

CLEARANCES	Initial	Date	Date Received in Council Office:	Agenda date	Assigned to:
Originator: Ward Nelson				2/1/94	Council
Division Head:					
Dept. Head:					
Prosecutor:					
Purchasing/Budget:					
Executive:					

SUBJECT:

Creating a Blue Ribbon Panel to review budget processes and financial operations

ATTACHMENTS:

Resolution

SUMMARY STATEMENT:

Please complete sections of box as appropriate & explain the item below.

Related County contract #:	Should Clerk schedule a hearing? NO / / YES / / Requested date:
Amount budgeted for this item/project: \$	Is it (or will it be) within budget? YES / / NO / / (Please explain below)
Budget line item number(s):	

A Blue Ribbon Panel of concerned financial and management professionals will be created and charged with the task of reviewing budget processes and financial operations. The panel will have seven members appointed by majority vote of the Council and confirmed by the Executive. One member of the Council's Finance and Personnel Committee will act as a liaison between the Panel and the Council. The findings will be submitted as a preliminary report to the Council and the County Executive two weeks prior to the Council's annual budget retreat. The Panel will be subject to the Open Public Meetings Act (RCW 42.30.020).

ORIGINATOR'S RECOMMENDED ACTION:

COMMITTEE ACTION TAKEN:

COUNCIL ACTION TAKEN:

2/1/94: Council approved the resolution. 7-0. The number of members was changed from seven to nine.

1 RESOLUTION NO. 94-008

2 CREATING A BLUE RIBBON PANEL TO REVIEW
3 BUDGET PROCESSES AND FINANCIAL OPERATIONS

4 WHEREAS, Whatcom County government experienced increased growth between
5 1989 to 1991 which resulted in increased staffing, equipment and capital projects; and

6 WHEREAS, during this period an additional 70-plus full time equivalent positions
7 were added, resulting in a 12.5 percent increase in the County work force; and

8 WHEREAS, the 1992, 1993, and finally the projected 1994 budget not only show our
9 County's economic growth slowing but resulting in a decrease in our ending fund balance;
10 and

11 WHEREAS, the public demands service of governments, the budgetary concerns
12 become increasingly difficult to mediate, resulting in delayed budget approvals; and

13 WHEREAS, we find that citizen involvement, particularly from our business
14 community, may be able to provide insight and suggestions for efficiency in our budget and
15 financial processes; and

1 NOW, THEREFORE, BE IT RESOLVED by the Whatcom County Council that a
2 Blue Ribbon Panel of concerned financial and management professionals will be created
3 and charged with the task of reviewing budget processes and financial operations, as more
4 clearly described in Exhibit A; and

5 BE IF FURTHER RESOLVED that the Blue Ribbon Panel will have nine members,
6 with members to be appointed by nomination and majority vote of the Council and
7 confirmation by the Executive; and

8 BE IT FURTHER RESOLVED that one member of the Council's Finance and
9 Personnel Committee shall attend meetings and act as liaison between the Blue Ribbon
10 Panel and the Council; and

11 BE IT FURTHER RESOLVED that the Blue Ribbon Panel's findings will be
12 submitted as a preliminary report to the Council and the County Executive two weeks prior
13 to the Council's annual budget retreat; and

14 BE IT FURTHER RESOLVED that as a subagency created pursuant to legislative
15 act the meetings of the Blue Ribbon Panel will be subject to the Open Public Meetings Act
16 (RCW 42.30.020 (1) (c)); and

17 BE IT FURTHER RESOLVED that staff support will be provided to the Panel as

1 detailed in Exhibit A to this Resolution; and

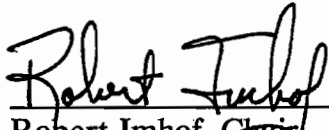
2 BE IT FINALLY RESOLVED that prior to beginning its work, the Blue Ribbon
3 Panel will be briefed by the Administration in conjunction with the Council representative
4 who will be attending Panel meetings.

5 APPROVED this 1st day of February, 1994.

6
7 ATTEST:

WHATCOM COUNTY COUNCIL
WHATCOM COUNTY, WASHINGTON

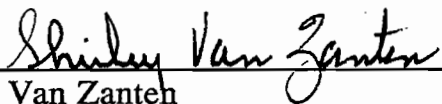
8 
9 Ramona Reeves, Council Clerk


Robert Imhof, Chair

10 APPROVED as to form:

WHATCOM COUNTY EXECUTIVE

11 _____
12 Civil Deputy Pros. Atty.


Shirley Van Zanten

SCOPE OF REVIEW FOR THE
WHATCOM COUNTY BLUE RIBBON PANEL

The Whatcom County Council and the County Executive agree that the institution of a Blue Ribbon Panel of concerned financial and management professionals, charged to review budget processes and financial operations and make appropriate recommendations, would be helpful and in the best interests of the County.

The following issues should be included in the Blue Ribbon Panel's scope of review:

- 1) Review procedures used in development of the budget, and the format used to present the budget and related documents.
- 2) Review of the budgetary time lines contained in the County Charter for appropriateness.
- 3) Review of the financial structure of the County in regards to accounting systems and financial reporting.
- 4) Review the management processes used in financial and budgetary decision making.
- 5) Review systems used to monitor performance, productivity and costs of operations.

Prior to beginning its review of these items, the Blue Ribbon Panel will be briefed by the Administration and the Council Member who will be attending Panel meetings.

The Blue Ribbon Panel's findings will be submitted as a preliminary report to the Council and the County Executive two weeks prior to the Council's annual budget retreat, which takes place in June this year.

The Council's Budget and Program Analyst will attend all Panel meetings and provide staff assistance as needed, and the Administration will provide assistance and expertise to the Panel as appropriate. The Clerk of the Council will prepare and publicize notice of Blue Ribbon Panel meetings. Copies of all minutes, correspondence, and other paperwork generated by or submitted to the Panel as the result of its public meetings will be submitted to the Clerk of the Council for record-keeping purposes. Volunteers supplied by Panel members will provide clerical support, including minutes preparation, for the Panel.