

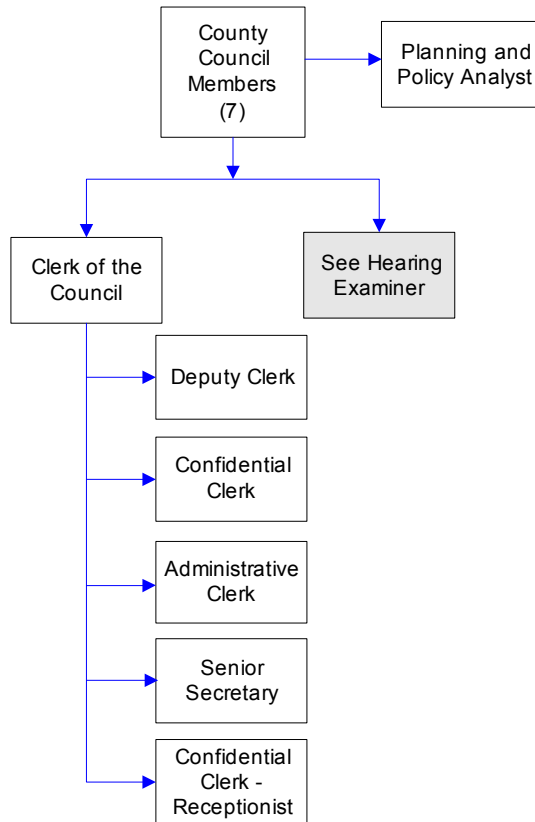
# County Council

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	2005	2006	2007	*2008	*2009	*2010	*budget
FTE	9.50	9.50	10.50	10.50	10.50	10.50	

The chart below shows the organizational structure for 2009 only.



## Mission & Objectives

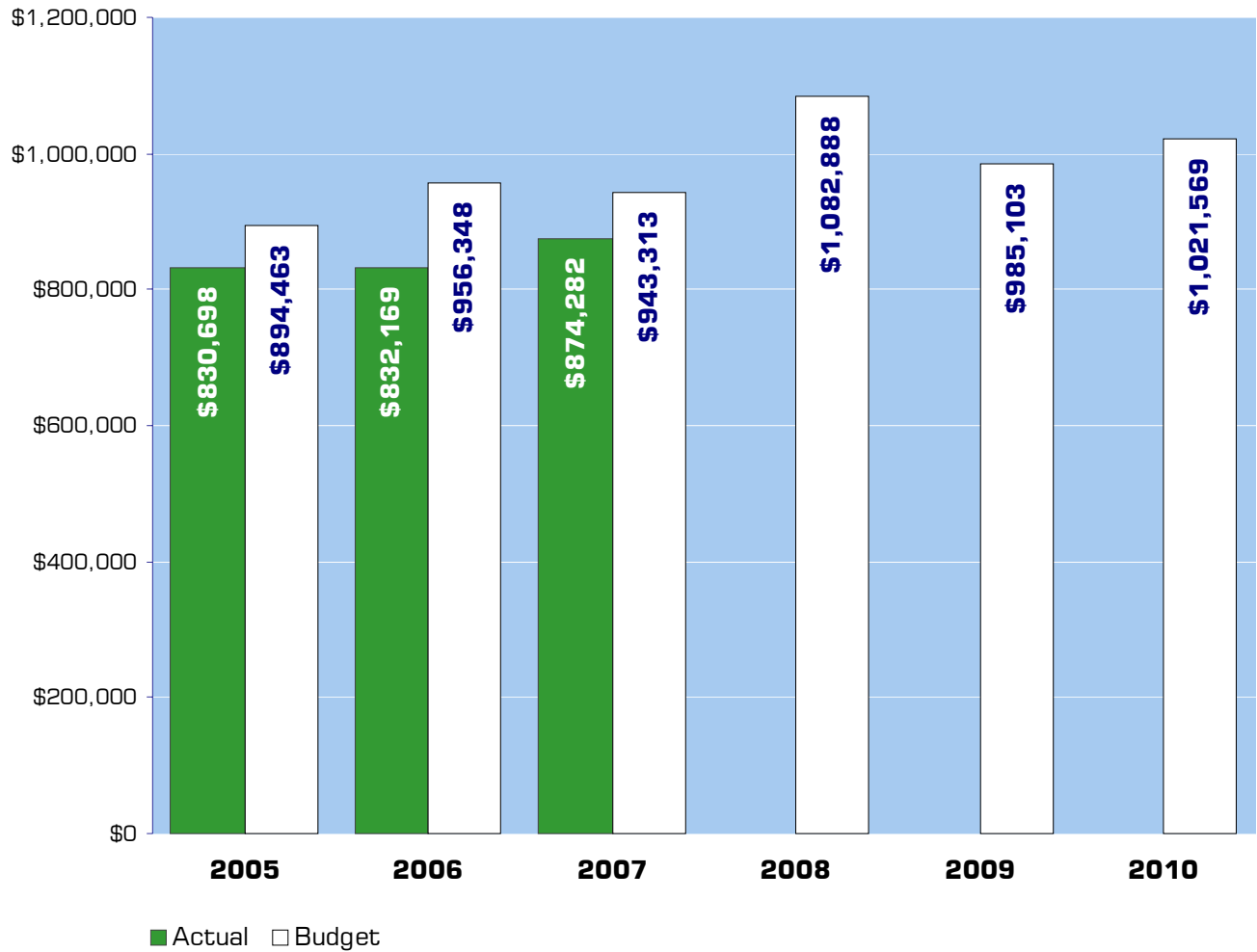
### Mission

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

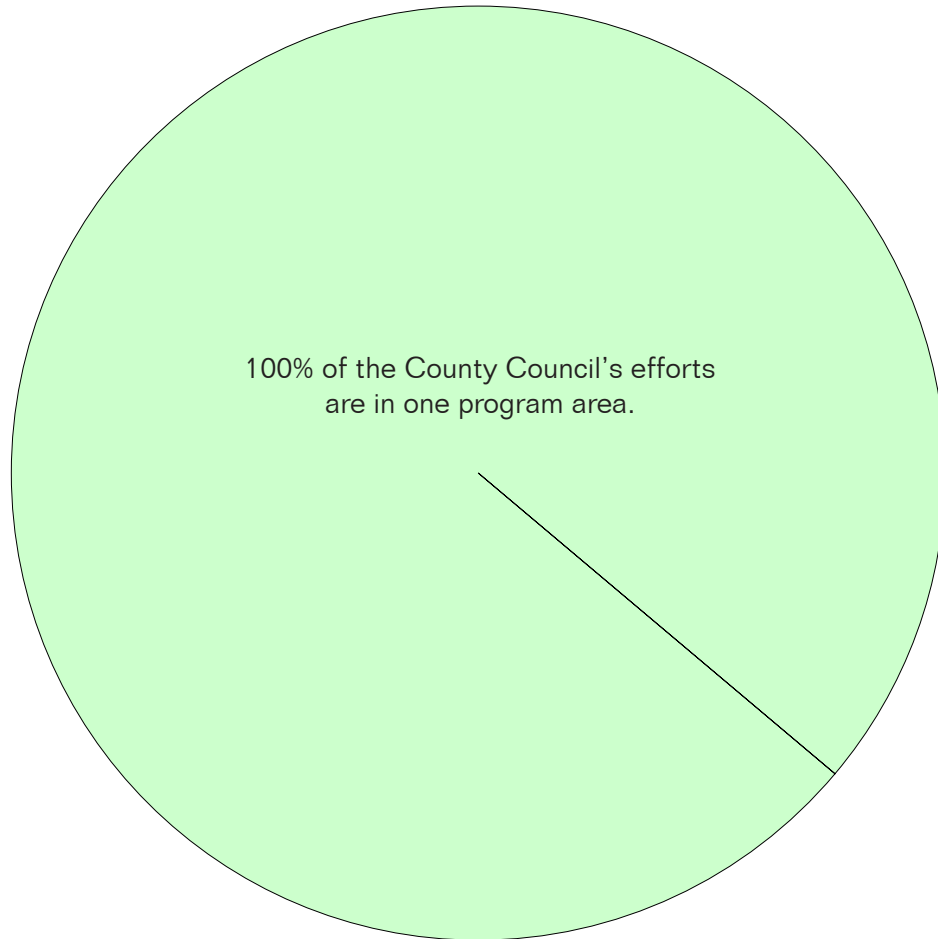
- Develop and implement exhibit tracking policies and procedures for documents contained in ordinance files.
- Develop and implement in-office archiving procedures for ordinance and resolution files, years 2008 - 2010.
- Retrieve original council minutes for the years 1993 - 2005 from archives and file in proceedings binders.
- Council records retention project: catalog and archive agenda bill records for 2002 & 2003.
- Expand opportunities for distributing council-related information to the public.
- Continue training staff members in procedures for posting council-related information to the web.
- Board of Equalization records retention project - catalog and archive records for 2001.
- Council records retention project: catalog and archive incoming and outgoing councilmember correspondence for 2006.
- Assist the Hearing Examiner Coordinator in preparing records for archiving.
- Complete policy and procedure manual re-write for the Deputy Clerk and Clerk of the Council.
- Develop and implement a new system for submitting agenda items for processing and action in order to eliminate duplication of efforts.
- Review existing policy and procedure manuals for all current staff members and make changes as necessary.

## Expenditure Trends



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

## 2009-2010 Budget by Program



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

# Program Summary

Actual 2005	Actual 2006	Actual 2007	Budget 2008	Budget 2009	Budget 2010
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**OPERATIONS**

**General Fund**

1100 County Council	825,374	832,169	874,282	1,082,888	985,103	1,021,569
1130 Charter Review	5,324	-	-	-	-	-
<i>Total County Council Operations</i>	<i>830,698</i>	<i>832,169</i>	<i>874,282</i>	<i>1,082,888</i>	<i>985,103</i>	<i>1,021,569</i>
<b>TOTAL COUNTY COUNCIL</b>	<b>830,698</b>	<b>832,169</b>	<b>874,282</b>	<b>1,082,888</b>	<b>985,103</b>	<b>1,021,569</b>
<i>Percent Change from Previous Year</i>	<i>23.8%</i>	<i>0.2%</i>	<i>5.1%</i>	<i>23.9%</i>	<i>-9.0%</i>	<i>3.7%</i>

## 2009-2010 Funding Sources

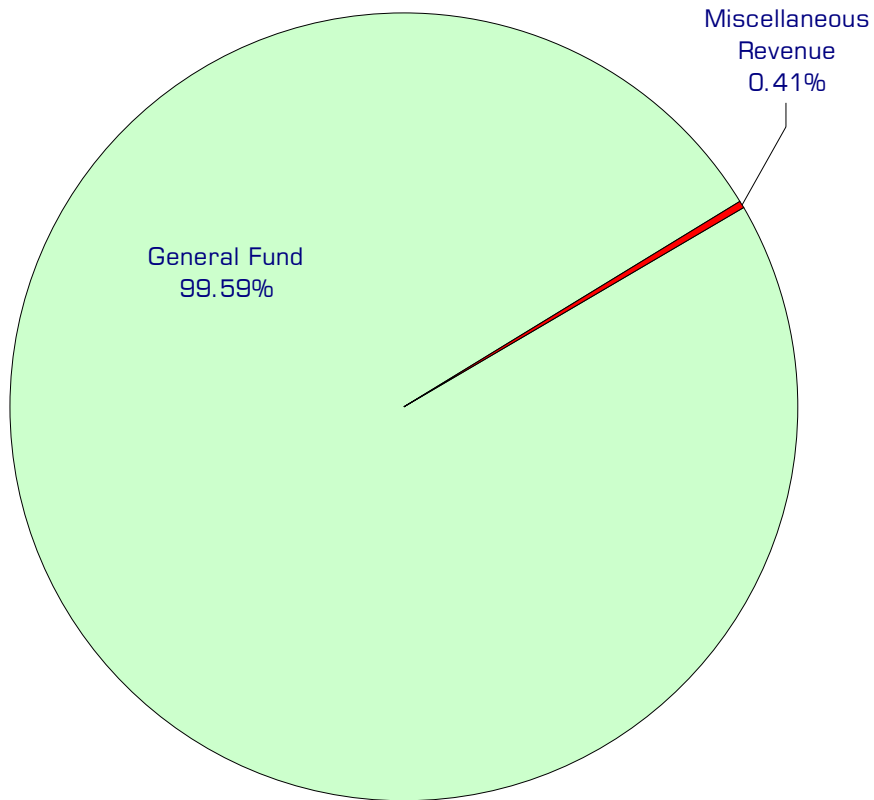
	<b>2009</b>	<b>2010</b>
General Fund	969,479	1,005,945
Miscellaneous Revenue	4,024	4,024
Total Funding	973,503	1,009,969

### General Fund

Undedicated General Fund resources.

### Miscellaneous Revenue

Fees collected for photocopies, agenda and council packet subscriptions.



## Performance / Activity Measures

	Actual 2005	Actual 2006	Actual 2007	Projected 2008	Projected 2009	Projected 2010
Council and Committee Meetings (Scheduled and Staffed)	141	137	146	155	155	155
Legal/Public Notices Prepared & Processed	291	247	233	225	225	225
Ordinances and Resolutions Drafted/Processed	172	139	147	160	160	160
Agenda Bills Processed	524	547	534	550	550	550
Correspondence Processed (Includes All Incoming/Outgoing Letters, Emails, and Memoranda)	2,608	3,978	4,846	4,500	4,500	4,500
Board of Equalization Petitions Processed	328	343	1653	500	500	500
Appeals Processed (Hearing Examiner, Administrative, Superior Court, and Growth Management Hearings Board)	4	12	18	15	15	15
Road Vacations Processed	1	5	1	1	1	1
Special Rezone Requests Processed (from Hearing Examiner)	2	9	5	5	5	5

# Expenditures Summary

	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Budget 2009	Budget 2010
<b>GENERAL FUND</b>						
1100 County Council						
Salaries & Wages	388,095	377,681	424,437	483,688	507,198	525,844
Benefits	160,663	171,792	209,424	219,234	256,995	271,066
Supplies	21,889	23,472	40,249	33,767	30,292	30,292
Other Services & Charges	254,727	259,224	200,172	346,199	190,618	194,367
<i>Total County Council</i>	<b>825,374</b>	<b>832,169</b>	<b>874,282</b>	<b>1,082,888</b>	<b>985,103</b>	<b>1,021,569</b>
<i>Percent Change from Previous Year</i>	23.0%	0.8%	5.1%	23.9%	-9.0%	3.7%
1130 Charter Review						
Salaries & Wages	4,674	-	-	-	-	-
Benefits	582	-	-	-	-	-
Other Services & Charges	68	-	-	-	-	-
<i>Total Charter Review</i>	<b>5,324</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Percent Change from Previous Year</i>	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>TOTAL COUNTY COUNCIL</b>	<b>830,698</b>	<b>832,169</b>	<b>874,282</b>	<b>1,082,888</b>	<b>985,103</b>	<b>1,021,569</b>
<i>Percent Change from Previous Year</i>	23.8%	0.2%	5.1%	23.9%	-9.0%	3.7%

## Services

### **Council Meeting Requirements**

Council staff carry out all council-related meeting requirements.

### **Accounting and Payroll Services**

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

### **Appeals**

Process hearing examiner and/or Planning and Development Services (PDS) final decision appeals, and preparation of the official record for appeals of council decisions to Superior Court or other appropriate hearing body.

### **Board & Commission Appointments**

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

### **Correspondence/Document Processing & Retention**

Drafting, processing, distribution and retention of all incoming and outgoing councilmember correspondence and records.

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

Council staff members draft, process, and provide codification services for ordinances and resolutions adopted and approved by the council, all 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 taxpayers 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.

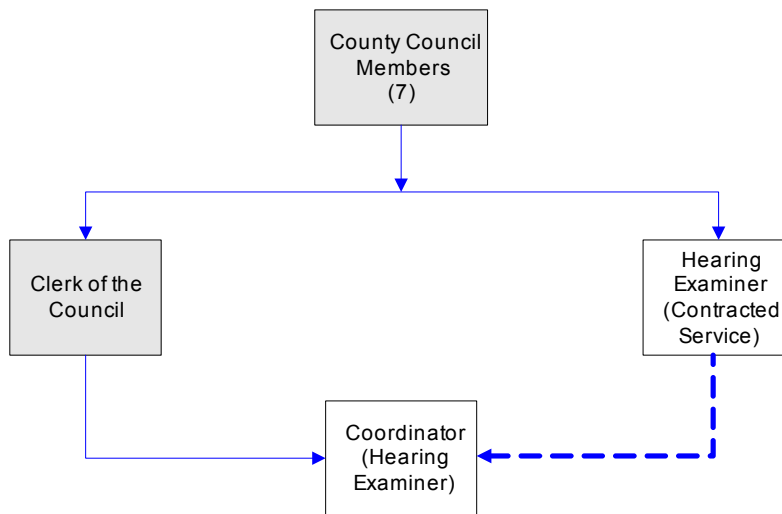
- No legislative function - applies laws and ordinances passed by the County Council.
- Public hearings are generally held weekly, as needed. Please call for current schedule.
- Files are available for public review by appointment.

## FTE's for this department

Year	2005	2006	2007	*2008	*2009	*2010
FTE	1.00	1.00	1.00	1.00	1.00	1.00

*\*budget*

The chart below shows the organizational structure for 2009 only.



## Mission & Objectives

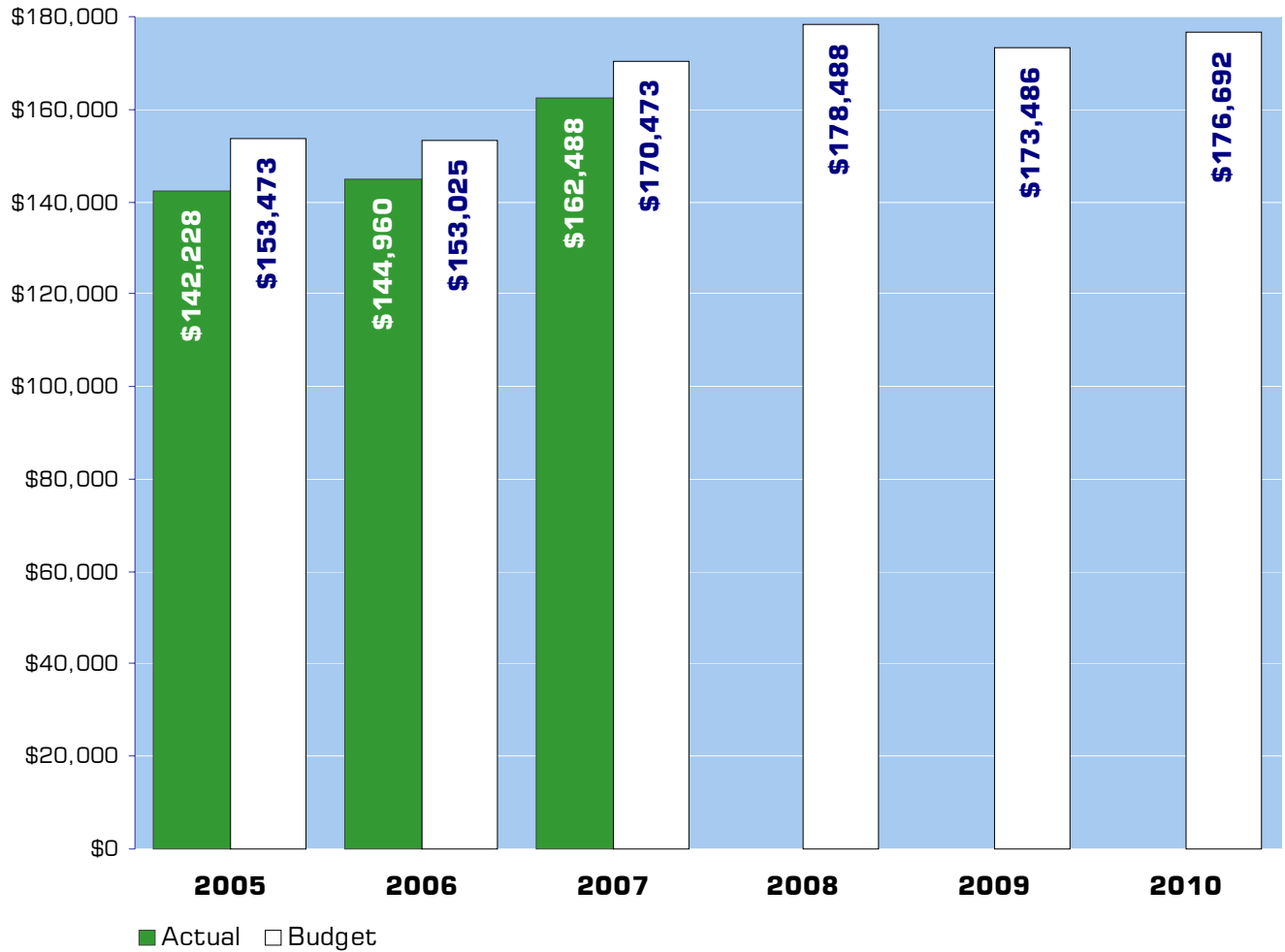
### Mission

Provide a system for considering and applying regulatory enactments which will best satisfy the need to separate the application of regulatory land controls from planning, better protect and promote the interest of the public and private elements of the community, and 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 in a timely manner, as required by law.
- Integrate growth management, SEPA, shoreline and other processes as required.
- With assistance from 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.
- Work with Council staff to create a desk manual of office procedures.

## Expenditure Trends



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

## 2009-2010 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 2005	Actual 2006	Actual 2007	Budget 2008	Budget 2009	Budget 2010
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**OPERATIONS**

**General Fund**

1600 Hearing Examiner	142,228	144,960	162,488	178,488	173,486	176,692
<i>Total Hearing Examiner Operations</i>	142,228	144,960	162,488	178,488	173,486	176,692
<b>TOTAL HEARING EXAMINER</b>	142,228	144,960	162,488	178,488	173,486	176,692
<i>Percent Change from Previous Year</i>	2.3%	1.9%	12.1%	9.8%	-2.8%	1.8%

## 2009-2010 Funding Sources

	<b>2009</b>	<b>2010</b>
General Fund	173,486	176,692
Total Funding	173,486	176,692

### General Fund

Undedicated General Fund resources.



## Performance / Activity Measures

	Actual 2005	Actual 2006	Actual 2007	Projected 2008	Projected 2009	Projected 2010
Zoning Conditional Use	37	34	40	45	45	45
Administrative Appeals	8	11	15	20	20	20
Public Hearings	83	75	85	100	100	100
Revisions	11	15	13	16	15	15
Health Appeals	0	1	1	1	10	10
Flood Variances	1	1	1	1	1	1
Planned Unit Developments	2	8	10	12	12	12
Shoreline Applications	37	20	41	58	60	60
SEPA Appeals	0	5	4	2	2	2
Subdivisions	12	17	10	13	12	12
Revocations	0	1	0	0	1	1

## Expenditures Summary

	Actual 2005	Actual 2006	Actual 2007	Budget 2008	Budget 2009	Budget 2010
<b>GENERAL FUND</b>						
1600 Hearing Examiner						
Salaries & Wages	44,542	44,304	45,240	45,300	50,196	51,600
Benefits	13,237	14,824	16,810	18,746	19,740	21,128
Supplies	1,485	1,231	1,908	3,768	1,278	1,278
Other Services & Charges	82,964	84,601	98,530	110,674	102,272	102,686
<b><i>TOTAL HEARING EXAMINER</i></b>	<b>142,228</b>	<b>144,960</b>	<b>162,488</b>	<b>178,488</b>	<b>173,486</b>	<b>176,692</b>
<i>Percent Change from Previous Year</i>	2.3%	1.9%	12.1%	9.8%	-2.8%	1.8%

## Services

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

The Hearing Examiner, on behalf of the County Council, considers the application of regulatory enactments to land use developers and property owners seeking land use and shoreline permits.

