-1
 2019 - September - 1st Council

Customer #250
 101-000-000-542-69-48-00 Traffic & Pedestrian Services \$70.56
 Mixer rental: Wayfinding signage install

Total Double R Rental & Sales
 Total Inv. 103311-1
 \$70.56
 \$71.24
 \$141.80
 \$141.80

Customer #250
 105-000-000-557-30-48-00 Public Restrooms-R&M/Misc'l, Supplies
 Nailing gun rental - broken fence \$71.24

Edge Analytical Labs

0

Inv. 19-31434

2019 - September - September - 1st Council

Project: Nitrate, Chloride, Conductivity
401-000-000-534-90-47-00

SDWA Testing

Well testing: Nitrate, Chloride, Conductivity

\$231.00

Total Inv. 19-31434

\$231.00

Total Edge Analytical Labs

\$231.00

I-Com

0

Inv. Q4 2019-09

2019 - September - September - 1st Council

001-000-095-528-60-42-03

Dispatch Services/icom

I-Com 2019 Q4 user fee

\$5,694.42

Total Inv. Q4 2019-09

\$5,694.42

Total I-Com

\$5,694.42

Island County Treasurer c/o Prosecutor

0

Inv. Prosecution Q2 2019

2019 - September - September - 1st Council

Interlocal Misdemeanor Prosecution

001-000-020-512-50-41-01

Prosecuting Atty Services

2019 Q2 - 3 cases

\$686.22

Total Inv. Prosecution Q2 2019

\$686.22

Total Island County Treasurer c/o Prosecutor

\$686.22

PACE Engineers, Inc.

0

Inv. 72549

2019 - September - September - 1st Council

Project# 19386 3rd St. Water Main

405-000-000-594-34-60-04

3rd Street (Park-Coles) water main

80.25 hrs: July 2019 + reimbursables

\$10,201.43

Total Inv. 72549

\$10,201.43

Inv. 72639

Project# 19240 On-Call Engineering

101-000-000-544-20-48-00

Engineering

1 hr: administrative

\$172.00

101-000-000-544-20-48-00

Engineering

15.5 hrs: Seawall Park Promenade PS&E

\$1,991.50

101-000-000-544-20-48-00

Engineering

3 hrs: W/CA project inquiry (no application=non-reimbursable)

\$516.00

101-000-000-595-30-61-02

First Street Sidewalk

\$2,542.50

19.5 hrs: 30% PS&E, project manual, plans, specs

Total PACE Engineers, Inc.

\$5,222.00
\$15,423.43
\$15,423.43

Total Inv. 72639

Pitney Bowes Inc

0

2019 - September - 1st Council

Inv. 1013780409

001-000-030-518-90-42-00 Postage Machine Expenses

\$92.38

Postage meter ink

Total Inv. 1013780409

\$92.38

Inv. 1013780410

001-000-030-518-90-42-00 Postage Machine Expenses

\$54.34

Postage meter cleaning kit

Total Inv. 1013780410

\$54.34

Total Pitney Bowes Inc

Total 0

\$146.72

\$146.72

Puget Sound Energy

0

2019 - September - 1st Council

Inv. 8/22/19

101-000-000-542-63-47-00 Street Lighting \$15.45

PSE-9941

105-000-000-557-30-47-00 Utilities/VIC & R/R \$61.20

PSE-0984

401-000-000-534-80-47-00 Utilities-Water Dept. \$122.47

PSE-7646

Total Inv. 8/22/19

\$199.12

\$199.12

\$199.12

Total Puget Sound Energy

Total 0

Revize LLC

0

2019 - September - 1st Council

Inv. 8731

SSL Certificate renewal \$150.00

001-000-180-518-80-42-00

Ntwk/website Bldg & Admin

Website SSL certificate renewal

Total Inv. 8731

\$150.00

\$150.00

\$150.00

Total Revize LLC

Total 0



Skagit Farmers 0
 2019 - September - 1st Council

Inv. 46-569290

Cust. # 527670

401-000-000-534-80-31-00 Parts, Chemicals & Supplies
 Chlorine + drum deposit
 401-000-000-534-80-31-00 Parts, Chemicals & Supplies
 Drum deposit return (x2) 8/2/2019

Total Inv. 46-569290

\$97.82
 (\$43.48)
 \$54.34
 \$54.34
 \$54.34

Total Skagit Farmers
 Sound Publishing Inc 0

Inv. W CW869115

Account# 80119200

001-000-050-511-30-31-00 Publication/legals
 DNS Ordinance No. 1058

Total Inv. W CW869115

\$105.95
 \$105.95
 \$105.95

Total Sound Publishing Inc
 USABlueBook 0

Inv. 968389

Cust# 23018

401-000-000-534-80-48-00 Repairs & Maintenance
 Hydrant repair kit

Total Inv. 968389

\$215.12
 \$215.12
 \$215.12

Total USABlueBook
 Western Facilities Supply 0

Inv. 029257

Cust# 0560950

105-000-000-557-30-48-00 Public Restrooms-R&M/Misc'l, Supplies.
 Various supplies

Total Inv. 029257

\$704.04
 \$704.04
 \$704.04

Total Western Facilities Supply
 Grand Total

Vendor Count

18

\$27,844.83

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NOTICE OF LIQUOR LICENSE APPLICATION

WASHINGTON STATE LIQUOR AND CANNABIS BOARD

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

TO: MAYOR OF LANGLEY
RE: NEW APPLICATION

RETURN TO: localauthority@sp.lcb.wa.gov

DATE: 8/26/19

UBI: 603-577-139-001-0001

License: 428996 - 3D County: 15
Tradename: WHIDBEY ART ESCAPE

APPLICANTS:

WHIDBEY ART ESCAPE, LLC

Loc Addr: 111 ANTHES AVE
LANGLEY WA 98260-8433

EVANS, CAROL SUE
1965-05-11

Mail Addr: 475 1ST ST
LANGLEY WA 98260-8800

Phone No.: 206-799-3159 CAROL EVANS

Privileges Applied For:
SNACK BAR

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

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

DATE

SIGNATURE OF MAYOR,CITY MANAGER,COUNTY COMMISSIONERS OR DESIGNEE



Staff Report

To: Langley City Council
From: Rose Hughes, Assistant Treasurer
Re: Licensing Services
Meeting Date: Council Meeting August 15, 2019

As discussed in late 2018, the state legislature passed RCW 35.90.020 mandating all cities to partner with the Department of Revenue to centralize business license application processing. Intended benefits primarily accrue to businesses that operate in multiple jurisdictions within the state, or that have additional regulatory approvals such as Department of Health.

To fulfill this requirement, the state allows cities to choose one of two service providers: the D.O.R.'s own Bureau of Licensing Services (BLS), or the service called FileLocal, which was set up under a consortium of King County and the larger Puget Sound city governments. Cities have to sign up with FileLocal by 2020, or BLS by 2022 per the RCW. However, BLS has a backlog of 18+ months to implement the service.

Staff recommends we go with BLS because it will provide a more comprehensive service for both the City and business owners that enables online filing and payments. BLS will literally custom design the user interface for Langley businesses according to the City's requirements. FileLocal's online presence does not indicate a very user-friendly environment for City's as there is very little publicly-available information on migration. In contrast, BLS has been very accessible with both webinars and individual sessions to walk through details of the service. Please see other cost/benefit considerations in the table below.

If the City indicates to BLS that we would like to sign up, they will immediately put us on their (18-month) waiting list and provide a contract and model resolution for Council's approval. Upon contract approval, BLS will work with staff to create requirements for data and protocol transfers, and staff will have to program City and BLS websites to inform citizens of the process. Estimated City staff hours to migrate (not including continued data "clean up" or City website modifications and internal protocol development prior to migration): 4 hours attorney review of contract/resolution and new licensing ordinance (recommended), 7 hours staff time for requirements definition and data manipulation, 8 hours for training and orientation for involved City staff.

Absent concerns from Council regarding the choice of BLS, staff will indicate to BLS that we wish to proceed immediately following the 8/15/2019 Council meeting.

Comparison of Department of Revenue's Business Licensing Service to FileLocal:

<u>BLS</u>	<u>FileLocal</u>	<u>BLS Cost / Benefit to City</u>	<u>BLS Cost / Benefit to Businesses</u>
Provides administrative services, e.g. renewal reminders, application status letters, etc.	No administrative services, directs all communications back to City	Decreased staff costs after implementation	One-stop support for questions regarding statutory requirements
No charge to the City for implementation or services; \$19 processing fee to businesses / \$11 if concurrent applications (DOH, L&I)	\$6,000 implementation fee (2018). Processing fee charged to City, not to businesses.	No additional cost. Cost savings: City will not have to process payments (Automatic EFT deposits from BLS)	Online payment option via EFT or credit card.
Outsources data security	Outsources data security	State-level data security	State-level data security
Local control over "releasing" license after all regulatory requirements met (e.g. home occupancy inspections.)	Unknown	Real-time online access/control over application status	Real-time online access/control over application status
Provides same services for paper filing.	Does not provide paper filing services	Decreased staff costs	Central paper filing for applications
GIS and cross-referencing with DOR tax filings	Set up for coordinated city B&O tax filings, which doesn't apply to Langley	Increased compliance	Central portal for license, L&I reporting, and tax filing
Does not accommodate temporary or specialty licenses (e.g. food trucks.)	Unknown	No change	No change, but possible public confusion.
To make changes to process, regulations or fees: 75-day notice required	Unknown	Will require advanced planning/coordination with Council resolutions.	Public will receive prior notice on same schedule.

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