

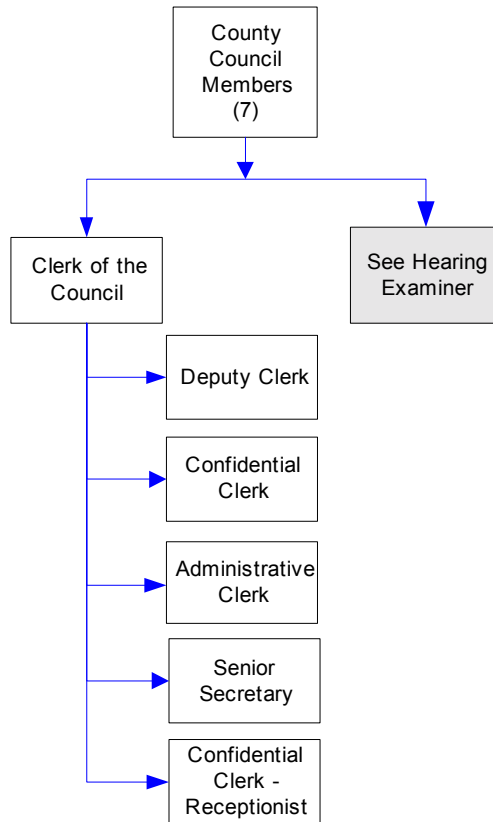
# County Council

The legislative branch of Whatcom County government, the County Council comprises seven elected part-time council members. The council meets regularly on every other Tuesday evening and enacts ordinances and resolutions, sets the county budgets, creates policies and hears appeals. Check the library, newspaper or the council office for schedules and agendas.

### FTE's for this department

Year	2001	2002	2003	*2004	*2005	*2006	*budget
FTE	9.50	9.50	9.50	9.50	9.50	9.50	

The chart below shows the organizational structure for 2005 only.



## Mission & Objectives

### Mission

The Whatcom County Council and its staff are dedicated to providing responsive representation and superior customer service through the creation of laws and policies that promote continual improvement to the health, safety, and welfare of all present and future Whatcom County citizens.

### Objectives

- Continue to explore avenues for getting council-related information out to the public.

#### 2005

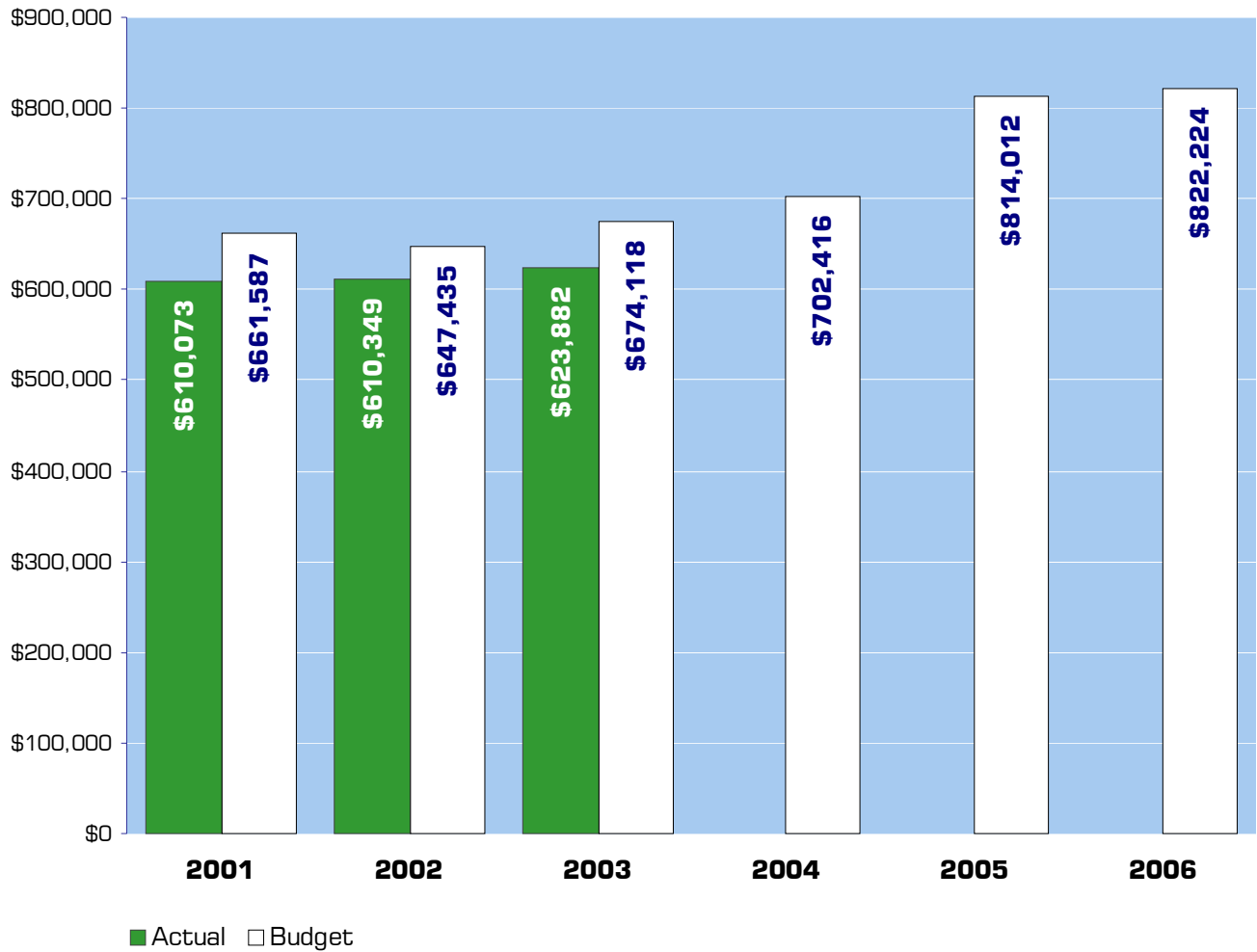
- Provide assistance to the Whatcom County Charter Review Commission in its deliberation and drafting of proposed amendments to the Whatcom County Charter.
- Council records retention project - archive, microfilm, and catalog all records for 1999.
- Board of Equalization records retention project - archive, microfilm, and catalog records for 1993, 1994, and 1995.
- Train two additional staff members in procedures for posting council-related information to the web.
- Complete policy and procedure manual rewrite for the Deputy Clerk of the Council.
- Research cost and efficiency of new digital recording equipment for the Whatcom County Council Chambers.
- Prepare training for newly-elected council members (term of office beginning in January 2006).

- Assist the Hearing Examiner Coordinator in preparing records for archiving

#### 2006

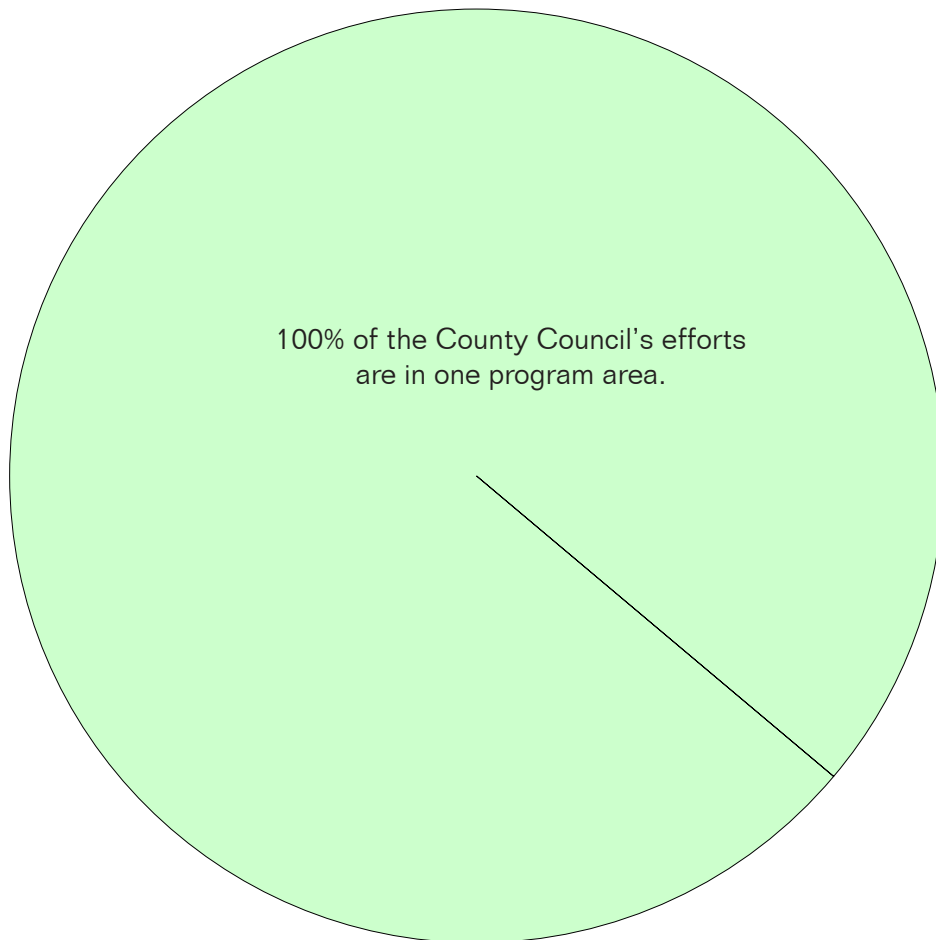
- Board of Equalization records retention project - archive, microfilm, and catalog records for 1996, 1997, and 1998.
- Council records retention project - archive, microfilm, and catalog all records for 2000.
- Complete policy and procedure manual rewrite for the Clerk of the Council.

## Expenditure Trends



*NOTE: Capital expenditures and interfund operating transfers are not shown to more accurately reflect ongoing operational costs.*

## 2005-2006 Budget by Program



*NOTE: Capital expenditures are not shown to more accurately reflect ongoing operational costs.*

# Program Summary

	Actual 2001	Actual 2002	Actual 2003	Budget 2004	Budget 2005	Budget 2006
<b>OPERATIONS</b>						
<b>General Fund</b>						
1100 County Council	602,210	603,828	616,922	702,416	798,012	822,224
1120 Board of Equalization	7,863	6,521	6,960	-	-	-
1130 Charter Review	-	-	-	-	16,000	-
<i>Total County Council Operations</i>	610,073	610,349	623,882	702,416	814,012	822,224
<b>TRANSFERS</b>						
<b>General Fund</b>						
1100 County Council	3,904	-	-	-	-	-
<i>Total County Council Transfers</i>	3,904	-	-	-	-	-
<b>TOTAL COUNTY COUNCIL</b>	613,977	610,349	623,882	702,416	814,012	822,224
<i>Percent Change from Previous Year</i>	9.0%	-0.6%	2.2%	12.6%	15.9%	1.0%

## 2005-2006 Funding Sources

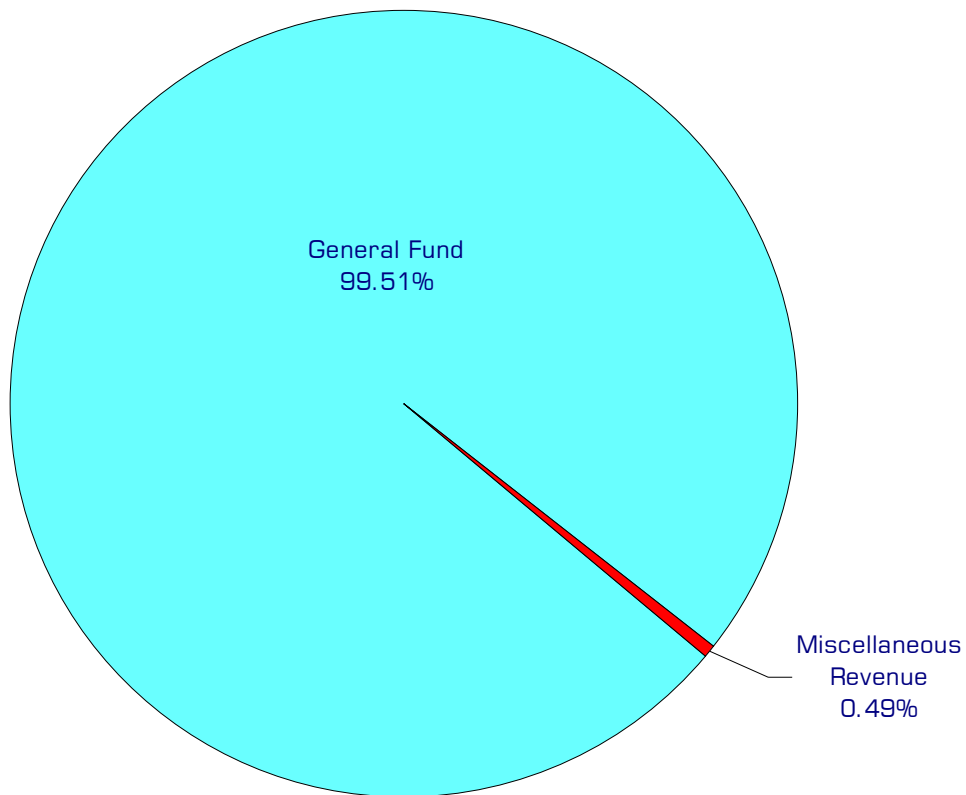
	<b>2005</b>	<b>2006</b>
General Fund	809,988	818,200
Miscellaneous Revenue	4,024	4,024
Total Funding	814,012	822,224

### General Fund

Undedicated General Fund resources.

### Miscellaneous Revenue

Fees collected for photocopies, agenda and council packet subscriptions.



## Performance / Activity Measures

	Actual 2001	Actual 2002	Actual 2003	Projected 2004	Projected 2005	Projected 2006
Agenda Bills Processed	520	530	504	500	520	520
Ordinances and Resolutions	160	141	157	165	180	180
Legal/Public Notices Prepared & Processed	200	259	253	275	320	320
Council Meetings Attended (regular and special)	45	57	50	50	50	50
Committee Meetings Attended	100	92	100	100	120	120
Pages of Minutes Transcribed	2,475	1,682	2,000	2,000	2,250	2,250
Correspondence Processed (includes e-mails) - beginning 2004	350	347	350	4,880	5,000	5,000
Board of Equalization Petitions Processed	450	310	210	300	300	300
Copies Made	154,000	157,000	150,000	150,000	165,000	165,000
Appeals Processed	5	5	8	5	5	5
Road Vacations Processed	2	1	3	2	2	2

# Expenditures Summary

	Actual 2001	Actual 2002	Actual 2003	Budget 2004	Budget 2005	Budget 2006
<b>GENERAL FUND</b>						
1100 County Council						
Salaries & Wages	303,418	320,792	335,710	363,589	367,161	369,473
Benefits	143,318	126,780	129,239	147,223	164,473	180,908
Supplies	25,172	18,003	20,277	28,175	29,267	29,267
Other Services & Charges	130,302	138,253	131,696	163,429	237,111	242,576
Operating Transfers	3,904	-	-	-	-	-
<i>Total County Council</i>	606,114	603,828	616,922	702,416	798,012	822,224
<i>Percent Change from Previous Year</i>	8.4%	-0.4%	2.2%	13.9%	13.6%	3.0%
1120 Board of Equalization						
Salaries & Wages	6,075	5,625	5,475	-	-	-
Benefits	495	459	442	-	-	-
Supplies	242	46	24	-	-	-
Other Services & Charges	1,051	391	1,019	-	-	-
<i>Total Board of Equalization</i>	7,863	6,521	6,960	-	-	-
<i>Percent Change from Previous Year</i>	87.9%	-17.1%	6.7%	-100.0%	0.0%	0.0%
1130 Charter Review						
Other Services & Charges	-	-	-	-	16,000	-
<i>Total Charter Review</i>	-	-	-	-	16,000	-
<i>Percent Change from Previous Year</i>	-100.0%	0.0%	0.0%	0.0%	0.0%	-100.0%
<b>TOTAL COUNTY COUNCIL</b>	613,977	610,349	623,882	702,416	814,012	822,224
<i>Percent Change from Previous Year</i>	9.0%	-0.6%	2.2%	12.6%	15.9%	1.0%

## Services

### **Council Meeting Requirements**

Council staff to carry out all council-related meeting requirements.

### **Accounting and Payroll Services**

Council, hearing examiner, and board of equalization accounting and payroll services.

### **Appeals**

Process appeals to the council of final hearing examiner decisions and preparation of the official record for appeals of council decisions to Superior Court or other appropriate body.

### **Board & Commission Appointments**

Ensures that vacant positions on Whatcom County boards, commissions, and committees are filled annually and upon resignation of members.

### **Correspondence and Document Processing and Retention**

Drafting, processing, distribution and retention of all incoming and outgoing council member correspondence and council-related documentation.

### **Ordinance and Resolution Processing and Codification**

Council staff members draft, process, and codify ordinances and resolutions in accordance with local and state law.

### **Reception**

Provides all front line support for the council office.

### **Road Vacations**

Assist in processing of requests for the vacation of county roads or portions thereof.

### **Board of Equalization**

Provides the taxpayer with an appeal process to challenge the Assessor's determination of real property value.



# Hearing Examiner

Serves as a quasi-judicial officer to hear, evaluate, and decide specific land use and development proposals.

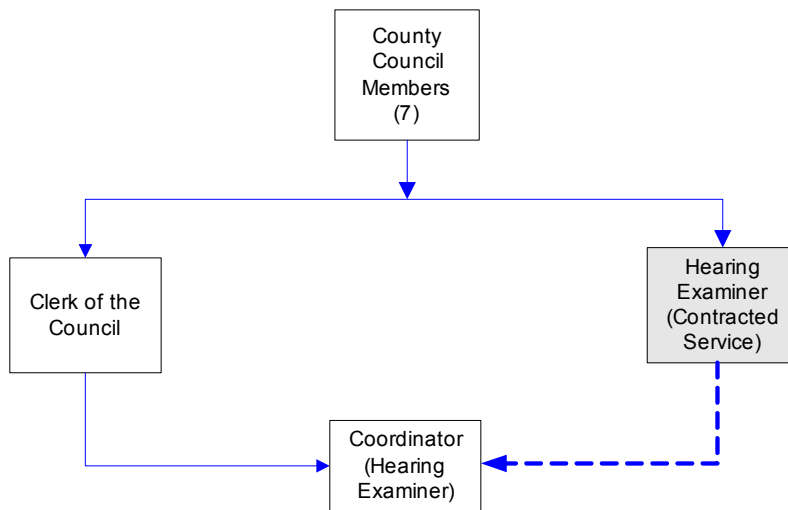
- No legislative function - applies laws and ordinances passed by the County Council.
- Public hearings are generally held weekly, as needed. Please call for current schedule.
- Files are available for public review by appointment.

## FTE's for this department

Year	2001	2002	2003	*2004	*2005	*2006
FTE	1.00	1.00	1.00	1.00	1.00	1.00

*\*budget*

The chart below shows the organizational structure for 2005 only.



## Mission & Objectives

### Mission

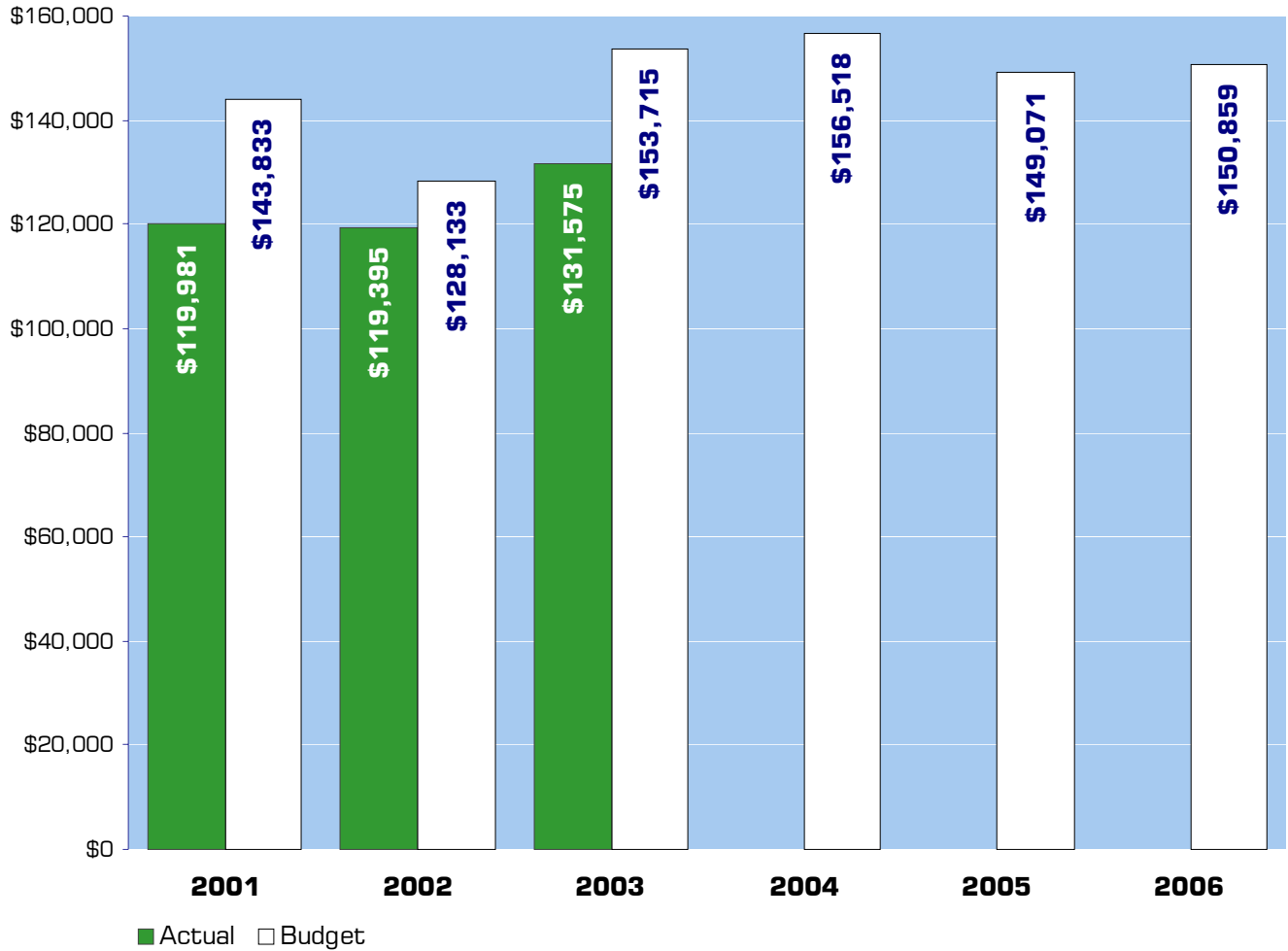
Provide Whatcom County with a system for considering and applying regulatory enactments which will best satisfy the following:

- 1) The need to separate the application of regulatory land controls from planning;
- 2) The need to better protect and promote the interest of the public and private elements of the community; and
- 3) The need to expand the principles of fairness and due process in open record hearings.

### Objectives

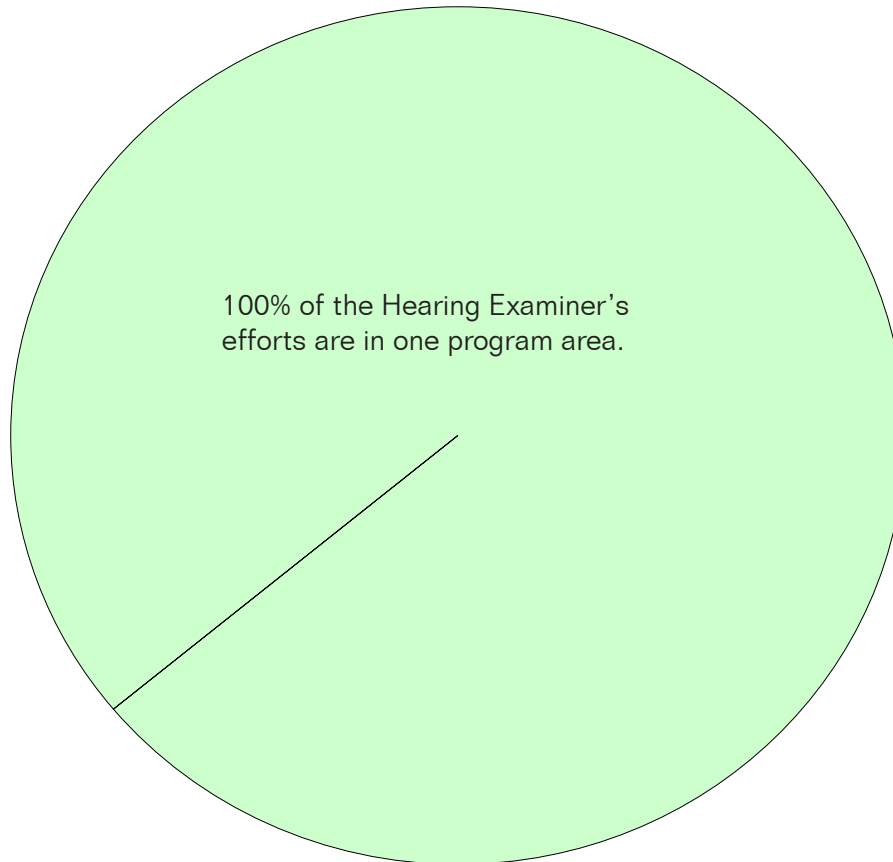
- Conduct open record hearings on regulatory enactments on behalf of the County Council in accordance with guidelines set forth in the Open Public Meetings Act.
- Submit all recommendations and decisions to the County Council in a timely manner, as required by law.
- Integrate growth management, SEPA, shoreline and other processes as required.
- With assistance from County Council staff, prepare records from the 1970's and 1980's for archiving.
- Review storage and office space issues with the Administration and make adjustments where necessary.
- Review and adjust office procedures in order to better accommodate the increased workload created by Health Department appeals, site specific rezones, and flood variances/appeals.

## Expenditure Trends



*NOTE: Capital expenditures and interfund operating transfers are not shown to more accurately reflect ongoing operational costs.*

## 2005-2006 Budget by Program



*NOTE: Capital expenditures and interfund operating and residual equity transfers are not shown to more accurately reflect ongoing operational costs.*

# Program Summary

Actual 2001	Actual 2002	Actual 2003	Budget 2004	Budget 2005	Budget 2006
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**OPERATIONS**

**General Fund**

1600 Hearing Examiner	119,981	119,395	131,575	156,518	149,071	150,859
<i>Total Hearing Examiner Operations</i>	119,981	119,395	131,575	156,518	149,071	150,859

**TRANSFERS**

**General Fund**

1600 Hearing Examiner	492	-	-	-	-	-
<i>Total Hearing Examiner Transfers</i>	492	-	-	-	-	-

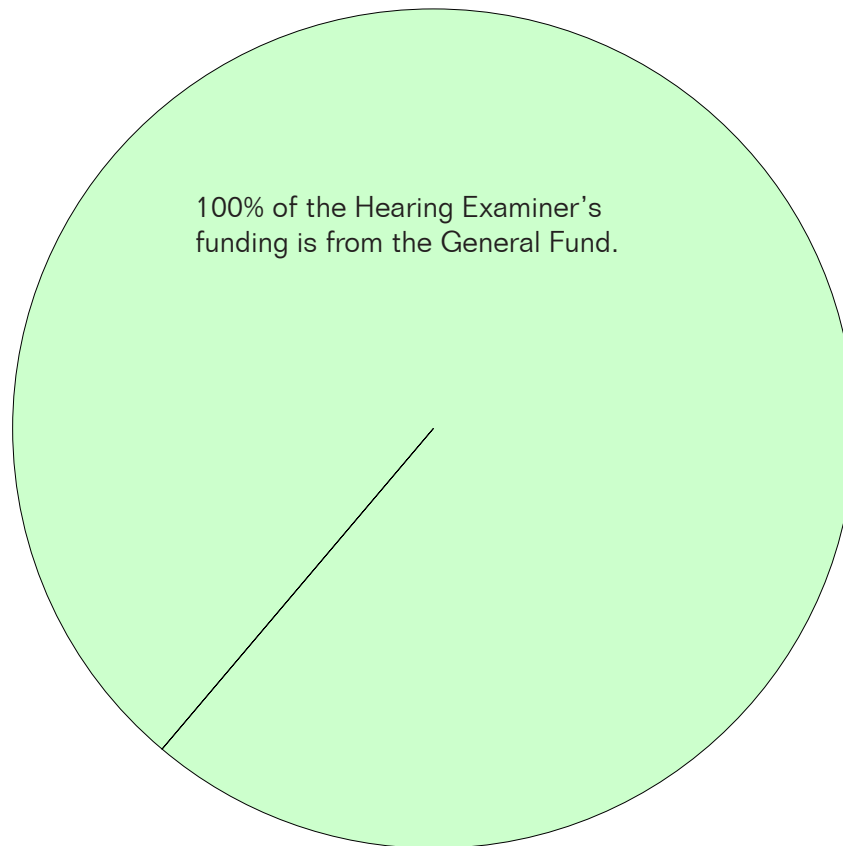
<b>TOTAL HEARING EXAMINER</b>	120,473	119,395	131,575	156,518	149,071	150,859
<i>Percent Change from Previous Year</i>	6.1%	-0.9%	10.2%	19.0%	-4.8%	1.2%

## 2005-2006 Funding Sources

	<b>2005</b>	<b>2006</b>
General Fund	149,071	150,859
Total Funding	149,071	150,859

### General Fund

Undedicated General Fund resources.



## Performance / Activity Measures

	Actual 2001	Actual 2002	Actual 2003	Projected 2004	Projected 2005	Projected 2006
Revocations			3	1	1	1
Shoreline Applications	26	36	31	33	36	39
Administrative Appeals	7	7	9	12	15	18
SEPA Appeals			1	2	2	2
Flood Appeals			1	1	1	1
Planned Unit Developments				2	3	3
Revisions	30	30	30	30	30	30
Council Remands			1	1	1	1
Public Hearings	95	87	82	95	98	100
Subdivisions			4	7	10	10

## Expenditures Summary

	Actual 2001	Actual 2002	Actual 2003	Budget 2004	Budget 2005	Budget 2006
<b>GENERAL FUND</b>						
1600 Hearing Examiner						
Salaries & Wages	37,726	37,800	41,811	41,688	41,748	41,808
Benefits	9,851	9,814	11,099	12,077	13,691	15,229
Supplies	1,103	1,478	553	3,690	3,690	3,690
Other Services & Charges	71,301	70,303	78,112	99,063	89,942	90,132
Operating Transfers	492	-	-	-	-	-
<b>TOTAL HEARING EXAMINER</b>	<b>120,473</b>	<b>119,395</b>	<b>131,575</b>	<b>156,518</b>	<b>149,071</b>	<b>150,859</b>
<i>Percent Change from Previous Year</i>	6.1%	-0.9%	10.2%	19.0%	-4.8%	1.2%

## Services

### **Office Operation, Public Hearings, Decision Processing**

The Hearing Examiner, on behalf of the county council, considers the applications of regulatory enactments to land use developers and property owners seeking land use and shoreline permits.

