

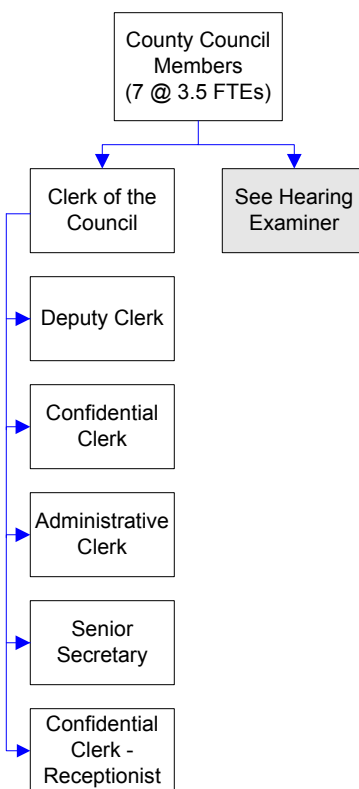
County Council's Office

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, county website or the Council office for schedules and agendas.

FTEs for this department

Year	2007	2008	2009	*2010	*2011	*2012	*Budget
FTEs	10.50	10.50	10.50	10.50	9.50	9.50	

The chart below shows the organizational structure for 2011 only.



Mission & Objectives

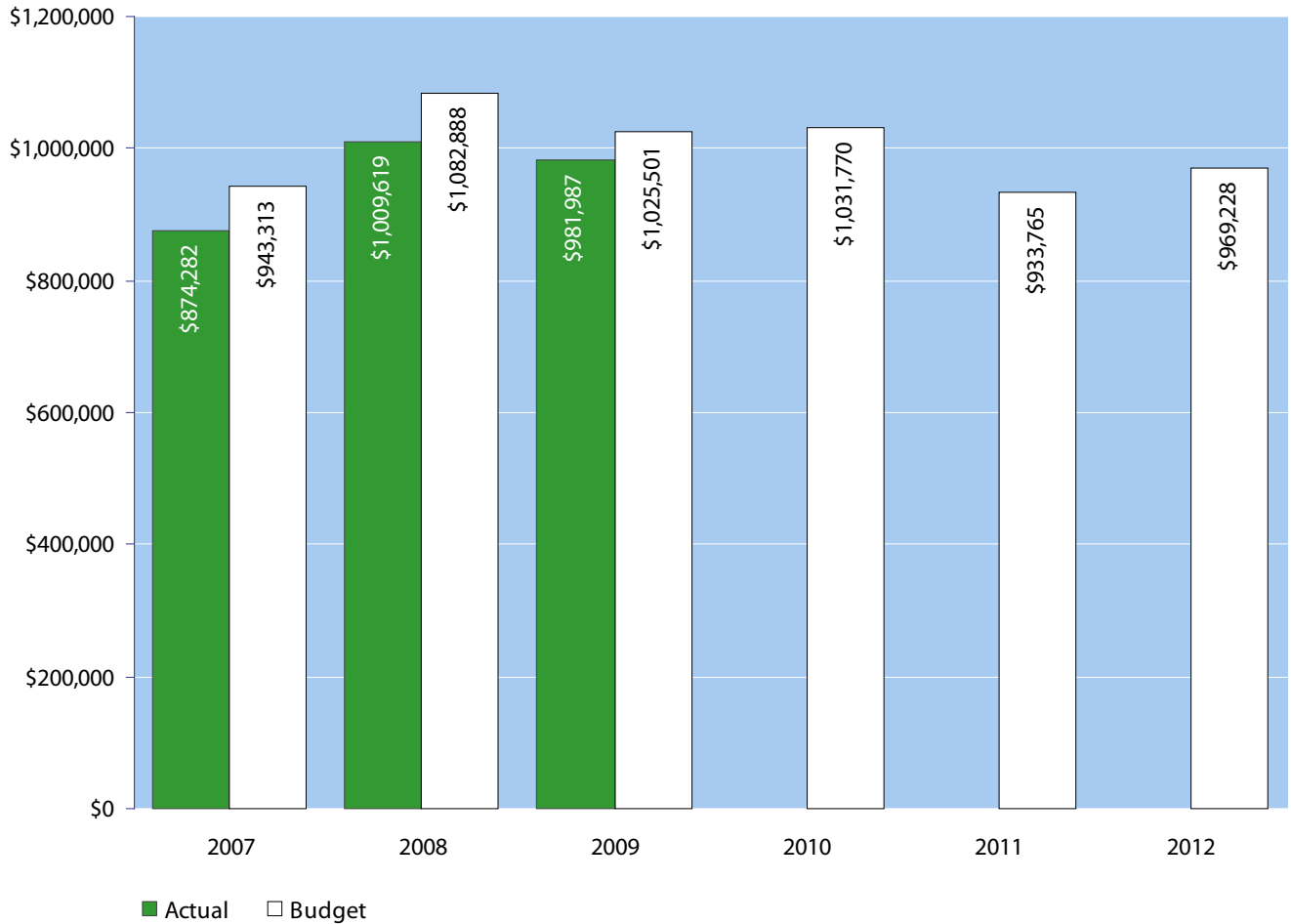
Mission

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 Whatcom County citizens.

Objectives

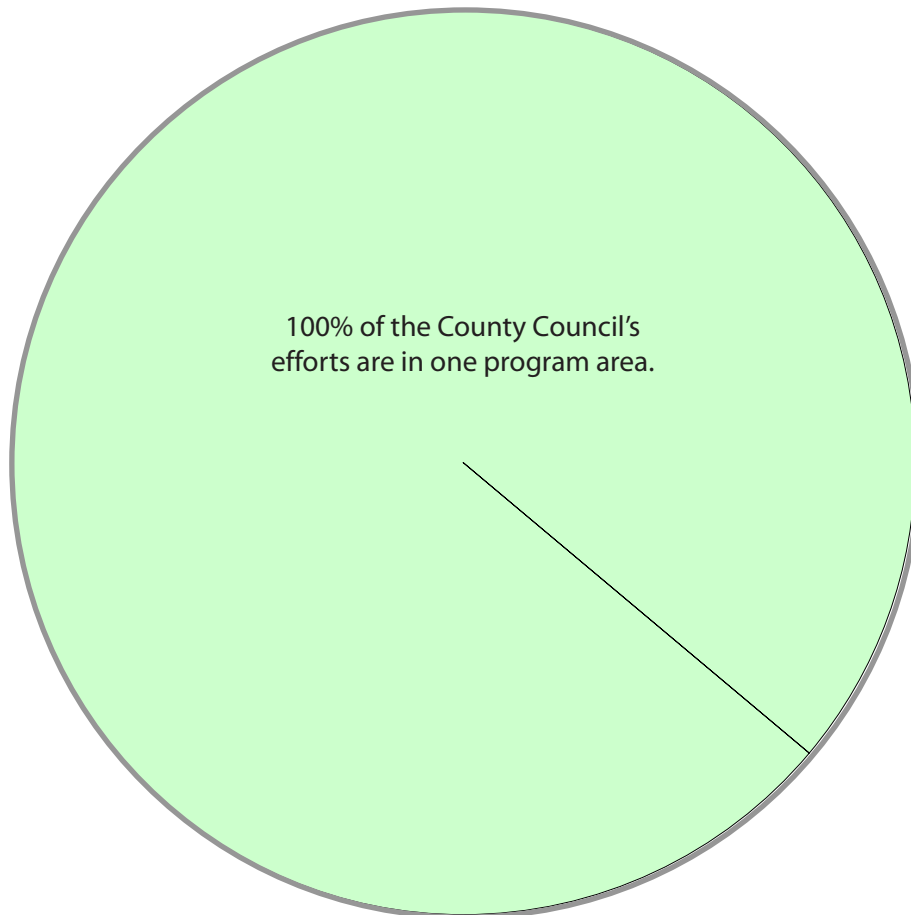
- Coordinate the appointment of a Districting Committee and Districting Master to draft a new districting plan for Whatcom County and prepare the plan for Council adoption.
- Coordinate with DoIT to provide six months of Council meeting audio on the county website.
- Implement new procedures for distributing Whatcom County Code updates electronically.
- Complete Council records retention project - catalog and archive agenda bill records for 2004 and 2005.
- Expand opportunities for distributing council-related information to the public.
- Train all staff members in procedures for posting council-related information to the web.
- Complete Board of Equalization records retention project - catalog and archive records for 2002.
- Complete Council records retention project - catalog and archive incoming and outgoing councilmember correspondence for 2007 and 2008.
- 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.
- Arrange for contract destruction - 217 contracts in 2011 and 228 contracts in 2012.
- 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.

2011-2012 Budget by Program



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

Program Summary

	Actual 2007	Actual 2008	Actual 2009	Budget 2010	Budget 2011	Budget 2012
OPERATIONS						
General Fund						
1100 County Council	874,282	1,009,619	981,987	1,031,770	933,765	969,228
<i>Total County Council Operations</i>	874,282	1,009,619	981,987	1,031,770	933,765	969,228
TOTAL COUNTY COUNCIL	874,282	1,009,619	981,987	1,031,770	933,765	969,228
Percent Change from Previous Year	5.1%	15.5%	-2.7%	5.1%	-9.5%	3.8%

2011-2012 Funding Sources

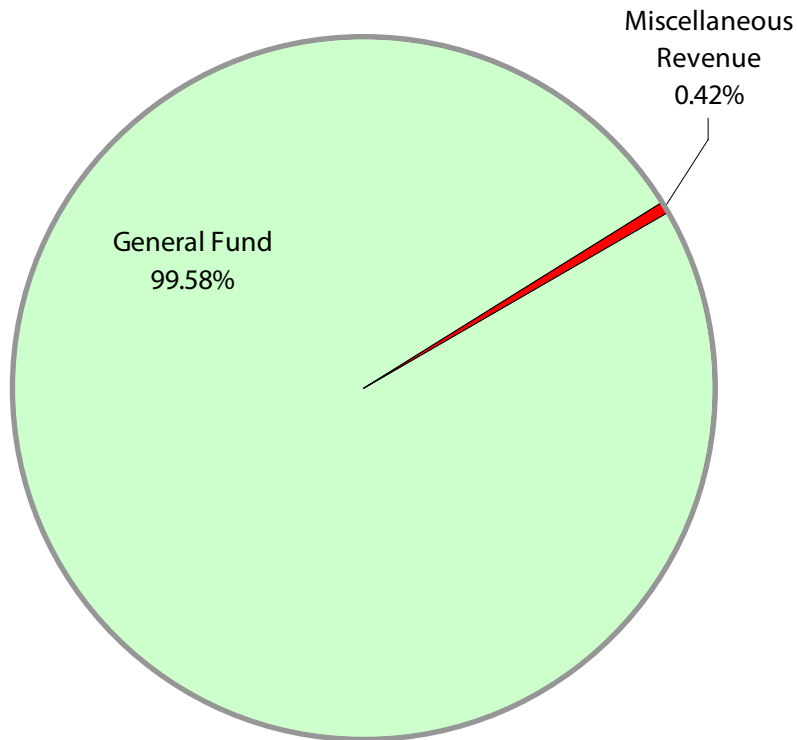
	2010	2011
General Fund	929,741	965,204
Miscellaneous Revenue	4,024	4,024
Total Funding	933,765	969,228

General Fund

Undedicated General Fund resources.

Miscellaneous Revenue

Fees collected for photocopies, agenda and council packet subscriptions.



Expenditures Summary

	Actual 2007	Actual 2008	Actual 2009	Budget 2010	Budget 2011	Budget 2012
GENERAL FUND						
1100 County Council						
Salaries & Wages	424,437	476,137	504,615	525,844	460,554	467,554
Benefits	209,424	233,742	246,911	271,066	262,639	289,429
Supplies	40,249	27,040	18,857	31,901	22,292	22,292
Other Services & Charges	200,172	272,700	211,604	202,959	188,280	189,953
TOTAL COUNTY COUNCIL	874,282	1,009,619	981,987	1,031,770	933,765	969,228
Percent Change from Previous Year	5.1%	15.5%	-2.7%	5.1%	-9.5%	-1.3%

Services

Council Meeting Requirements

Council staff carries out all council-related meeting requirements.

Accounting and Payroll Services

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

Administrative Overhead

Administrative overhead for council and board of equalization.

Appeals

Process appeals submitted to the Council concerning final decisions of the Hearing Examiner and/or Planning and Development Services (PDS). Prepare 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.

Contract Maintenance, Retention, and Archiving

Council maintains originals and verifies electronic copies of all Whatcom County unexpired contracts, as well as contracts that have been expired for less than six years (pending destruction).

Correspondence/Document Processing & Retention

Draft, process, distribute 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

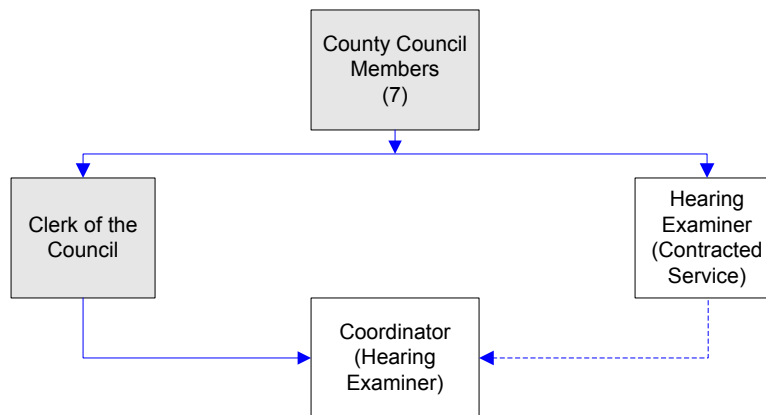
Serves as a quasi-judicial officer to hear, evaluate and decide specific land use and development proposals.

- 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.

FTEs for this department

Year	2007	2008	2009	*2010	*2011	*2012	*Budget
FTEs	1.00	1.00	1.00	1.00	1.00	1.00	

The chart below shows the organizational structure for 2011 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.

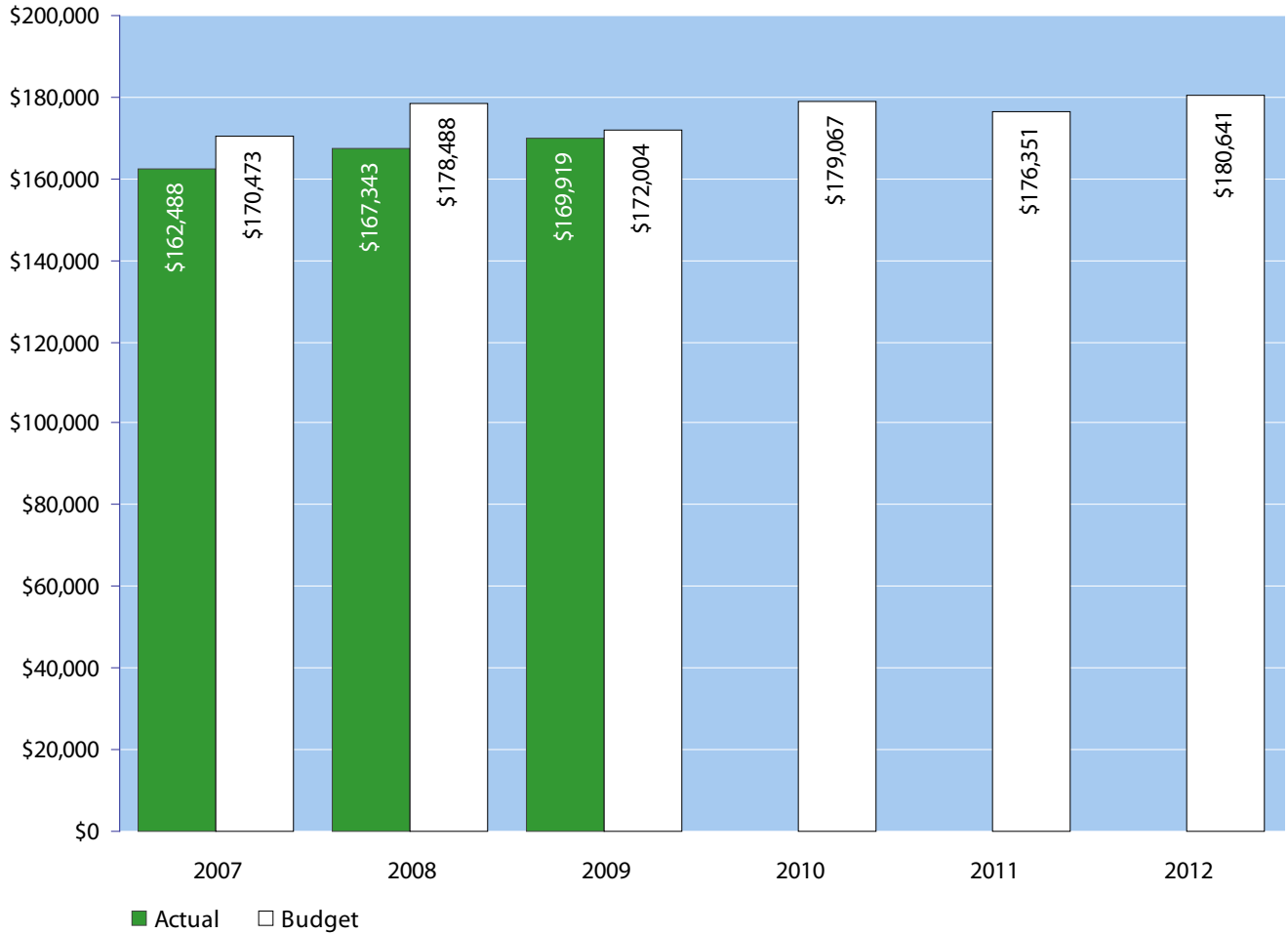
Objectives

- 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.

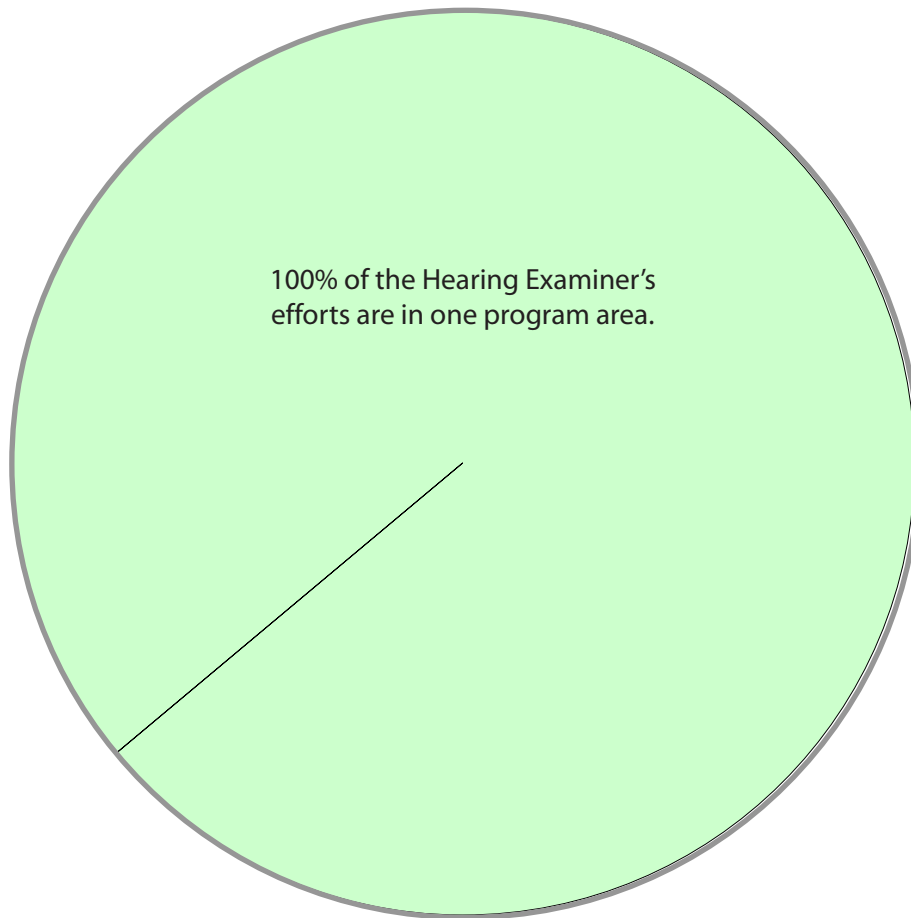
- Submit all recommendations and decisions in a timely manner, as required by law.
- Integrate growth management, SEPA, shoreline and other processes as required.
- Prepare oldest two years of archived records for destruction.
- Develop and implement an archiving system for all Hearing Examiner records.
- Draft a desk manual of office procedures for the Hearing Examiner Coordinator position.

Expenditure Trends



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

2011-2012 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

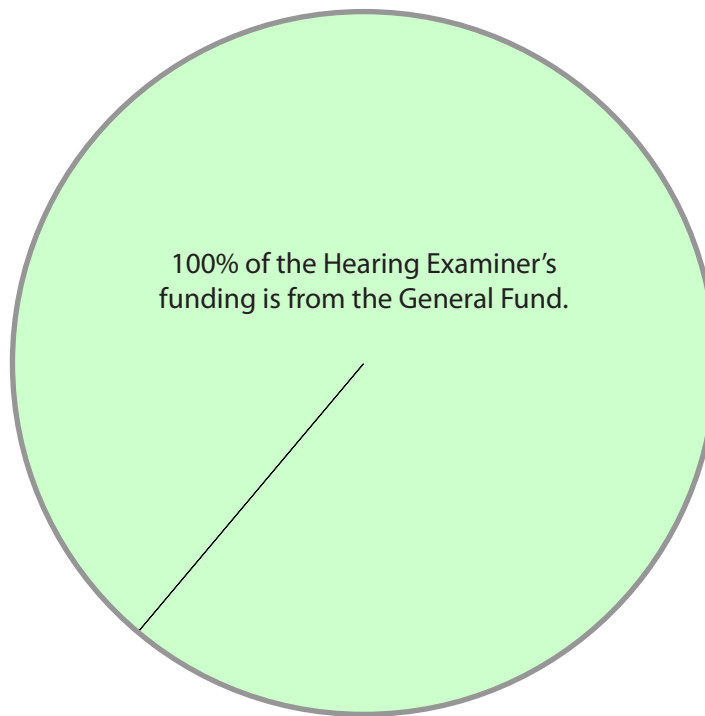
	Actual 2007	Actual 2008	Actual 2009	Budget 2010	Budget 2011	Budget 2012
OPERATIONS						
General Fund						
1600 Hearing Examiner	162,488	167,343	169,919	179,067	176,351	180,641
<i>Total Hearing Examiner Operations</i>	162,488	167,343	169,919	179,067	176,351	180,641
TOTAL HEARING EXAMINER	162,488	167,343	169,919	179,067	176,351	180,641
Percent Change from Previous Year	12.1%	3.0%	1.5%	5.4%	-1.5%	2.4%

2011-2012 Funding Sources

	2011	2012
General Fund	176,351	180,641
Total Funding	176,351	180,641

General Fund

Undedicated General Fund resources.



Expenditures Summary

	Actual 2007	Actual 2008	Actual 2009	Budget 2010	Budget 2011	Budget 2012
GENERAL FUND						
1600 Hearing Examiner						
Salaries & Wages	45,240	47,513	49,742	51,600	51,084	52,618
Benefits	16,810	18,106	18,703	21,128	21,370	23,853
Supplies	1,908	1,227	300	1,785	1,278	1,278
Other Services & Charges	98,530	100,497	101,174	104,554	102,619	102,892
TOTAL HEARING EXAMINER	162,488	167,343	169,919	179,067	176,351	180,641
Percent Change from Previous Year	12.1%	3.0%	1.5%	5.4%	-1.5%	2.4%

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.