

Finance and Records Department Core/Essential Services

Council meeting prep – agendas, minutes, ordinance/resolution writing, meeting attendance

Payroll/benefits administration

New employee orientation/maintenance of personnel files

Utility Billing, receipting, reporting

Cash management – receiving, receipting, banking, journaling, reporting

Accounts payable

Accounts receivable

Budgeting, monitoring, financial reporting

Public records – filing, administering records requests, archiving

Public reception, phones

Quarterly taxes & monthly tax reports

Codification of Ordinances

Publication of legal notices

Sell, receipt, record, track, issue deeds for Cemetery, monitor funds and improvement funds

Grant reporting and billing

Audit & sign claims and payroll

Issue & track, receipt business licenses, dog licenses, contractor licenses, etc.

Investment of funds, tracking, monitoring & reporting

File, track & monitor legal claims

File & record contracts, agreements & leases

Attest to public instruments, ordinances & official acts of the Mayor

Secretary to Civil Service Board

Swear in and certify oaths of offices

Establish, implement and enhance accounting and internal control systems, policies and procedures; ensure City assets are accounted for and properly used

Perform various debt management functions; ensure compliance with bond ordinances, bond coverage and loan agreements; ensure all principal and interest payments are made. Monitor and record all debt service

Responsibility for the City's insurance coverage including liability, property, auto, physical damage, fidelity, equipment and machinery; claim monitoring and other risk management needs

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Coordinate activities with State and other auditors as required.

Provide general support services to the City Council, Mayor and all City departments

Perform any special projects, research, or assignments as directed by the Mayor and Council

Attend all Cemetery Board meetings, provide research and assistance to Board members

CORE SERVICES – Planning and Building

Plan check building permit applications
Issue building permits and perform required inspections
Review and issue Certificates of Occupancy
Administer local flood program for FEMA compliance
Fire safety permit review and inspection
Maintain contractor licensing program
Review land use permit applications
Issue permits and monitor conditions of approval
Code compliance for planning and building issues
Respond to land use questions
Coordinate permit tracking for planning, public works and building
Maintain address-based filing system
Respond to State-mandated plan or code amendments
Staff support to Planning Advisory Board, Parks and Open Space Commission, Design
Review Board, Historic Preservation Commission and, as needed, City Council
Update as needed or required the Langley Comprehensive Plan, Shoreline Master
Program and Development Regulations
Fulfill State-mandated role of SEPA Responsible Official
Maintain official maps for zoning, critical areas
Staff appointee to Regional Transportation Planning Organization
Monitor planning and building related revenues and expenditures

CITY OF LANGLEY POLICE DEPARTMENT

PURPOSE:

The Langley Police Department provides public safety service to Langley's residents and visitors 24 hours a day 7 days a week. Our officers are responsible for the enforcement of law and maintaining public order as well as working with both residents and business owners to prevent and deter crime. Officers mediate disputes, investigate crimes and apprehend offenders for crimes committed in the City of Langley. The police department either handles our ordinance violations or assists the responsible department in their investigation.

CURRENT LEVEL OF STAFFING:

The Langley Police Department currently employs a Police Chief, and three officers. There is a reserve program that involves one community member and then several reserve officers (off-duty deputies) who work sporadically to fill the schedule.

Police Department Service Requests

The Police department experiences an average of 1,200 calls for service each year. Police work involves dynamics that are extremely reactionary. Any of the following types of calls for service may be encountered and handled by a Langley Police Officer. The time constraints involved in handling these incidents can vary from mere minutes to time consuming investigations requiring 40 + hours. (The average incident requires 15-30 minutes) These calls for service often interrupt other functions that the officer is already attempting to complete.

Disputes:

Civil
Employer/Employee
Business/Customer

Traffic Incidents:

Vehicle Accidents
Reckless driving complaints
Disabled Vehicles
Common traffic violations

Animal Complaints:

Investigating and citing for ordinance violations

Crimes against Families:

Domestic Disputes/Violence
Protection/Restraining Order enforcement
Child Abuse
Elder Abuse
Juvenile Runaways
Removal of children for protection or for placement

Human Services:

Mental Health Commitment
Alcohol Commitment
Homeless/Shelter assistance
Truancy

Crimes involving Violence:

Disorderly Conduct
Harassment
Assaults
Sexual Assaults
Homicide

Death Investigations:

Natural/Unattended Death Investigations
Assist Coroner's Office
Death Notifications for outside agencies

Crimes Against Property:

Shoplifting
Theft
Burglary
Stolen Vehicles
Vehicle Prowl
Fraud
Identity Theft
Drugs/Alcohol offenses

Mutual Aid:

Participate with other agencies in Law and Justice planning
Assist as required with State Patrol, Sheriff's Dept., Coast Guard and other law enforcement agencies
Assist Fire Department/ Medical as necessary

Special Events:

Parade Permits, pre-plan/assist Choochokam, County Fair and other events.
Coordinate security/crowd control
TV & Movie site coordination
Right of Way Permits

Crime Prevention:

Review new construction projects to include prevention techniques
Provide security reviews to business' and residences by request
Provide timely public information by either newspaper or bulletins regarding criminal activity
Interact with youth organizations and local schools
Public Speaking at Community organizations
Participation in youth issues

Emergency Services

Review/implement Emergency Plan

Report Writing

Every officer must prepare a report for all calls assigned to them. An incident is any situation that requires police department services. The time constraints involved in writing these reports can vary from 5 minutes to the more involved investigative reports requiring 16 + hours.

Shift Coverage

The Langley Police Department is responsible for 24 hr. response - seven days a week, including holidays. Currently, two shifts occur every day with several days of the police chief's schedule partially overlapping with another officer handling the patrol responsibilities so as to allow more time for department management. Two officers work 5-8hr shifts while the other two work 4-10hr shifts. Dailey patrol coverage varies between 0900 to 0300.

Our officers work their full shifts and then are "on-call" approximately 3-5 hrs after completing their shift at night or several hours prior to starting their shift in the morning. For many years now, LPD and ICSO have shared a "gentleman's agreement" that ICSO will attempt to cover our calls when a Langley Officer is home on call. If ICSO is not able to do so or the call involves an investigation and arrest, the Langley Officer is called out. Officers are not compensated for on-call hours unless actually called into service.

Reserve officers are essential to Langley in assisting us with the special events, the busy summer season and in providing relief due to sickness or vacations.

Beyond the normal patrol functions

Office responsibilities require that officers spend a good portion of their shift completing their assigned paperwork, answering numerous phone calls and citizen inquiries at the front counter. Ongoing office functions include various types of records. There are police report requests for prosecution, defense and insurance companies and background checks. There is monthly activity reporting to the State and FBI and updating the business recall list. Vehicle maintenance logs, ammunition and range proficiency records and evidence locker logs are also maintained.

Langley officers also spend a good portion of their time in training new officers and reserve applicants as/when required.

168 HOURS OF COVERAGE PER WEEK

- **Patrol/Prevention**
- **Response/Identification**
- **Intervention/Mediation/Information**
- **Investigation/ Documentation**
- **Citation/Apprehension**
- **Recordkeeping**

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Public Works Department Core Services

- Federal and State Law Compliance for
 - Safety
 - Wastewater
 - Drinking Water
 - Stormwater
 - Transportation (including signage and striping)
 - Title VI
 - Pedestrian/ADA
 - Public Facilities
- City Facilities:
 - Physical Safety, operation and maintenance of buildings
 - Sanitation
 - Facility Trash Removal
 - Preventative maintenance and repairs
- Fleet Maintenance, not including Police Department fleet
- Employee training for water, wastewater, flagging, drug consortium (required by State, DOH and DOE to keep certification)
- DOH and DOE Compliance
 - On call 24 hrs/7days a week
 - Wastewater Treatment, composting, and effluent discharge (NPDES permit)
 - Drinking Water Safety, including water quality monitoring (45950 W Operating permit)
 - Record Keeping and Reporting to comply with permit requirements
 - Daily Sample Collection (both in Wastewater and Water)
 - Wellhead Protection
 - Water Use Efficiency, Meter Reading, Leak Detection
 - Water Plan (2008), Sewer Plan (2012), Stormwater Plan (2015) Updates
 - Cross Connection Control
- Stormwater Management
- City roads and right of way construction, maintenance and preservation
- Sidewalk Preservation
- Records management for Federal and State grants for Public Works Projects, including filing progress payments
- Preparing specifications, negotiating contracts and recommending the award of contracts for selected maintenance, restoration, or construction projects. After award of contracts, tracking time and expense, including negotiation change orders
- Preparing/Mitigating for possible emergency situations
- Solid Waste removal (trash, litter) and Vandalism removal
- Reviewing/Issuing/Inspections of all permitting related to sewer, water, stormwater, right of way work, and access points
- Manage Public Nuisances
- Grant Application submittals
- Utility Committee preparation
- Responding to the public's questions/concerns/etc. regarding Public works items
- Addressing and re-addressing parcels
- Budget forecasting for parks, City Hall and Library maintenance and supplies, Visitors Information Center maintenance and supplies, water, wastewater, and stormwater (in conformance with adopted plans for the three utilities)
- Approving expenditures and tracking revenues and expenses in those budgeting items listed above
- Evaluate and propose changes to Utility rates
- Cemetery Plot locates
- Equipment maintenance (ex: pipes, generators, pumps, sanders, valves, bubblers, mowers, meters, etc)
- Staff support to City Council on Public Works matters
- Small Works Roster
- LMC updated and current for Public Works items
- Preparation for parades, fairs, festivals, races, and other events
- Parks and Grounds maintenance (including cemetery)
- Noxious Weed Control
- Yard Waste Receiving