



## **WHATCOM COUNTY 1999 FINAL BUDGET**

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Whatcom County, Washington

Recipient  
of the  
1998 GFOA  
Distinguished  
Budget  
Presentation  
Award

# Whatcom County 1999 Final Budget

Adopted November 24, 1998

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

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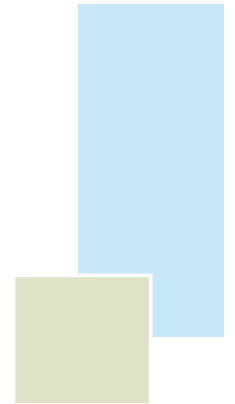
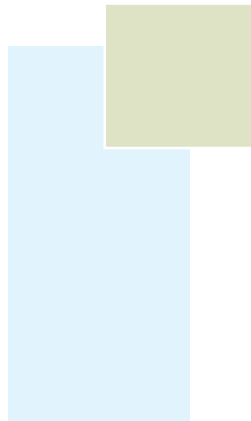
In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communication device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements and we are submitting it to GFOA to determine its eligibility for another award.

**For inquiries regarding this document, contact:**

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**On the cover:**  
Whatcom Falls  
*photos - E. Browning*

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**WHATCOM COUNTY  
EXECUTIVE'S OFFICE**

**County Courthouse**

311 Grand Avenue, Suite #108  
Bellingham, WA 98225-4082



**Pete Kremen**  
County Executive

October 16, 1998

Whatcom County Council  
County Courthouse  
311 Grand Avenue  
Bellingham, Washington

RE: The Executive's 1999 Recommended Budget

Distinguished Members of the County Council:

In accordance with Section 6.10 of the Whatcom County Charter, this letter introduces and submits the Executive's Recommended Budget for fiscal year 1999.

Currently, county government remains stable, with all departments functioning within acceptable limits of the 1998 budget, as amended. Departments are generally able to provide effective levels of service to our citizens in an efficient manner and we will end the year in the black. The Executive's Recommended Budget was developed following the Council's direction to provide for the continuation of existing levels of service in a fiscally responsible manner.

Across the county organization, services remain at satisfactory levels due to the tireless dedication and resourcefulness of our county employees. The endless search for greater efficiencies has become the "rule of the day." Administrative and department personnel continue to seek methods by which work may be accomplished even more efficiently. Our employees are working diligently to provide the best services possible to the citizens of Whatcom County.

As we look forward into 1999, there is a critical issue facing Whatcom County - the issue of water. We have come to a time when we must all pull together to respond to these issues that will decide our future quality of life. Recent county commitments and obligations, such as the Endangered Species Act as it relates to salmon recovery, shellfish recovery, water supply planning under House Bill 2514, Lake Whatcom management, and ground water protection, make this challenge massive. The County Water Team and I have been developing a comprehensive strategy to address these issues. The specifics of our plan and the costs associated therewith are addressed in the draft copy of the Comprehensive Water Plan provided to you earlier this week. Although I believe that federal and state funding will become available to pay for a share of the costs, it will take a commitment of leadership and additional local resources to fully meet these challenges.

It is also important that we continue to pursue the visionary focus provided through our strategic planning process. There are many important elements of the process that we will be working on during the coming year, a number of which are addressed in this budget document. The strategic planning elements are as follows:

- ▼ Identifying and developing essential government services
- ▼ Developing a 6-year financial strategic plan
- ▼ Continuing enhancements of technology and communications systems
- ▼ Implementing a comprehensive county-wide criminal justice system
- ▼ Developing coordinated departmental and divisional mission statements
- ▼ Developing departmental policies and procedures manuals
- ▼ Developing an employee incentive system to reward innovative practices
- ▼ Improving information dissemination to the county's citizens
- ▼ Refining performance measurements for all departments and programs
- ▼ Improving employer-employee relationships

It is the intent of the Administration to ensure the active fulfillment of the strategic planning goals to the extent that they are possible within the confines of budgetary and operational considerations.

For the past several years, the Council and this Administration have done our part to keep property taxes at the lowest possible level. It is unfortunate that county government seems to take most of the blame when property taxes go up. The remainder goes to the state, school districts and special districts. The reality is that Whatcom County has not increased property taxes for the last two years. Yes, we have worked hard to keep the lid on property taxes.

Another challenge we face is the loss of significant revenues over the course of the last three years. Annexations of prime commercial areas, sales tax credits to manufacturing concerns, reduced timber values and state funding reductions for necessary programs have caused our revenues to go down while costs of operation continue to increase at a rate of 3 to 4 percent per year. We also bear an increasing burden of additional unfunded mandates from the state and federal government. We will continue to see our sales tax revenues decline as we feel the full impact of the Growth Management Act forcing business growth into the urban growth areas. At the current rate of revenue erosion, we are approaching the time when we will no longer be able to maintain balanced budgets and status quo levels of service delivery to our citizens.

Currently, we face another serious internal challenge, that of retaining and recruiting well-qualified employees. It is more difficult to attract and retain highly qualified individuals if we are unable to match increasingly higher pay levels in an extremely competitive market place. We must resist the temptation to balance tight budgets by denying fair wage adjustments. The failure to provide competitive pay and benefits may exact a much higher price than we can afford to pay in the long run.

As mentioned above, I am pleased to report that the recommended general fund budget is balanced at \$46.6 million. It is noteworthy that due to the loss of certain revenues, this year's recommended budget includes a prudent increase in the General Fund's "hard reserves" — the Council's rainy day reserve and the cash flow reserve — to provide a reliable financial safety net against unforeseen financial shortfalls or economic downturns.

The Executive's Recommended Budget has been developed in conformance with the Council's policy direction as provided during the normal budget retreats held earlier this year. The specific criteria used in the development of the recommended budget were as follows:

1. Service Levels - Every effort has been made to maintain essential service delivery at the "status quo" level without substantial decreases or degradation.
2. Revenues - Each and every department was directed and worked diligently to research and recommend revenue and fee increases. Such increases were either included in the budget or are noted in the proposed Unified Fee Schedule.
3. Consolidations - The Administration sought and examined opportunities to combine programs and departments for the purpose of gaining operational efficiencies or cost savings. While such consolidations may be attractive in concept, few legitimate opportunities were found that would result in a more efficient operation or any real cost savings. We are currently evaluating the possibility of consolidating certain operations of the courts and look forward to discussions in this regard during the budget process.
4. Tax Considerations - The present budget submission is fiscally balanced and submitted in a zero tax increase status. The implementation of additional increases such as an additional commitment to necessary specialized water programming will require additional funding at the Council's discretion.

5. Ending Funding Balance and Reserves - The recommended budget has been developed incorporating the projected ending year end fund balance into increased cash reserves and one-time program and capital expenditures. Fund reserve levels are consistent with recommended levels for public entities.

6. Strategic Planning - The recommended budget is consistent with the county's strategic plan to the extent that it is financially possible. The budget does provide modest funding to continue the strategic planning process during the new fiscal year.

7. Position Control - The recommended budget provides severely limited funding for new positions. Only those positions that are deemed to be absolutely necessary to provide a minimum level of necessary operations have been recommended for approval. The recommended budget contains only nine on-going FTE positions, three of which are funded by county funds.

In summation, we have faced many challenges since we came together one short year ago to forge the budget that now fuels county services. I am proud to present the Executive's Recommended Budget to the County Council and to the citizens of Whatcom County. I am once again confident that this document is realistic, safely balanced and adequate to provide an effective, though basic level of service to the citizens of Whatcom County for the coming fiscal year.

During the budget hearings to come, my staff, the department heads and I stand ready and willing to engage in the work sessions and deliberations that are now before us. Thank you.

Sincerely,



Pete Kremen  
County Executive

Note: The new budget document has been produced in a landscape format to facilitate its placement on the County's Internet Web Site.

## Detail Summary

The purpose of this detail summary is to provide additional overview information regarding the 1999 budget. This summary outlines changes and some decision-making rationales contained in the Executive's Recommended Budget. The Administration followed the Council's budget policy direction in developing the 1999 budget. Due to funding limitations, coupled with an overwhelming demand for additional resources, the budget was not able to provide for all of the operational or funding elements desired or necessary for the most effective and efficient operation of county government. The Executive's primary budget development strategy's were as follows:

1. The budget was developed to fund new ongoing programs, program enhancements and personnel positions that were added to county budgets and operations in 1998 through the budget supplemental process. Program enhancements or position increases that were only intended to continue until the end of 1998 were not included.
2. The budget was developed to maintain at least a minimum acceptable level of operational integrity and service delivery effectiveness during the 1999 fiscal year. Every effort was made to provide funding to each department sufficient to maintain current operational and service delivery levels to the maximum extent possible within the availability of funding. Operational costs were determined and shared equitably with all departments and contracting jurisdictions.
3. The budget was developed to treat all county employees fairly and support retention and recruitment of skilled personnel. The budget provides wages and salaries that are reasonably competitive with the Northwest labor market for skilled employees.
4. The budget was based on positive scenario revenue projections to fund the continuation of status quo operations. General fund cash reserves have been increased for protection against any unexpected shortfalls. This is deemed necessary in view of the challenging economic period before us. The current circumstances represent the predicted arrival at the breakpoint from which projected revenues are no longer sufficient to fund current levels of county government operations into the future. Beyond this point, it will be necessary to either provide additional revenues to fund ongoing services or reduce county operations. The loss of sales tax revenues caused by the annexation of commercial properties by local cities, state tax reductions for manufacturing businesses, and a flat property tax levy, have combined to reduce the county's projected future revenues to levels that are insufficient to reliably fund county government operations beyond 1999.

# Detail Summary continued

## REVIEW OF GENERAL FUND REVENUES SOURCES

### Property Tax

Property tax is the only significant discretionary general fund revenue that displays consistent growth. The 1999 property tax estimate is based on a levy equal to the 1998 tax revenue, plus taxes on \$225 million in new construction. As a result of new construction, property tax revenues in 1999 are anticipated to be approximately \$400,000 higher than 1998 collections.

### Retail Sales Tax

Whatcom County receives 1.0 percentage point of the retail sales tax collected in the unincorporated areas and .15 percentage points of retail sales tax collected in the incorporated areas. Sales tax revenues were up in 1998 due to strong retail sales and the sales tax audits by the Treasurer's Office. The 1999 budget includes \$250,000 estimated increase in retail sales tax.

### Other Revenues

The category of "Other Revenues" is expected to be higher in 1999 than in the previous year. The most significant budget increase is in directed federal grants to the criminal justice departments through the Sheriff's Department in the amount of \$208,473. The grants are for a multipurpose sheriff command vehicle and for high intensity drug trafficking enforcement. Other increases include building permits at \$200,000 and a law enforcement contract with the Paradise Lake Community Club of \$100,000. An additional \$63,000 is expected from a new septic tank pumping fee. The 1999 budget also includes decreases in other revenues, such as a \$55,000 decrease in gambling taxes, an \$80,000 decrease in state timber revenue and a projected decrease in traffic infraction revenues in the amount of \$55,000.

### Grant Funds

Grant funds are received from the state and federal governments to support a variety of programs within county government. It is anticipated that some grant funding for programs previously funded will be withdrawn or decreased, and additional funds are expected to become available for other programs during the 1999 budget year. Several departments, such as the Health & Human Services and Juvenile Court Administration are heavily grant funded. The County makes good use of available grant funds to provide necessary and desirable services. The County anticipates the receipt of \$6,450,695 of grant funds during 1999, an increase of \$528,437 over the previous year.

### Interest Earnings

During 1999, interest earnings resulting from the investment of funds on deposit with financial institutions by the County Treasurer, are projected to generate \$563,590 more than the previous year.

# Detail Summary continued

## SPECIFIC BUDGET HIGHLIGHTS

The 1999 adopted general fund budget has expenditures of \$48,420,946 and revenues of \$46,630,486. This budget includes an increase of \$2,771,407 in budgeted general fund expenditures over 1998. A detailed list of the changes in expenditures are provided in the “Budget Summary” on page 4-4, “Note 2 - Changes in Expenditures.” This budget provides \$1,713,967 for general fund one-time expenditures. A detailed list of these is provided on page 4-5, “Note 3 - One-Time Expenditures.”

The adopted 1999 road fund budget has expenditures of \$24,438,381 and revenues of \$23,145,357. The 1999 road fund budget includes \$1,237,298 in increased expenditures over the previous year. The remaining miscellaneous funds contained in the Whatcom County 1999 final budget have expenditures totaling \$25,778,175.

The combined total of all budgeted county funds for fiscal year 1999 is \$98,637,502. The 1999 budget adds 12.5 additional positions to the county workforce. Five of the positions added were formal conversions from temporary to full-time status for positions that had been funded on a limited basis during pilot projects or during periods of increased workloads. Grants or other offsetting revenues fund the majority of the positions added with limited or no impact to regular county funds. All positions either generate more revenue than their costs, are funded by outside sources, or were deemed critical additions to necessary operations.

### Water Resource Programs

This budget provides \$250,000 to support current water resource programming. The Executive has recommended up to an additional \$1.7 million of funding to implement the Comprehensive Water Plan that has been submitted to the Council. The plan was developed by the County Water Team, which is chaired by the Executive, and addresses the county’s obligations and responsibilities regarding a number of critical water-related issues.

### Domestic Violence Commission

This budget provides \$26,000 (the county’s share) to create a countywide Domestic Violence Commission in conjunction with the City of Bellingham and other entities. The commission will coordinate and promote the community’s effort to reduce and prevent incidences of domestic violence.

### Technology Enhancements

This budget continues to fund investment in technology. The County’s local area (LAN) and wide area (WAN) network systems are expected to be substantially completed during the 1999 budget year. The imaging project to facilitate the point of contact imaging of county business documents is being expanded beyond the initial pilot project in the Auditor’s Office to other departments including the Assessor’s Office, Public Works, and Planning and Development Services. The Information Services Division of Administrative Services is coordinating year 2000 software compatibility. This project will be completed in 1999.

## Detail Summary continued

### Criminal Justice

**Sheriff's Department** — This budget provides one additional clerk in the Sheriff's Department to process domestic violence orders, warrants and civil papers. The volume of such documents exceeds the clerical resources available to handle them. This budget provides for the formal addition of one work crew supervisor for the Jail's "alternative to incarceration" work crews, which is supported by revenues generated as a result of the position. The budget also supports the continued efforts of the Sheriff's Department to acquire and equip a mobile command and crime scene vehicle funded by grants and Sheriff's Department ER&R funds. The vehicle will be utilized at major crime scenes, remote SAR searches and disasters. The Sheriff requested an additional patrol sergeant and 10 additional deputy sheriffs to meet the increasing demands for law enforcement services and emergency responses. An additional request was submitted for three corrections officers for the Jail, which is operating at maximum capacity. No additional deputy sheriffs or corrections officers were included in the recommended budget due to the overwhelming cost and the lack of funding. It is the Administration's belief, however, that the Sheriff's requests for additional personnel is well founded and is worthy of renewed consideration at such time that additional funding becomes available.

**Juvenile Court** — This budget provides for substantial continuation of new programs and program enhancements that have resulted in the addition of several juvenile enforcement and support positions added recently to the juvenile court's probation services division. The continued program support has been made possible by the availability of additional state funding.

**Prosecuting Attorney** – This budget provides the continuation of two additional attorneys and one additional legal secretary provided by special drug enforcement and support enforcement funds from the federal and state governments, respectively.

**Public Defender** – The county is required to provide indigent defense pursuant to the constitutions of the United States and the State of Washington. This budget provides the formal addition of one deputy public defender, one investigator and one legal secretary to enable the timely and effective operation of the criminal justice system by providing adequate public defense for indigent defendants charged with crimes within the county. It also provides one additional public defender on a temporary basis, for one year.

**Superior Court** – This budget provides the addition of two deputy clerks to the Superior Court to enable the court to handle the increasing workload and one deputy clerk to process domestic violence orders. The current workload exceeds the capacity of the current staff. The budget also includes funding for mandatory mediation in cases involving children, as well as funding to support a program designed to facilitate safe visits and exchanges of children between estranged parents in volatile relationships. The budget does not provide funding for a .5 FTE (full-time equivalent) children & families case manager.

## Detail Summary continued

**Cooperative Extension** – The recommended budget does not provide funding for a Horticulture Pest and Disease Board or a Watershed and Salmon Stewardship Educator requested by Cooperative Extension. The Administration recommended additional consideration be given to these proposals to the extent they are deemed to be relevant to Council agendas in those specific areas.

**Public Works** – This budget provides the addition of one traffic engineer necessary to oversee road improvements, address increased need for traffic engineering on county roadways and to perform analysis necessary to comply with the requirements of the Growth Management Act.

**Treasurer** – This budget provides the formal addition of one revenue deputy position to continue the sales tax audit program. This program continues to recover several times its cost. This budget also provides funding for the acquisition of cash management software and a financial market information subscription that will enable the Treasurer to more effectively invest county funds for greater returns.

**Additional Items** – This budget provides a number of cost- saving facility enhancements such as a utilities cost monitoring and control system and a system to provide after-hours notification of facilities system failures. Also included in this budget are the replacement of jail fire sprinkler controls and of the jail’s lighting system, with the assistance of Puget Power, to reduce high energy costs in the jail. Finally, this budget provides funding for the acquisition of three additional microfilm camera systems and for the temporary employment of four one-year FTE positions to enable the county to catch up with its overwhelming volume of documents requiring microfilming.

### Final Note

Although most departments expressed valid concerns regarding heavy workloads, limited staffing and tight budgets, the Administration was only able to provide limited and minimal program, staffing and funding increases, due to the lack of available revenue. Where the Administration felt that there were significant needs that had been expressed, such concern was noted with a recommendation for additional consideration by the Council.

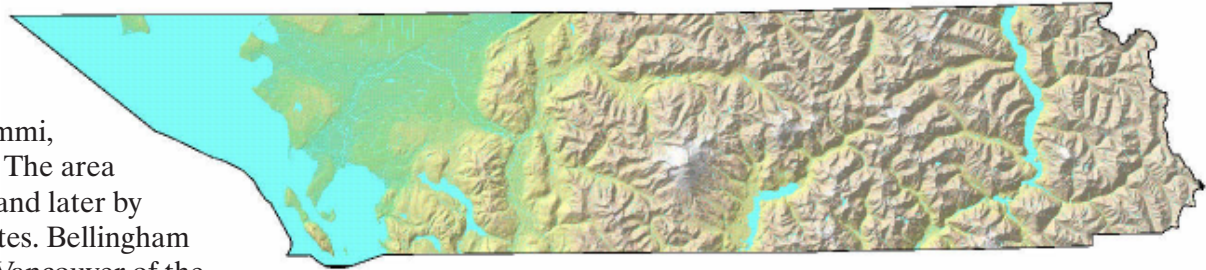
# Whatcom County Beginnings

Long before it was “discovered” by Europeans, Whatcom County was home to Northwest Coast Indians, the Lummi, Nooksack, Samish and Semiahmoo. The area was claimed by the Spanish in 1775 and later by Russia, England and the United States. Bellingham Bay was named by Captain George Vancouver of the British Navy during his expedition into the waters of Puget Sound in 1792. Fur trappers and traders were the first non-Indian residents to settle the area and Hudson’s Bay Company set up shop in 1825.

In the early 1850’s, building materials were in heavy demand in California (after the San Francisco fire) and lumber became scarce. Dense stands of Douglas Fir brought California miners Henry Roeder and Russell Peabody north to Bellingham Bay. An impressive and strategically located waterfall (pictured



*Whatcom Falls today- It is still an impressive local landmark. Its Indian name means “noisy, rumbling water.”*



*The County of Whatcom was created by territorial legislature on March 9, 1854.*

below) referred to by the Lummi Indians as “What-Coom,” meaning “noisy, rumbling water,” provided Roeder and Peabody an ideal lumber mill site and a name for the area’s first permanent town. In 1854, rapid settlement prompted territorial legislature to create the County of Whatcom, which at that time also encompassed all of present-day San Juan, Skagit and Island Counties.

In its early years Whatcom County experienced several economic ups and downs. When coal was discovered in 1853 another bay town, Sehome, sprang up by the mine shafts and Bellingham Bay Coal Company became the area’s largest employer. Gold fever made a brief, though dramatic imprint on the county. In the summer of 1858, the Fraser River gold rush brought over 75,000 people through Whatcom County.

Roeder and Peabody’s lumber mill burned down in 1873. Five years later, after a number of cave-ins, fires and floods, the mine closed too. Speculators vying to host the Northern Pacific Railroad’s west coast terminal brought the communities on Bellingham Bay rapid prosperity. Educational opportunities grew as well. Northwest Normal School, the predecessor to present day’s Western Washington University was established in Lynden in 1886. The northwest’s first high school was built in Whatcom County in 1890.

The county’s boom ended in 1893. Unyielding mountains sent the transcontinental railroad terminal elsewhere and a national depression pushed the local economy further into hard times. Population on the bay dropped to under fifty. Resilient, by the turn of the century Whatcom County was growing again. New lumber and shingle mills, salmon canneries, shipyards and agriculture brought stability to the area. By 1903, all of the county’s bayside towns, Whatcom, Sehome, New Whatcom and Fairhaven had consolidated into the present day county seat, Bellingham.

# About the Area



## Climate

▼ Temperature Range:	
Winter	32 to 51 degrees
Spring	40 to 67 degrees
Summer	48 to 71 degrees
Fall	33 to 58 degrees
▼ Annual precipitation	36.17 inches
▼ Annual Snowfall	8.60 inches

## Topography

Whatcom County is the northernmost county in Washington, containing 2,151 square miles that border on British Columbia, Canada to the north, Okanogan County to the east, Skagit County to the south and the Straight of Georgia to the west. Much of the county is mountainous (and part of National Forest and National Parks). Fifty miles east of Bellingham lies the highest peak in the North Cascade mountain range, Mount Baker (10,778 feet), an ice-clad volcano. Providing the state's longest ski season, the volume of snow and ice on Mount Baker is greater than that of all the other Cascade Mountain volcanoes (except Mount Rainer) combined.

A deep water port, Bellingham's Squalicum Harbor is the second largest harbor in Puget Sound. Bellingham is located 90 miles north of Seattle and 23 miles south of the international border. A trip to Point Roberts, the county's most northerly city, requires a crossing through Canada.

# About the Area continued

## Demographic Characteristics

▼ Population (1998 estimated):	
Whatcom County	157,500
Bellingham	61,980
▼ Median age	35 to 39 years old
▼ Median household income	\$31,412
▼ Standard housing cost (3 bedroom / 1800 sf)	\$149,000
▼ Average mortgage payment	\$904
▼ Average mo. apartment rent (2 bedroom, unfurnished)	\$562
▼ Cost of Living Index (Standard):	
Housing	140%
Transportation	99.40%
Utilities	62%
Service/Misc.	108.90%
Consumables	103.80%
Total Index vs. U.S. average	113.65
▼ Crime rate (annualized per 100,000):	
Robberies	95.12
Rapes	81.29
Homicides	3.46
Aggravated Assaults	188.52
Motor Vehicle Thefts	313.04
▼ Health Care:	
Hospitals	1
Physicians	270
Citizen to Physician Ratio	555.6/1

## Economy/Employment

▼ Major county employers:	
Western Washington University	Education/Research
Haggens, Inc.	Retail Grocery
Intalco Aluminum Corp.	Metal Production
St. Joseph Hospital	Medical Services
Bellingham School District	Education
Georgia Pacific	Wood Products
County of Whatcom	Government
City of Bellingham	Government
ARCO	Oil Refinery
Tosco BP Refinery	Oil Refinery
▼ Unemployment rate	7.5%

## Taxation

▼ There is no state income tax in Washington State.	
State Sales Tax	6.5%
Local Sales Tax	1.3%
Total Sales Tax	7.8%

## Higher Education

- ▼ **Whatcom Community College**  
Part of the state's community college system, serving over 5,000 students per quarter.
- ▼ **Bellingham Technical College**  
One of five technical colleges in Washington State, serving approximately 3, 800 students.
- ▼ **Western Washington University**  
One of six state-funded, four-year institutions in Washington State. WWU's 1998 fall enrollment was 11,655.



Photograph by Tore Offness

The Whatcom County Courthouse, 311 Grand Avenue, Bellingham, Washington.

There are thirty-nine counties in Washington. By virtue of its “Home Rule Charter” adopted in 1978, Whatcom County is one of only five counties in the state that have a “county constitution.” This constitution or “charter” gives control of county affairs to the people of the county rather than the state legislature. As a charter county, there are two primary factors that make Whatcom County different from other counties. The first is a separation between legislative and administrative functions. This is accomplished through an elected nonpartisan seven-member, part-time county council (legislative) and a full-time elected county executive (administrative). The second difference is the right of initiative and referendum provided to county citizens by the charter.

The county charter defines duties and responsibilities of the branches, elected officials and departments. A copy of the Whatcom County Home Rule Charter may be obtained at the Whatcom County Executive’s Office or the Whatcom County Council Office.

## STRATEGIC PLANNING

Section 1.51 of the county charter mandates the executive and legislative branches to “engage in long-term strategic planning to establish organizational structure, priorities and performance measurement.” The County Executive is required to present an annual report during the first of May. “Strategic planning” is an ongoing process that will continue in 1999 and years to come. The following vision and mission statements are products of the 1998 strategic planning effort.

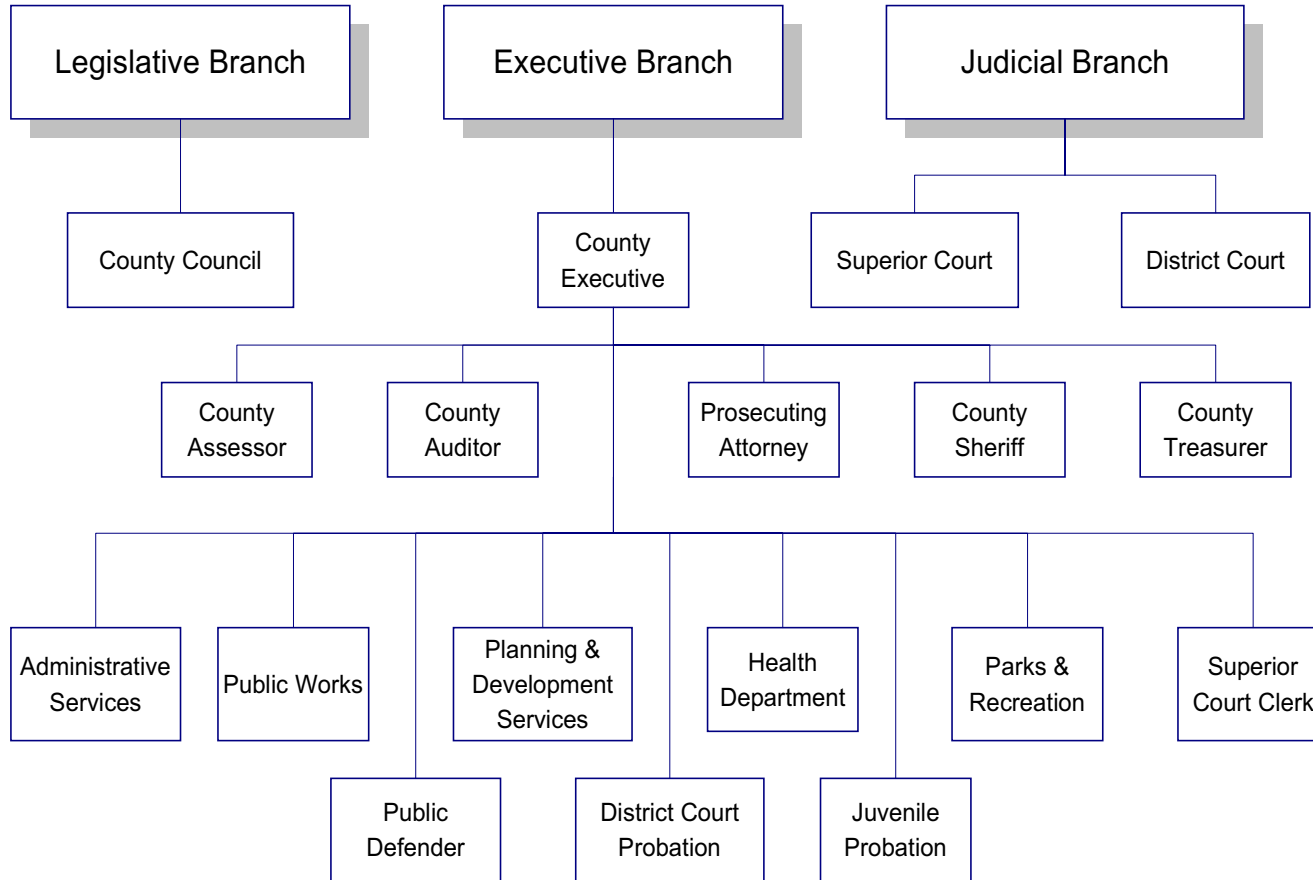
### Vision Statement

*Whatcom County is envisioned as a place where people are able to enjoy an abundant, safe and healthy life. It is a place rich in natural beauty and renewable resources that provide plentiful recreation, life style and economic opportunities. A vibrant economy and diverse community resources provide family wage jobs, affordable housing and exceptional social and educational opportunities. Public services are responsive, transportation is convenient, regulations are user-friendly and justice is prompt and fair. It is a community where citizens and their government work together to preserve the rights of the individual while protecting the essential natural environment in which they live.*

### Mission Statement

*Whatcom County government will promote, enrich and enhance the freedoms, opportunities, health and safety of its citizens. We will provide essential and desirable public services in a cost effective and accountable manner. We will conduct the public’s business and treat all members of our diverse community in a courteous and professional manner. We will provide vision, leadership and responsiveness while addressing community issues and conducting the business of the people. We will encourage community involvement in public issues while protecting the rights of the individual and encouraging respect for diversity. We will serve as an active catalyst for individuals and other entities to participate in achieving a positive future for Whatcom County.*

# Whatcom County Government - Organizational Structure



# Whatcom County Government Services

## WHATCOM COUNTY SERVICES

County government provides an enormous variety of services to the citizens it serves. General service areas can be broken out into the following groups: Law and Justice, Health and Human Services, Auditor/Assessor/Treasurer, Planning and Development, Parks and Recreation, Administrative, and Legislative services. *County administration has developed a catalog of all specific “services” provided by or through the county’s eighteen departments. An index of these services is located in the appendix section of this publication (“Inventory of Services”).*

## DEPARTMENTS

### Administrative Services

Administrative Services is an internal service department that provides a variety of support services (i.e., custodial service, accounts payable, payroll, employee benefits, computer support, etc.) to county departments and agencies. Department divisions are: Facilities Management, Finance, Human Resources and Information Services.

### Assessor

An elected official, the County Assessor determines property values (real and personal), calculates levy rates and certifies tax rolls to the Treasurer. The Assessor’s Office maintains inventory, description, ownership, sales and mapping for all real property parcels in Whatcom County. This office also administers and provides information regarding tax exemptions, such as senior citizen/disabled persons, open space, forest land, etcetera.

### Auditor

An elected official, the County Auditor provides voter registration, conduct elections, records land documents, issue marriage licenses, motor vehicle and vessel licenses. This office also performs an internal audit function for the organization.

### Cooperative Extension

In cooperation with Whatcom County, this department is an extension of Washington State University. It provides information and education in the following areas (as well as others): agriculture and natural resources, food safety, community resources, pesticides, farm building and facilities plans, parenting, budgeting and money management, bee safety, nutrition and home horticulture.

### County Council

The legislative branch of Whatcom County government, the County Council comprises seven elected part-time council members. The County 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 schedule and agendas.

### District Court

With two elected judges and one appointed commissioner, District Court processes Sheriff, State Patrol, some Bellingham, Department of Fisheries, State Park and WWU traffic citations. It also handles small claims, civil claims, name changes and protection orders (as referred by Superior Court).

# Whatcom County Government Services continued

## District Court Probation

This department provides adult probation services for offenders charged with misdemeanors in the District Court and some municipal courts that contract with the county. This office does not supervise offenders convicted of felonies in the Superior Court (these are handled by the state probation office).

## Executive

An elected official, the County Executive manages the day-to-day functions of administrative departments. The Executive is responsible for quarterly and annual revenue estimation and tracking; recommends the county's annual budget to the County Council; monitors all departments' budgets to ensure compliance. The Executive also appoints members to boards and commissions, responds to citizen concerns, complaints and requests; and represents the county at local, regional, state and federal levels.

## Health Department

The Health Department provides a variety of services to the public: restaurant permits and inspections, food worker health permits, investigation of food-borne illness, solid waste and sewage permits, water quality reviews, animal to human disease investigations; communicable disease screening, treatment, investigation, immunizations; vital records (birth and death certificates, etc.); personal health services, services to developmentally disabled and their families; mental health treatment coordination; chemical dependency treatment coordination and substance abuse prevention.

## Juvenile Court Administration

Through the Juvenile Court, Detention Center and a number of special programs, this department provides services to assist young offenders with personal and/or environmental problems which get them into trouble with law. The Juvenile Detention Facility is located on the 6th floor of the courthouse. (Visiting hours are limited. Call for schedule.)

## Parks and Recreation

Whatcom County Parks and Recreation operates eight senior centers and seven developed parks, including a rifle range, a cultural arts program, outdoor recreation program and services as a tourist information center.

## Planning and Development Services

Divisions and their services are: Building Services (construction permits of all kinds, life safety code enforcement, plan check/inspection, burn permits, fire safety inspections); Land Use Services (pre-constructions zoning, shorelines, SEPA, land use, critical areas, subdivisions, land use code enforcement); Planning Services (long range planning, comprehensive plans, growth management, water resources).

## Prosecuting Attorney

An elected official, the Prosecuting Attorney prosecutes criminal acts within the county, provides legal advice and legal services to county officials and staff, and represents and defends the county. The Prosecuting Attorney's Office also provides assistance to victims of crime, sexual abuse and domestic violence.

# Whatcom County Government Services continued

## Public Defender

The Public Defender's Office provides constitutionally mandated indigent legal defense for: felony, misdemeanor and probation violation charges against adults and juvenile in Whatcom County Superior and District Courts; parents in juvenile dependency matters; and involuntary mental and alcohol commitments.

## Public Works Department

The largest of Whatcom County departments, Public Works' primary objective is to maintain the integrity of the Whatcom County Road System in an efficient, cost effective manner that provides safe travel for the public. This is accomplished through the work of several divisions: Engineering, Equipment Rental and Replacement and Maintenance and Operations. Public Works provides year-round ferry service to Lummi Island, as well as solid waste management and noxious weed control for the county.

## Sheriff

An elected official, the County Sheriff is responsible for law enforcement in the unincorporated areas of Whatcom County. The sheriff also has several county-wide responsibilities (serving both the cities and unincorporated areas), including operating the county jail and coordinating professional and volunteer search & rescue efforts. The sheriff's emergency management division provides community education in disaster mitigation and preparedness, plans for and coordinates disaster response and recovery efforts.

## Superior Court and County Clerk

Whatcom County's three Superior Court judges, two full time and two part time court commissioners hear all cases involving: adult felonies, all juvenile offenses, divorce, child custody, support matters, probate, guardianships, adoptions, property claims in excess of \$25,000, paternity actions, mental incompetency, abused or neglected children. The Court Clerk is custodian of all court records and accounts. This office also provides family law facilitation services, mandatory arbitration, public defender applications, domestic violence and anti-harassment protection orders.

## Treasurer

An elected official, the County Treasurer collects taxes, reports, invests and manages all monies and debt for Whatcom County and all other junior and special purpose districts. This office provides banking services to the organization; forecloses on property for delinquent taxes; maintains an inventory of county-owned property and conducts property sales.

# The County Budget

The Home Rule Charter sets out the requirements for the presentation, adoption and control of Whatcom County's budget (**Article 6 - Financial Administration**). "Section 6.10 - Presentation and Adoption of Budgets: At least seventy-five (75) days prior to the end of each fiscal year, the County Executive shall present to the County Council a complete budget and budget message, proposed current expense and capital budget appropriation ordinances, and proposed tax and revenue ordinances necessary to raise sufficient revenues to balance the budget; and at least thirty (30) days prior to the end of the fiscal year, the Council shall adopt appropriation, tax and revenue ordinances for the next fiscal year." **Section 6.30 (Contents of Budget)** states, "The expenditures included in the budget for the ensuing fiscal year shall not exceed the estimated revenues." The County Charter also outlines requirements for control, consideration and adoption of the budget. The specific requirements may be found in sections **6.20 through 6.73**.

## THE BUDGET PROCESS

Whatcom County's financial budgeting process begins in March of each year with a county-wide strategic planning retreat involving the County Executive, County Council and all elected and appointed department heads and directors. The strategic planning process defines the county's future financial, operational and service goals. Following the strategic planning process, a "budget retreat" is convened by the council to provide budget development policy direction to the administration. During this important process, the County Council, with input from the County Executive, staff and department managers, establishes specific goals to be achieved during the budget development process that follows. The end product of this is a "legislative policy blueprint" for the administration to use in written budget development guidelines provided to departments in mid-July. Department directors then develop and submit departmental budget proposals to the County Executive.

In early September, the executive and administrative financial staff meet with department directors. Each department director's budget request, as well as requests for additional resources or funding are discussed and prioritized. Following these meetings, the executive and financial staff develop a proposed budget. As required by the county charter, an "Executive's Recommended Budget" is delivered to the council in mid-October.

In November, using the proposed budget, the County Council's Finance Committee holds hearings and work sessions with the administration and various department directors. The committee evaluates the budget proposal, makes recommendations and revisions, and then forwards it to the full council for public hearing. The county's budget for the new year is officially adopted through an ordinance that establishes both appropriation and permanent staffing levels for the upcoming year. A "final" budget document is distributed shortly thereafter.

## Facilities Capital Planning

In conjunction with the budget, the council also reviews and adopts a six-year facilities capital plan. This plan is developed annually by the administration and is reviewed and adopted by the council. (See Appendix section.)

## Annual Budget Timeline

Whatcom County's annual budget is prepared on the following schedule:

- ▼ Strategic Planning - Mid-March
- ▼ Budget planning (council & administration "budget retreat")- May / June
- ▼ Release of budget request instructions to departments - July 15
- ▼ Department budget requests due at Finance office - August 28
- ▼ Department meetings with Executive & ADS Finance -September 1-23
- ▼ Executive's Budget delivered to Council - October 16
- ▼ Council Finance Committee hearings - Month of November
- ▼ Adoption of budget by the County Council - November 24
- ▼ Production & distribution of final budget document - December/January

# The County Budget continued

## The Budget Document

The budget document provides a summary of the financial plan for county operations for the fiscal year beginning January 1, 1999 and ending December 31, 1999. This document shows revenue sources and how they will be spent. It also contains goals, objectives, and performance or activity measures of departments and programs. Additionally, the budget document serves as a reference guide for the county's financial policies, fund structure, organizational structure and contains a directory of county services (see appendix for "*Inventories of Services*").

## Supplemental Budget Amendments

Appropriation and staffing levels may be amended during the course of the budget year through the "supplemental budget" process. This process provides a mechanism for careful review by the administration and County Council, allowing additional funds or staffing needs to be addressed as new or unanticipated circumstances arise. Departments submit their supplemental budget requests to the County Executive.

The administration reviews the requests and where possible, works with departments to find alternate solutions (which may not require increased appropriation). On a monthly basis or as necessary, the administration prepares a supplemental budget ordinance and forwards it to the County Council for consideration. Because staffing levels are specifically authorized in the annual budget ordinance, proposed changes to the county's "authorized positions" list requires a supplemental budget ordinance amendment. If adopted by the council, appropriation (and/or staffing) are amended accordingly.

## Continuing Appropriations

Generally, budget appropriations lapse at the end of the year. Some circumstances make it necessary to carry over appropriations into the new year. Continued appropriation is accomplished through departmental request and administrative approval. Departments have until mid-January to request continuation of the prior year's appropriation authority on specific expenditures. The Executive reviews and makes a determination on qualifying requests.

## Quarterly Financial Reports

An important management tool, quarterly financial reports are provided to the County Council by administration on (or before) February 15, May 15, August 15 and November 15. These reports provide comparative data, amended projections and other vital financial information for all General Fund activity. Such reports are available to the public at the offices of the County Executive and the County Council.

# Financial Management Policies

The overall goal of the county's financial management policies is to establish and maintain effective management of its financial resources. Formal policy statements and major objectives provide the foundation for achieving this goal. Accordingly, this section outlines the policies used in guiding the preparation and management of the county's overall budget and the major objectives to be accomplished. In addition, the rationale which led to the establishment of the fiscal policy statements is also identified.

## Annual Budget Preparation

- ▼ A complete annual budget will be prepared for all funds and capital budget expended by the county.

*Home Rule Charter Section 6.30 provides that "the budget shall include all funds, revenues and reserves; shall be divided into categories, projects, and objects of expense." Inclusion of all funds in the budget enables the Council, the administration, and the public to consider all financial aspects of the county government when preparing, modifying, and monitoring the budget, rather than deal with the county's finances on a "piece meal" basis*

## Budget Document

- ▼ The budget will be prepared in such a manner as to facilitate its understanding by citizens and elected officials.

*One of the stated purposes of the budget is to present a picture of the county government operations and intentions for the year to the citizens of Whatcom County. Presenting a budget document that is understandable to the citizens furthers the goal of effectively communicating local government finance issues to both elected officials and to the public.*

## Budget Copies

- ▼ Copies of the proposed budget will be made available to citizens and elected officials from the time the budget message is delivered.

*Home Rule Charter Section 6.50 provides that "Copies of the budget and budget message shall be delivered to the County Auditor and each council member. The budget message and supporting tables shall be furnished to any interested person upon request for a reasonable fee as established by ordinance and shall be available for public inspection from the time the budget message is delivered." Providing the public with copies of the proposed budget enables the public to become better informed on the issues facing the council and the administration during the budget hearings.*

## Service Levels

- ▼ Budgetary emphasis will focus on providing those basic county services which provide the maximum level of services, to the most citizens, in the most cost effective manner, with due consideration being given to all costs — economic, fiscal and social.

*Adherence to this basic philosophy provides the citizens of Whatcom County that its government and elected officials are responsive to the basic needs of the citizens and that its government is operated in an economical and efficient manner.*

# Financial Management Policies continued

## Capital, Plant and Equipment Maintenance or Replacement

- ▼ The budget will provide for adequate maintenance of capital, plant, and equipment and for their orderly replacement.

*All governments experience prosperous times as well as periods of economic decline. In periods of economic decline, proper maintenance and replacement of capital, plant, and equipment is generally postponed or eliminated as a first means of balancing the budget. Recognition of the need for adequate maintenance and replacement of capital, plant, and equipment, regardless of the economic conditions, will assist in maintaining the government's equipment and infrastructure in good operating condition.*

## Budgetary Practices

- ▼ The county will avoid budgetary practices that balance current expenditures at the expense of meeting future years' expenses.

*Budgetary practices such as postponing capital expenditures, accruing future years' revenue, or rolling over short-term debt are budgetary practices which can solve short-term financial problems, however, they can create much larger financial problems for future administrations and councils. Avoidance of these budgetary practices will assure citizens that current problems are not simply being delayed to a future year.*

## One-Time Revenues

- ▼ The county will give highest priority in the use of onetime revenues to the funding of capital assets or other onetime expenditures.

*Utilizing onetime revenues to fund ongoing expenditures results in incurring annual expenditure obligations which may be unfunded in future years. Using onetime revenues to fund capital assets or other nonrecurring expenditures better enables future administrations and councils to cope with the financial problems when these revenue sources are discontinued, since these types of expenditures can more easily be eliminated.*

## Budgetary Control System

- ▼ The county will maintain a budgetary control system to help it adhere to the established budget.

*The budget passed by the council establishes the legal spending limits for the county. A budgetary control system is essential in order to ensure legal compliance with the county's budget.*

## Appropriation Authority

- ▼ The county will exercise budgetary control (maximum spending authority) through County Council approval of appropriation authority for each appropriated budget unit. See budget ordinance and its attached list of authorized positions.

*Exercising budgetary control for each budget unit satisfies the Home Rule Charter Section 6.41 - Budget Control. It also assists the Council in monitoring current year operations and acts as an early warning mechanism when departments deviate in any substantive way from the original budget.*

# Financial Management Policies continued

## Quarterly Financial Reports

- ▼ Reports comparing actual revenues and expenditures to budgeted amounts will be prepared within six weeks following the end of each quarterly period during the fiscal year.

*The county's budget is ineffective without a system to regularly monitor actual spending and revenue collections with those anticipated at the beginning of the year. Quarterly reports comparing actual revenues and expenditures to budget amounts provide the mechanism for the council and the administration to regularly monitor compliance with the adopted budget. This also satisfies the Home Rule Charter Section 6.41 - Budget Control.*

## Position Control

- ▼ Authorized Personnel positions cannot be increased during the year except by approval of the County Council. Temporary positions may be assigned additional hours subject to the availability of funds and the consent of the County Executive, but shall not be considered a permanent change in authorized levels. The monies allocated to salaries and wages, personnel benefits and capital outlay can be transferred only with prior approval of the County Executive.

*Pursuant to the Home Rule Charter Section 6.60 - Consideration and Adoption of the Budget.*

## Position Vacancies

- ▼ Appropriation authority for any budgeted personnel position that becomes vacant during the year shall continue unless the Council by motion identifies the position as one in need of review. The Executive shall report to the Council once each month on those positions wherein an upcoming vacancy is anticipated or has occurred. No appropriated funds may be expended for permanent staffing except for those positions specifically identified in the budget ordinance.

*Pursuant to Home Rule Charter Sections 6.41 - Budget Control and 6.60 - Consideration & Adoption of the Budget.*

## Transfers Between Funds

- ▼ Except as provided in the adopted budget, monies shall not be transferred between funds without County Council approval.

*This is pursuant to the Home Rule Charter Sections 6.41 - Budget Control and 6.60 - Consideration and Adoption of the Budget.*

# Financial Management Policies continued

## Rainy Day Reserve Fund

- ▼ \$1,000,000 of the adopted Undesignated Ending Fund Balance shall be maintained in a Rainy Day Reserve Account, and such monies shall only be appropriated upon a two-thirds affirmative vote of the entire County Council. In administering this Rainy Day Reserve Fund:

- (1) The County Treasurer shall be empowered to use the Rainy Day Reserve Fund to manage the cash flow needs of all county funds by making short-term loans (less than six months) without interest, and without the need to get Council/Executive permissions.
- (2) Longer term loans (more than six months) can be made to other funds, but only with Council approval.
- (3) Any investment income earned as a result of the Rainy Day Reserve Fund shall be credited to Current Expense general Revenues.

*This is pursuant to the Home Rule Charter Sections 6.41 - Budget Control and 6.60 - Consideration and Adoption of the Budget.*

## Interfund Transfers

- ▼ In transferring fund balances, it shall be the policy of Whatcom County that all restricted and dedicated money shall be expended first in support of the operations of the fund. Any money remaining unspent shall be considered unused general fund subsidies previously provided to the fund and available for transfer back to undesignated general fund equity accounts. If it can be conclusively established that any portion of the remaining money resulted from unexpended dedicated amounts, then such amounts shall be placed in a reserved equity account and only expended for activities allowed under the law for the activity so involved.

*This is pursuant to the Home Rule Charter Sections 6.41 - Budget Control and 6.60 - Consideration and Adoption of the Budget.*

## State Surcharges on Fines

- ▼ It shall be the policy of Whatcom County to levy the state's surcharge on all fines, in addition to all the fines set by District Court, rather than deducting the surcharge from the county's share of such fines.

*This is pursuant to the RCW 46.63.110(3).*

## Senior Services Programs

- ▼ Any monies appropriated for senior services programs within the Parks and Recreation Fund budget may not be transferred to any other activity or program.

*This is pursuant to the Home Rule Charter Sections 6.41 - Budget Control and 6.60 - Consideration and Adoption of the Budget.*

## Veteran's Relief Fund

- ▼ The administrators of the Veteran's Relief Fund shall be allotted no more than 8.33% of the total non-capital appropriations each month during the year. Any unencumbered appropriation authority of less than the 8.33% allotment may be carried forward and expended in subsequent months.

*This is pursuant to the Home Rule Charter Sections 6.41 - Budget Control and 6.60 - Consideration and Adoption of the Budget.*

## Bids on Construction Work

- ▼ Except as the County Council may specifically authorize by exception, all construction work funded for which the estimated cost is over \$25,000 shall be bid out to private contractors.

*This is pursuant to the Whatcom County Code Chapter 3.08, and applicable state laws.*

# Financial Management Policies continued

## Continuing Appropriations

- ▼ Whatcom County shall close its books and allow no further county fund transactions on the previous year, 20 days after the end of the fiscal year. Following that deadline, outstanding obligations of \$500 or more may be paid through continuing appropriation in the following fiscal year, if approved by the county executive. All unexpended continuing appropriation authority carried over from the previous fiscal year shall lapse by the following December 31.

*This is pursuant to the Whatcom County Code, Chapter 3.02.050 Budgeting – Continuing Appropriations.*

## Ferry Funding

- ▼ User fees for the Lummi Island ferry shall be annually evaluated and set to recover an estimated 55% of projected annual costs of ferry operation.

## Service Productivity - Unexpended Appropriation Incentive

- ▼ This policy defines savings as unspent department or division level appropriations which managers have not committed for future years. Committed appropriations include encumbrances, unspent lease purchase and any planned reappropriations. The policy further requires that the savings result from increased productivity in service delivery. Finance staff will determine the department and division annual savings after completing the annual financial report. The following criteria guide the use of carry-over savings and appropriations:
  - ▼ The county executive shall review and may approve requests for use of savings.
  - ▼ Increased productivity shall generate the savings, rather than decreases in services.

- ▼ Departments and divisions shall use savings for the improvement of future service delivery.
- ▼ County Council must approve, through an appropriation ordinance, requests for the use of savings.
- ▼ Annual General Fund revenue collections must be equal to or greater than the projected budget revenue. The eligible productivity savings shall be separately accounted for in a General Fund designated reserve account. The eligible productivity savings held in this reserve are separately accounted for by the department or division that generated the savings. Requests for the use of accumulated savings from prior year(s) held in this reserve can be made at any time during the year.

*This Policy provides incentives for General Fund managers to improve planning and delivery of services. General Fund managers need a means by which to save unspent annual appropriations that result from increases in productivity. Without an incentive policy, managers tend to spend savings on short term needs rather than long-range service improvement. This policy creates incentives to more closely examine spending decisions and to consider program related savings before requesting additional General Fund resources.*

*Prudent cost-effective service delivery requires long range planning of both costs and resources necessary to provide the service. This policy provides a framework within which managers can develop strategic plans rather than short term, line item cost approaches. Allowing managers to save and use resources from increased productivity emphasis responsibility and accountability for efficient service delivery. It further allows more flexibility for General Fund managers, similar to the management conditions of enterprise funds.*

# Basis of Accounting and Budgeting

**B**asis of accounting and budgeting refers to revenues and expenditures, related assets and liabilities that are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. All county funds, except *proprietary* funds (internal and enterprise funds), are budgeted and accounted for during the year on the modified accrual basis of accounting, in accordance with Washington State statute and generally accepted accounting principles. Proprietary funds are accounted for on a normal accrual basis, in accordance with Washington state statute for mandated budget and accounting reporting systems. Proprietary funds use a modified accrual system for budget tracking purposes. The governmental funds are presented in the financial statement on this same basis.

**U**nder the modified accrual basis, revenues are recognized in the accounting period in which they become measurable and available to pay liabilities of the current period. Major revenues that are determined to be susceptible to accrual include intergovernmental revenues and interest. Major revenues that are determined not to be susceptible to accrual because they are either not available soon enough to pay liabilities of the current period or are not objectively measurable include ad valorem taxes, licenses, permits and fines and forfeitures.

Expenditures are recognized in the accounting period in which a fund liability is incurred, if measurable except for unmatured principal and interest on general long-term debt, which are recognized when due. Encumbrances are recognized during the year, but outstanding encumbrances at the end of the year do not constitute expenditures and are either charged to an appropriation in the following year or the contractual commitment is cancelled.

# Whatcom County Fund Structure

As a means of tracking and accounting for money, the operations of the county are divided into *funds*. The easiest way for most people to think about funds is to compare them to bank accounts. Money comes into a fund from a variety of sources and is then used to provide services to the public. Within funds are departments (i.e., Administrative Services, Public Works Department) and within departments are *cost centers*. Each of these accounting units facilitates the tracking of costs and effectiveness of services provided to the public. Within cost centers are *accounts* or *line-items*. These are the basic units of measurement in the budget and can make it possible to determine costs of specific programs. The budget document does not provide a line-item level of financial detail; instead, it groups like items in an easy-to-read summary form. Line-item detail is available in the county's computerized financial software system (*JD Edwards*).

As with a personal bank account, funds have to take in at least as much money as they spend and by law. Budget for funds must be balanced. What this means is that a governmental unit cannot plan to spend more than it will take in. Whatcom County has fifty-six funds with the largest being the "General Fund," also referred to as "Current Expense." Most county services are accounted for in this fund and it is where most revenues are received.

Each fund is accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. The following are the county's fund types and fund definitions.

## GENERAL FUND

Also known as "Current Expense," the General Fund is used to account for resources of Whatcom County which are not required to be accounted for in other funds. Both revenues and expenditures are budgeted in compliance with procedures established in Article 6 of the Whatcom County Home Rule Charter and the Whatcom County Code. The modified accrual basis of accounting is applied.

## SPECIAL REVENUE FUNDS

Special Revenue Funds are established in Whatcom County pursuant to state statutes or local ordinances in order to segregate resources which are designated to be used for specified purposes. Both revenues and expenditures are budgeted in compliance with procedures established in Article 6 of the Charter. The modified accrual basis of accounting is applied. Following is a list of all Special Revenue Funds included in this report:

### County Road

- ▼ A fund to finance the design, construction, and maintenance of County roads.

### Election Reserve

- ▼ A fund to finance elections and election equipment.

### Treasurer's O & M Fund

- ▼ A fund to account for extraordinary costs incurred collecting delinquent real and personal property taxes.

### Veterans' Relief

- ▼ A fund to finance emergency financial assistance to veterans and their survivors.

# Whatcom County Fund Structure continued

## Whatcom County Convention Center

- ▼ A fund used to promote tourism and overnight visits.

## Victim Witness Assistance

- ▼ A fund established to administer the victim witness programs. The fund is financed by 20% of court ordered fines on domestic assault cases.

## Community Economic Revitalization Board (CERB)

- ▼ A fund to finance and account for loan proceeds from the State CERB Fund and repayment of the loan.

## Community Development

- ▼ A fund to finance and account for delayed payment loans to low and moderate income single family home owners. The fund was originally established with a Federal Community Development Block Grant.

## County Drug Fund

- ▼ Monies from asset seizures in drug cases are placed into this fund by court order and are being used to fight the battle against drugs in Whatcom County.

## Auditor's Operation and Maintenance

- ▼ A fund created with a state-mandated \$2 surcharge on all instruments recorded by the Auditor. Expenditures from this fund shall be used for installation and maintenance of an improved system for copying, reserving, and indexing documents recorded in the county.

## Whatcom County Emergency Management

- ▼ A fund created to carry out federal and state mandated programs to prepare the community (emergency services' systems and the public) to respond to emergency disasters beyond the capacity of regular emergency services.

## Flood Control Zone District

- ▼ A fund created through the Flood Control Zone District and the River Improvement Fund to implement and oversee the river improvement program and flood hazard management program for the county.

## Lynden / Everson Sub Zone

- ▼ A fund created as a division of the county wide flood control fund to address flood management in the Lynden / Everson area.

## Sumas / Nooksack / Everson Sub Zone

- ▼ A fund created as a division of the county wide flood control fund to address flood management in the Sumas / Nooksack / Everson area.

## Acme / Van Zandt Sub Zone

- ▼ A fund created as a division of the county wide flood control fund to address flood management in the Acme / Van Zandt area.

## Point Roberts Transportation Benefit District

- ▼ A fund created to address the transportation needs of the Point Roberts area.

## Conservation Futures

- ▼ Monies from this fund come from a real property tax levy applied to all taxable real property within Whatcom County. This fund may be used to acquire rights and interests in open space land, farm and agriculture land, and timber land with the goal of conserving property for public use or enjoyment.

# Whatcom County Fund Structure continued

## Lake Management District No. 1

- ▼ A fund formed in January 1992 by Lake Samish residents who were assessed to establish a Department of Ecology-mandated summertime flow augmentation program for Friday Creek in exchange for receiving condition water right permits to withdraw water from Lake Samish for domestic use. Also included was an assessment to clear accumulated beaver dams, logs, and debris from Friday Creek, between Lake Samish and the Nulle Road bridge, to mitigate flood hazards.

## County Road Improvement District #1

- ▼ A fund financed by special assessments to account for maintenance and operation of the Birch Bay Lighting District.

## County Road Improvement District #2

- ▼ A fund financed by special assessments to account for operation and maintenance of the Cliffside Drive Lighting District.

## County Road Improvement District Guaranty

- ▼ A fund to account for the deposit of the 5% outstanding bond liability of R.I.D. #4, R.I.D. #5, and R.I.D. #10.

## County Road Improvement District #6

- ▼ A fund to pay for the Bayview Drive retaining seawall, supported by special assessments.

## County Road Improvement District #7

- ▼ Assessment fund to account for operation and maintenance of the Emerald Lake Lighting District.

## DEBT SERVICE FUNDS

Debt Service Funds are used to account for the accumulation of resources for, and payment of, general long-term debt principal, assessment debt, interest, and related costs. Whatcom County appropriates current year expenditures and anticipated revenue. The modified accrual basis of accounting is applied.

### 215 1982 Limited REET/Fair G.O. Bond

- ▼ A fund to account for redemption of bonds which were issued for the purpose of providing funds to acquire and construct an exposition building on the fairgrounds and replacement and repair of County roads and drainage facilities.

### 240 1991 Limited Tax G.O. Bond

- ▼ A fund to account for redemption of bonds which were issued for the purpose of providing funds for the construction of the addition to the County Courthouse.

### 241 1993 Limited Tax G.O. Bond

- ▼ A fund to account for redemption of bonds which were issued for the purpose of providing funds for the construction of the addition to the County Courthouse.

### 242 1997 Limited Tax G.O. & Refunding Bond

- ▼ A fund to account for the redemption of bonds which were issued to pay off an interfund loan for the courthouse remodel and to refinance the majority of the 1991 bond issue.

### 219 C.R.I.D. #9 General Debt

- ▼ This debt is CERB loans obtained to provide infrastructure in the Cordata area. Each property owner pays an assessment on an amortized schedule which in turn pays the CERB loans.

# Whatcom County Fund Structure continued

## 220 L.R.I.D. General Debt

- ▼ These bonds were issued to provide infrastructure in the Cordata Area. Each property owner pays an assessment on an amortized schedule which in turn pays the bonds.

## CAPITAL PROJECTS FUNDS

Capital Projects Funds are established in Whatcom County to account for financial resources to be used for the acquisition or construction of major capital facilities. Both revenues and expenditures are budgeted in compliance with procedures established in RCW 36.40. The modified accrual basis of accounting is applied.

### 1983 Sewer Construction

- ▼ A fund to account for the acquisition, construction, and installation of sewage facilities in the area of the Northwest Annex.

### Real Estate Excise Tax (REET)

- ▼ A fund to account for an excise tax on each sale of real property, imposed on the unincorporated areas of the county.

### County Parks Improvement Fund

- ▼ A fund established to account for repair, replacement, improvements, and maintenance of existing facilities and equipment for parks, recreation equipment, and senior centers. The funding for the expenditure was approved by a vote of the people, authorizing a one-year excess property tax levy in the amount of \$2,500,000.

## ENTERPRISE FUNDS

Enterprise funds are used to account for operations that:

- ▼ Are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that costs (expenses, including depreciation) of providing goods and/or services to the general public on a continuing basis are to be primarily financed or recovered through user charges;
- ▼ The governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy management control, accountability, or other purposes.

### Solid Waste Management

- ▼ A fund to account for the provision of solid waste services to the residents of Whatcom County. The accrual basis of accounting is applied to this fund.

## INTERNAL SERVICE FUNDS

Internal Service Funds are established to account for the financing of goods or services provided by one department to other departments of Whatcom County, or to other governments on a cost reimbursement basis. The accrual basis of accounting is used in the following funds.

### Equipment Rental and Revolving

- ▼ A fund to finance the maintenance and operation of equipment used by the Public Works Department and other departments. This fund also maintains an inventory of road construction materials for the county.

### Administrative Services Fund

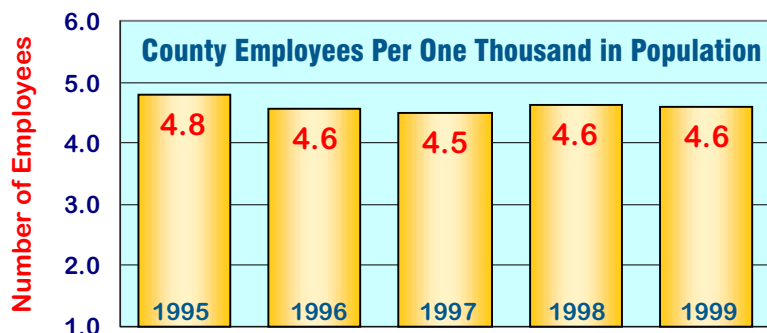
- ▼ A fund to provide county departments and activities internal administrative services.

# Whatcom County in 1999

In 1995, Whatcom County's population was 148,035. By 1999, the number of citizens in this county is expected to exceed 162,500. Whatcom County government has diverse responsibilities to these citizens. Some of the basic services it is required to provide are:

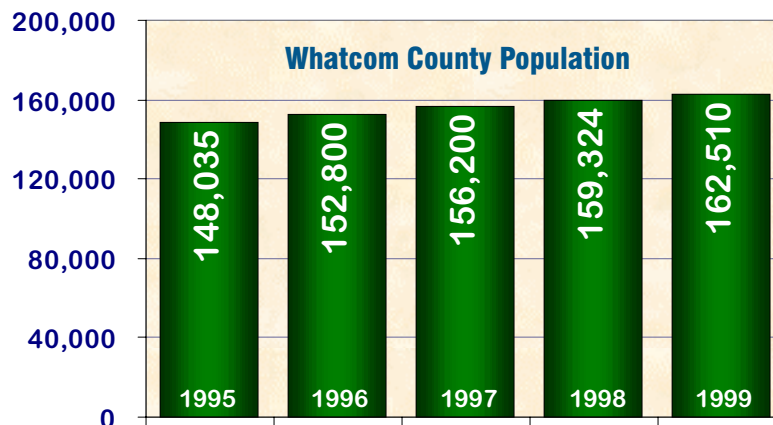
- ▼ Law enforcement
- ▼ District and superior courts
- ▼ Jail
- ▼ Property valuation
- ▼ Tax collection & distribution
- ▼ Elections
- ▼ Document recording
- ▼ Vehicle licensing
- ▼ Public health protection
- ▼ Animal control
- ▼ Ambulance
- ▼ Land use planning
- ▼ Building code enforcement
- ▼ Road construction and maintenance

In addition to mandated services, Whatcom County also provides services considered essential by its citizenship, such as parks, senior centers and public education programs. A listing of the services that Whatcom County provides is in the back of this document (see "Inventory of Services").



Figures are based on "full time equivalents" (FTE's), 40 hours per week.

In spite of increasing service demands and declining revenue growth, the 1999 budget remains within acceptable parameters. With no property tax increase for 1999, service levels will be maintained at 1998 levels. Cash reserve levels will be increased.



Whatcom County's population has been growing at an average rate of two and one half percent per year. Source: Washington State.

Whatcom County government launched a strategic planning program in 1997. This process is an essential component of preparing for our county's future. Strategic planning is mandated by county charter. In its third year, the 1999 effort includes the following elements:

- ▼ Develop complete list of essential government services.
- ▼ Develop six-year financial strategic plan.
- ▼ Enhance technology and communications systems.
- ▼ Implement county-wide criminal justice system.
- ▼ Develop coordinated departmental mission statements.
- ▼ Develop departmental policies & procedures manuals.
- ▼ Develop employee incentive system.
- ▼ Improve information dissemination to county citizens.
- ▼ Refine performance measurements.
- ▼ Improve employer-employee relationships.

# Revenue & Expenditure History

This chart shows by year, a comparison of all Whatcom County revenues (bars) and expenditures (line).

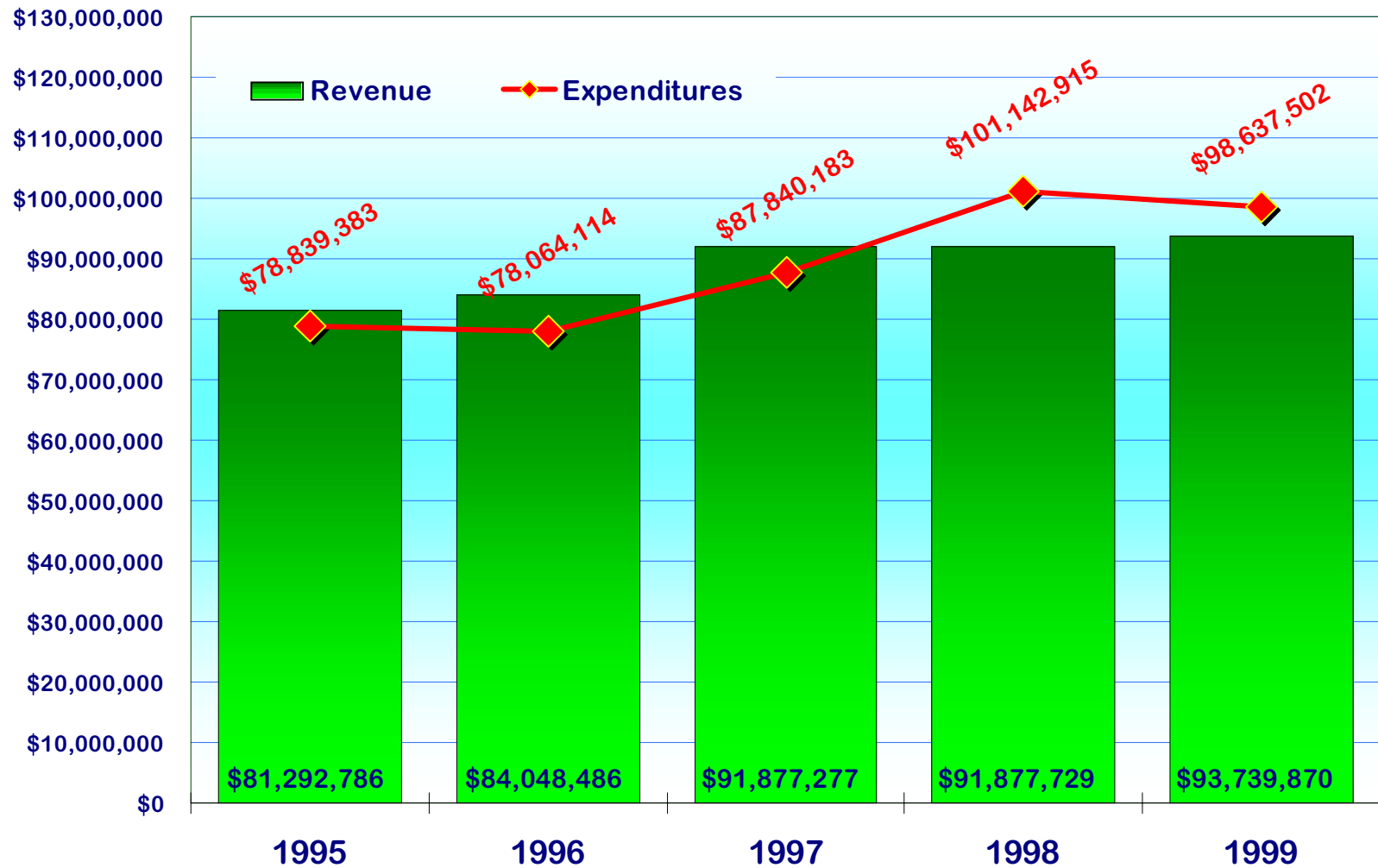


Chart represents all Whatcom County funds combined. See page 3-3 for detail.

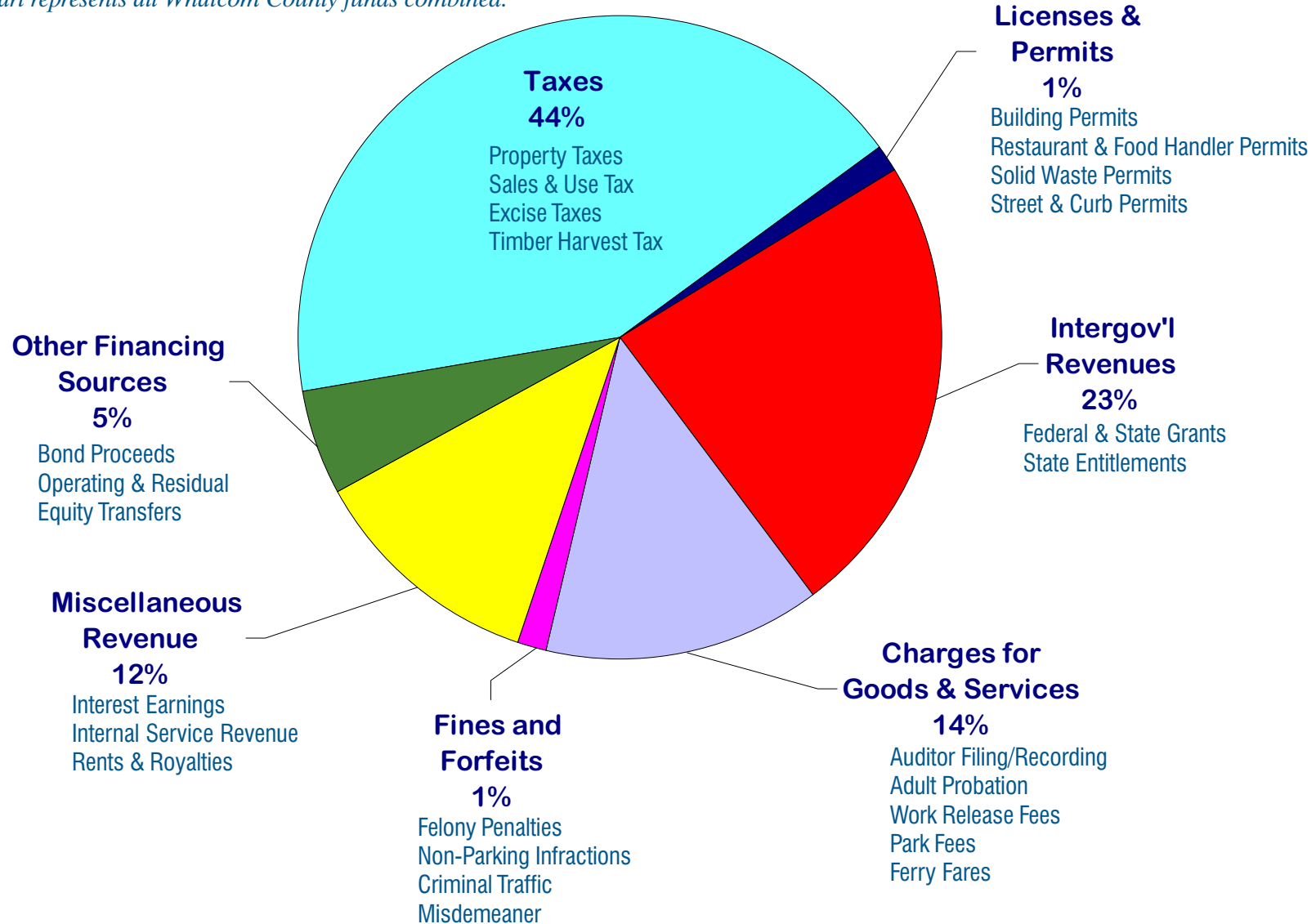
# Revenue & Expenditure History

	1995 Actual	1996 Actual	1997 Actual	1998 Budget	1999 Budget
<b>Revenues</b>					
Taxes	35,135,467	35,432,991	38,251,014	38,498,262	40,041,913
Licenses & Permits	1,128,652	1,268,936	1,340,274	1,197,125	1,374,150
Intergovernmental Revenues	14,944,955	17,588,402	18,511,846	21,782,470	21,822,552
Charges For Goods & Servies	10,888,173	11,907,467	11,934,484	13,248,661	13,185,225
Fines and Forfeits	1,377,609	1,197,889	1,619,031	1,239,550	1,296,900
Miscellaneous Revenue	8,697,484	9,484,615	10,355,037	10,553,543	11,078,218
Other Financing Sources	9,120,446	7,168,186	9,865,591	5,358,118	4,940,912
<b>Total Revenues</b>	<b>81,292,786</b>	<b>84,048,486</b>	<b>91,877,277</b>	<b>91,877,729</b>	<b>93,739,870</b>
<b>Expenditures</b>					
Current:					
General Government	17,499,849	18,783,968	18,469,785	22,551,859	23,480,756
Security of Persons & Property	14,365,754	14,135,615	15,058,748	17,986,902	18,952,441
Physical Environment	2,790,510	2,953,425	4,083,023	6,176,453	5,715,451
Transportation	15,272,668	17,381,906	17,484,524	17,653,547	18,152,062
Economic Environment	965,641	950,057	1,489,764	1,200,353	1,084,911
Health & Human Services	7,143,697	6,702,229	7,130,541	8,482,824	8,185,969
Culture & Recreation	2,701,136	2,661,304	2,726,762	2,917,412	3,003,003
Other Expenditures	7,255,828	6,978,777	13,754,405	17,257,717	13,772,283
Debt Service	2,579,691	2,727,493	2,565,213	2,935,788	2,662,214
Other Financing Uses	8,264,609	4,789,340	5,077,418	3,980,060	3,628,412
<b>Total Expenditures</b>	<b>78,839,383</b>	<b>78,064,114</b>	<b>87,840,183</b>	<b>101,142,915</b>	<b>98,637,502</b>
<b>Excess of Revenue Over (Under) Expenditures</b>	<b>2,453,403</b>	<b>5,984,372</b>	<b>4,037,094</b>	<b>(9,265,186)</b>	<b>(4,897,632)</b>

*These figures are for all Whatcom County funds combined.*

# Source of 1999 Revenues

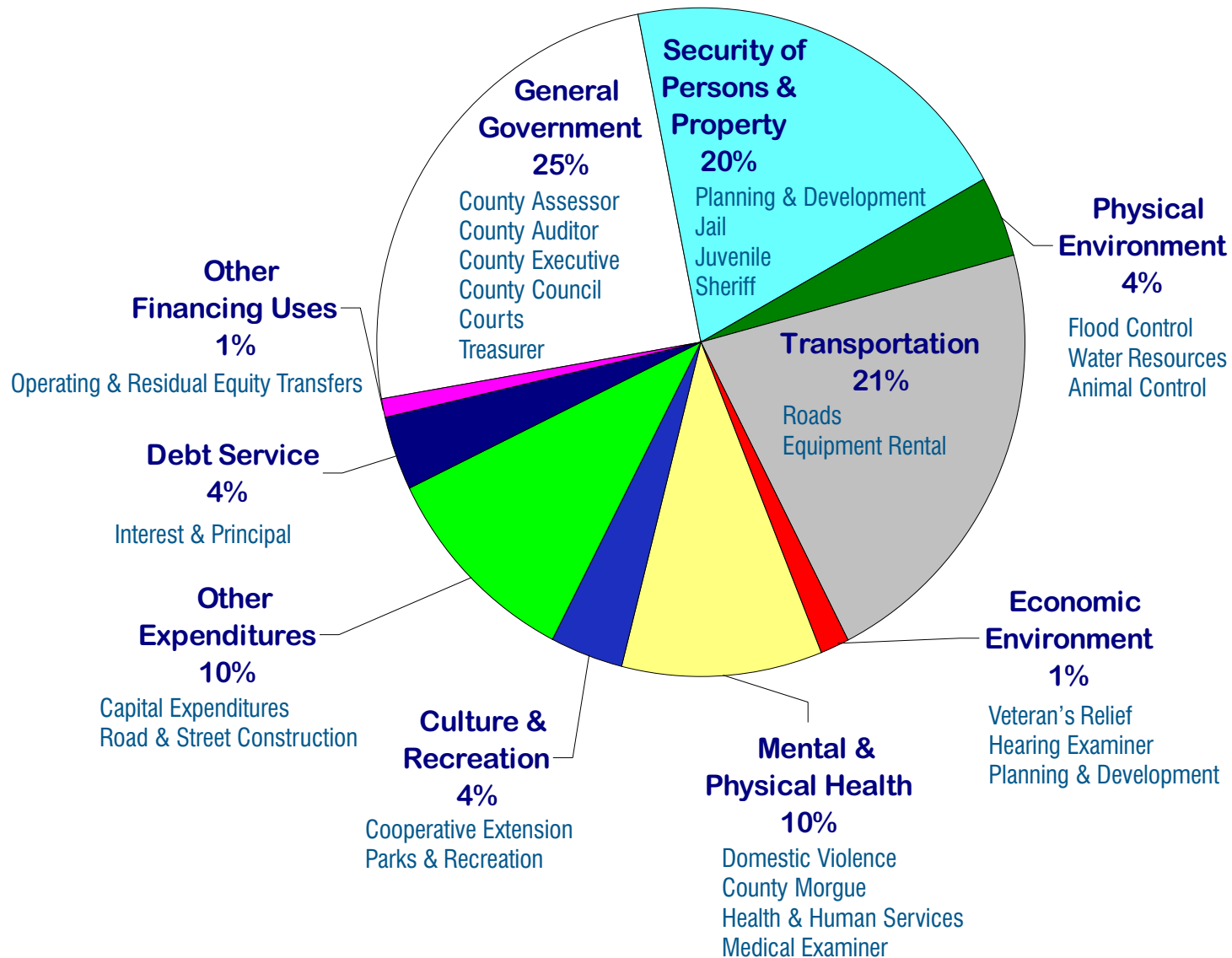
Chart represents all Whatcom County funds combined.



The categories used above are based on the Washington State Budgeting, Accounting & Reporting System. See page 3-8 for descriptions.

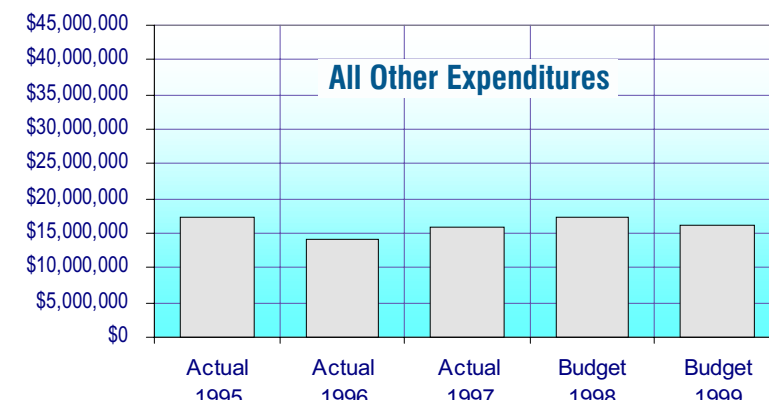
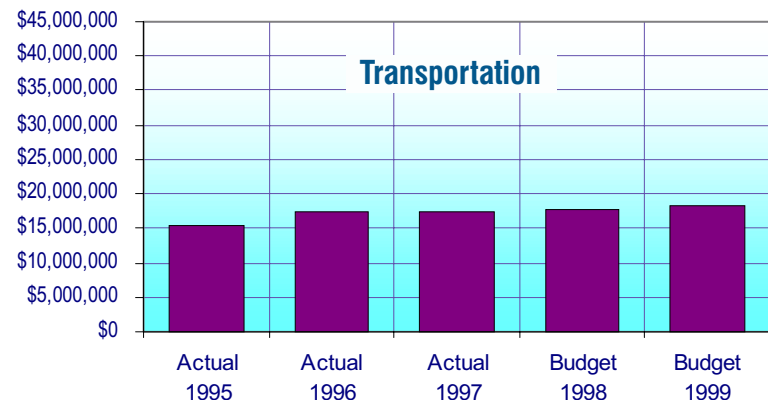
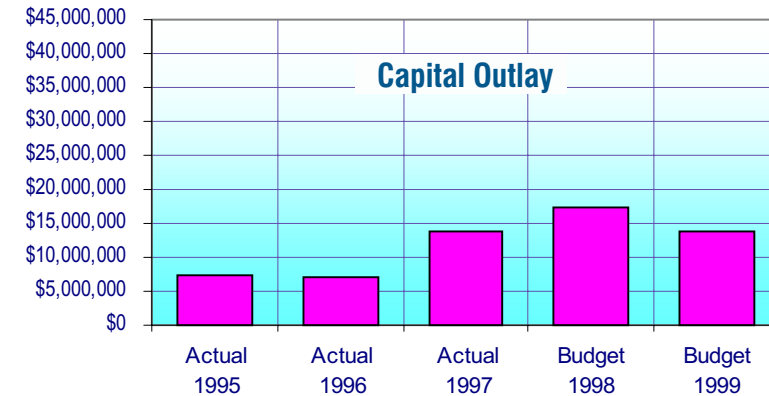
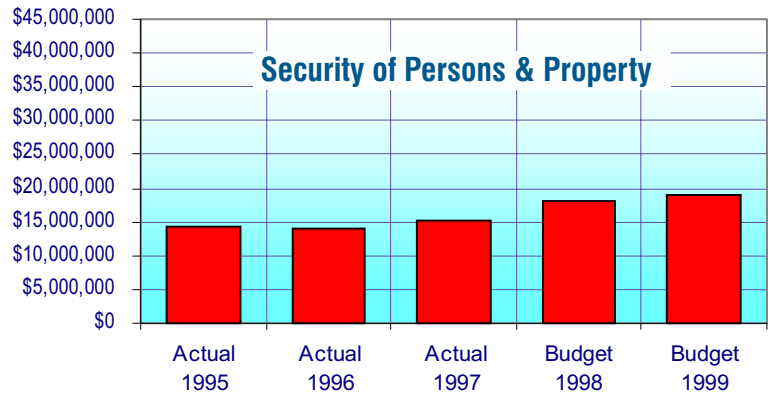
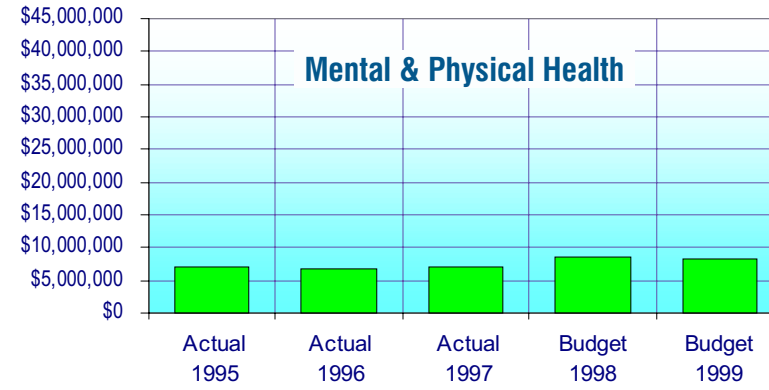
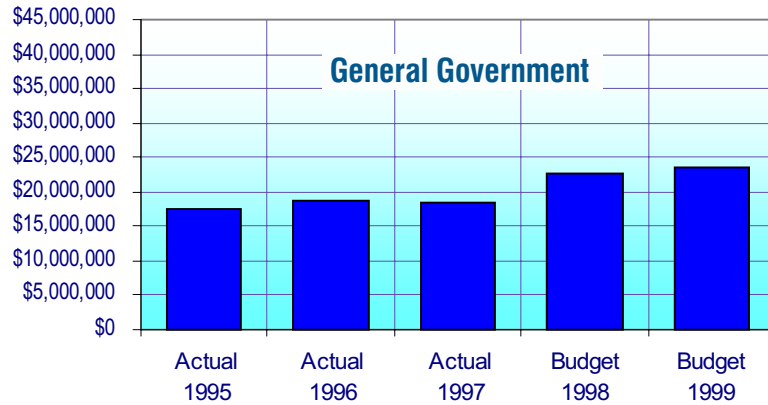
# Distribution of 1999 Expenditures

Chart represents all Whatcom County funds combined.



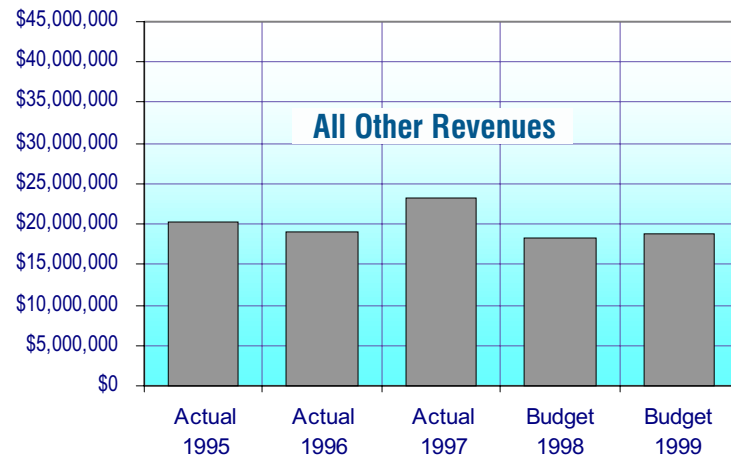
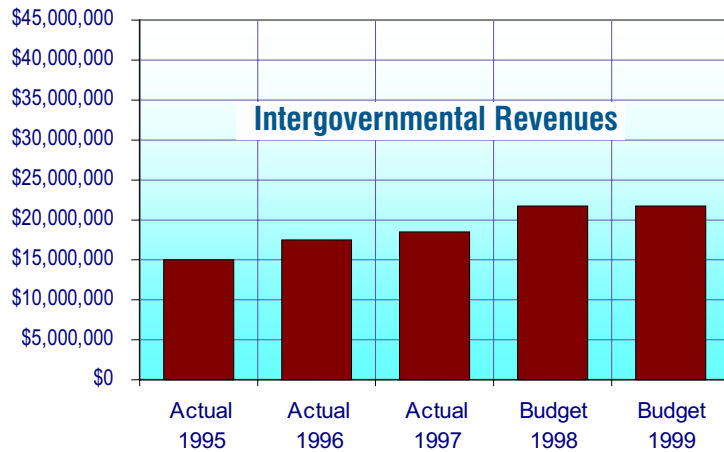
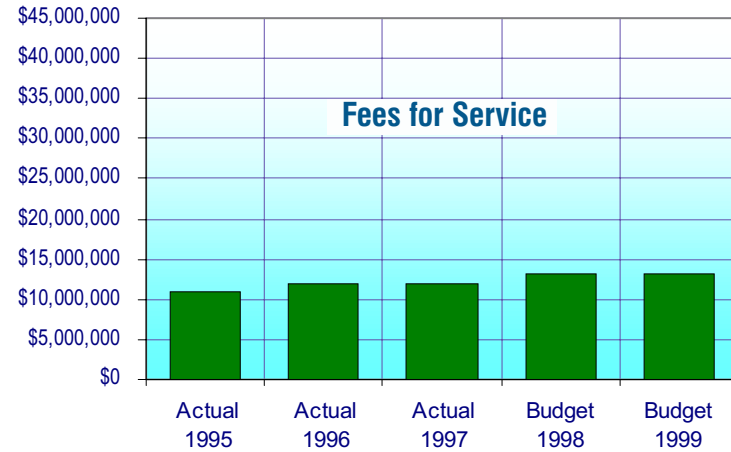
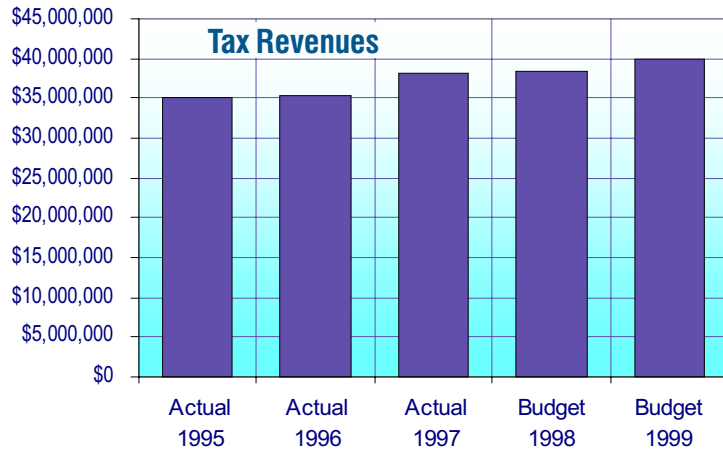
The categories used above are from the Washington State Budgeting, Accounting & Reporting System. See page 3-8 for descriptions.

# Expenditure History by Type



Charts represent all Whatcom County funds combined.

# Revenue History by Type



Charts represent all Whatcom County funds combined.

# Expenditure & Revenue Category Descriptions

## REVENUES

**Taxes** – Revenue derived from legislatively authorized charges.

**Licenses & Permits** - Charges for the issuance of licenses and permits.

**Intergovernmental Revenue** – Grants, entitlements, shared revenues and payments for goods and services provided by one government to another.

**Charges for Goods & Services** – Fees and charges for goods and professional or other services rendered.

**Fines & Forfeits** – Revenue derived from monetary judgements imposed or a penalty by which one loses rights in property.

**Miscellaneous Revenue** – Revenue derived from sources not otherwise provided for in other revenue accounts.

**Other Financing Sources** – Revenue derived from the proceeds of long term debt, operating transfers and the disposition of fixed assets.

## EXPENDITURES

**General Government** – A major class of services provided by the legislative, judicial and administrative branches of the governmental entity for the benefit of the public or governmental body as a whole. This class does not include administrative services provided by a specific department in support of services properly includable in another major class.

**Security of Persons & Property** – A major class of services provided to protect people and property.

**Physical Environment** – A major class of services provided to achieve a satisfactory living environment for the community and the individual.

**Transportation** – A major class of services provided by the governmental entity for the safe and adequate flow of vehicles and pedestrians.

**Economic Environment** – A major class of services provided for the development and improvement in the welfare of the community and individual.

**Mental & Physical Health** – A major class of services provided for the care, treatment, and control of mental and physical illness.

**Culture & Recreation** – A major class of services to provide culture and recreation to the community.

**Debt Service** - A major class of expenditures used to account for principal and interest payment of debt.

**Other Expenditures/Expenses** – This account collects all expenditures that will be capitalized in a general fixed assets account group and to account for activities which involve improvement of the road/street.

**Other Financing Uses** – Includes all routine or regular interfund transfers.

*These categories are based on the Washington State Budgeting, Accounting & Reporting System (BARS).*

This section provides a summary of the 1999 budget by program and by fund. Included is information about revenue and expenditure budgets, together with comparative historical statistics and narrative explanations. This section shows the relationship between program expenditures and revenues available to fund programs.

### General Fund

The general fund is the largest of Whatcom County funds. It finances most general governmental services including the legislative, executive branch and judicial branches of county government. It also finances law enforcement, health, land use planning, building inspection, property assessment, tax collection, recording and vehicle licensing. The general fund's 1999 budgeted expenditures are \$48,420,946. Because of its size and diverse nature, the general fund is a major focus of this summary.

### Other Funds

Other Whatcom County funds have a much narrower focus and are therefore presented in more condensed manner.

# General Fund Balance Summary

		Projected 1998	Budget 1999
<b>Ongoing</b>	<b>Ongoing Revenues</b>		
	Budgeted Revenues (Note 1)	43,954,283	46,630,486
	Supplemental Budgets	904,775	
	<b>Total Revenue</b>	\$ 44,859,058	\$ 46,630,486
	<b>Ongoing Expenditures</b>		
Budgeted Expenditures (Note 2)	(43,913,980)	(46,706,979)	
Continuing Appropriations	(293,510)		
Supplemental Budgets	(693,275)		
<b>Total Ongoing Expenditures</b>	\$ (44,900,765)	\$ (46,706,979)	
	<b>Operating Surplus (Deficit)</b>	(41,707)	(76,493)
<b>One-Time</b>	<b>One Time Expenditures (Note 3)</b>	\$ (3,345,333)	\$ (1,713,967)

*continued on next page*

# General Fund Balance Summary continued

Fund Balance

	Projected 1998		Budget 1999
<b>Beginning Fund Balance</b>	6,708,729	\$	7,876,689
Operating Surplus (Deficit)	(41,707)		(76,493)
<b>One Time Expenditures</b> (Note 3)	(3,345,333)		(1,713,967)
Increase Revenue Projections	155,000		
Civic Center Building Financing	2,500,000		
Budget Lapse 1998 (4%)	1,900,000		
<b>Ending Fund Balance</b>	\$ 7,876,689	\$	6,086,229
<b>Recap of Ending Fund Balance</b>			
Dedicated Misc. Reserve	94,620		70,036
Emergency Reserve	750,000		1,000,000
Cash Flow Reserve	1,250,000		3,000,000
Contingency Reserve	244,534		850,000
Unreserved Fund Balance	\$ 5,537,535	\$	1,166,193
<b>TOTAL Fund Balance</b>	<b>\$ 7,876,689</b>	<b>\$</b>	<b>6,086,229</b>

Budget Summary

# General Fund Balance Summary Notes

## NOTE 1 - CHANGES IN REVENUE

<b>1998 Budgeted Revenues</b>	\$ 43,954,283
<b>Revenue Changes</b>	
Property Tax (New Construction)	\$ 397,287
Sales Tax	\$ 250,000
Building Permits	\$ 200,000
Interest Income	\$ 565,000
Criminal Justice Excise Tax	\$ 90,000
New Grants	\$ 752,785
Timber Revenues	\$ (80,000)
Other Small Increase/Decreases	\$ 116,881
Traffic Infractions	\$ 55,000
Gambling Tax	\$ (55,000)
Plan Check Fees	\$ 124,250
Onsite Sewage Septage Fee	\$ 63,000
Recording Fee	\$ 50,000
Paradise Lakes Contribution	\$ 100,000
Motor Vehicle Licensing	\$ 47,000
<b>1999 Budgeted Revenues</b>	<b>\$ 46,630,486</b>

## NOTE 2 - CHANGES IN EXPENDITURES

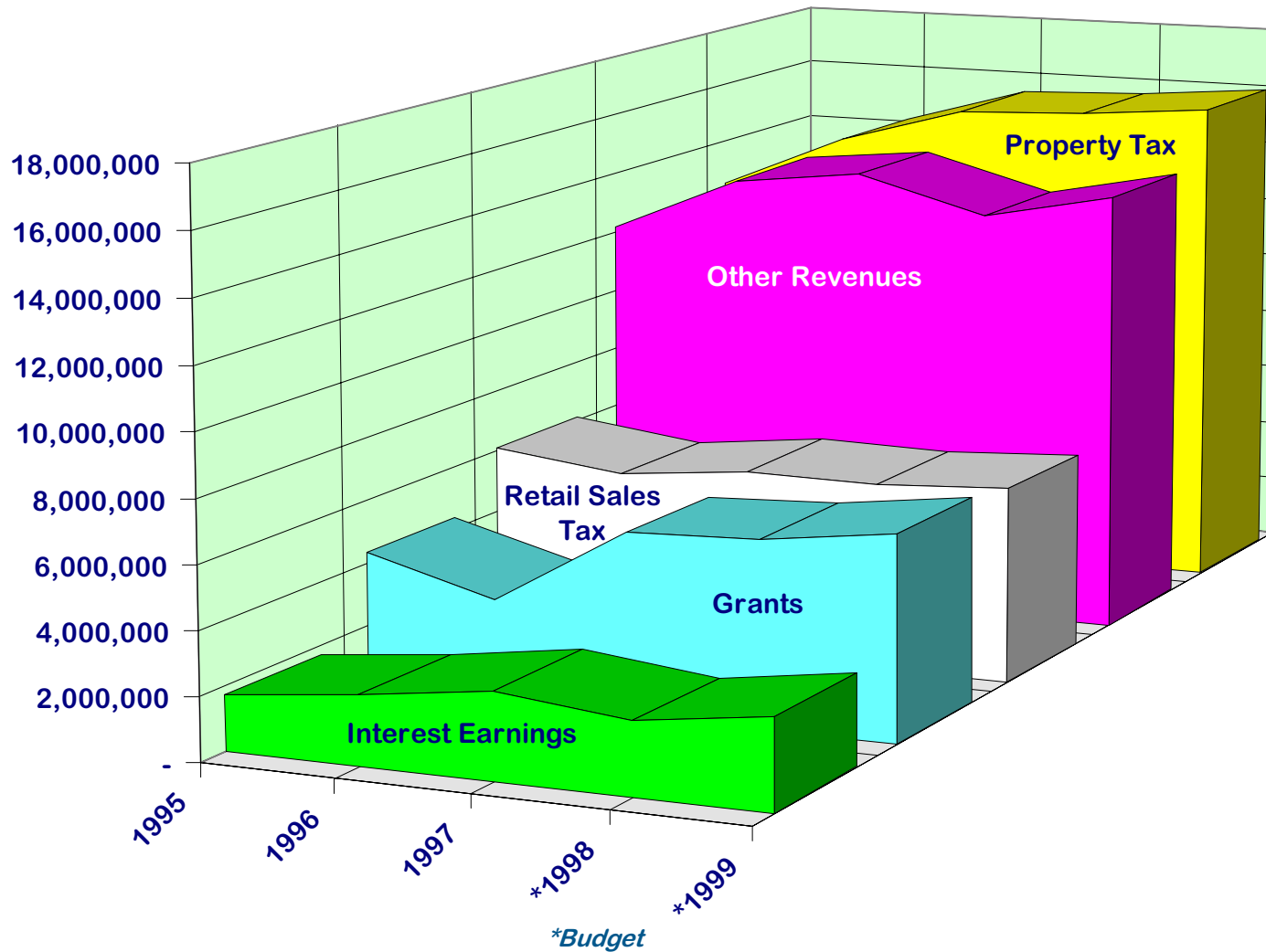
<b>1998 Budgeted Expenditures</b>	43,913,980
<b>Expenditure Changes</b>	
Wage & Benefit Adjustments	\$ 437,922
Increase In Grant Funded Expenditures	\$ 535,937
New Positions added in 1998	\$ 745,817
New Positions to be added in 1999	\$ 341,581
Water Resources Project	\$ 250,000
Increase Emergency Communications	\$ 62,392
Increase Ambulance Service	\$ 53,939
Postage Increase	\$ 8,000
On Site Sewage Monitoring	\$ 54,199
Jail Operating Supplies	\$ 10,000
Jail Overtime	\$ 20,000
Other Net Increases	\$ 99,841
Increase Jail Visiting Nurse Contract	\$ 21,072
Increase in Jail Medical Services	\$ 12,000
Increase In Juvenile Extra Help	\$ 10,000
Increase Park Classes	\$ 15,000
Mental Health Services Juvenile	\$ 22,000
Increase Extra Help Senior Services	\$ 12,099
Increase Sheriff Training	\$ 10,000
Increase Sheriff Overtime	\$ 45,000
Superior Ct. Mandatory Mediation	\$ 16,200
Superior Ct. Safe Visit/Exchange	\$ 10,000
<b>1999 Budgeted Expenditures</b>	<b>\$ 46,706,979</b>

# General Fund Summary Notes continued

## NOTE 3 - ONE TIME EXPENDITURES

Continue Funding Imaging System	\$ 300,000	Critical Areas Ordinance Implementation	\$ 20,000
Planned Retirements	\$ 228,604	Bloomberg Market Information	\$ 18,200
Microfilming Backlog of Records	\$ 200,000	PDS - Addition to Vehicle Fleet	\$ 15,000
Wide Area Network Implementation	\$ 150,000	Superior Court - Bar-Coding File Tracking Software	\$ 13,600
Treasurer's Office Workstation Modules	\$ 88,000	PDS - Permit Plan Upgrade	\$ 13,400
Criminal Justice Data Integration	\$ 67,828	Extra Help Parks Senior Services	\$ 12,099
Sheriff HIDTA Grant	\$ 55,102	Sheriff Pilot Program	\$ 12,000
Jail Records Specialist & Case Manager	\$ 53,484	Parks Seasonal Help	\$ 11,749
Public Defender - Deputy I	\$ 50,692	Council Extra Help & Travel	\$ 11,500
Other Misc. Expenses Under \$10,000	\$ 46,792	Juvenile Work Crew	\$ 10,000
Sheriff Boat Program	\$ 41,750	Programming for Treasurer's Cashiers	\$ 10,000
Shellfish Protection Coordination	\$ 40,000	Cameras for Jail	\$ 10,000
Computer Upgrades	\$ 36,900	Starling Program	\$ 10,000
ADA Compliance	\$ 35,980	Permit Plan Upgrade	\$ 7,726
Jail Remodel	\$ 35,000	Festival of Music	\$ 5,000
Sheriff - Multipurpose Response Vehicle	\$ 32,561	Mount Baker Theatre	\$ 5,000
Domestic Violence	\$ 26,000	Whatcom Symphony	\$ 5,000
Computer Training	\$ 25,000	Pest Control Board	\$ 5,000
		Law Library - Books & Subscriptions	\$ 5,000
		<b>Total One Time Expenditures</b>	<b>\$ 1,713,967</b>

# General Fund Revenue Sources



*Fund Consolidation: To more accurately depict comparisons, revenue histories for Health Department, Law Library, County Parks (which were separate from the General Fund until 1996) and*

*Combined Treatment Services and Developmental Disabilities (which were consolidated into the General Fund in 1997) have been included in all years on the above chart.*

# General Fund Revenue Sources continued

## Property Tax

- ▼ Property tax is the only significant General Fund revenue that displays consistent growth. The 1999 budget is based on a levy of 100 percent of 1998 taxes, plus taxes on \$225 million in new construction. Property tax revenues in 1999 are anticipated to be approximately \$400,000 higher than 1998 collections.

## Other Revenue

- ▼ “Other Revenue” is expected to be higher in 1999 than the previous year. The most significant budgeted increase here is in Direct Federal Grants, which will be \$208,473, more than in 1998. This increase is made up of a block grant for a multipurpose sheriff response vehicle and a grant for high area drug trafficking. Other increases include Building Permits of \$200,000, Security of Persons – Contract with Paradise Lake Community Club of \$100,000, and \$63,000 for a new septic tank pumping fee. There are some decreases in “Other revenue” in the 1999 budget, including Gambling Tax decrease of \$55,000 and a decrease in Traffic Infraction Revenue of \$55,000.

## Retail Sales Tax

- ▼ Whatcom County receives one percentage point of the retail sales tax collected in the unincorporated areas and .15 percentage points of retail sales tax collected in the incorporated areas. Sales tax revenues were up in 1998, due to strong retail sales and Whatcom County’s sales tax auditing efforts. The 1999 budget includes a \$250,000 estimated increase in retail sales tax over the 1998 budget.

## Interest Earnings

- ▼ Interest earnings are the result of the investment of excess cash, not only from the General Fund, but also from other county and non-county funds. Interest earnings will vary with interest rates and with the amount of money available for investment. The 1999 budget for “interest earnings” has been increased by \$563,590.

## Grants

- ▼ Grants are monies received from the state and federal government to support various programs. General Fund grants include the Consolidated Juvenile grant received by Juvenile Probation/Detention, Support Enforcement Grant received by the Prosecuting Attorney’s Office, Washington State Department of Health Consolidated Contract, North Sound Regional Support Network Grant and DSHS Developmental Disabilities Grant received by the Health Department. Also, in 1999 a grant received from the State based on the Becca Bill Funding Model will be distributed to Superior Court, Juvenile, Public Defender, and the Prosecuting Attorney.

## Transfers

- ▼ Transfers are not shown in the General Fund Revenue graph. They are monies paid to the General Fund from independent funds. The most significant transfers are \$240,100, which is from the Drug Fund to reimburse Prosecuting Attorney’s and Sheriff’s costs and \$114,000 from the Administrative Services Fund to pay for Prosecuting Attorney’s civil sections support of self insurance activities.

# General Fund Revenue Sources Summary

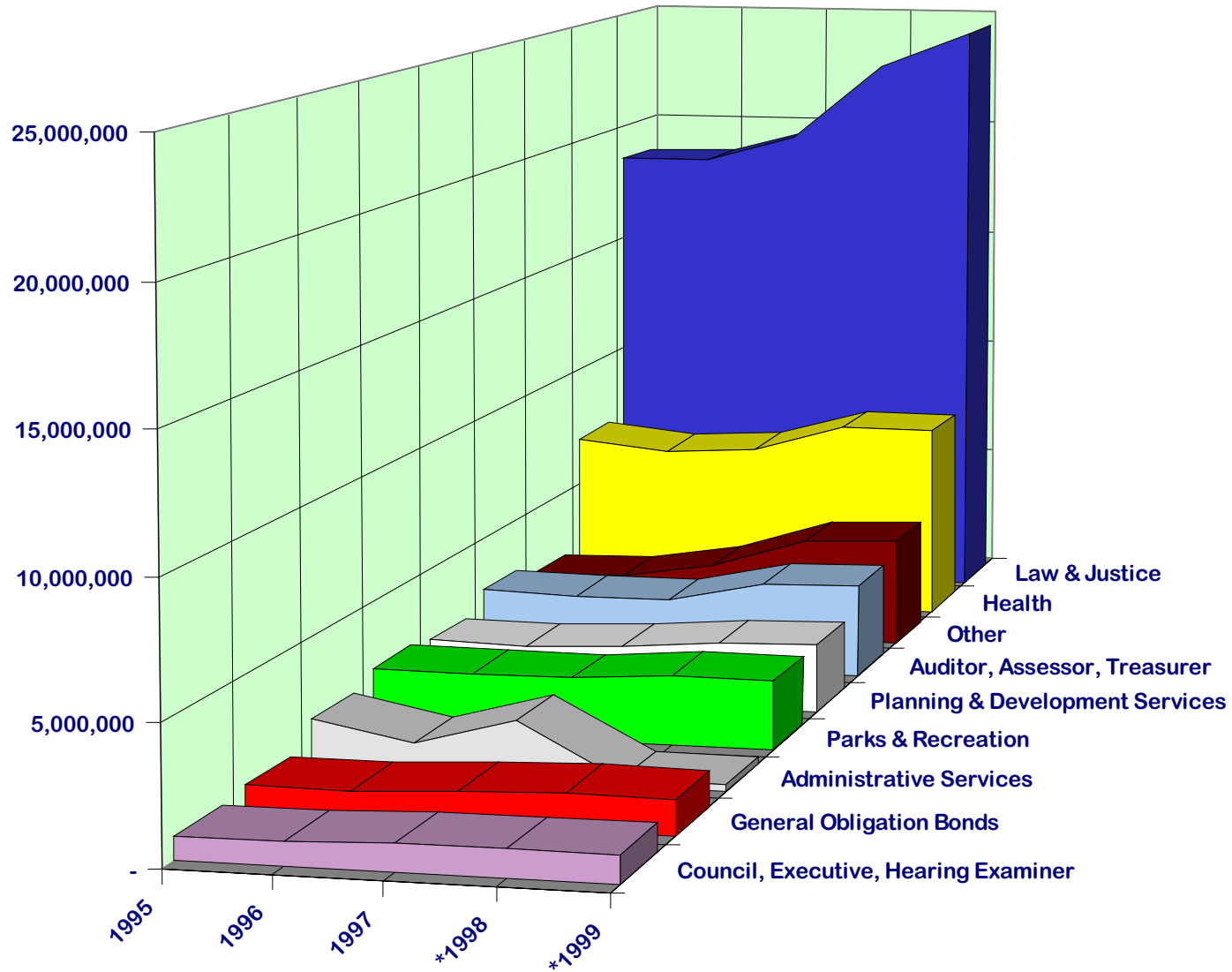
	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999
<b>Other Revenue</b>					
4312 Timber Harvest Taxes	334,357	183,735	140,659	151,000	151,000
4317 Excise Taxes	619,696	692,963	698,755	617,500	562,500
4319 Interest & Penalty on Tax	921,311	1,064,127	1,229,855	1,270,000	1,302,000
4321 Business License & Permit	303,571	324,869	314,004	325,725	313,500
4322 Non-Bus Licenses & Permits	768,434	888,492	976,082	816,400	1,005,650
4331 Federal Grants-Direct	-	-	25,797	-	208,473
4332 Federal Entitlements	479,512	153,295	223,913	-	-
4336 State Entitlements	1,084,868	1,306,354	1,285,708	1,318,950	1,413,200
4337 Interlcl Grant-Entitlement	458,753	469,154	394,346	373,000	367,000
4338 Intergovernmental Svc	1,530,659	2,720,359	2,231,378	2,298,623	2,247,058
4341 General Government	1,361,250	1,378,344	1,662,742	1,603,632	1,750,482
4342 Security-Persons & Property	619,901	873,161	686,497	747,465	840,160
4343 Physical Environment	8,317	8,249	6,890	-	63,000
4345 Economic Environment	650,827	723,144	966,419	751,240	920,300
4346 Mental and Physical Health	387,225	325,997	490,299	482,937	470,851
4347 Culture and Recreation	214,369	225,156	230,383	228,800	248,800
4349 Other Interfnd Svc Charges	496,322	18,347	20,334	162,071	162,071
4351 Felony Penalties	88,687	68,790	83,633	66,000	64,000
4352 Civil Penalties	1,050	3,740	3,550	12,000	2,000
4353 Nonparking Infractions	541,848	489,758	529,401	577,000	522,500
4354 Parking Infractions	3,531	4,256	4,567	2,000	2,000
4355 Criminal Traffic Misdem	237,183	210,695	237,341	165,150	220,000
4356 Nontraffic Misdemeanor	133,983	119,785	114,397	61,000	84,000
4357 Criminal Costs	83,469	77,641	79,082	61,400	71,400
4362 Rents & Royalties	426,837	491,912	509,085	490,024	515,274
4367 Contribution-Private Source	17,542	15,555	17,678	8,501	11,000
4369 Other Miscellaneous Revenue	133,324	163,089	213,353	175,676	228,116
8110 State Timber Sales	253,381	1,018,779	1,126,168	586,000	509,000
8120 Other Fixed Assets	-	7,500	-	12,000	2,000
<b>Total Other Revenue</b>	<b>12,160,207</b>	<b>14,027,246</b>	<b>14,502,316</b>	<b>13,364,094</b>	<b>14,257,335</b>

*continued on next page*

# General Fund Revenue Sources Summary continued

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999
<b>Grants</b>					
4333 Federal Grants-Indirect	1,506,968	898,027	1,632,210	1,573,317	1,699,115
4334 State Grants	2,793,324	1,474,175	3,185,951	3,445,821	3,864,335
4335 State Shared Revenues	74,100	884,305	959,726	903,120	895,620
<i>Total Grants</i>	4,374,392	3,256,507	5,777,887	5,922,258	6,459,070
<b>Interest Earnings</b>					
4361 <i>Interest Earnings</i>	1,731,878	2,164,111	2,716,135	2,273,725	2,837,316
<b>Retail Sales &amp; Use Tax</b>					
4313 <i>Retail Sales &amp; Use Tax</i>	6,094,822	5,614,473	6,058,737	6,000,150	6,250,100
4311 <i>Property Taxes</i>	12,510,357	14,300,673	15,507,830	15,676,222	16,073,509
<b>Transfers</b>					
8301 Operating Transfer In	1,103,595	536,563	570,908	717,834	753,156
9101 Residual Equity Trnsf In	496,698	-	-	-	-
<i>Total Transfers</i>	1,600,293	536,563	570,908	717,834	753,156
<b>Total General Fund</b>	38,471,949	39,899,573	45,133,813	43,954,283	46,630,486

# General Fund Expenditures



*\*Budget*

*General Fund Expenditures are shown in operational categories. Non-Departmental transfers have been distributed to the appropriate categories.*

# General Fund Expenditures continued

## General Fund Expenditure History

During the period from 1995 to 1999, the general fund experienced an annual growth in expenditures of approximately 5%. Budgeted expenditures for the general fund in 1999 total \$48,420,946. This is an increase of \$1,771,406, or 3.8% over the 1998 budget.

## Law & Justice

- ▼ The largest category of expenditures is for “Law & Justice.” This category includes District, Superior and Juvenile Courts, Public Defender, Prosecuting Attorney, Sheriff and the Jail. “Law & Justice” has grown from 47% of the general fund’s 1995 budget to 50% of the general fund’s 1999 budget. “Law and Justice” expenditures have increased at an average rate of 7.1% per year since 1995.

## Health & Human Services

- ▼ Health and Human Services is the second largest category of expenditures in the general fund. The Health and Human Services Department has decreased from 18% of the general fund’s 1995 actual expenditures to a projected 16% of the 1999 budget. It’s 1999 budgeted expenditures are \$7,839,644. This department receives a number of state and federal grants projected to be 4.4 million in 1999. User fees will generate another \$915,000 dollars in revenue for the general fund. General county revenues of \$2,043,227 cover the balance of Health & Human Services’ operating costs.

## Other

- ▼ “Other” is made up of miscellaneous non-departmental expenditures ranging from charges for ambulance service (\$994,439) to animal control (\$300,000). In 1998, the county began a number of new programs that added to this category. Microfilming, imaging, wide area network implementation and criminal justice data integration added approximately one million dollars to the non-departmental budget.

## Assessor, Treasurer & Auditor

- ▼ The Assessor, Treasurer, and Auditor make up 7.5% of the total 1999 general fund budget. Expenditures have increased \$792,031 since 1995. In 1997, two full-time appraisers were added to the staff of the Assessor’s Office to keep up with property appraisals. In 1999, the Treasurer’s Office added one full-time revenue deputy to audit sales tax revenues. This office also received approval for one-time expenditures of \$122,000 for new workstation modules, investment software and programming.

# General Fund Expenditures continued

## Planning & Development Services

- ▼ Planning and Development Services' 1999 budget totals \$2,650,126. It has increased by \$502,980 since 1995. This is an average rate of 5.4% per year since. This department collects approximately 1.1 million dollars in building and land use permits and another \$700,000 in plan-check and other fees. Expenditures in this program area fluctuate with building activity.

## Parks & Recreation

- ▼ Parks & Recreation has grown the least over the last five years. Its average rate of growth has been 2.5% per year.

## Administrative Services

- ▼ Administrative Services' expenditures appear to have decreased since 1995, however, this is the result of reorganization. "Administrative Services" was moved to its own fund in 1996. The first two years of operation were funded by an operating transfer from the general fund. In 1998, an administrative cost allocation was implemented and the cost of Administrative Services is now included in the program areas served. In 1999, an operating transfer of \$275,000 to the Administrative Services Fund is budgeted. This transfer will fund computer purchases.

## General Obligation Bonds

- ▼ Payment of principal and interest on the county's general obligation bonds makes up 3% of the total general fund's 1999 budget at \$1,320,019. The general fund contributes to the repayment of the 1993 general obligation bond issue and the 1997 general obligation bond issue. Both of these were used to fund the courthouse addition and remodel.

## Council, Executive & Hearing Examiner

- ▼ County Council, Executive and Hearing Examiner make up 2% of the total general fund 1999 budget. Budgeted 1999 expenditures for the three activities are \$1,020,163 and have increased 5.2% a year since 1995.

# General Fund Expenditures Summary

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999
<b>Law &amp; Justice</b>					
District Court	964,845	964,186	910,747	1,030,781	1,023,474
District Court Probation	573,092	667,674	715,581	842,726	816,813
Jail	3,887,049	3,836,874	4,155,308	5,143,816	5,064,227
Juvenile Probation/Detention	2,630,201	2,414,698	2,671,581	2,865,404	3,434,571
Prosecuting Attorney	2,116,270	2,188,339	2,367,499	2,797,818	2,937,586
Public Defender	1,321,756	1,344,228	1,406,527	1,553,626	1,700,888
Sheriff	5,202,180	5,081,317	5,318,655	6,391,468	6,869,660
Superior Court	1,784,649	2,002,449	2,030,054	2,225,181	2,508,089
Non-Dept'l - Emergency Management	85,493	82,489	74,799	74,103	77,509
<i>Total Law &amp; Justice</i>	18,565,535	18,582,254	19,650,751	22,924,923	24,432,817
<b>Auditor, Assessor, Treasurer</b>					
Assessor	1,290,770	1,370,120	1,421,625	1,782,767	1,702,698
Auditor	728,466	645,134	620,772	717,397	735,754
Operating Transfer - Elections	-	-	-	88,428	88,428
Treasurer	842,994	768,457	730,586	1,007,430	1,127,381
<i>Total Auditor, Assessor, Treasurer</i>	2,862,230	2,783,711	2,772,983	3,596,022	3,654,261
<b>Planning &amp; Development Services</b>					
<i>Plan &amp; Dev Svcs Administration</i>	2,147,147	2,067,668	2,256,427	2,567,299	2,650,126
<b>Parks &amp; Recreation</b>					
<i>Parks Department</i>	2,402,245	2,398,846	2,392,697	2,649,743	2,652,765

*continued on next page*

# General Fund Expenditures Summary continued

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999
<b>Administrative Services</b>					
Administrative Services	1,933,352	-	-	-	-
Non-Dept'l - Administrative Services	-	1,196,941	2,243,361	291,840	275,000
<i>Total Administrative Services</i>	1,933,352	1,196,941	2,243,361	291,840	275,000
<b>Health</b>					
<i>Public Health</i>	6,980,706	6,570,675	6,791,028	7,875,877	7,839,644
<b>General Obligation Bonds</b>					
<i>Non-Departmental - GO Bonds</i>	1,033,252	1,033,560	1,225,075	1,320,521	1,320,019
<b>Council, Executive, Hearing Examiner</b>					
County Council	471,322	436,342	544,085	510,715	499,387
County Executive	212,896	298,380	340,541	359,681	379,824
Hearing Examiner	149,153	137,314	118,774	139,396	140,952
<i>Total Council, Executive, Hearing Examiner</i>	833,371	872,036	1,003,400	1,009,792	1,020,163

*continued on next page*

# General Fund Expenditures Summary continued

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999
<b>OTHER</b>					
<b>Cooperative Extension</b>					
<i>Cooperative Extension</i>	264,968	239,278	208,730	227,522	233,713
<b>Other General Fund</b>					
Non-Dept'l - Medical Examiner	199,324	203,627	281,743	239,000	240,975
Non-Dept'l - Microfilming	-	-	-	200,000	200,000
Non-Dept'l - Imaging	-	-	-	300,000	300,000
Non-Dept'l - County Morgue	51,082	46,023	50,909	50,250	54,050
Non-Dept'l - Annual State Audit	81,112	71,656	78,000	78,000	80,000
Non-Dept'l - Wide Area Network	-	-	-	250,000	150,000
Non-Dept'l - Criminal Justice Data	-	-	-	136,550	67,828
Non-Dept'l - NW Regional Council	60,060	60,399	62,011	62,898	67,133
Non-Dept'l - 911	555,208	378,657	415,399	407,589	469,981
Non-Dept'l - Ambulance Services	663,746	803,166	779,332	940,500	994,439
Non-Dept'l - Animal Control	312,018	336,671	282,258	300,000	300,000
Non-Dept'l - Water Resource	44,352	10,010	15,942	32,927	21,063
Non-Dept'l - Lake Whatcom Management	-	9,289	18,062	-	-
Non-Dept'l - Capital Acquistions	-	106,039	118,269	164,827	35,980
Misc Non-Departmental	313,198	322,101	864,113	964,460	1,301,989
<b>Total Other General Fund</b>	<b>2,280,100</b>	<b>2,347,638</b>	<b>2,966,038</b>	<b>4,127,001</b>	<b>4,283,438</b>
<b>Transfers to Miscellaneous Funds</b>					
Non-Dept'l - Courthouse Expansion	90,541	200,177	134,392	-	-
Non-Dept'l - Self Insurance/Workers Comp	-	-	-	-	-
Non-Dept'l - Noxious Weed	-	-	51,176	59,000	59,000
<b>Total Transfers to Miscellaneous Funds</b>	<b>90,541</b>	<b>200,177</b>	<b>185,568</b>	<b>59,000</b>	<b>59,000</b>
<b>TOTAL GENERAL FUND</b>	<b>39,393,447</b>	<b>38,292,784</b>	<b>41,696,058</b>	<b>46,649,540</b>	<b>48,420,946</b>

# Consolidated Summary by Fund - Ongoing Revenues & Expenditures

	Approved Expenditures 1999	Approved Revenues 1999	Operating Surplus (Deficit)
001 General Fund	46,706,979	46,630,486	(76,493)
108 County Road	14,441,581	23,145,357	8,703,776
109 Election Reserves	697,146	672,357	(24,789)
114 Veterans Relief	144,746	144,980	234
116 Treasurer's O & M	72,347	51,132	(21,215)
141 WC Convention Center	106,525	80,000	(26,525)
142 Victim Witness	91,386	83,306	(8,080)
148 CERB	184,216	184,216	-
151 Community Development	17,000	-	(17,000)
154 Road Improve #1	22,117	21,785	(332)
155 Road Improve #2	1,571	1,520	(51)
159 Road Improve #7	2,252	1,903	(349)
162 Road Improve Guarantee	-	5,000	5,000
165 WC Drug Fund	329,600	315,600	(14,000)
166 Auditor's O&M	16,050	93,000	76,950
167 Emergency Management	298,325	219,109	(79,216)
169 Flood Control Zone	3,621,245	3,555,938	(65,307)
170 Pt. Robert's Fuel Tax	80,000	80,000	-
175 Conservation's Future	25,000	600,000	575,000
180 Lake Management	5,000	1,200	(3,800)
215 1982 Ltd Tax GO Bond	153,650	153,650	-

*continued on page 4-18*

# Consolidated Summary by Fund - Beginning & Ending Balances

	Estimated Beginning 1999 Balance	Approved One Time Exp 1999	Operating Surplus (Deficit)	Estimated Ending 1999 Balance
001 General Fund	7,876,689	1,713,967	(76,493)	6,086,229
108 County Road	5,541,215	9,996,800	8,703,776	4,248,191
109 Election Reserves	76,881	16,000	(24,789)	36,092
114 Veterans Relief	93,350	-	234	93,584
116 Treasurer's O & M	190,000	2,049	(21,215)	166,736
141 WC Convention Center	149,227	-	(26,525)	122,702
142 Victim Witness	54,365	-	(8,080)	46,285
148 CERB	61	-	-	61
151 Community Development	22,333	-	(17,000)	5,333
154 Road Improvement #1	33,919	-	(332)	33,587
155 Road Improvement #2	2,160	-	(51)	2,109
159 Road Improvement #7	2,432	-	(349)	2,083
162 Road Improvement Guarantee	96,487	-	5,000	101,487
165 WC Drug Fund	481,176	100,000	(14,000)	367,176
166 Auditor's O&M	148,598	-	76,950	225,548
167 Emergency Management	106,833	5,000	(79,216)	22,617
169 Flood Control Zone	6,088,216	236,400	(65,307)	5,786,509
170 Pt. Robert's Fuel Tax	1,782	-	-	1,782
175 Conservation's Future	2,553,977	50,000	575,000	3,078,977
180 Lake Management	20,310	-	(3,800)	16,510
215 1982 Ltd Tax GO Bond	-	-	-	-

*continued on page 4-19*

# Consolidated Summary by Fund - Ongoing Revenues & Expenditures cont.

*continued from page 4-16*

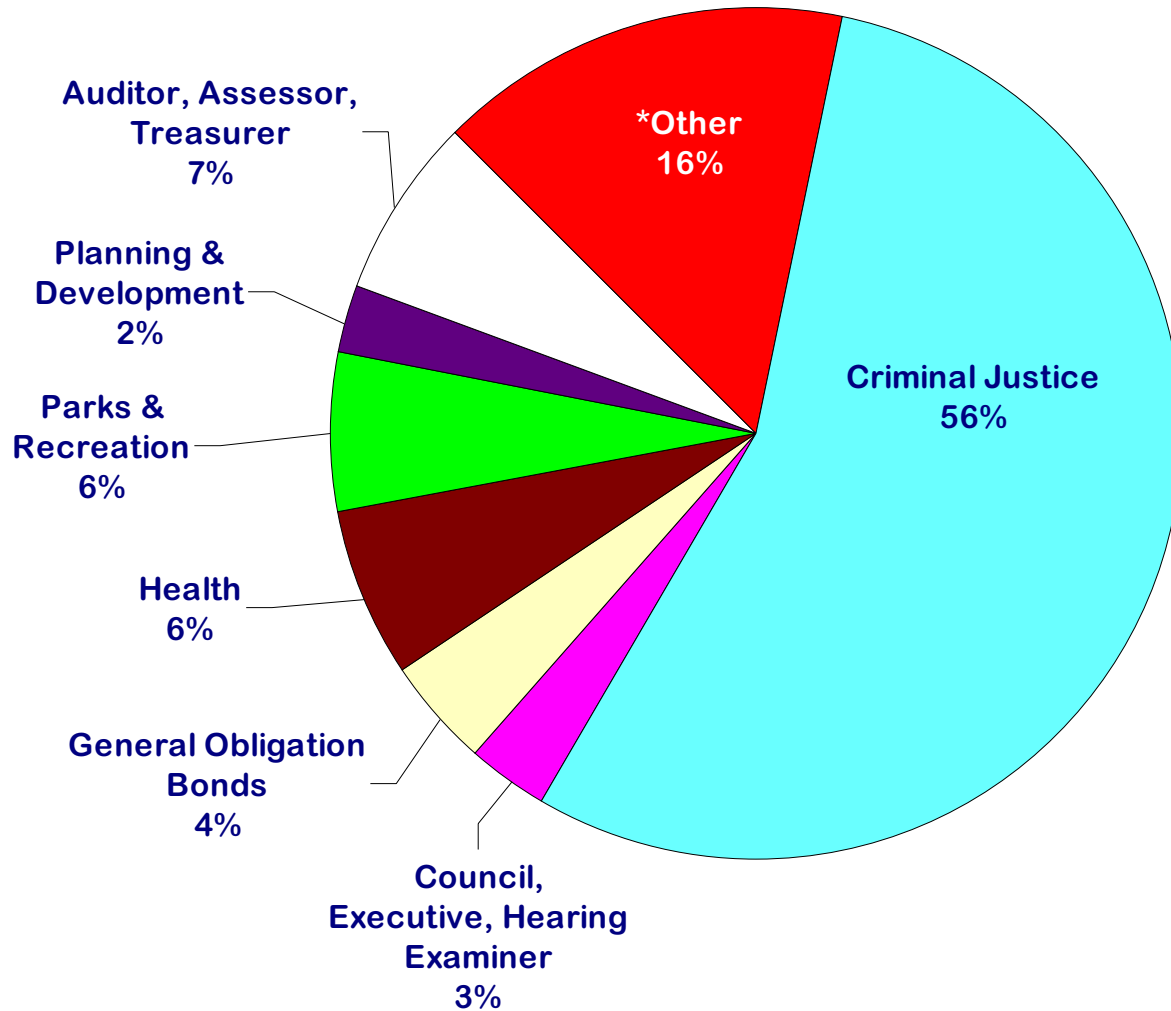
	Approved Expenditures 1999	Approved Revenues 1999	Operating Surplus (Deficit)
219 CRID #9 General Debt	184,216	184,216	-
220 LRID #10 General Debt	231,600	68,396	(163,204)
240 1991 Ltd Tax GO Bond	520,175	520,175	-
241 1993 Ltd Tax GO Bond	805,205	805,205	-
242 1997 Ltd Tax GO & Refunding Bond	643,518	643,518	-
325 1983 Sewer Construction	12,425	700	(11,725)
326 REET	648,879	750,000	101,121
329 LRID #10 Construction Fund	8,000	400	(7,600)
330 Parks Improvement	29,500	3,500	(26,000)
401 Solid Waste	948,445	917,363	(31,082)
501 ER&R	4,461,642	5,509,851	1,048,209
507 Administrative Services	7,621,080	7,970,007	348,927
16921 Lynden/ Everson Sub-Zone	170,000	120,000	(50,000)
16922 Sumas/ Nooksack / Everson Sub-Zone	195,000	160,000	(35,000)
16923 Acme/ VanZandt Sub-Zone	65,650	46,000	(19,650)
<b>Total</b>	<b>83,562,071</b>	<b>93,739,870</b>	<b>10,177,799</b>

# Consolidated Summary by Fund - Beginning & Ending Balances continued

*continued from page 4-17*

	Estimated Beginning 1999 Balance	Approved One Time Exp 1999	Operating Surplus (Deficit)	Estimated Ending 1999 Balance
219 CRID #9 General Debt	16,172	-	-	16,172
220 LRID #10 General Debt	198,398	-	(163,204)	35,194
240 1991 Ltd Tax GO Bond	1,893	-	-	1,893
241 1993 Ltd Tax GO Bond	74	-	-	74
242 1997 Ltd Tax GO & Refund Bond	39	-	-	39
325 1983 Sewer Construction	11,725	-	(11,725)	-
326 REET	509,121	-	101,121	610,242
329 LRID #10 Construction Fund	7,897	-	(7,600)	297
330 Parks Improvement	86,422	22,500	(26,000)	37,922
401 Solid Waste	1,128,682	3,600	(31,082)	1,094,000
501 ER&R	12,194,633	1,847,400	1,048,209	11,395,442
507 Administrative Services	2,963,589	1,081,715	348,927	2,230,801
16921 Lynden/ Everson Sub-Zone	56,550		(50,000)	6,550
16922 Sumas/ Nooksack / Everson Sub-Zone	35,225		(35,000)	225
16923 Acme/ VanZandt Sub-Zone	19,650		(19,650)	-
<b>Total</b>	<b>40,770,081</b>	<b>15,075,431</b>	<b>10,177,799</b>	<b>35,872,449</b>

# Undedicated General Fund Resources



\*“Other” includes: Cooperative Extension, Medical Examiner, Microfilming, Imaging, County Morgue, Annual State Audit, Wide Area Network Implementation, Criminal Justice Data Integration,

NW Regional Council, 911, Ambulance Services, Animal Control, Capital Acquisitions, Misc Non-Departmental, Transfers to Miscellaneous Funds.

# Undedicated General Fund Resources continued

## General Fund Budgeted Revenues

- ▼ The General Fund's 1999 budgeted revenues total \$46,630,486. Of this 16,199,565 is dedicated in some manner to program areas, such as charges for services and grants. The remaining \$30,430,921 is not dedicated to any program area. General Fund resources total \$32,221,381. This amount includes \$30,430,921 of undedicated revenue, together with \$1,790,460 of fund balance that will be used in 1999 to fund one-time expenditures. The graph on the previous page shows where undedicated resources are budgeted.

## Capital Expenditures

- ▼ All capital expenditures are reported in "Other" for purposes of the 1999 Undedicated General Fund Resources graph on the previous page. Capital expenditures were removed from the department expenditures because they vary from year to year and tend to distort ongoing department expenditures.

# Undedicated General Fund Resources Summary

	Budget 1999 Expense	Budget 1999 Revenue	Budget 1999 Capital	Budget 1999 Undedicated
<b>Law &amp; Justice</b>				
District Court	1,023,474	(108,710)	-	914,764
District Court Probation	816,813	(747,753)	-	69,060
Jail	5,064,227	(1,509,306)	(50,000)	3,504,921
Juvenile Probation/Detention	3,434,571	(1,248,589)	(33,299)	2,152,683
Prosecuting Attorney	2,937,586	(1,047,387)	-	1,890,199
Public Defender	1,700,888	(57,760)	-	1,643,128
Sheriff	6,869,660	(1,204,669)	(163,679)	5,501,312
Superior Court	2,508,089	(548,800)	(11,500)	1,947,789
Non-Departmental - Emergency Mgmt	77,509	-	-	77,509
<b>Total Law &amp; Justice</b>	<b>24,432,817</b>	<b>(6,472,974)</b>	<b>(258,478)</b>	<b>17,701,365</b>
<b>Auditor, Assessor, Treasurer</b>				
Assessor	1,702,698	(13,000)	-	1,689,698
Auditor	735,754	(1,138,400)	-	(402,646)
Non-Departmental - Elections	88,428	-	-	88,428
Treasurer	1,127,381	(238,776)	(88,000)	800,605
<b>Total Auditor, Assessor, Treasurer</b>	<b>3,654,261</b>	<b>(1,390,176)</b>	<b>(88,000)</b>	<b>2,176,085</b>
<b>Planning &amp; Development Services</b>				
Plan & Dev Svcs	2,650,126	(1,850,300)	(3,300)	796,526
<b>Health</b>				
Health Department	7,839,644	(5,803,717)	(14,700)	2,021,227

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# Undedicated General Fund Resources Summary continued

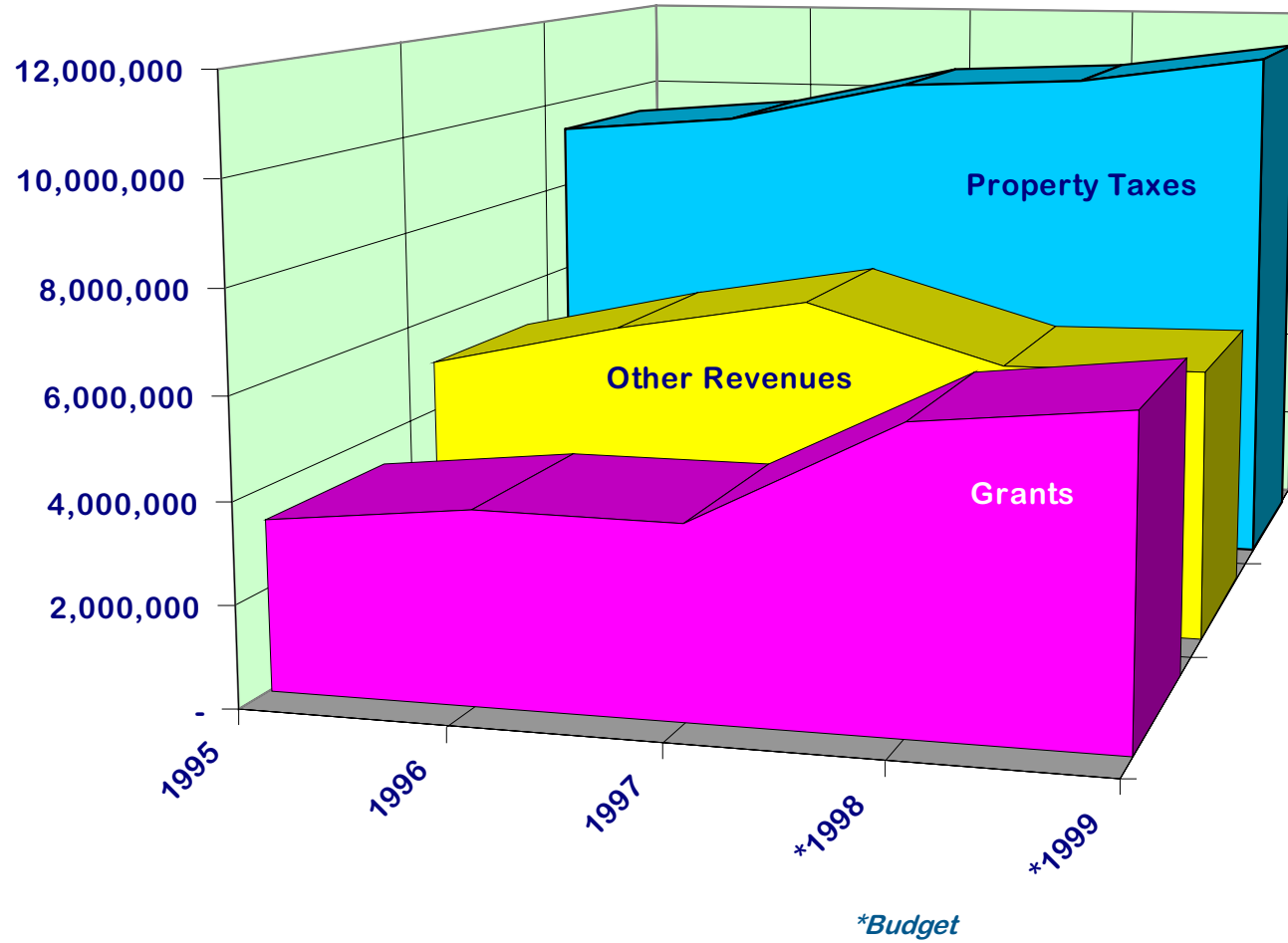
	Budget 1999 Expense	Budget 1999 Revenue	Budget 1999 Capital	Budget 1999 Undedicated
<b>Parks &amp; Recreation</b>				
<i>Parks Department</i>	2,652,765	(612,770)	-	2,039,995
<b>General Obligation Bonds</b>				
<i>Non-Departmental - GO Bonds</i>	1,320,019	-	-	1,320,019
<b>Council, Executive, Hearing Examiner</b>				
County Council	499,387	(7,628)	-	491,759
County Executive	379,824	-	-	379,824
Hearing Examiner	140,952	-	-	140,952
<i>Total Council, Executive, Hearing Examiner</i>	1,020,163	(7,628)	-	1,012,535

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# Undedicated General Fund Resources Summary continued

OTHER	Budget 1999 Expense	Budget 1999 Revenue	Budget 1999 Capital	Budget 1999 Undedicated
<b>Cooperative Extension</b>				
<i>Cooperative Extension</i>	233,713	(24,000)	-	209,713
<b>Other General Fund</b>				
Non-Departmental - Administrative Services	275,000	-	-	275,000
Non-Departmental - Medical Examiner	240,975	(35,000)	-	205,975
Non-Departmental - Microfilming	200,000	-	(18,000)	182,000
Non-Departmental - Imaging	300,000	-	(150,000)	150,000
Non-Departmental - County Morgue	54,050	-	-	54,050
Non-Departmental - Annual State Audit	80,000	-	-	80,000
Non-Departmental - Wide Area Network Impl.	150,000	-	(125,000)	25,000
Non-Departmental - Criminal Justice Data Integrati	67,828	-	(10,000)	57,828
Non-Departmental - NW Regional Council	67,133	-	-	67,133
Non-Departmental - 911	469,981	-	-	469,981
Non-Departmental - Ambulance Services	994,439	-	-	994,439
Non-Departmental - Animal Control	300,000	-	-	300,000
Non-Departmental - Water Resource	21,063	-	-	21,063
Non-Departmental - Capital Acquisitions	35,980	-	(32,125)	3,855
Misc Non-Departmental	1,301,989	(3,000)	-	1,298,989
<i>Total Other General Fund</i>	4,558,438	(38,000)	(335,125)	4,185,313
<b>Transfers to Miscellaneous Funds</b>				
<i>Non-Departmental - Road Fund</i>	59,000	-	-	59,000
<i>Capital Aquisitions</i>	-	-	699,603	699,603
<b>TOTAL GENERAL FUND</b>	<b>48,420,946</b>	<b>(16,199,565)</b>	<b>-</b>	<b>32,221,381</b>

# Road Fund Revenues



# Road Fund Revenue Sources

## Property Tax

- ▼ The 1999 road fund budget is based on a levy of 100 percent of 1998 taxes, plus taxes on \$225 million in new construction. Property tax revenues in 1999 are anticipated to be approximately \$560,000 greater than 1998 property tax revenues.

## Other Revenue

- ▼ “Other revenue” is expected to be slightly higher in 1999 than the previous year. The most significant increase is in “Other Interfund Service Charges,” that will be \$135,000 greater in the 1999 budget. This is attributable to the work to be done for the Flood Control Fund.

There was one significant decrease in 1999, “Contributions – Private Source,” which is \$100,000 less than 1998 due to fewer privately funded conversions of gravel roads to paved surfaces.

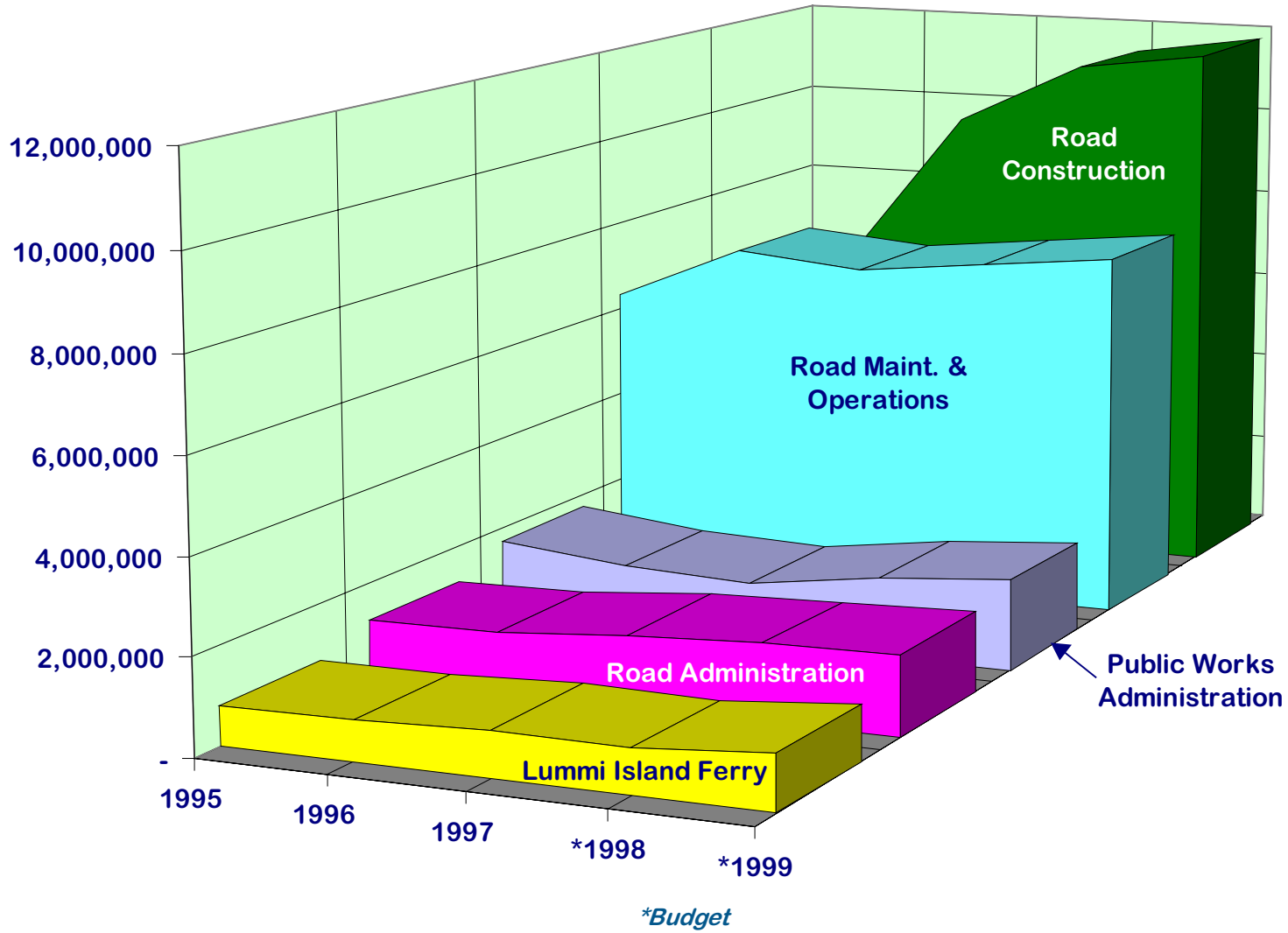
## Grants

- ▼ Grants are monies received from the state and federal government to support various programs. The 1999 grant budget has been increased by \$450,000. Road Fund federal grants include Bridge Replacement Grants, Surface Transportation Program (STP) Grants and Federal Aid - Other for the Lummi Shore Road construction project.  
“State Grants” include County Road Administration Board (CRAB) Arterial Projects and a County Arterial Preservation Accounts CAPA grant.

# Road Fund Revenue Sources Summary

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999
<b>Grants</b>					
4333 Federal Grants-Indirect	2,603,229	2,304,368	1,923,759	3,459,000	5,132,000
4334 State Grants	755,506	1,402,014	1,844,419	2,366,000	1,143,000
4335 State Shared Revenues	2,523	72,765	1,858	12,500	12,500
<i>Total Grants</i>	3,361,258	3,779,147	3,770,036	5,837,500	6,287,500
<b>Other Revenue</b>					
4312 Timber Harvest Taxes	485,378	230,882	181,200	225,000	225,000
4317 Excise Taxes	22,765	19,898	28,219	20,000	20,000
4322 Non-Bus Licenses & Permits	56,648	55,576	50,188	55,000	55,000
4336 State Entitlements	2,773,703	2,892,364	3,040,306	3,212,000	3,260,600
4338 Intergovernmental Svc	22,110	103,338	43,342	28,000	28,000
4341 General Government	22,533	12,617	292,073	12,400	12,400
4342 Security-Persons & Property	560	-	-	-	-
4344 Transportation	496,044	510,158	672,572	456,000	456,000
4345 Economic Environment	49,602	44,748	28,325	45,000	45,000
4349 Other Interfnd Svc Charges	473,585	494,282	450,338	329,012	464,759
4361 Interest Earnings	2,373	113,344	51,139	3,000	3,500
4362 Rents & Royalties	5,801	1,983	3,822	2,085	3,085
4367 Contribution-Private Source	-	44,100	61,620	150,000	50,000
4369 Other Miscellaneous Revenue	17,842	15,844	134,096	2,400	2,500
4395 Disposition of Fixed Assets	-	21,113	-	-	1,000
8110 State Timber Sales	419,214	1,318,951	1,448,337	800,000	800,000
8301 Operating Transfer In	199,309	61,000	155,050	140,008	140,013
<i>Total Other Revenue</i>	5,047,467	5,940,198	6,640,627	5,479,905	5,566,857
<b>Property Taxes</b>					
4311 Property Taxes	9,365,115	9,678,447	10,554,697	10,729,000	11,291,000
<b>Total Road Fund</b>	17,773,840	19,397,792	20,965,360	22,046,405	23,145,357

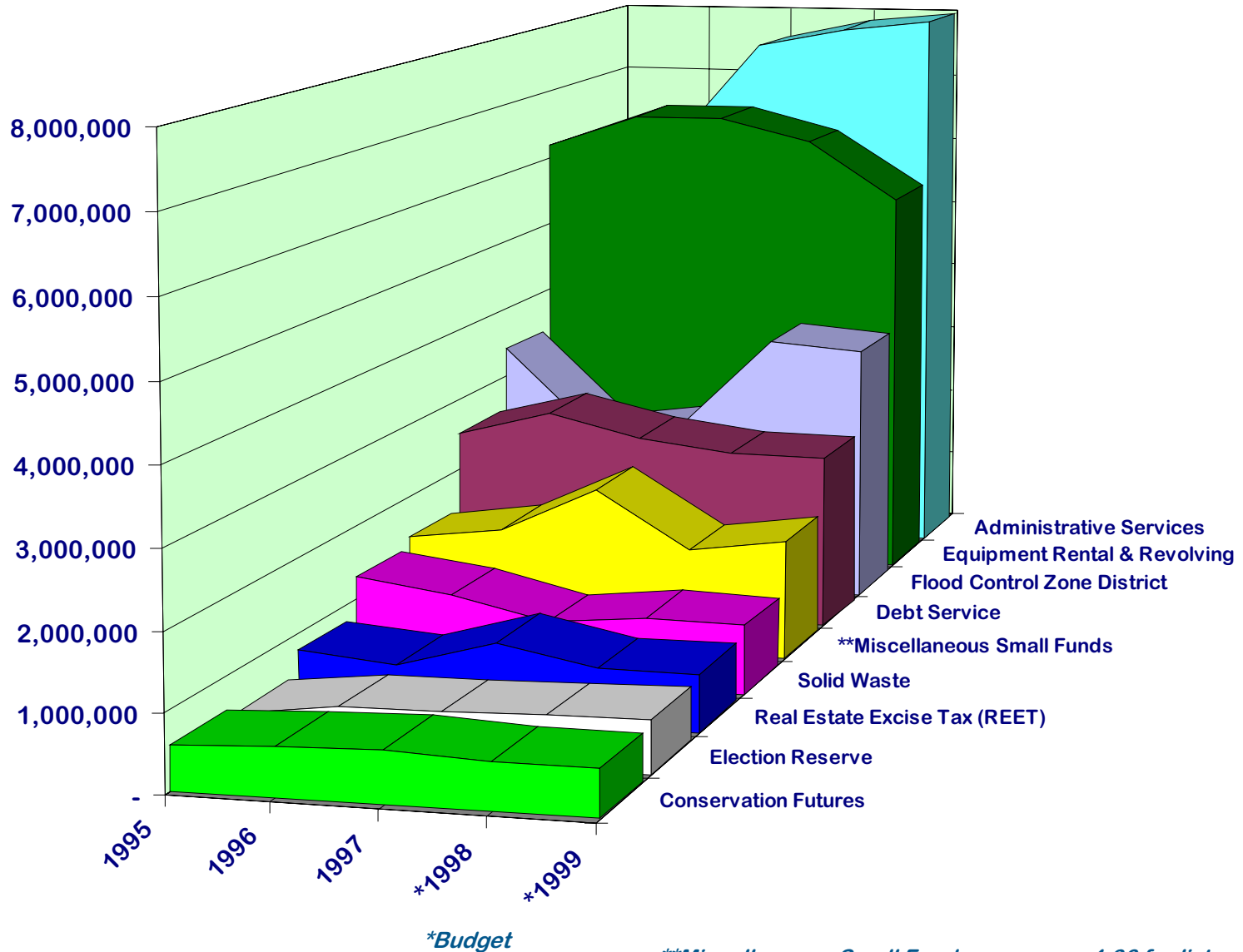
# Road Fund Expenditures



# Road Fund Expenditures Summary

	<b>Actual 1995</b>	<b>Actual 1996</b>	<b>Budget 1997</b>	<b>Budget 1998</b>	<b>Budget 1999</b>
<b>Public Works Administration</b>	1,698,435	1,418,533	1,324,312	1,692,268	1,942,322
<b>Road Administration</b>	1,217,604	1,261,073	1,487,753	1,619,195	1,691,602
<b>Road Maintenance &amp; Operations</b>	6,316,965	7,516,728	7,292,438	7,600,328	7,875,488
<b>Lummi Island Ferry</b>	810,243	825,828	950,833	919,292	1,151,969
<b>Road Construction</b>	4,175,184	6,389,338	10,016,672	11,370,000	11,777,000
<b>TOTAL ROAD FUND</b>	<b>14,218,431</b>	<b>17,411,500</b>	<b>21,072,008</b>	<b>23,201,083</b>	<b>24,438,381</b>

# Other Funds Revenues



# Other Funds Revenue Sources

## Administrative Services

- ▼ Administrative Services Department is an internal service organized to centralize finance and accounting, information services, facilities maintenance, human resources and self-insurance. Administrative Services Fund revenues are derived from charges to the user departments. Facilities management charges recover the cost of operating facilities. Self insurance charges are based on risk analysis associated with departmental activities.

The costs of finance and accounting, information services and human resources management are distributed based on an administrative cost allocation. In 1999 an operating transfer in from the General Fund of \$275,000 will fund computer purchases. Budgeted revenues remain at approximately the same level as the 1998 budget.

## Real Estate Excise Tax (REET) Fund

- ▼ REET is to account for an excise tax of .25% imposed on each sale of real property in unincorporated areas of the county. The proceeds are used for local improvements to lessen the impact of development.

## Equipment Rental & Revolving Fund

- ▼ The purpose of this fund is to provide timely maintenance and replacement of the county's vehicles and equipment and to operate a central stores for materials used in the road maintenance and flood control programs. The fund charges rental rates to recover the costs of operating, maintaining and replacing county vehicles and equipment. Materials distributed from central stores are marked up to recover the cost of stores operations. Revenue in this fund is projected to be down approximately \$825,000 in 1999 due to less material sales to the Road Fund and a change in the way flood related programs purchase their materials directly from vendors.

## Flood Control Zone District

- ▼ This fund was created to implement and oversee the river improvement program and flood hazard management program. Revenues are collected from an excise tax based on parcel value. Flood control assessments were cut in half in 1996 by the Whatcom County Council. Federal and state grants have also decreased slightly by approximately \$200,000. In 1999, flood control will receive interest earnings on its cash balance. This is the result of a 1998 county policy change that will net the fund approximately \$300,000 in interest earnings.

# Other Funds Revenue Sources continued

## Debt Service Funds

- ▼ These funds are used to account for the accumulation of resources for, and payment of, general long-term debt principal, assessment debt, interest and related costs. The General Obligation funds are funded mainly through operating transfers from other funds (such as the General Fund and REET Fund). Funds L.R.I.D. #9 and #10 receive monies from special assessments on the property in those districts.

## Solid Waste Fund

- ▼ This fund receives revenue from an excise tax on solid waste tonnage. Revenues are expected to decrease by approximately \$95,000 in 1999 as a result of a change in the solid waste funding mechanism. State grant money is expected to increase by approximately \$54,000 in 1999.

## Election Reserve

- ▼ This fund is allocated a portion of General Fund revenues. The 1999 budget will remain the same as the 1998 allocation. Revenue generated from election costs has increased \$15,000 over 1998.

## Miscellaneous Small Funds

- ▼ Funds with annual expenditures that are typically less than \$500,000. (See page 4-34 for list of these funds.)

## Conservation Futures Funds

- ▼ The “conservation futures” property tax is levied at 6.25 cents per \$1,000 of assessed valuation of real property. Conservation futures funds are used to acquire rights and interest in open space, farm land and timber land.

## Other Funds Revenue Sources continued

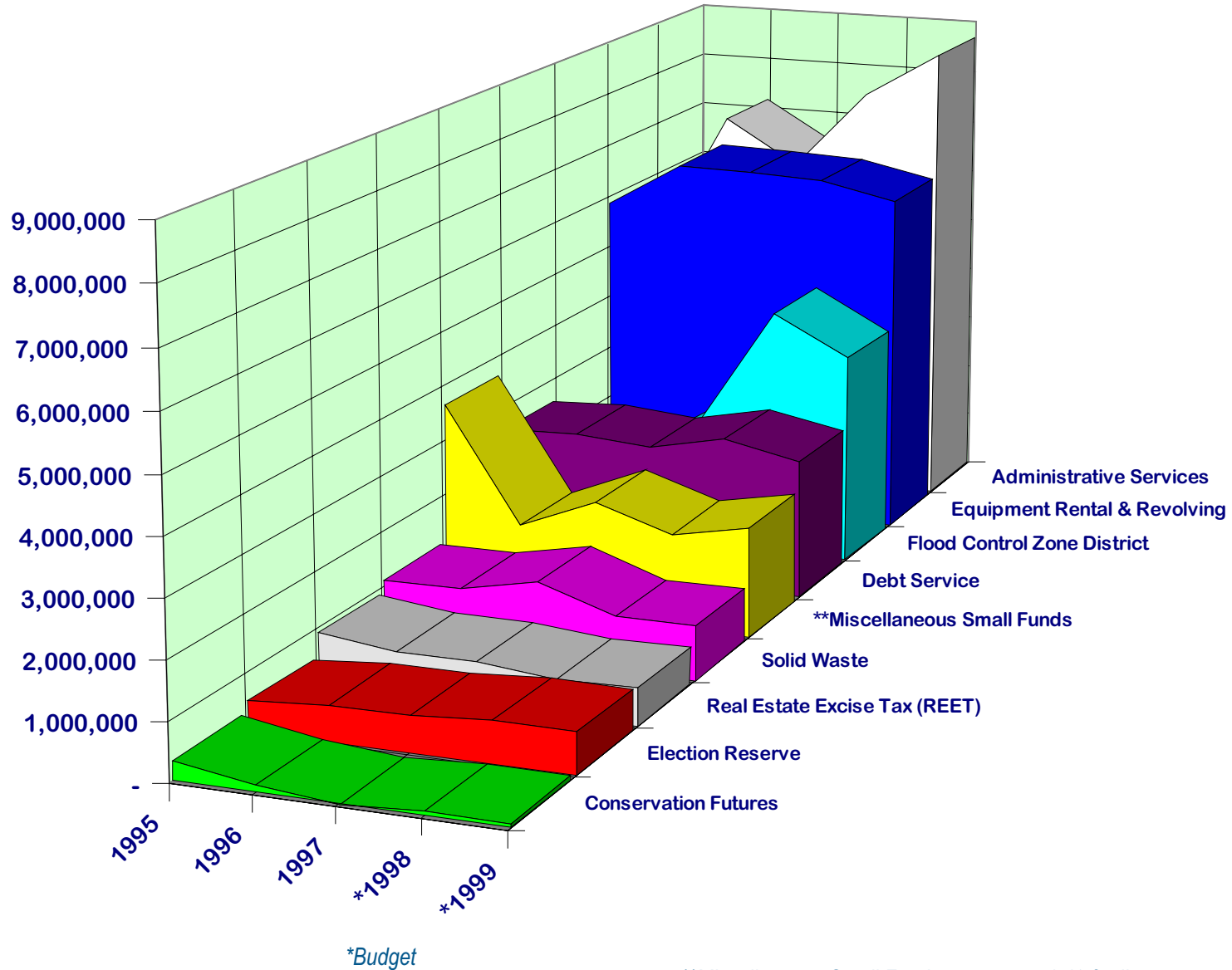
	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999
<b>Administrative Services</b>					
<i>Administrative Services</i>	4,659,637	6,039,911	7,569,385	7,842,099	7,970,007
<b>Equipment Rental &amp; Revolving</b>					
<i>Equipment Rental &amp; Revolving Fund</i>	6,177,016	6,647,412	6,652,859	6,334,845	5,509,851
<b>Flood Control District Fund</b>					
<i>Flood Control District Fund</i>	3,407,239	2,200,432	2,374,655	3,663,696	3,555,938
<b>Solid Waste Fund</b>					
<i>Solid Waste Fund</i>	1,300,656	1,133,677	827,593	952,333	917,363
<b>Debt Service Funds</b>					
<i>Total Debt Service</i>	2,522,813	2,863,407	2,550,352	2,390,113	2,375,160
<b>Election Reserve Fund</b>					
<i>Election Reserve Fund</i>	465,573	612,222	625,623	657,357	672,357
<b>Real Estate Excise Tax (REET)</b>					
<i>Real Estate Excise Tax</i>	781,561	661,310	1,023,354	750,000	750,000
<b>Conservation Futures Fund</b>					
<i>Conservation Futures Fund</i>	581,694	642,324	679,863	600,000	600,000

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## Other Funds Revenue Sources continued

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999
<b>Miscellaneous Small Funds</b>					
Emergency Management	193,053	259,758	206,333	199,144	219,109
County Parks Improvement Fund	55,705	99,226	3,118	1,500	3,500
Victim/Witness Assistance Fund	38,411	39,768	64,926	73,104	83,306
Whatcom County Drug Fund	253,309	192,338	551,022	280,000	315,600
WC Convention Center Fund	92,847	91,973	87,637	80,000	80,000
CERB Fund	348,504	278,906	265,338	450,000	184,216
Road Improvement District #1	22,851	22,821	22,290	21,746	21,785
Road Improvement District #2	1,519	1,558	1,519	1,520	1,520
Road Improvement District #5	751	-	-	-	-
Road Improvement District #6	505	20	-	-	-
Road Improvement District #7	1,965	1,882	2,086	1,903	1,903
Road Improvement Guarantee	3,951	4,477	5,029	-	5,000
Pt Roberts Fuel Tax	62,883	59,654	50,424	80,000	80,000
Lake Management District #1	1,942	1,700	1,645	-	1,200
1983 Sewer Construction Fund	9,328	69,850	2,109	-	700
LRID #10 Construction Fund	943	332	372	500	400
Auditor's O & M Fund	78646	82,700	82,991	85,000	93,000
Treasurer's O & M Fund	57476	55,718	74,461	50,000	51,132
Community Development Fund	10,000	15,850	517,193	-	-
Courthouse Expansion Fund	91337	200,188	134,392	-	-
River Improvement	-	-	20,371	-	-
Flood Sub-Zones	-	-	-	-	326,000
Veteran's Relief Fund	105,049	116,677	122,422	112,400	144,980
<b>Total Other Various Funds</b>	<b>1,430,975</b>	<b>1,595,396</b>	<b>2,215,678</b>	<b>1,436,817</b>	<b>1,613,351</b>
<b>TOTAL OTHER FUNDS</b>	<b>21,327,164</b>	<b>22,396,091</b>	<b>24,519,362</b>	<b>24,627,260</b>	<b>23,964,027</b>

# Other Funds Expenditures



\*\*Miscellaneous Small Funds - see page 4-40 for list

# Other Funds Expenditures Summary

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999
<b>Administrative Services</b>					
<i>Administrative Services</i>	4,654,612	7,176,021	6,375,459	7,839,518	8,702,795
<b>Equipment Rental &amp; Revolving</b>					
<i>Equipment Rental &amp; Revolving Fund</i>	5,844,212	6,678,484	6,674,859	6,603,174	6,309,042
<b>Flood Control District Fund</b>					
<i>Flood Control District Fund</i>	1,545,930	1,555,698	2,412,663	4,571,295	3,857,645
<b>Solid Waste Fund</b>					
<i>Solid Waste Fund</i>	1,125,958	1,122,105	1,396,859	955,580	952,045
<b>Debt Service Funds</b>					
<i>Total Debt Service</i>	2,561,420	2,610,650	2,510,411	2,806,938	2,538,364
<b>Election Reserve Fund</b>					
<i>Election Reserve Fund</i>	520,533	623,229	630,734	716,065	713,146
<b>Real Estate Excise Tax</b>					
<i>Real Estate Excise Tax</i>	915,239	754,747	750,000	622,162	648,879
<b>Conservation Futures</b>					
<i>Conservation Futures Fund</i>	328,269	112,332	-	75,000	75,000

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# Other Funds Expenditures Summary continued

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999
<b>Miscellaneous Small Funds</b>					
Emergency Management	212,156	177,387	179,132	233,550	303,325
County Parks Improvement Fund	209,969	62,056	36,948	40,000	52,000
Victim/Witness Assistance Fund	27,743	62,769	109,538	105,876	91,386
Whatcom County Drug Fund	272,942	278,145	290,774	447,896	429,600
WC Convention Center Fund	104,036	75,536	128,325	104,525	106,525
CERB Fund	348,504	278,906	265,338	450,000	184,216
Road Improvement District #1	21,256	21,353	21,082	22,206	22,117
Road Improvement District #2	1,550	1,572	888	1,718	1,571
Road Improvement District #7	2,114	2,137	2,125	2,384	2,252
Pt Roberts Fuel Tax	120,000	60,000	52,861	80,000	80,000
Lake Management District #1	15,310	14	54	-	5,000
1983 Sewer Construction Fund	74,984	209,381	-	-	12,425
LRID #10 Construction Fund		-	-	8,000	8,000
Auditor's O & M Fund	472	52,510	297,588	14,550	16,050
Treasurer's O & M Fund	56,145	54,547	86,875	60,578	74,396
Community Development Fund	4,000	12,000	508,000	17,000	17,000
Courthouse Expansion Fund	207,087	116,844	51,058	-	-
Flood Sub-Zones	-	-	-	-	430,650
Veteran's Relief Fund	94,595	99,929	102,018	114,750	144,746
<i>Total Other Various Funds</i>	3,636,647	1,565,086	2,132,604	1,703,033	1,981,259
<b>TOTAL OTHER FUNDS</b>	<b>21,132,820</b>	<b>22,198,352</b>	<b>22,883,589</b>	<b>25,892,765</b>	<b>25,778,175</b>

# Whatcom County Work Force History - 1995 to 1999

## “FULL TIME EQUIVALENT” POSITIONS

The table below shows the number of Whatcom County’s “full-time equivalent” positions (FTE’s) for the last five years. During this time, the county has added a total of 38 FTE’s. This is an overall increase of 5.3%, or an average increase of 1.3% per year.

Grants and other offsetting revenues fund many of the positions added since 1995. The 1999 budget authorizes 748 FTE positions. Of these, 132 are funded in part by external sources and 37 are fully funded by external sources.

*One “Full Time Equivalent” position = 40 hours per week.*

Department	1995	1996	1997	1998	1999	Change from 1995 to 1999
Administrative Services	49.50	47.25	48.25	50.75	50.75	1.25
Assessor	28.00	28.00	30.00	30.00	30.00	2.00
Auditor	21.00	19.50	18.00	18.00	18.00	(3.00)
Cooperative Extension	7.87	7.79	7.79	6.79	6.79	(1.08)
County Council	9.10	9.10	9.10	8.50	8.50	(0.60)
County Executive	3.50	4.50	4.50	5.50	5.50	2.00
District Court Probation	11.00	13.40	13.40	13.40	13.40	2.40
District Court	16.00	15.00	15.00	15.00	15.00	(1.00)
Health Department	89.15	80.78	78.90	78.40	79.40	(9.75)
Hearing Examiner	2.00	2.00	1.00	1.00	1.00	(1.00)
Jail	45.00	45.00	50.00	56.00	56.00	11.00
Juvenile Court/Detention	39.33	41.00	41.00	46.50	47.50	8.17
Parks & Recreation	31.00	30.00	30.00	32.55	32.55	1.55
Planning & Development Services	43.25	41.00	42.00	44.75	44.75	1.50
Prosecuting Attorney	39.16	39.50	42.50	45.50	45.50	6.34
Public Defender	22.00	22.00	22.00	22.00	25.00	3.00
Sheriff	74.00	74.00	75.00	80.00	81.00	7.00
Superior Court	24.60	25.60	25.60	26.62	29.62	5.02
Public Works	137.50	139.00	135.00	139.50	142.00	4.50
Treasurer	17.00	14.50	14.50	14.50	15.50	(1.50)
<b>Total Whatcom County FTE's</b>	<b>709.96</b>	<b>698.92</b>	<b>703.54</b>	<b>735.26</b>	<b>747.76</b>	<b>37.80</b>

In December 1982, \$1,300,000 in general obligation bonds were issued (interest rate 9.9%) to construct an exposition building at the Northwest Washington Fairgrounds and to repair and restore county roads and drainage facilities. These bonds are paid by the Northwest Washington Fair Fund and the Real Estate Excise Tax Fund. At December 31, 1998, the amount outstanding was \$485,000. Final maturity occurs in 2002.

The county issued general obligation bonds in the amount of \$10,750,000 in 1991 to finance the remodeling of the county courthouse. Interest on these bond issues range from 5.0-7.0% with final maturity in 2001. This bond issue was partially re-funded in 1997 and the balance outstanding at December 31, 1998 was \$1,400,000. These bonds will be repaid from general fund revenues.

In 1993, the county issued \$8,400,000 (interest rate 5.75-6.00%) in general obligation bonds for additional financing of an addition to the Whatcom County courthouse. This debt issue matures in full 2012. As of December 31, 1998, outstanding bonds totaled \$5,655,000. Repayment will be made from general fund revenues.

The county issued general obligation bonds in the amount of \$9,990,000 in 1997 to refinance 1991 issue of bonds for the remodeling of the county courthouse and payoff interfund loans for the remodeling the county courthouse. Interest on these bond issues range from 4.0-5.5.0% with final maturity in 2012. These bonds will be repaid from general fund revenues. The balance outstanding as of December 31, 1998 was \$9,805,000.

## Contracts and Capital Leases

In January 1998, the county entered into two lease purchase agreements for upgrades to the central computer system. The first obligation of \$71,701 carries an interest rate of 5.64% and requires monthly payments of \$1,375.11 for five years. The second obligation of \$228,572.50 also carries an interest rate of 5.64% with monthly payments of \$4,381.95 for five years.

The balance of the two obligations will be paid in full March of 2003. At December 31, 1998, the balance of the two lease agreements was \$260,418.

# Special Assessment Debt for Road Improvements

Debt service requirements for special assessment bonds will be met by the collection of assessments receivable that have been levied against property owners. The assessments are liens against the property and subject to foreclosure.

Road Improvement District #9 (RID 9) debt represents loans from Washington Community Economic Revitalization Board for road, water and sewer improvements to an area within Whatcom County known as Cordata Business Park. In November 1987, the county formed Road Improvement District #9 and levied assessments to service these loans.

The special assessment debt balance is payable from assessments receivable until maturity in the year 2006. On December 31, the outstanding loan balance was \$1,122,638.

Road Improvement District #10 (RID 10) was created in 1989 to fund improvements to Horton Road which is located in the Cordata development. Road improvement district anticipation notes were issued 1991 in the amount of \$1,043,674 (interest rate 5.5-7.6%) to fund the construction of this project. This debt is secured by assessments on the properties benefited. The balance outstanding as of December 31 was \$415,000.

The annual requirements to amortize outstanding debt, including interest, are as follows:

	General Obligation Bonds	Lease Purchase Agreements	Total General Obligation Debt	Special Assessment Debt
1999	2,120,548	69,085	2,189,633	334,715
2000	1,900,700	69,085	1,969,785	329,746
2001	1,890,110	69,085	1,959,195	324,705
2002	1,903,563	69,085	1,972,648	319,596
2003	1,745,020	17,129	1,762,149	314,416
2004 & beyond	14,690,218	-	14,690,218	516,645
Total Debt Service	24,250,159	293,469	24,543,628	2,139,823
Interest	6,905,159	33,050	6,938,209	602,185
Principal	17,345,000	260,419	17,605,419	1,537,638

In proprietary funds, unamortized debt issue costs and bond discount are recorded as deferred charges. Annual interest expense is increased by amortization of debt costs and discount.

On December 31, 1998, the county had \$67,800 available in debt service funds to service the general bonded debt. In addition, \$276,678 was available to service road improvement district debt.

A road improvement district guaranty fund has been established to set aside a reserve to meet debt service requirements on road improvement district debt in the event that assessment collections are insufficient. This reserve is funded by an assessment against road improvement district funds as they are established. On December 31, 1998, a reserve of \$95,213 was available in the Road Improvement District Guaranty Fund.

# Significant Long-Term Debt Transactions During 1998

	Contracts & Capital Leases	General Obligation Debt	Special Assessment Debt	Compensated Absences	Total
January 1	4,254	18,440,000	2,039,044	3,114,307	23,597,605
New Issues	300,274	-	-	-	300,274
Retirements	(44,109)	(1,095,000)	(501,406)	-	(1,640,515)
December 31	260,419	17,345,000	1,537,638	3,114,307	22,257,364

The compensated absence liability is based upon accrued hours at year-end. The change reported above is shown net.

## Unused Long-Term Debt Capacity

The amount of long term debt that can be incurred by a county is limited by state statute. The figures below show the remaining unused long-term debt capacity available to the county based upon the limits set by statute.

General Government (No vote required)	\$ 126,815,945
General Government (With 3/5 majority vote)	\$ 227,165,900

**T**he county charter requires that seventy five days prior to the end of each fiscal year, the county executive prepare and submit to the county council, a proposed capital improvement program for the next six years. The Physical Plant and Capital Facilities Program fulfills this requirement. The program is a planning document and does not authorize or fund projects.

## **Physical Plant and Capital Facilities Program**

The Physical Plant and Capital Facilities Program anticipates capital needs and identifies potential funding sources. The 1999 Capital Facilities Program on the following page was developed using departments surveys to determine county needs. Projects were prioritized by the County Executive's Office.

## **Six Year Transportation Improvement Road Program**

Whatcom County is also required by state law (RCW 36.81.121) to prepare and adopt a six year comprehensive road program each year. This program is prepared and managed by the Public Works Department. Public Works submits its proposed program to the County Council each year for review and adoption, after a public hearing. The shown tables on pages 6-3 through 6-6 are a condensed form of the current program, adopted by the county in June of 1998. This program is for the years 1999 through 2004.

# Six-Year Physical Plant & Capital Facilities Program

Project Number	Project Description	Funding Source	1999	2000	2001	2002	2003	2004
1	Morgue/Medical Examiner facility	Federal Grant		500,000				
2	Minimum Security Corrections facility	Bonds / C.J. Tax				100,000	400,000	5,000,000
3	Renovations to Public Safety Building	Bonds / C.J. Tax					50,000	250,000
4	Consolidated Services Building at North Campus	E.R. & R. / G.F.	100,000	850,000	5,000,000			
5	Renovations to County Health Center	G.F. / Bond Proceeds	65,000	750,000				
6	Health Center Parking Improvements	G.F. / Bond Proceeds		100,000				
7	401 Grand Avenue Parking Improvements	Bonds or city/ county partnership					2,150,000	
8	South Courthouse Parking Improvements	Bonds or public/ private partnership			2,150,000			
9	Complete Northwest Annex Renovations	E.R. & R.		200,000				
10	Convert Courthouse boiler rooms to storage	G.F.		50,000				
11	Upgrade original courtrooms in old Courthouse	G.F.			100,000			
12	Alterations to construct one new courtroom suites (5 <sup>th</sup> floor)	G.F.		350,000				
13	Replace entry ramps and stairs at Forest Street Annex	G.F.	15,000					
14	Install earthquake protection measures at all occupied facilities	G.F.	50,000					

Funding Source Abbreviations: **E.R. & R.**- Equipment Rental & Revolving, **C.J. Tax** - Criminal Justice Tax, **G.F.** - General Fund

# Six Year Transportation Improvement Program

#	Project	Description	Expenditure Schedule (in thousands)				Total Cost (in thousands)
			1999	2000	2001	2002-2004	
1	<b>Yew Street Road</b> (Bellingham C/L to Samish Way)	Reconstruction, widening, drainage, shoulders	1,800	1,400	500	300	4,000
2	<b>Park Road</b> (SR 9 to South Bay Drive)	Reconstruction	1,300	1,400	200	100	3,000
3	<b>Lake Terrell Road</b> (Slater Road to Mountain View Road)	Reconstruction	1,520	90	-	-	1,610
4	<b>Mountain View Road</b> (Fermdale C/L to Rainbow Road)	Reconstruction	270	90	560	480	1,400
5	<b>Kickerville Road</b> (Rainbow Road to Birch Bay Lynden Road)	Reconstruction	100	2,160	800	590	3,650
6	<b>Rainbow Road</b> (Mountain View Road to Kickerville Road)	Reconstruction	30	700	10	-	740
7	<b>Lummi Shore Road</b> (Cagey Road to Portage)	Reconstruction	2,040	1,350	1,760	100	5,250
8	<b>Ferry Queing &amp; Terminal Facilities</b> (Casino Ferry dock vicinity)	Ferry Landing improvements	500	-	-	-	500
9	<b>West Badger Road</b> (SR 539 to Sunrise Road)	Reconstruction to all-weather standards	50	150	100	1,200	1,500
10	<b>E Bakerview Rd / James St Rd</b> (Intersection)	Signalization	320	-	-	-	320
11	<b>Saxon Road Bridge #127A</b> South Fork Nooksack River)	Replace existing structure	900	-	-	-	900
12	<b>Wickersham Street Bridge #125</b> (Samish River)	Replace existing structure	100	-	-	-	100
13	<b>Stein Road Bridge #92</b> (Dakota Creek)	Replace existing structure	295	15	-	-	310
14	<b>Lake Whatcom Blvd</b> (Cable Street to Lake Louise Road)	Reconstruction, widen, structural overlay	100	300	170	470	1,040
15	<b>Lake Louise Road</b> (Austin St to Lk Whatcom Blvd)	Reconstruction, widening, structural overlay	100	100	800	1,080	2,080

# Six Year Transportation Improvement Program continued

#	Project	Description	Expenditure Schedule (in thousands)				Total Cost (in thousands)
			1999	2000	2001	2002-2004	
16	<b>Tyee Drive-Point Roberts</b> (Roosevelt to Benson & Gulf to APA)	Widen, curbs/ gutters/ enclosed drainage	780	20	-	650	1,450
17	<b>Point Roberts</b> (Misc. shoulder widening)	Reconstruction	100	100	100	300	600
18	<b>Haxton Way</b> (Balch Road to Slater Road)	Structural overlay, paved shoulders	550	550	10	310	1,420
19	<b>Haxton Way</b> (Vicinity of Red River)	Flood proof access route	10	5	5	965	985
20	<b>Drayton Harbor Road</b> (Harborview Road to Blaine Road)	Reconstruction	5	5	5	500	515
21	<b>Harborview Road</b> (Birch Bay Drive to Drayton Harbor Road)	Structural overlay	5	5	400	-	410
22	<b>Birch Point Road</b> (Semiahmoo Drive to Birch Bay Village)	Reconstruction	5	5	50	780	840
23	<b>Semiahmoo Drive</b> (Blaine C/L to Birch Point Road)	Reconstruction	20	70	40	800	930
24	<b>Lincoln Road</b> (Shintaffer Road to Blaine Road (SR 548))	Reconstruction	5	1,000	5	267	1,277
25	<b>Marine Drive</b> (Bennett Drive to Bancroft Road)	Reconstruction, curb, gutter & sidewalk	80	520	1,430	600	2,630
26	<b>Marine Drive</b> (Nooksack River to Lummi Shore Drive)	Reconstruction	10	80	450	-	540
27	<b>Marine Drive</b> (Hoff Road to Country Lane)	Reconstruction	25	25	25	770	845
28	<b>Airport Drive / Alderwood Avenue</b> (Bennett Drive to Marine Drive)	Reconstruct, widen, pave shoulders	10	600	10	10	630
29	<b>North Shore Drive</b> (Bellingham C/L to Urban Area Boundary)	Reconstruction	70	70	50	700	890
30	<b>West Lake Samish Drive</b> (North Lake Samish to Nulle Road)	Reconstruction	30	70	90	950	1,140

# Six Year Transportation Improvement Program continued

#	Project	Description	Expenditure Schedule (in thousands)				Total Cost (in thousands)
			1999	2000	2001	2002-2004	
32	<b>Sunrise Road</b> (Birch Bay Lynden to W Badger Road)	Widen, overlay	50	780	50	-	880
33	<b>'H' Street Road</b> (Blaine C/L to SR 539)	Reconstruct, widen, pave shoulders	10	10	400	920	1,340
34	<b>Vista Drive</b> (Ferndale C/L to SR 548)	Reconstruction	5	35	700	350	1,090
35	<b>East Axton Road</b> (SR 539 to Hannegan Road)	Widen, structural overlay, paved shoulders	20	50	520	700	1,290
36	<b>West Smith Road</b> (Northwest Dr to Ferndale C/L)	Widening, structural overlay, paved shoulders	50	-	-	100	150
37	<b>Northwest Drive</b> (Axton Road to West Pole Road)	Reconstruction, widen with paved shoulders to all-weather standards	50	-	-	-	50
38	<b>North Telegraph Road</b> (Sorenson Road to Sumas Road)	Reconstruction	10	50	10	950	1,020
39	<b>Bridge Approaches</b> (Various Locations)	Bridge approaches	50	50	100	300	500
40	<b>Structural Overlays</b> (Various Locations)	Overlays	-	500	500	1,500	2,500
41	<b>Whatcom Connector</b> (Yew Street Road to Lake Louise Road)	Additional evaluation as to location to reserve key portion for future R/W	200	-	100	-	300
42	<b>Grandview / W. Pole Connector</b> (Grandview Road to West Pole Road)	New Construction	100	-	-	-	100
43	<b>Slater Connector</b> (Northwest Drive to SR 539)	New Construction	70	10	10	30	120
44	<b>Seismic Retrofit / Rehabilitation Bridges</b> (Various Locations)	Earthquake analysis, design, rehabilitation, construction	40	-	20	-	60
45	<b>Academy Road</b> (East end of County Road)	New Construction	50	-	-	-	50

# Six Year Transportation Improvement Program continued

#	Project	Description	Expenditure Schedule (in thousands)				Total Cost (in thousands)
			1999	2000	2001	2002-2004	
46	<b>Curtis Road / Rural Ave</b> (County Lane to Slater Road)	Reconstruction, realignment, widen & paving	10	60	10	830	910
47	<b>Marine / Kwina / Lummi Shore Intersection</b> (Intersection)	Realignment, widen & paving	10	50	100	850	1,010
48	<b>Kwina Road</b> (Haxton Way to Lummi Shore Road)	Widen, structural overlay including shoulders	10	10	50	590	660
49	<b>Railroad Crossings</b> (Various Locations)	Signalize crossings	210	0	0	0	210
50	<b>Right - Of - Way - Acquisition</b> (various roads)	Obtain R.O.W. as available in anticipation of projects	50	50	50	150	300
51	<b>Misc. Unanticipated</b> (Various Locations)	Misc. construction	50	50	50	150	300
52	<b>Gravel Conversions</b> (Various Locations)	Convert gravel roads to BST	50	50	50	150	300
53	<b>Specific Site Improvements</b> (Various locations as prioritized)	Improvements as prioritized	150	150	150	450	900
54	<b>W Smith Road / Northwest Drive</b> (Intersection)	Signalization	10	0	50	0	60
55	<b>E Smith Road / Hannegan Road</b> (Intersection)	Signalization	10	5	320	0	335
56	<b>Portal Way</b> (Broawn Road to Birch Bay Lynden Road)	Reconstruction	10	10	10	700	730
57	<b>Van Buren Road</b> (Badger to Hampton (incl. Linday Rd))	Reconstruction	10	30	60	920	1,020
58	<b>South Pass Road</b> (Goodwin Road to SR 547)	Reconstruction	5	5	50	740	800
59	<b>West Laurel Road</b> (Old Guide Road to SR 539)	Reconstruction	5	5	10	510	530
						Grand Total	59,287

# General Fund (#001)

	Actual 1997	Budget 1998	Budget 1999	% Change 98 to 99
<b>001 General Fund</b>				
1 General Fund Revenues				
4311 Property Taxes	14,766,489	14,922,692	15,265,322	2.30%
4312 Timber Harvest Taxes	129,971	150,000	150,000	0.00%
4313 Retail Sales & Use Tax	6,058,480	6,000,000	6,250,000	4.17%
4317 Excise Taxes	695,603	617,000	562,000	-8.91%
4319 Interest & Penalty on Tax	1,229,855	1,270,000	1,302,000	2.52%
4332 Federal Entitlements	223,913	-	-	0.00%
4334 State Grants	26,560	-	-	0.00%
4335 State Shared Revenues	85,590	88,000	80,500	-8.52%
4336 State Entitlements	1,224,965	1,228,000	1,337,000	8.88%
4337 Intercl Grant-Entitlement	394,346	373,000	367,000	-1.61%
4338 Intergovernmental Svc	1,583,070	1,400,000	500,000	-64.29%
4341 General Government	100	-	-	0.00%
4349 Other Interfnd Svc Charges	-	113,174	113,174	0.00%
4351 Felony Penalties	83,633	66,000	64,000	-3.03%
4353 Nonparking Infractions	529,401	577,000	522,500	-9.45%
4354 Parking Infractions	4,567	2,000	2,000	0.00%
4355 Criminal Traffic Misdem	237,341	165,150	220,000	33.21%
4356 Nontraffic Misdemeanor	114,397	61,000	84,000	37.70%
4357 Criminal Costs	79,082	61,400	71,400	16.29%
4369 Overages & Shortages	1,129	1,100	1,100	0.00%
4361 Interest Earnings	2,635,897	2,153,063	2,709,500	25.84%
4362 Rents & Royalties	194,512	202,000	222,000	9.90%
4369 Other Miscellaneous Revenue	27,924	25,000	25,000	0.00%
8110 State Timber Sales	1,040,098	586,000	500,000	-14.68%
8120 Other Fixed Assets	-	12,000	2,000	-83.33%
8301 Operating Transfer In	24,927	25,000	25,000	0.00%
8301 Road Fund-Op Transfer In	43,000	43,000	55,425	28.90%
<b>1 General Fund Revenues</b>	<b>31,434,850</b>	<b>30,141,579</b>	<b>30,430,921</b>	<b>0.96%</b>

# General Fund: Dept #10 Assessor / Dept #26 Planning & Development

	Actual 1997	Budget 1998	Budget 1999	% Change 98 to 99
10 Assessor				
4341 General Government	11,911	13,000	13,000	0.00%
10 Assessor	11,911	13,000	13,000	0.00%
15 Auditor				
4322 Non-Bus Licenses & Permits	10,452	10,000	9,000	-10.00%
4341 Jury Selection	1,074,861	1,025,000	1,121,500	9.41%
4369 Other Miscellaneous Revenue	7,763	11,400	7,900	-30.70%
15 Auditor	1,093,076	1,046,400	1,138,400	8.79%
21 County Council				
4341 General Government	7,457	8,300	4,300	-48.19%
4369 Other Miscellaneous Revenue	2,584	2,328	3,328	42.96%
21 County Council	10,041	10,628	7,628	-28.23%
24 County Executive				
4367 Contribution - Private Source	3,100	-	-	0.00%
24 County Executive	3,100	-	-	0.00%
26 Planning & Development Svcs				
4313 Retail Sales & Use Tax	257	150	100	-33.33%
4321 Business License & Permit	4,175	5,000	5,000	0.00%
4322 Non-Bus Licenses & Permits	877,565	725,000	925,000	27.59%
4334 State Grants	50,436	37,412	-	-100.00%
4341 General Government	7,167	5,850	6,350	8.55%
4342 Security-Persons & Property	17,285	7,350	7,350	0.00%
4345 Economic Environment	949,344	733,940	904,000	23.17%
4349 Other Interfund Service Charges	193	-	-	0.00%
4352 Civil Penalties	-	12,000	2,000	-83.33%
4369 Overages & Shortages	546	500	500	0.00%
26 Planning & Development Svcs	1,906,968	1,527,202	1,850,300	21.16%

# General Fund: Dept #30 Treasurer / Dept #35 Sheriff

	Actual 1997	Budget 1998	Budget 1999	% Change 98 to 99
30 Treasurer				
4341 General Government	18,546	16,000	18,000	12.50%
4349 Accounting Services	-	30,000	30,000	0.00%
4361 Interest Earnings	72,615	116,622	117,776	0.99%
4369 Other Miscellaneous Revenue	25,944	17,000	73,000	329.41%
<b>30 Treasurer</b>	<b>117,105</b>	<b>179,622</b>	<b>238,776</b>	<b>32.93%</b>
35 Sheriff				
4311 Property Taxes	491,535	496,530	496,530	0.00%
4312 Timber Harvest Taxes	8,485	-	-	0.00%
4317 Leasehold Excise Tax	1,321	-	-	0.00%
4321 Business License & Permit	3	300	300	0.00%
4331 Federal Grants-Direct	-	-	157,561	0.00%
4333 Federal Grants-Indirect	71,510	60,000	60,000	0.00%
4334 State Grants	138,097	129,760	131,278	1.17%
4335 State Shared Revenues	87	-	-	0.00%
4336 State Entitlements	56,849	56,750	72,000	26.87%
4338 Intergovernmental Svc	1,488	-	-	0.00%
4342 Security-Persons & Property	58,663	68,000	165,000	142.65%
4361 Interest Earnings	124	-	-	0.00%
4362 Rents & Royalties	175	-	-	0.00%
4369 Other Miscellaneous Revenue	98	-	-	0.00%
8110 State Timber Sales	68,419	-	-	0.00%
8301 Operating Transfer In	119,700	119,700	122,000	1.92%
<b>35 Sheriff</b>	<b>1,016,554</b>	<b>931,040</b>	<b>1,204,669</b>	<b>29.39%</b>

# General Fund: Dept #41 Jail / Dept #60 Juvenile

	Actual 1997	Budget 1998	Budget 1999	% Change 98 to 99
41 Jail				
4331 Federal Grants-Direct	25,797	-	-	0.00%
4333 Federal Grants-Indirect	35,885	-	30,000	0.00%
4334 State Grants	-	-	10,000	0.00%
4336 Jail/Juvenile Meal Reimburse	-	30,000	-	-100.00%
4338 Intergovernmental Svc	223,355	380,000	959,746	152.56%
4341 General Government	185,160	194,722	229,722	17.97%
4342 Security-Persons & Property	160,391	229,315	185,310	-19.19%
4349 Other Interfnd Svc Charges	3,244	2,000	2,000	0.00%
4369 Other Miscellaneous Revenue	79,387	97,148	92,528	-4.76%
<b>41 Jail</b>	<b>713,219</b>	<b>933,185</b>	<b>1,509,306</b>	<b>61.74%</b>
45 District Court				
4341 General Government	118,203	111,410	108,710	-2.42%
<b>45 District Court</b>	<b>118,203</b>	<b>111,410</b>	<b>108,710</b>	<b>-2.42%</b>
50 District Court Probation				
4338 Intergovernmental Svc	93,616	107,629	297,753	176.65%
4342 Security-Persons & Property	411,625	350,300	450,000	28.46%
<b>50 District Court Probation</b>	<b>505,241</b>	<b>457,929</b>	<b>747,753</b>	<b>63.29%</b>
55 Hearing Examiner				
4369 Miscellaneous Revenue	44	-	-	0.00%
<b>55 Hearing Examiner</b>	<b>44</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
60 Juvenile				
4334 State Grants	833,517	778,000	1,215,889	56.28%
4341 Printing and Duplicating	-	200	200	0.00%
4342 Security-Persons & Property	37,993	92,500	32,500	-64.86%
4345 Economic Environment	-	1,000	-	-100.00%
<b>60 Juvenile</b>	<b>871,510</b>	<b>871,700</b>	<b>1,248,589</b>	<b>43.24%</b>

# General Fund: Dept #65 Prosecuting Attorney / Dept #75 Coop Ext

	Actual 1997	Budget 1998	Budget 1999	% Change 98 to 99
65 Prosecuting Attorney				
4331 Federal Grants-Direct	-	-	50,912	0.00%
4333 Federal Grants-Indirect	393,681	424,084	505,438	19.18%
4334 State Grants	49,686	53,472	74,322	38.99%
4341 General Government	44,681	43,650	45,900	5.15%
4362 Rents & Royalties	-	-	250	0.00%
4367 Contribution-Private Source	6,000	8,500	6,000	-29.41%
8301 Operating Transfer In	260,468	364,164	364,565	0.11%
<b>65 Prosecuting Attorney</b>	<b>754,516</b>	<b>893,870</b>	<b>1,047,387</b>	<b>17.17%</b>
66 Public Defender				
4333 Federal Grants-Indirect	-	-	2,800	0.00%
4334 State Grants	-	-	54,960	0.00%
<b>66 Public Defender</b>	<b>-</b>	<b>-</b>	<b>57,760</b>	<b>0.00%</b>
70 Superior Court				
4322 Non-Bus Licenses & Permits	10,452	10,000	10,000	0.00%
4334 State Grants	51,436	103,000	321,300	211.94%
4341 General Government	189,113	179,000	197,500	10.34%
4342 Security-Persons & Property	540	-	-	0.00%
4345 Economic Environment	10,608	10,000	10,000	0.00%
4361 Interest Earnings	7,421	4,000	10,000	150.00%
4369 Other Miscellaneous Revenue	22	-	-	0.00%
<b>70 Superior Court</b>	<b>269,592</b>	<b>306,000</b>	<b>548,800</b>	<b>79.35%</b>
75 Cooperative Extension				
8301 Operating Transfer In	18,847	24,000	24,000	0.00%
<b>75 Cooperative Extension</b>	<b>18,847</b>	<b>24,000</b>	<b>24,000</b>	<b>0.00%</b>

# General Fund: Dept #100 Non-Dept'l / Dept #106 Parks & Rec

	Actual 1997	Budget 1998	Budget 1999	% Change 98 to 99
100 Non-Departmental				
4322 Non-Bus Licenses & Permits	18,605	-	-	0.00%
4334 State Grants	74,542	35,000	35,000	0.00%
4343 Physical Environment	6,890	-	-	0.00%
4345 Annexation Review Fees	-	-	-	0.00%
4369 Other Miscellaneous Revenue	-	3,000	3,000	0.00%
8301 Road Fund Op Tmsfr In	5,000	-	-	0.00%
<b>100 Non-Departmental</b>	<b>105,037</b>	<b>38,000</b>	<b>38,000</b>	<b>0.00%</b>
106 Parks & Recreation				
4333 Disaster Assistance	5,858	-	-	0.00%
4334 State Grants	977	-	-	0.00%
4341 General Government	1,200	-	-	0.00%
4347 Culture and Recreation	229,883	228,800	248,800	8.74%
4349 Other Interfnd Svc Charges	16,897	16,897	16,897	0.00%
4362 Rents & Royalties	314,351	288,000	293,000	1.74%
4367 Contribution-Private Source	3,400	-	-	0.00%
4369 Other Miscellaneous Revenue	64,085	18,200	18,200	0.00%
8301 Convention Center	31,506	37,677	35,873	-4.79%
<b>106 Parks &amp; Recreation</b>	<b>668,157</b>	<b>589,574</b>	<b>612,770</b>	<b>3.93%</b>

# General Fund: Dept #153 Health & Human Services

	Actual 1997	Budget 1998	Budget 1999	% Change 98 to 99
153 Health Department				
4311 Property Taxes	249,805	257,000	311,657	21.27%
4312 Timber Harvest Taxes	2,203	1,000	1,000	0.00%
4317 Excise Taxes	1,831	500	500	0.00%
4321 Business License & Permit	309,826	320,425	308,200	-3.82%
4322 Septic Tank Installations	59,008	71,400	61,650	-13.66%
4333 Federal Grants-Indirect	1,125,276	1,089,233	1,100,877	1.07%
4334 State Grants	1,960,700	2,309,177	2,021,586	-12.45%
4335 State Shared Revenues	874,049	815,120	815,120	0.00%
4336 State Entitlements	3,894	4,200	4,200	0.00%
4338 Intergovernmental Svc	329,848	410,994	489,559	19.12%
4341 General Government	4,342	6,500	5,300	-18.46%
4343 Sewer Service Charges	-	-	63,000	0.00%
4345 Economic Environment	6,466	6,300	6,300	0.00%
4346 Mental & Physical Health	490,299	482,937	470,851	-2.50%
4347 Culture and Recreation	500	-	-	0.00%
4361 Interest Earnings	77	40	40	0.00%
4362 Rents & Royalties	46	24	24	0.00%
4367 Contribution-Private Source	5,178	1	5,000	499900.00%
4369 Other Miscellaneous Revenue	4,026	-	3,560	0.00%
8100 Sale of Fixed Assets	-	-	6,000	0.00%
8110 State Timber Sales	17,651	6,000	3,000	-50.00%
8301 CE TB Op Tmsfr In	67,460	104,293	126,293	21.09%
<b>153 Health Department</b>	<b>5,512,485</b>	<b>5,885,144</b>	<b>5,803,717</b>	<b>-1.38%</b>
<b>001 General Fund</b>	<b>45,127,313</b>	<b>43,960,283</b>	<b>46,630,486</b>	<b>6.07%</b>

# County Road Fund (#108)

	Actual 1997	Budget 1998	Budget 1999	% Change 98 to 99
<b>108 County Road Fund</b>				
471 Public Works				
4311 Property Taxes	10,554,697	10,729,000	11,291,000	5.24%
4312 Timber Harvest Taxes	181,200	225,000	225,000	0.00%
4317 Excise Taxes	28,219	20,000	20,000	0.00%
4322 Non-Bus Licenses & Permits	50,188	55,000	55,000	0.00%
4333 Federal Grants-Indirect	1,923,759	3,459,000	5,132,000	48.37%
4334 State Grants	1,844,419	2,366,000	1,143,000	-51.69%
4335 State Shared Revenues	1,858	12,500	12,500	0.00%
4336 State Entitlements	3,040,306	3,212,000	3,260,600	1.51%
4338 Intergovernmental Svc	43,342	28,000	28,000	0.00%
4341 General Government	292,073	12,400	12,400	0.00%
4344 Transportation	672,572	456,000	456,000	0.00%
4345 Economic Environment	28,325	45,000	45,000	0.00%
4349 Other Interfnd Svc Charges	450,338	329,012	464,759	41.26%
4361 Interest Earnings	51,139	3,000	3,500	16.67%
4362 Rents & Royalties	3,822	2,085	3,085	47.96%
4367 Contribution-Private Source	61,620	150,000	50,000	-66.67%
4369 Other Miscellaneous Revenue	134,096	2,400	2,500	4.17%
4395 Disposition of Fixed Assets	-	-	1,000	0.00%
8110 State Timber Sales	1,448,337	800,000	800,000	0.00%
8301 Operating Transfer In	155,050	140,008	140,013	0.00%
<b>108 County Road Fund</b>	<b>20,965,360</b>	<b>22,046,405</b>	<b>23,145,357</b>	<b>4.98%</b>

# Election Reserve Fund (#109) / Treasurer's O & M Fund (#116)

	Actual 1997	Budget 1998	Budget 1999	% Change 98 to 99
<b>109 Election Reserve Fund</b>				
4311 Property Taxes	249,765	361,129	361,129	0.00%
4312 Timber Harvest Taxes	2,196	-	-	0.00%
4317 Excise Taxes	1,825	-	-	0.00%
4335 State Shared Revenues	22	-	-	0.00%
4341 General Government	335,802	207,800	222,800	7.22%
4361 Interest Earnings	80	-	-	0.00%
4362 Rents & Royalties	46	-	-	0.00%
8110 State Timber Sales	17,687	-	-	0.00%
8301 Operating Transfer In		88,428	88,428	0.00%
9101 Residual Equity Trans-In	18,200	-	-	0.00%
<b>109 Election Reserve Fund</b>	<b>625,623</b>	<b>657,357</b>	<b>672,357</b>	<b>2.28%</b>
<b>113 River Improvement Fund</b>				
4369 Miscellaneous Revenue	20,371	-	-	0.00%
<b>113 River Improvement Fund</b>	<b>20,371</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>114 Veterans Relief Fund</b>				
4311 Property Taxes	112,597	110,000	141,380	28.53%
4312 Timber Harvest Taxes	991	1,500	1,500	0.00%
4317 Excise Taxes	824	600	600	0.00%
4335 State Shared Revenues	10	-	-	0.00%
4361 Interest Earnings	36	-	-	0.00%
4362 Rents & Royalties	21	-	-	0.00%
4395 Disposition of Fixed Assets	-	300	-	-100.00%
8110 State Timber Sales	7,943	-	1,500	0.00%
<b>114 Veterans Relief Fund</b>	<b>122,422</b>	<b>112,400</b>	<b>144,980</b>	<b>28.99%</b>
<b>116 Treasurer's O&amp;M Fund</b>				
4341 General Government	74,461	50,000	51,132	2.26%
<b>116 Treasurer's O&amp;M Fund</b>	<b>74,461</b>	<b>50,000</b>	<b>51,132</b>	<b>2.26%</b>

# WC Convention Center Fund (#141) / Road Improvement Dist 2 (#155)

	Actual 1997	Budget 1998	Budget 1999	% Change 98 to 99
<b>141 WC Convention Center Fund</b>				
4313 Retail Sales & Use Tax	87,637	80,000	80,000	0.00%
<b>141 WC Convention Center Fund</b>	<b>87,637</b>	<b>80,000</b>	<b>80,000</b>	<b>0.00%</b>
<b>142 Victim/Witness Assistance Fund</b>				
4341 General Government	48,889	58,104	62,306	7.23%
4351 Felony Penalties	16,038	15,000	21,000	40.00%
<b>142 Victim/Witness Assistance Fund</b>	<b>64,927</b>	<b>73,104</b>	<b>83,306</b>	<b>13.96%</b>
<b>148 CERB Fund</b>				
8301 Operating Transfer In	265,338	450,000	184,216	-59.06%
<b>148 CERB Fund</b>	<b>265,338</b>	<b>450,000</b>	<b>184,216</b>	<b>-59.06%</b>
<b>151 Community Development Fund</b>				
4333 Federal Grants-Indirect	500,000	-	-	0.00%
4369 Other Miscellaneous Revenue	17,193	-	-	0.00%
<b>151 Community Development Fund</b>	<b>517,193</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>154 Road Improvement Dist #1</b>				
4317 Excise Taxes	21,589	21,040	21,074	0.16%
4369 Other Miscellaneous Revenue	702	706	711	0.71%
<b>154 Road Improvement Dist #1</b>	<b>22,291</b>	<b>21,746</b>	<b>21,785</b>	<b>0.18%</b>
<b>155 Road Improvement Dist #2</b>				
4317 Excise Taxes	1,401	1,402	1,402	0.00%
4369 Other Miscellaneous Revenue	118	118	118	0.00%
<b>155 Road Improvement Dist #2</b>	<b>1,519</b>	<b>1,520</b>	<b>1,520</b>	<b>0.00%</b>

# Road Improvement Dist 6 (#158 ) / Emergency Mngmt Fund (#167 )

	Actual 1997	Budget 1998	Budget 1999	% Change 98 to 99
<b>159 Road Improvement Dist #7</b>				
4317 Excise Taxes	1,805	1,719	1,719	0.00%
4319 Interest & Penalty on Tax	88	-	-	0.00%
4369 Other Miscellaneous Revenue	194	184	184	0.00%
<b>159 Road Improvement Dist #7</b>	<b>2,087</b>	<b>1,903</b>	<b>1,903</b>	<b>0.00%</b>
<b>162 Road Improvement Guarantee</b>				
4361 Interest Earnings	5,029	-	5,000	0.00%
<b>162 Road Improvement Guarantee</b>	<b>5,029</b>	<b>-</b>	<b>5,000</b>	<b>0.00%</b>
<b>165 Whatcom County Drug Fund</b>				
4349 Other Interfund Svc Charges	-	-	5,600	0.00%
4351 Felony Penalties	97,408	60,000	120,000	100.00%
4357 Criminal Costs	453,615	220,000	190,000	-13.64%
<b>165 Whatcom County Drug Fund</b>	<b>551,023</b>	<b>280,000</b>	<b>315,600</b>	<b>12.71%</b>
<b>166 Auditor's O &amp; M Fund</b>				
4336 State Entitlements	38,005	40,000	43,000	7.50%
4341 General Government	44,986	45,000	50,000	11.11%
<b>166 Auditor's O &amp; M Fund</b>	<b>82,991</b>	<b>85,000</b>	<b>93,000</b>	<b>9.41%</b>
<b>167 Emergency Management Fund</b>				
4333 Federal Grants-Indirect	1,757	-	-	0.00%
4334 State Grants	39,138	30,859	40,949	32.70%
4338 Intergovernmental Svc	90,639	94,182	100,651	6.87%
8301 Operating Transfer In	74,799	74,103	77,509	4.60%
<b>167 Emergency Management Fund</b>	<b>206,333</b>	<b>199,144</b>	<b>219,109</b>	<b>10.03%</b>

# Flood Control Zone Dist Fund (#169) / Lake Management Dist 1 (#180)

	Actual 1997	Budget 1998	Budget 1999	% Change 98 to 99
<b>169 Flood Control Zone Dist Fund</b>				
4317 Excise Taxes	1,620,967	1,800,000	1,800,000	0.00%
4319 Other Penalties	18,280	-	-	0.00%
4333 Federal Grants-Indirect	406,096	1,046,872	775,980	-25.88%
4334 State Grants	150,448	208,229	280,608	34.76%
4338 Intergovernmental Svc	7,021	-	-	0.00%
4343 Physical Environment	129,604	383,595	399,350	4.11%
4361 Interest Earnings	-	225,000	300,000	0.00%
4369 Other Miscellaneous Revenue	29,953	-	-	0.00%
8301 Operating Transfer In	12,286	-	-	0.00%
<b>169 Flood Control Zone Dist Fund</b>	<b>2,374,655</b>	<b>3,663,696</b>	<b>3,555,938</b>	<b>-2.94%</b>
<b>170 Pt Roberts Fuel Tax</b>				
4317 Excise Taxes	50,200	80,000	80,000	0.00%
4319 Interest & Penalty on Tax	224	-	-	0.00%
<b>170 PT Roberts Fuel Tax</b>	<b>50,424</b>	<b>80,000</b>	<b>80,000</b>	<b>0.00%</b>
<b>175 Conservation Futures Fund</b>				
4311 Property Taxes	625,316	600,000	600,000	0.00%
4312 Timber Harvest Taxes	5,508	-	-	0.00%
4317 Excise Taxes	4,577	-	-	0.00%
4335 State Shared Revenues	56	-	-	0.00%
4361 Interest Earnings	200	-	-	0.00%
4362 Rents & Royalties	116	-	-	0.00%
8110 State Timber Sales	44,090	-	-	0.00%
<b>175 Conservation Futures Fund</b>	<b>679,863</b>	<b>600,000</b>	<b>600,000</b>	<b>0.00%</b>
<b>180 Lake Management Dist #1</b>				
4361 Interest Earnings	1,238	-	1,200	0.00%
4368 Spec Assessment-Principal	408	-	-	0.00%
<b>180 Lake Management Dist #1</b>	<b>1,646</b>	<b>-</b>	<b>1,200</b>	<b>0.00%</b>

# 1977 Fair GO Bond (#212) / CRID 9 Debt Fund (#219)

	Actual 1997	Budget 1998	Budget 1999	% Change 98 to 99
<b>212 1977 Fair GO Bond</b>				
4311 Property Taxes	21,703	-	-	0.00%
4312 Timber Harvest Taxes	191	-	-	0.00%
4335 State Shared Revenues	2	-	-	0.00%
4361 Interest Earnings	26	-	-	0.00%
4362 Rents & Royalties	4	-	-	0.00%
8110 State Timber Sales	1,534	-	-	0.00%
<b>212 1977 Fair GO Bond</b>	<b>23,460</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>213 1978 Ltd Tax GO Bond Fund</b>				
4361 Interest Earnings	750	250	-	-100.00%
<b>213 1978 Ltd Tax GO Bond Fund</b>	<b>750</b>	<b>250</b>	<b>-</b>	<b>-100.00%</b>
<b>215 1982 Ltd Tax GO Bond Fund</b>				
4361 Interest Earnings	69	-	-	0.00%
4369 Other Miscellaneous Revenue	36,087	35,320	35,458	0.39%
8301 Operating Transfer In	148,716	117,735	118,192	0.39%
<b>215 1982 Ltd Tax GO Bond Fund</b>	<b>184,872</b>	<b>153,055</b>	<b>153,650</b>	<b>0.39%</b>
<b>216 1983 WC Ltd Tax GO Bond Fund</b>				
4361 Interest Earnings	3,481	-	-	0.00%
<b>216 1983 WC Ltd Tax GO Bond Fund</b>	<b>3,481</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>219 CRID #9 Gen Debt Fund</b>				
4361 Interest Earnings	94,009	91,879	74,152	-19.29%
4368 Spec Assessment-Principal	95,148	103,057	110,064	6.80%
<b>219 CRID #9 Gen Debt Fund</b>	<b>189,157</b>	<b>194,936</b>	<b>184,216</b>	<b>-5.50%</b>

# LRID 10 Gen Debt Fund (#220) / Real Estate Excise Tax Fund (#326)

	Actual 1997	Budget 1998	Budget 1999	% Change 98 to 99
<b>220 LRID #10 Gen Debt Fund</b>				
4361 Interest Earnings	53,704	46,105	31,132	-32.48%
4368 Spec Assessment-Principal	92,106	45,084	29,264	-35.09%
8301 Operating Trnsf In-LRID 10	-	8,000	8,000	0.00%
<b>220 LRID #10 Gen Debt Fund</b>	<b>145,810</b>	<b>99,189</b>	<b>68,396</b>	<b>-31.04%</b>
<b>240 1991 Ltd Tax GO Bond</b>				
4361 Interest Earnings	869	-	-	0.00%
8301 Operating Transfer In	747,113	493,425	520,175	5.42%
<b>240 1991 Ltd Tax GO Bond</b>	<b>747,982</b>	<b>493,425</b>	<b>520,175</b>	<b>5.42%</b>
<b>241 1993 Ltd Tax GO Bond</b>				
4361 Interest Earnings	17	-	-	0.00%
8301 Operating Transfer In	803,210	805,575	805,205	-0.05%
<b>241 1993 Ltd Tax GO Bond</b>	<b>803,227</b>	<b>805,575</b>	<b>805,205</b>	<b>-0.05%</b>
<b>242 1997 Ltd Tax GO &amp; Refunding Bond</b>				
8210 Proceeds of GO Debt	26,862	-	-	0.00%
8301 Operating Transfer In	424,752	643,683	643,518	-0.03%
<b>242 1997 Ltd Tax GO &amp; Refunding Bond</b>	<b>451,614</b>	<b>643,683</b>	<b>643,518</b>	<b>-0.03%</b>
<b>325 1993 Sewer Construction Fund</b>				
4343 Physical Environment	1,600	-	-	0.00%
4361 Interest Earnings	509	-	700	0.00%
<b>325 1993 Sewer Construction Fund</b>	<b>2,109</b>	<b>-</b>	<b>700</b>	<b>0.00%</b>
<b>326 Real Estate Excise Tax Fund</b>				
4317 Excise Taxes	1,023,354	750,000	750,000	0.00%
<b>326 Real Estate Excise Tax Fund</b>	<b>1,023,354</b>	<b>750,000</b>	<b>750,000</b>	<b>0.00%</b>

# Courthouse Expansion Fund (#327) / Solid Waste Fund (#401 )

	Actual 1997	Budget 1998	Budget 1999	% Change 98 to 99
<b>327 Courthouse Expansion Fund</b>				
8210 Proceeds of GO Debt	2,045,365	-	-	0.00%
8301 Operating Transfer In	134,392	-	-	0.00%
<b>327 Courthouse Expansion Fund</b>	<b>2,179,757</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>329 LRID #10 Construction Fund</b>				
4361 Interest Earnings	372	500	400	-20.00%
<b>329 LRID #10 Construction Fund</b>	<b>372</b>	<b>500</b>	<b>400</b>	<b>-20.00%</b>
<b>330 County Parks Improvement Fund</b>				
4311 Property Taxes	-	-	-	0.00%
4334 State Grants	8,426	-	-	0.00%
4361 Interest Earnings	(5,308)	1,500	3,500	133.33%
<b>330 County Parks Improvement Fund</b>	<b>3,118</b>	<b>1,500</b>	<b>3,500</b>	<b>133.33%</b>
<b>401 Solid Waste Fund</b>				
4333 Federal Grants-Indirect	1,861	-	-	0.00%
4334 State Grants	435,779	239,333	294,263	22.95%
4338 Other Intergovernmental	25,490	-	-	0.00%
4341 General Government	1,801	100	100	0.00%
4343 Physical Environment	143,351	689,500	595,000	-13.71%
4361 Interest Earnings	45,900	21,600	25,000	15.74%
4362 Other LT Rent	1,800	1,800	3,000	66.67%
4367 Contribution-Private Source	5,562	-	-	0.00%
4369 Other Miscellaneous Revenue	166,049	-	-	0.00%
<b>401 Solid Waste Fund</b>	<b>827,593</b>	<b>952,333</b>	<b>917,363</b>	<b>-3.67%</b>

# Equipment Rental & Revolving Fund (#501)

	Actual 1997	Budget 1998	Budget 1999	% Change 98 to 99
<b>501 Equipment Rental &amp; Revolving</b>				
4333 Federal Grants-Indirect	12,332	-	-	0.00%
4334 State Grants	2,055	-	-	0.00%
4348 Internal Sales & Services	3,514,286	2,932,500	2,370,000	-19.18%
4362 Other Rents & Use Charges	101	196	196	0.00%
4363 Insurance Prem & Recovery	12,640	40,000	10,000	-75.00%
4365 Internal Service-Misc Rev	3,099,423	3,239,141	3,093,147	-4.51%
4366 Other Interfnd Misc Rev	9,076	4,915	4,040	-17.80%
4369 Other Miscellaneous Revenue	6,032	18,093	17,468	-3.45%
8301 Operating Transfer In	-	100,000	-	0.00%
9101 Residual Equity Transfer In	-	-	15,000	0.00%
9111 Disposal Proceeds	120,709	-	-	0.00%
9112 Net Book Value	(123,796)	-	-	0.00%
<b>501 Equipment Rental &amp; Revolving</b>	<b>6,652,858</b>	<b>6,334,845</b>	<b>5,509,851</b>	<b>-13.02%</b>

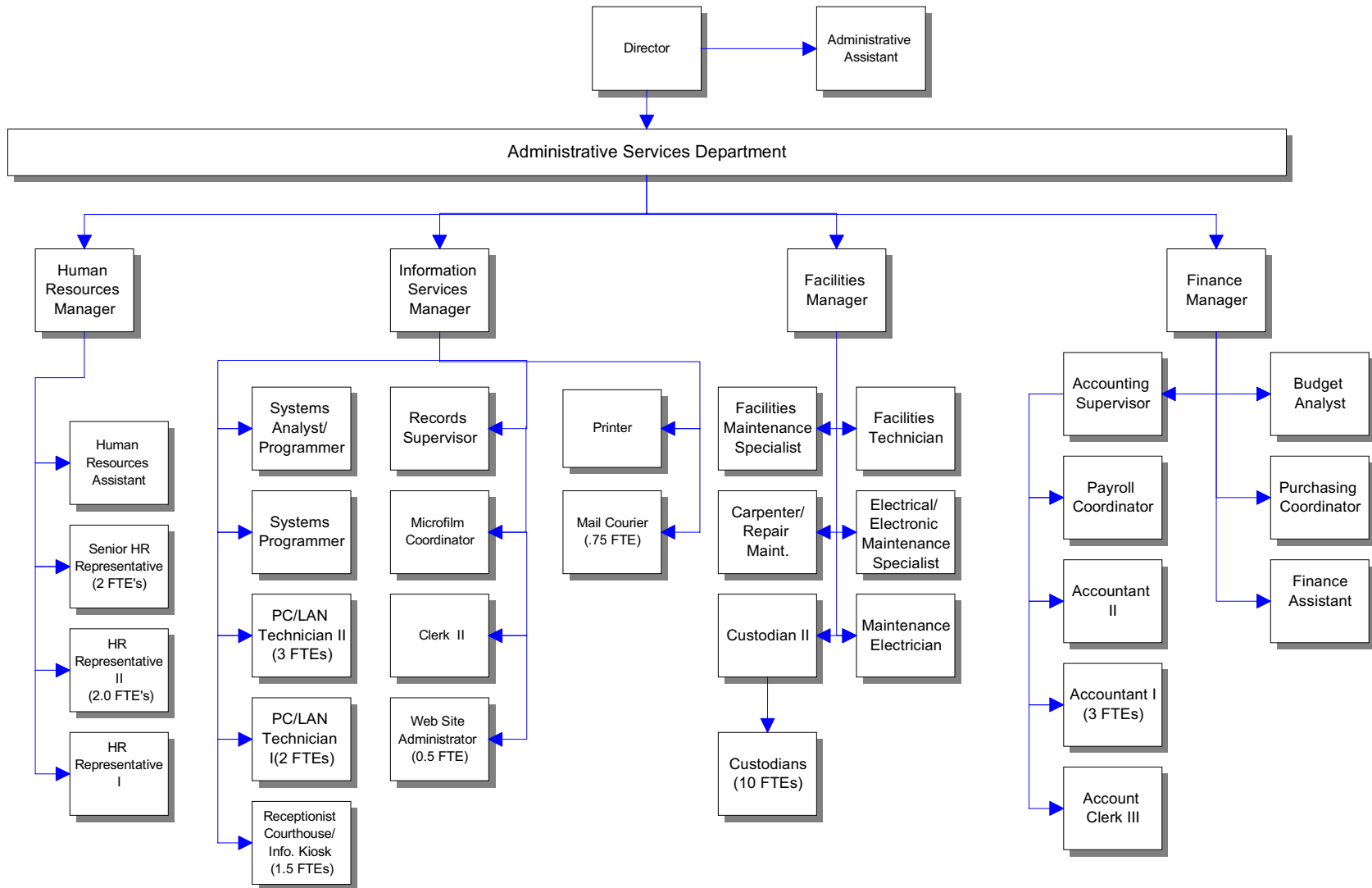
# Administrative Services Fund (#507)

	Actual 1997	Budget 1998	Budget 1999	% Change 98 to 99
<b>507 Administrative Service Fund</b>				
4311 Property Taxes	24	2,000	2,000	0.00%
4333 Disaster Assistance	137	-	-	0.00%
4334 Emergency Management	23	-	-	0.00%
4338 Intergovernmental Svc	16,686	18,600	16,200	-12.90%
4341 General Government	216,564	237,350	217,300	-8.45%
4348 Internal Sales & Services	1,440,682	1,448,476	1,486,635	2.63%
4349 Other Interfnd Svc Charges	532,237	2,292,679	2,291,179	-0.07%
4361 Interest Earnings	22,101	20,800	20,800	0.00%
4362 Rents & Royalties	215,944	396,224	388,691	-1.90%
4365 Internal Service-Misc Rev	2,195,953	2,301,687	2,413,913	4.88%
4369 Other Miscellaneous Revenue	530	300	300	0.00%
8301 Operating Transfer In	1,790,854	291,840	275,000	-5.77%
9101 Residual Eq Transfer-In	688,075	-	-	0.00%
<b>5 Administrative Services</b>	<b>7,119,810</b>	<b>7,009,956</b>	<b>7,112,018</b>	<b>1.46%</b>
65 Prosecuting Attorney/Tort Reserve				
4361 Interest Earnings	38,068	-	-	0.00%
4365 Internal Service-Misc Rev	411,507	832,143	857,989	3.11%
<b>65 Prosecuting Attorney</b>	<b>449,575</b>	<b>832,143</b>	<b>857,989</b>	<b>3.11%</b>
<b>507 Administrative Service Fund</b>	<b>7,569,385</b>	<b>7,842,099</b>	<b>7,970,007</b>	<b>1.63%</b>

# Lynden/Everson Sub-Zone (#16921) / Acme/VanZandt Sub-Zone (#16923)

	Actual 1997	Budget 1998	Budget 1999	% Change 98 to 99
<b>16921 Lynden/ Everson Sub-Zone</b>				
4317 Excise Taxes	-	-	120,000	0.00%
<b>16921 Lynden/ Everson Sub-Zone</b>	-	-	120,000	0.00%
<b>16922 Sumas/ Nooksack/ Everson Sub-Zone</b>				
4317 Excise Taxes	-	-	160,000	0.00%
<b>16922 Sumas/ Nooksack/ Everson Sub-Zone</b>	-	-	160,000	0.00%
<b>16923 Acme/ VanZandt Sub-Zone</b>				
4317 Excise Taxes	-	-	46,000	0.00%
<b>16923 Acme/ VanZandt Sub-Zone</b>	-	-	46,000	0.00%

# Administrative Services Department



# Mission & Objectives

## Mission

- ▼ Provide high quality services and facilities to support departments in providing responsive, efficient and cost effective services to the citizens of Whatcom County.

## Objectives

### Facilities Management

- ▼ Complete a comprehensive up-to-date space usage analysis of all county-owned facilities by the end of 2nd quarter.
- ▼ Prepare a listing of facility adjustments and corrections for increasing safety, security, serviceability and flexibility of county facilities including earthquake protection and indoor air quality testing by the end of 3rd quarter.
- ▼ Develop real-time unit-cost maintenance, operating cost control and reporting systems by the end of 2nd quarter.
- ▼ Upgrade and coordinate the existing database record system for all county facilities by the end of 4th quarter.
- ▼ Establish a facilities advisory committee and newsletter for direct user input to Facilities Management services by the end of 3rd quarter.
- ▼ Enhance staff education/training/service levels.

### Finance

- ▼ Coordinate annual budget preparation and present to the County Council in accordance with county charter.
- ▼ Develop and implement graphical user interface for JDE.
- ▼ Implement a contracts management system.
- ▼ Implement organization-wide accounts receivable system.
- ▼ Complete 1998 annual report within statutory deadline.
- ▼ Improve budget preparation software including the integration of payroll calculations.
- ▼ Continue expansion of electronic document system for administrative policies, procedures and forms (APPOL).

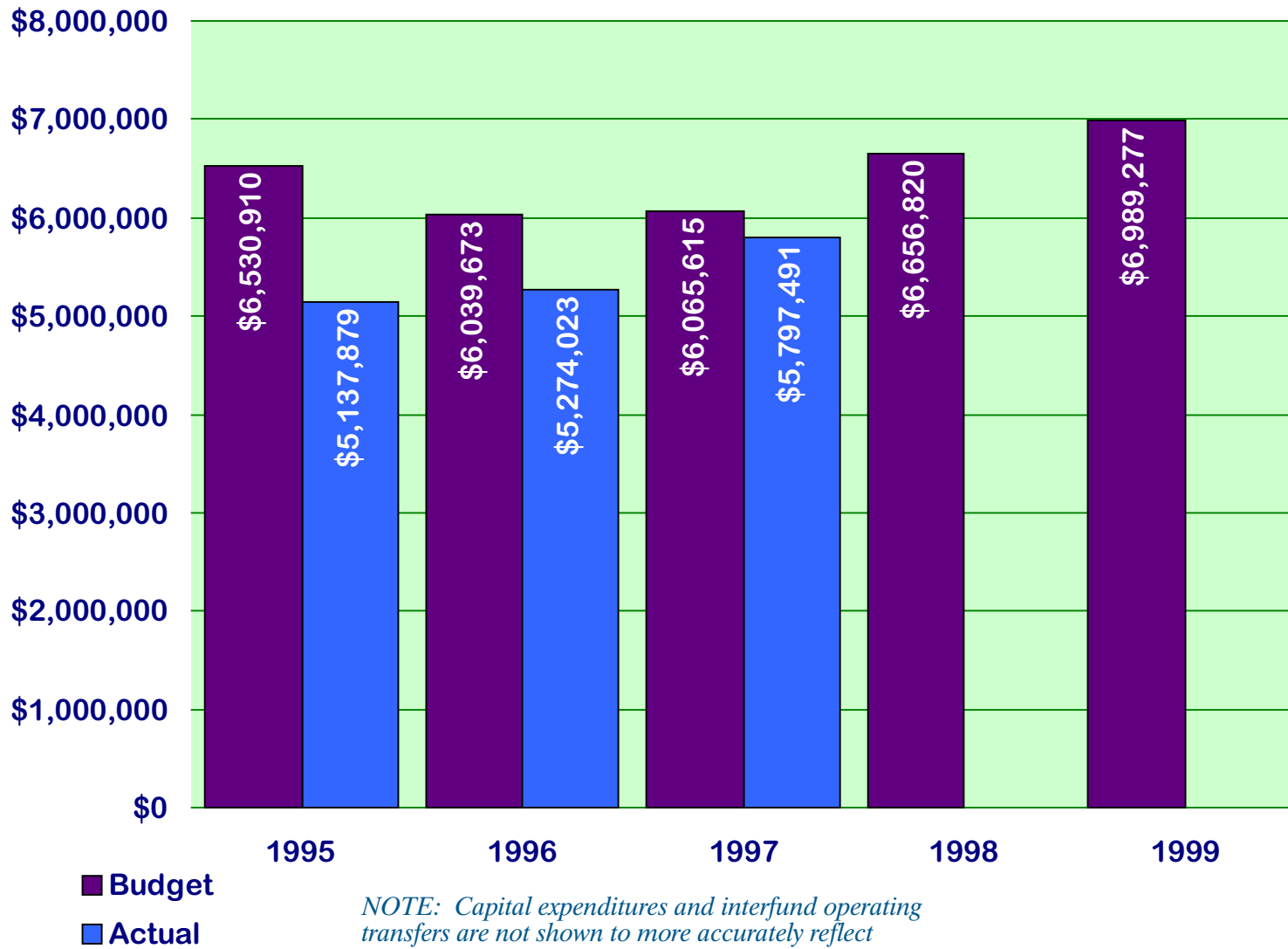
### Human Resources

- ▼ Begin or conclude negotiations for nine collective bargaining agreements.
- ▼ Re-draft personnel administrative policies and procedures into more user-friendly format to incorporate changes dictated by law and county business needs.
- ▼ Develop and implement plan for making HR documents and forms available to departments electronically.
- ▼ Conduct RFP for Employee Assistance Program provider.
- ▼ Extend contracts or conduct RFP process for third party administrators of self-insurance programs (workers' compensation and medical plan).
- ▼ Implement priority recommendations from WCRP Risk Control Report.

### Information Services

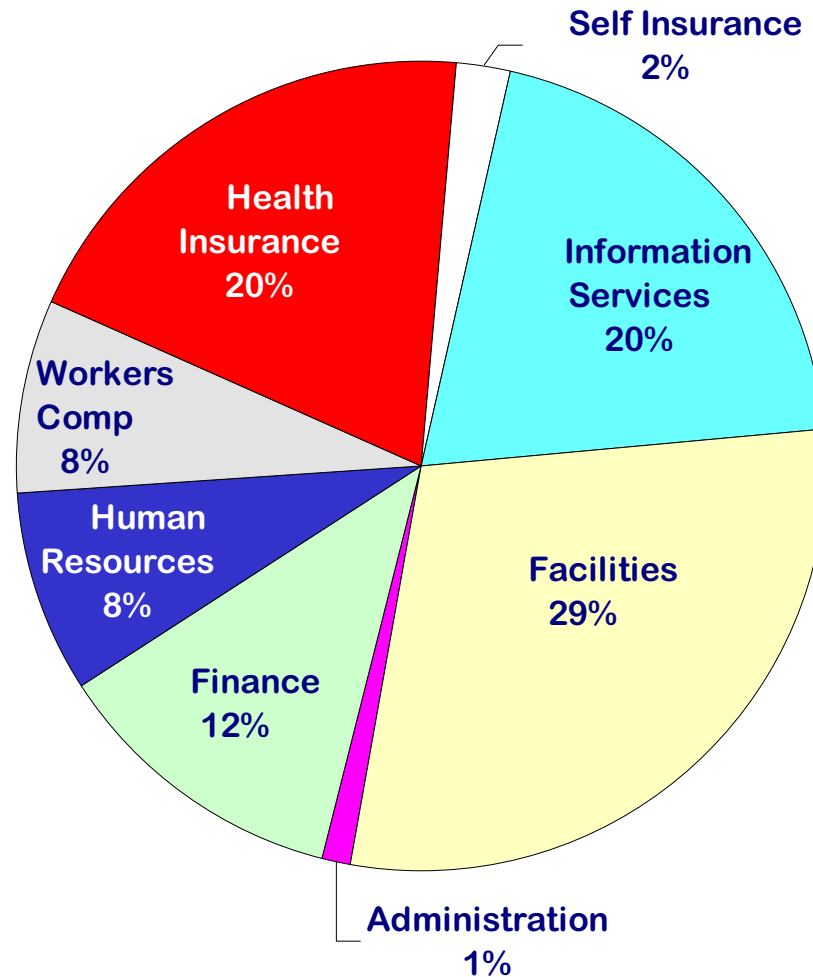
- ▼ Conclude expansion of the Wide Area Network, including electronic mail and Internet.
- ▼ Expand Internet Web Server to include electronic business applications.
- ▼ Ensure year 2000 compliance on all computer/ telecommunications applications.
- ▼ Increase output of microfilmed records.
- ▼ Ensure all supported equipment is operational 98% of time.
- ▼ Maintain 95% on-time delivery of printed goods.

# Expenditure Trends



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

# 1999 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

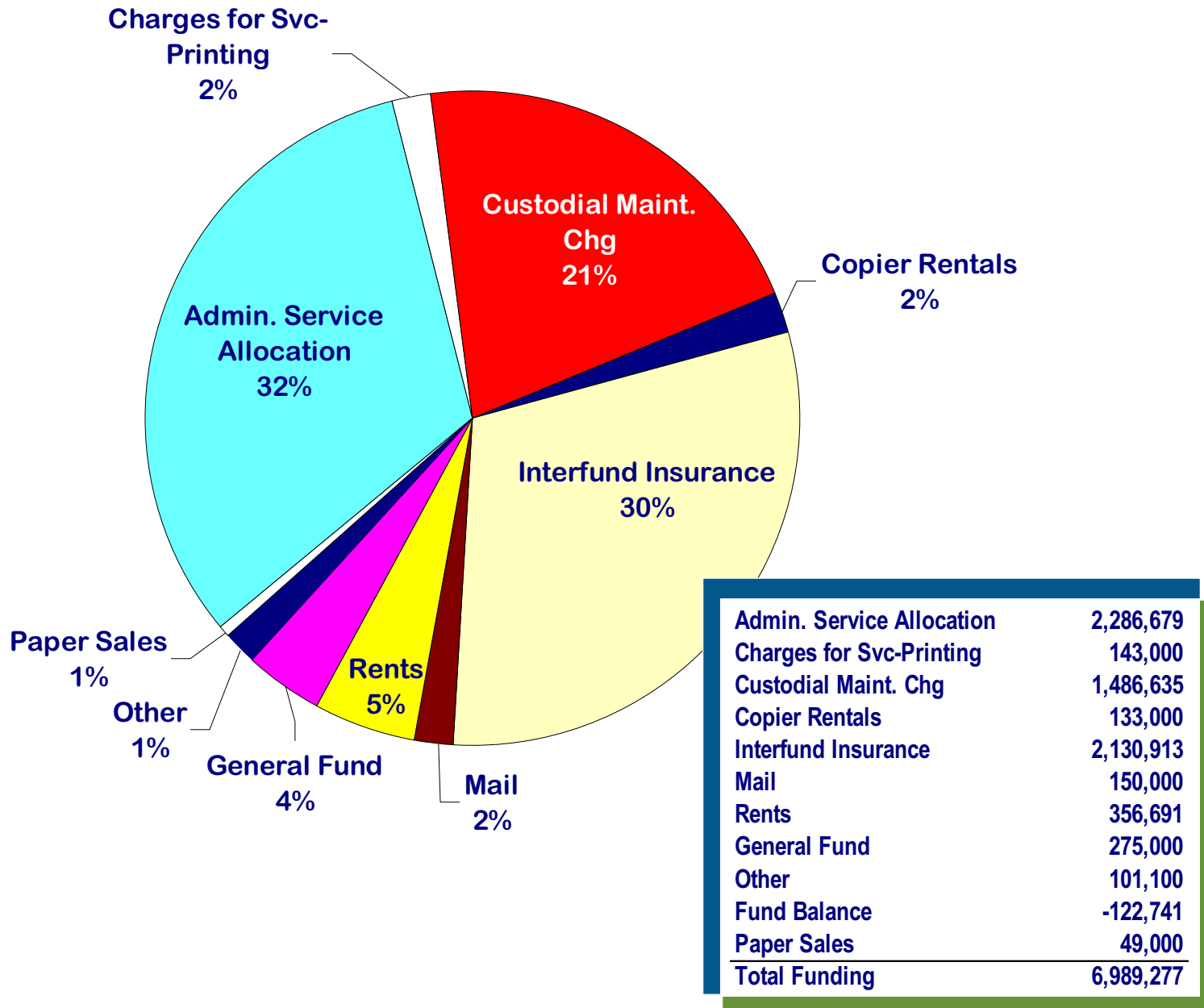
	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>OPERATIONS</b>							
<b>Administrative Services</b>							
507 Administrative Services Fund							
Administration	120,273	58,234	53,702	73,498	68,973	(4,525)	-6.16%
Finance	733,944	633,239	674,354	775,525	836,435	60,910	7.85%
Human Resources	367,027	361,805	494,572	580,792	567,633	(13,159)	-2.27%
Workers Comp	494,916	534,599	592,431	526,465	550,000	23,535	4.47%
Health Insurance	1,248,648	1,283,002	1,291,080	1,289,340	1,364,877	75,537	5.86%
Self Insurance	145,153	229,228	80,998	180,436	157,516	(22,920)	-12.70%
Information Services	672,579	812,976	1,132,418	1,474,612	1,396,651	(77,961)	-5.29%
Property Appraisal	-	-	-	7,010	7,010	-	0.00%
Facilities	1,345,929	1,360,940	1,477,936	1,749,142	2,040,182	291,040	16.64%
<b>Physical Plant Fund</b>	9,410	-	-	-	-	-	0.00%
<b>Total Admin Svcs Operations</b>	<b>5,137,879</b>	<b>5,274,023</b>	<b>5,797,491</b>	<b>6,656,820</b>	<b>6,989,277</b>	<b>332,457</b>	<b>4.99%</b>
<b>CAPITAL</b>							
<b>Administrative Services Fund</b>							
Administration	-	6,026	11,582	-	-	-	0.00%
Finance	45,691	5,174	65,825	18,500	-	(18,500)	-100.00%
Human Resources	6,824	4,329	9,490	9,231	9,231	-	0.00%
Information Services	169,470	70,375	89,673	201,256	135,500	(65,756)	-32.67%
Facilities	18,590	6,724	3,979	20,000	-	(20,000)	-100.00%
TR&R	-	-	-	-	510,000	510,000	0.00%
<b>R.E.E.T. Fund</b>	42,727	4,747	-	-	-	-	0.00%
<b>Courthouse Expansion</b>	1,920,871	-	-	-	-	-	0.00%
<b>Physical Plant</b>	30,257	-	-	-	-	-	0.00%
<b>Total Admin Svcs Capital</b>	<b>2,234,430</b>	<b>97,375</b>	<b>180,549</b>	<b>248,987</b>	<b>654,731</b>	<b>405,744</b>	<b>162.96%</b>

*continued on next page*

# 1999 Budget by Program continued

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>TRANSFERS</b>							
<b>Administrative Services Fund</b>							
Finance	4,457	-	3,744	-	-	-	0.00%
Self Insurance	79,649	28,596	-	-	-	-	0.00%
Facilities	40,119	25,700	25,158	26,109	26,349	240	0.92%
<b>R.E.E.T. Fund</b>	872,512	750,000	750,000	622,162	648,879	26,717	4.29%
<b>Courthouse Expansion</b>	150,000	116,844	51,058	-	-	-	0.00%
<i>Total Admin Svcs Transfers</i>	1,146,737	921,140	829,960	648,271	675,228	26,957	4.16%
<b>TOTAL Administrative Services</b>	8,519,046	6,292,538	6,808,000	7,554,078	8,319,236	765,158	10.13%

# 1999 Funding Sources



# 1999 Funding Sources continued

## Administrative Services Allocation

- ▼ Interfund charge to distribute a portion of the cost of ADS general services, such as Human Resources, Information Services, Administration and Accounting, to independent funds. The charge is allocated based on payroll costs and the General Fund was not assessed.

## Charges for Services Printing

- ▼ Revenue generated from the sale of printing services to county departments.

## Paper Sales

- ▼ Revenue generated from the sale of copy and computer paper to county departments.

## Mail

- ▼ Interfund charges for postage.

## General Fund

- ▼ Undesignated General Fund resources.

## Custodial Maintenance Charge

- ▼ A charge per square foot to fund utilities, custodial services and maintenance of county facilities maintained by ADS - Facilities.

## Copier Rentals

- ▼ Rental charged for the operation, maintenance and replacement of electrostatic copiers owned by Administrative Services Department.

## Interfund Insurance

- ▼ Interfund assessments to provide for the cost of general liability insurance, health insurance, unemployment insurance and workers compensation insurance.

## Fund Balance

- ▼ Fund balance will increase by \$122,741 in 1999. Graph on previous page does not include capital, operating transfers or Tort Fund.

# Performance / Activity Measures

	1997 Actual	1998 Projected	1999 Projected
<b>Facilities Management</b>			
All other service requests	2400	2400	2400
Jail service requests	900	930	930
Juvenile Detention service requests	275	280	280
Square footage serviced by each custodian	21,000-24,001	21,000-24,000	23,100-26,640
<b>Finance</b>			
County accounts payable vouchers	34,428	32,458	35,000
County payroll checks and direct deposits	24,970	27,099	28,000
District accounts payable vouchers	23,196	22,373	23,500
District payroll checks and direct deposits	3,996	4,166	4,300
Purchase Orders issued	4,768	4,766	4,800
<b>Human Resources</b>			
*Response time: Time lapse from when job description information is given to HR with signed requisition, until list of finalists is given to department head.			
Active roster - Number of positions	6	10	8
Active roster - weeks in response time*	4.5	3	3
Average Workers' Compensation Claim	554	2,500	1,500
External Hire - Number of positions	53	50	50
External Hire - weeks in response time*	7.2	7.5	7.5
Internal movement - Number of positions	57	50	50
Internal movement - weeks in response time*	7.2	7.5	7.5
Job descriptions updated	91	70	70
Openings filled internally through transfer or promotion	50%	45%	45%
Training hours - Management Skills	91	550	200

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## Performance / Activity Measures continued

	1997 Actual	1998 Projected	1999 Projected
<b>Information Services</b>			
AS/400 service calls	1,575	1,500	1,750
Programming requests completed	382	325	450
LANs supported	12	12	12
PC/LAN service calls	2,632	2,775	2,800
PCs supported	517	540	560
Phone service calls	167	200	250
Files/boxes retrieved from the Records Center for Depts	347	300	350
Pounds of records destroyed in accordance with retention schedules.	24,775	20,000	25,000
Total cubic feet of records transferred to the Records Center	1,074	2,500	1,000
Rolls of microfilm produced: Clerk's Daily	26	26	26
Rolls of microfilm produced: Auditor's Daily	73	56	70
Rolls of microfilm produced: other (case files & misc. projects)	61	80	60
Rolls of microfilm produced: Treasurer's Office	14	16	14
Amount saved through daily presort mail process	5,334	6,500	6,000
Percentage of print orders completed on time	92%	95%	95%

# Expenditures Summary

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>ADMINISTRATIVE SERVICES FUND</b>							
507100 ADS - Administration							
Salaries & Wages	90,949	34,007	33,153	34,877	37,028	2,151	6.17%
Benefits	22,866	13,994	9,838	10,146	10,480	334	3.29%
Supplies	4,021	5,286	5,998	7,250	240	(7,010)	-96.69%
Other Services & Charges	2,437	4,947	4,713	21,225	21,225	-	0.00%
Capital Outlay	-	6,026	11,582	-	-	-	0.00%
<i>Total Administration</i>	120,273	64,260	65,284	73,498	68,973	(4,525)	-6.16%
507130 & 507420 ADS - Finance							
Salaries & Wages	408,928	338,295	396,085	448,960	447,820	(1,140)	-0.25%
Benefits	107,323	111,407	105,646	119,846	120,896	1,050	0.88%
Supplies	24,629	28,511	27,275	30,035	28,385	(1,650)	-5.49%
Other Services & Charges	193,064	155,026	145,348	176,684	239,334	62,650	35.46%
Capital Outlay	45,691	5,174	65,825	18,500	-	(18,500)	-100.00%
Debt Service	-	-	3,744	-	-	-	0.00%
Operating Transfers	4,457	-	-	-	-	-	0.00%
<i>Total Finance</i>	784,092	638,413	743,923	794,025	836,435	42,410	5.34%
507140 ADS - Human Resources							
Salaries & Wages	231,907	205,487	280,535	321,968	314,243	(7,725)	-2.40%
Benefits	61,786	59,075	73,029	84,829	83,021	(1,808)	-2.13%
Supplies	8,332	12,251	17,244	24,000	21,700	(2,300)	-9.58%
Other Services & Charges	65,002	84,992	123,764	149,995	148,669	(1,326)	-0.88%
Capital Outlay	6,824	4,329	9,490	9,231	9,231	-	0.00%
<i>Total Human Resources</i>	373,851	366,134	504,062	590,023	576,864	(13,159)	-2.23%

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# Expenditures Summary continued

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
507300 ADS - Workers Compensation							
Supplies	2,933	-	-	-	-	-	0.00%
Other Services & Charges	491,983	534,599	592,431	526,465	550,000	23,535	4.47%
<i>Total H/R Workers Comp.</i>	494,916	534,599	592,431	526,465	550,000	23,535	4.47%
507340 ADS - Health Insurance							
Other Services & Charges	1,248,648	1,283,002	1,291,080	1,289,340	1,364,877	75,537	5.86%
<i>Total H/R Health Insurance</i>	1,248,648	1,283,002	1,291,080	1,289,340	1,364,877	75,537	5.86%
507310, 507320, 507330 ADS - Self Insurance Other							
Supplies	8,955	2,663	(352)	-	-	-	0.00%
Other Services & Charges	136,198	226,565	81,350	180,436	157,516	(22,920)	-12.70%
Operating Transfers	79,649	28,596	-	-	-	-	0.00%
<i>Total ADS Self Ins. Other</i>	224,802	257,824	80,998	180,436	157,516	(22,920)	-12.70%
507110, 507120, 507400, 507410 ADS - Information Services							
Salaries & Wages	360,557	410,578	482,497	588,166	623,570	35,404	6.02%
Benefits	113,303	171,418	136,667	175,945	181,600	5,655	3.21%
Supplies	17,778	20,007	306,934	333,550	317,050	(16,500)	-4.95%
Other Services & Charges	180,941	210,973	206,320	376,951	274,431	(102,520)	-27.20%
Capital Outlay	169,470	70,375	89,673	201,256	135,500	(65,756)	-32.67%
<i>Total Information Services</i>	842,049	883,351	1,222,091	1,675,868	1,532,151	(143,717)	-8.58%
507600 ADS - Property Appraisal							
Other Services & Charges	-	-	-	7,010	7,010	-	0.00%
<i>Total ADS - Property Appraisal</i>	-	-	-	7,010	7,010	-	0.00%

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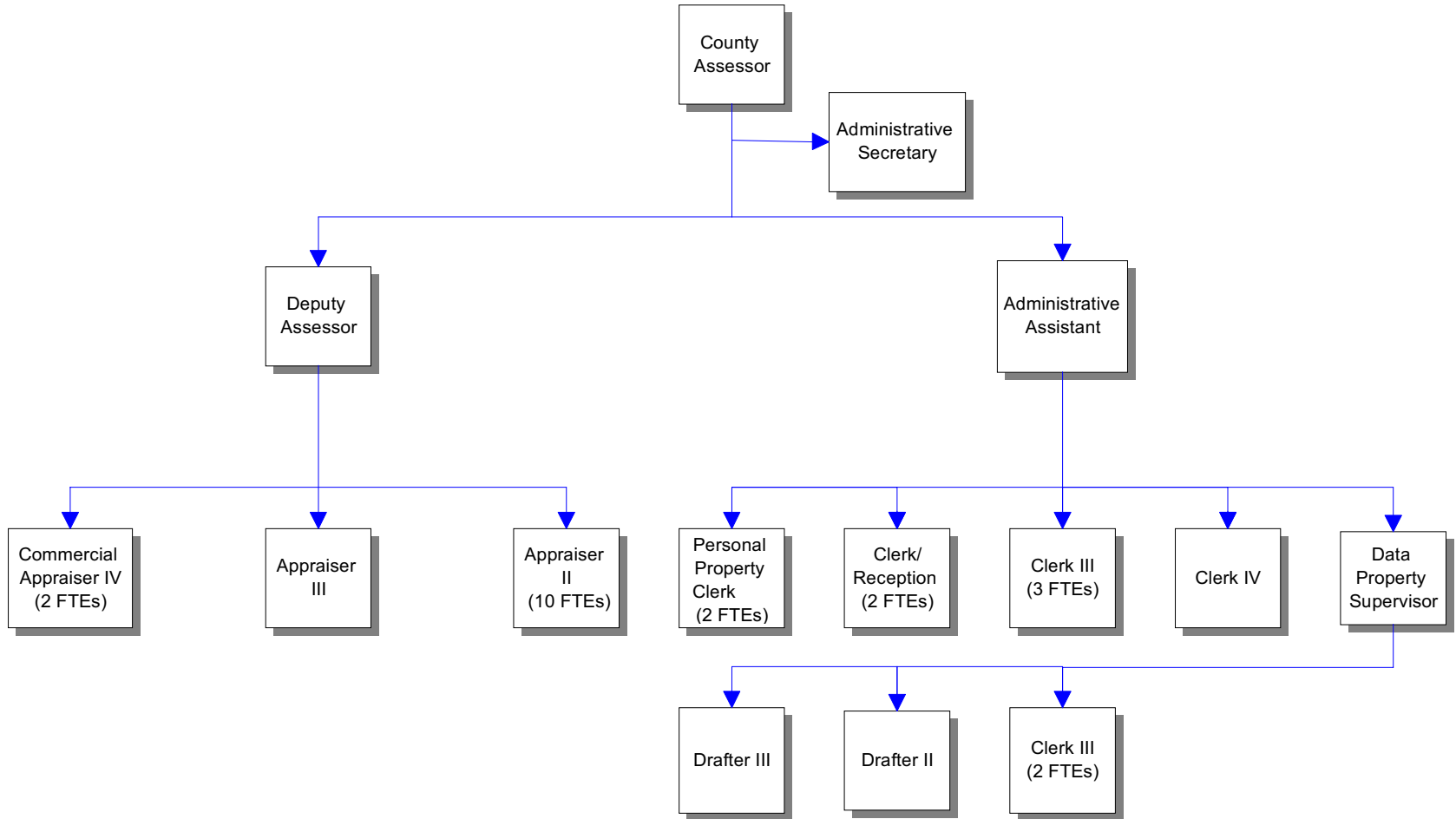
# Expenditures Summary continued

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
50710 & 50728 ADS - Facilities Management							
Salaries & Wages	334,037	409,485	476,577	519,011	523,086	4,075	0.79%
Benefits	214,652	175,105	154,771	171,140	176,693	5,553	3.24%
Supplies	118,857	117,625	140,968	118,600	118,350	(250)	-0.21%
Other Services & Charges	2,650	656,112	681,709	775,441	1,057,103	281,662	36.32%
Intergov Service & Charges	675,733	2,613	23,911	51,100	51,100	-	0.00%
Capital Outlay	18,590	6,724	3,979	20,000	-	(20,000)	-100.00%
Debt Service	-	-	-	113,850	113,850	-	0.00%
Operating Transfers	40,119	25,700	25,158	26,109	26,349	240	0.92%
<i>Total Facilities Management</i>	1,404,638	1,393,364	1,507,073	1,795,251	2,066,531	271,280	15.11%
507700 TR&R							
Capital Outlay	-	-	-	-	510,000	510,000	0.00%
<i>Total TR&amp;R</i>	-	-	-	-	510,000	510,000	0.00%
<i>Total ADS Fund</i>	5,493,269	5,420,947	6,006,942	6,931,916	7,670,357	738,441	10.65%

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# Expenditures Summary continued

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>326 R.E.E.T.</b>							
Capital Outlay	42,727	4,747	-	-	-	-	0.00%
Operating Transfers	872,512	750,000	750,000	622,162	648,879	26,717	4.29%
<i>Total R.E.E.T.</i>	915,239	754,747	750,000	622,162	648,879	26,717	4.29%
<b>327 COURTHOUSE EXPANSION FUND</b>							
Capital Outlay	1,920,871	-	-	-	-	-	0.00%
Debt Service	10,000	116,844	51,058	-	-	-	0.00%
Operating Transfers	140,000	-	-	-	-	-	0.00%
<i>Total Courthouse Expansion</i>	2,070,871	116,844	51,058	-	-	-	0.00%
<b>328 PHYSICAL PLANT</b>							
Supplies	477	-	-	-	-	-	0.00%
Other Services & Charges	8,933	-	-	-	-	-	0.00%
Capital Outlay	30,257	-	-	-	-	-	0.00%
<i>Total Courthouse Expansion</i>	39,667	-	-	-	-	-	0.00%
<b>TOTAL ADMINISTRATIVE SVCS</b>	8,519,046	6,292,538	6,808,000	7,554,078	8,319,236	765,158	10.13%



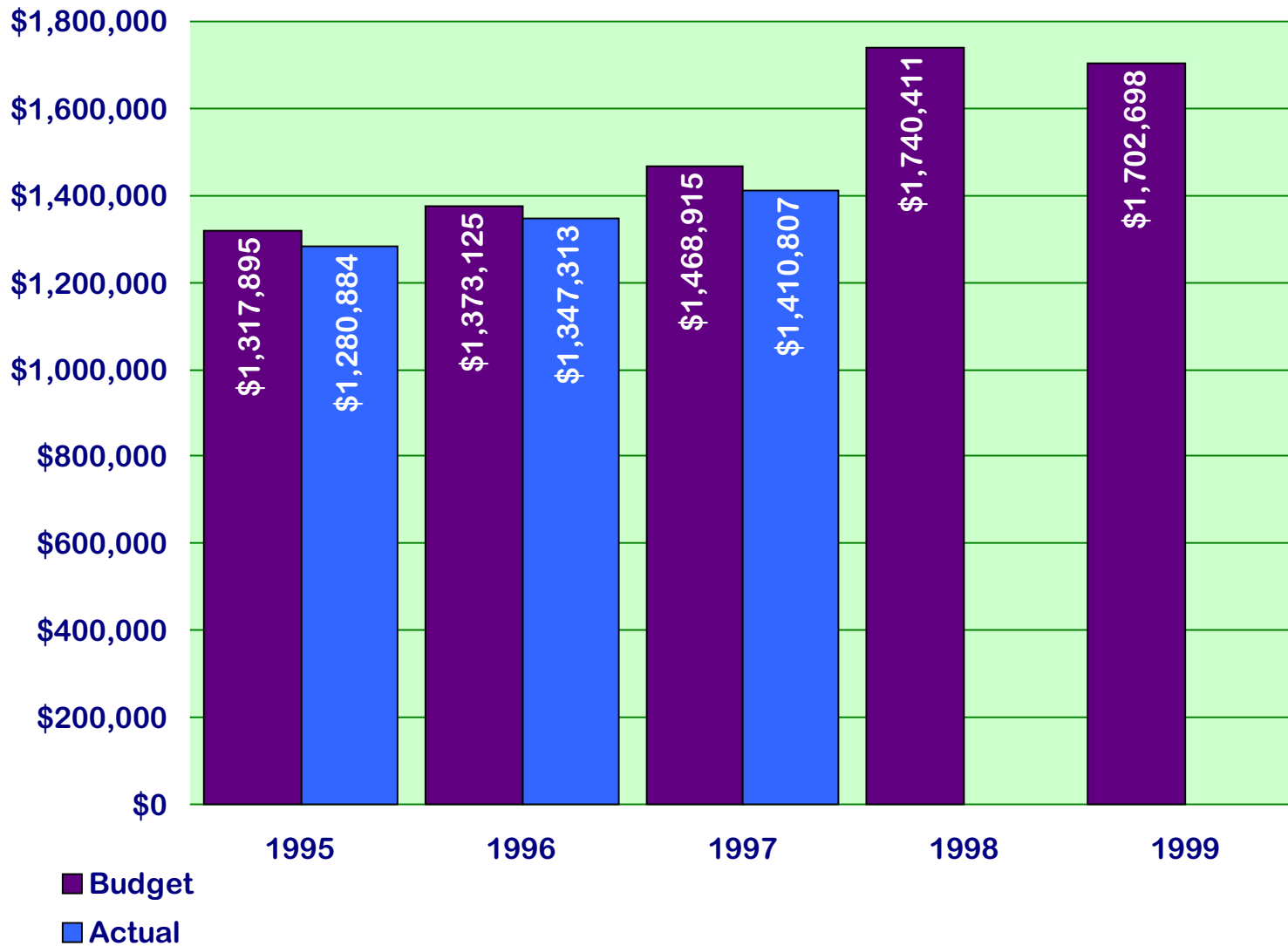
## Mission

- ▼ Discover, inventory, list and appraise all real and personal property. Maintain accurate configurations of land and ownership and establish valuations upon which various taxing bodies levy property taxes. The Assessor provides important mapping, parcel data and ownership/assessment information and assistance to taxpayers and government agencies. Individual assessments distribute an individual taxpayer's property tax liability. The rules, regulations, deadlines and supervision of the Assessor are established in the Constitution of the State of Washington, set by Washington State Law and enforced by the Washington State Department of Revenue. The County Assessor, as created by the adoption of the Whatcom County Home Rule Charter, is an elected, nonpartisan position with the powers and duties of the office as provided by general law.

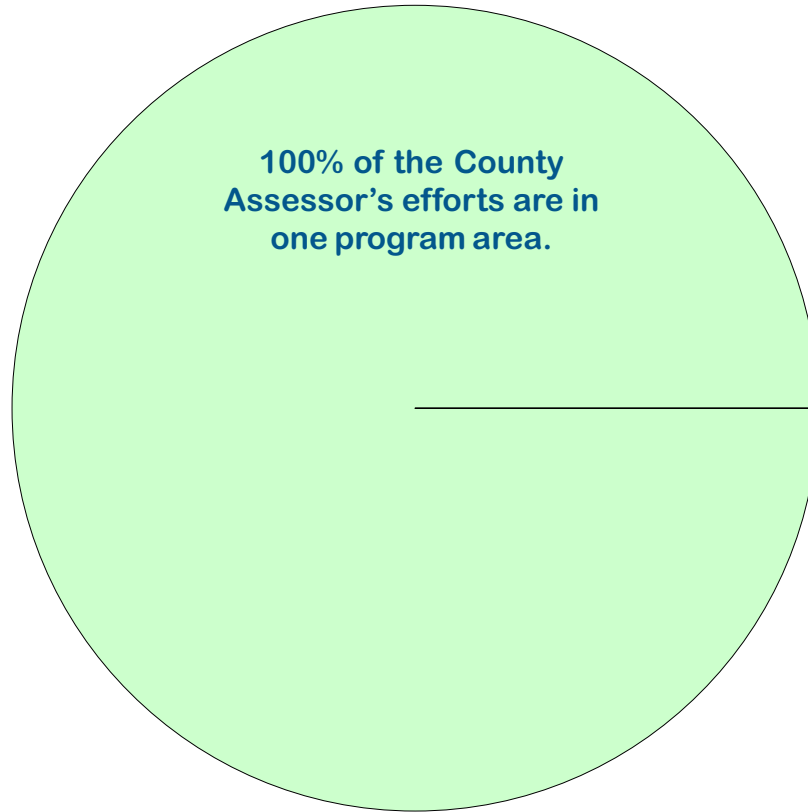
## Objectives

- ▼ A complete revaluation of approximately one quarter (24,000) of the parcels of real property to establish the county-wide tax base for taxing districts.
- ▼ A revaluation of all personal property to establish the tax base.
- ▼ Discover, list and appraise all real and personal property new constructions to add valuations to the tax base.
- ▼ Maintain an accurate property ownership, parcel data base and cartographic mapping for all property.
- ▼ Allocation of valuation to taxing districts, calculation of levy taxes and certification of tax rolls for the County Treasurer.
- ▼ Provide information, education and assistance to taxpayers and governmental agencies.
- ▼ Prepare defenses of valuations and actions before the Whatcom County Board of Equalization, Washington State

# Expenditure Trends



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

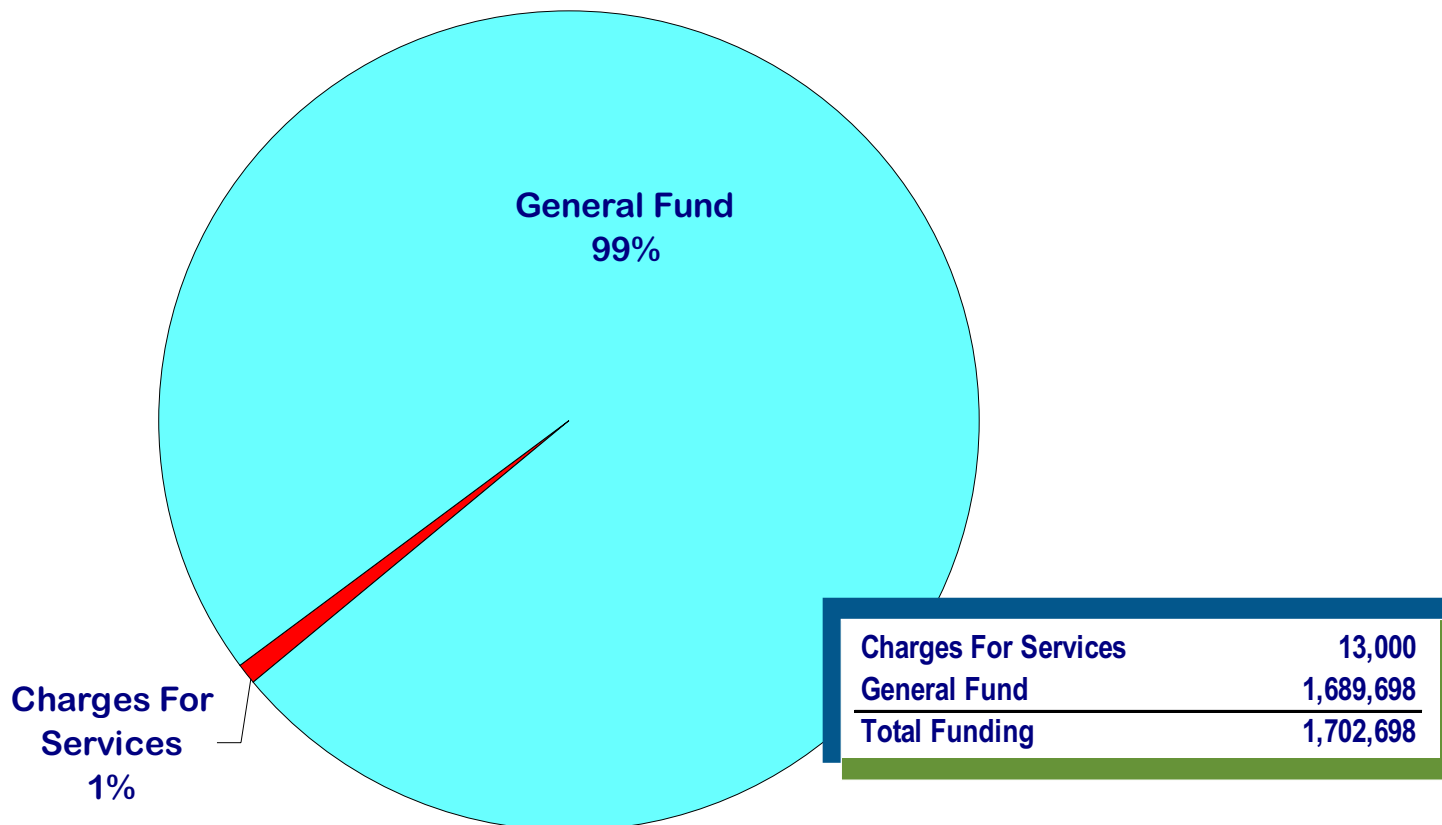


*NOTE: Capital expenditures are not shown to more accurately reflect ongoing operational costs.*

# Program Summary

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>OPERATIONS</b>							
<b>General Fund</b>							
300 Assessor	1,280,884	1,347,313	1,410,807	1,740,411	1,702,698	(37,713)	-2.17%
<i>Total Assessor Operations</i>	1,280,884	1,347,313	1,410,807	1,740,411	1,702,698	(37,713)	-2.17%
<b>CAPITAL</b>							
<b>General Fund</b>							
300 Assessor - Capital	9,886	22,807	10,818	42,356	-	(42,356)	-100.00%
<i>Total Assessor Capital</i>	9,886	22,807	10,818	42,356	-	(42,356)	-100.00%
<b>TOTAL ASSESSOR</b>	1,290,770	1,370,120	1,421,625	1,782,767	1,702,698	(80,069)	-4.49%

# 1999 Funding Sources



*Property tax revenues are not shown on the Assessor's Office funding sources graph; however, it is important to acknowledge the Assessor's capability to appraise new construction and place it on the tax rolls, which directly impacts all property tax related revenues. Generally, annual revaluation appraisals do not impact property tax revenues. Annual revaluations are used to redistribute existing property tax burden among taxpayers based on updated property values.*

### General Fund

- ▼ Undesignated General Fund resources.

### Miscellaneous Revenue

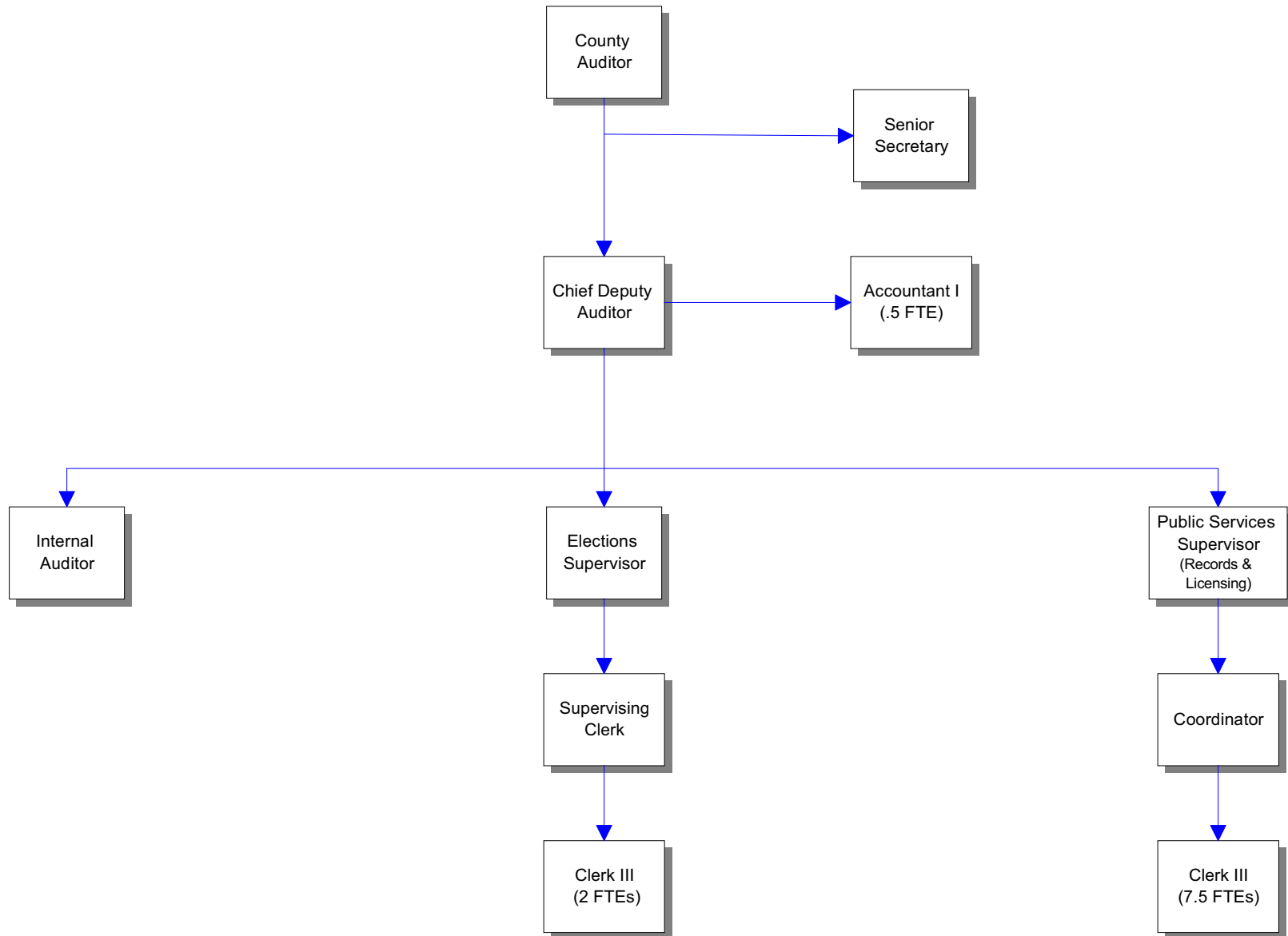
- ▼ The Assessor collects revenues from its fire patrol fee and printing and duplication of documents and records.

## Performance / Activity Measures

	1997 Actual	1998 Projected	1999 Projected
Property Tax Dollars to County	28,790,647	29,537,370	30,275,800
Flood Control Zone District Dollars	1,629,876	1,695,265	1,740,000
Real Property Parcels	96,173	97,502	98,400
Combinations/Segregations Processed	3,708	3,938	4,200
New Construction Tax Revenue To County	620,909	555,340	500,000
New Construction Valuation (Total)	255,041,583	222,637,445	200,000,000
Building Permits Evaluated	4,011	4,112	4,350
New SFR's added assessments	1,235	1,592	1,600
Board of Equalization Petitions	525	396	400
Total Property Tax Revenue	127,693,230	132,692,775	137,337,000

# Expenditure Summary

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>GENERAL FUND</b>							
300 Assessor							
Salaries & Wages	878,894	919,781	996,626	1,068,267	1,087,712	19,445	1.82%
Benefits	266,130	273,034	293,640	316,092	320,914	4,822	1.53%
Supplies	24,439	26,576	22,329	86,380	23,900	(62,480)	-72.33%
Other Services & Charges	111,421	127,922	98,212	269,672	270,172	500	0.19%
Capital Outlay	9,886	22,807	10,818	42,356	-	(42,356)	-100.00%
<b>TOTAL ASSESSOR</b>	<b>1,290,770</b>	<b>1,370,120</b>	<b>1,421,625</b>	<b>1,782,767</b>	<b>1,702,698</b>	<b>(80,069)</b>	<b>-4.49%</b>



# Mission & Objectives

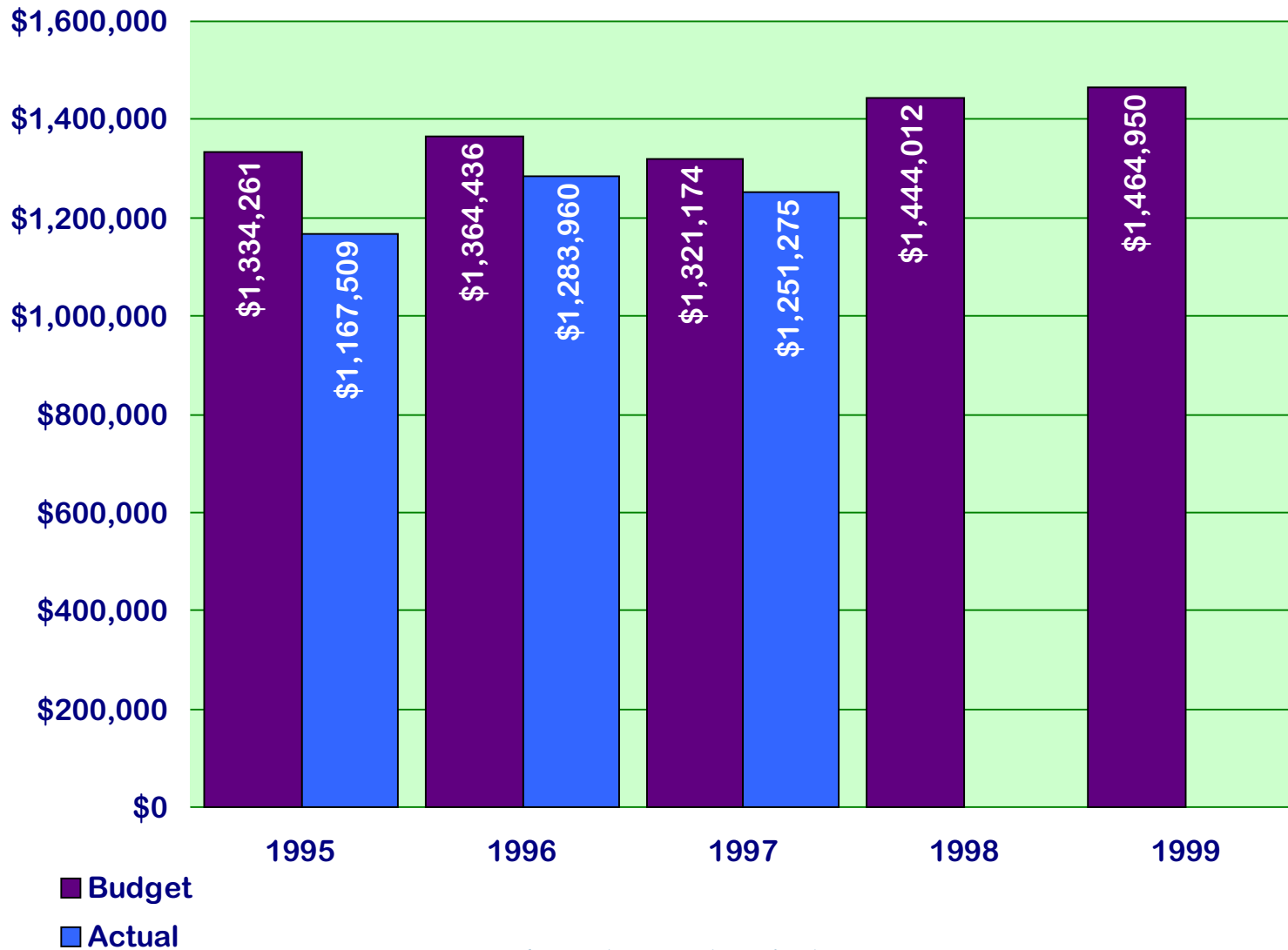
## Mission

- ▼ Provide excellence in public service, easy access to information and efficient operations in the delivery of services to the citizens of this county. This includes a commitment to continuous improvement with each division of the office supporting and complementing each other in a work environment that fosters and encourages innovation, cooperation and growth.

## Objectives

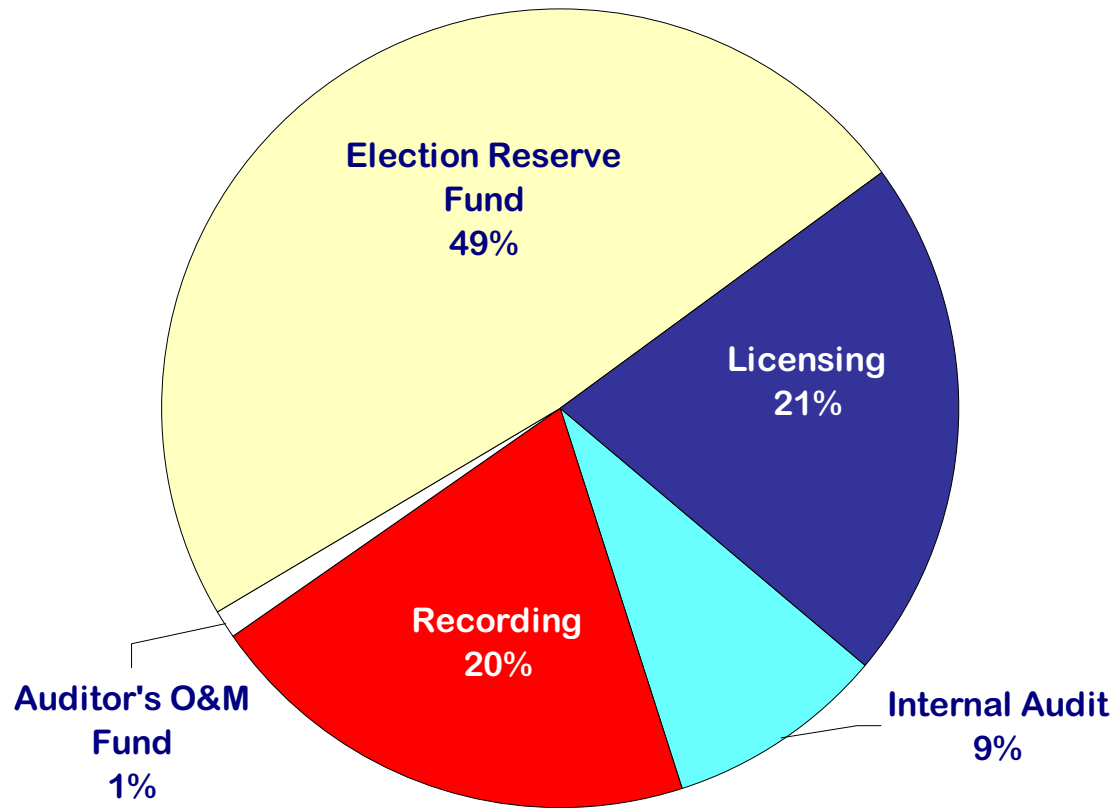
- ▼ Provide courteous and reliable service to all citizens.
- ▼ Administer fair elections which are open to all county citizens.
- ▼ Index documents within two weeks of recording.
- ▼ Process and return license renewals received in the mail within five days of receipt.
- ▼ Promote and support accountability in county government by providing auditing services to the organization.
- ▼ Conduct voter registration and election services within the county in accordance with federal and state requirements.
- ▼ Train licensing sub-agent personnel and monitor their performance for compliance with contract requirements.

# Expenditure Trends



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

# 1999 Budget by Program



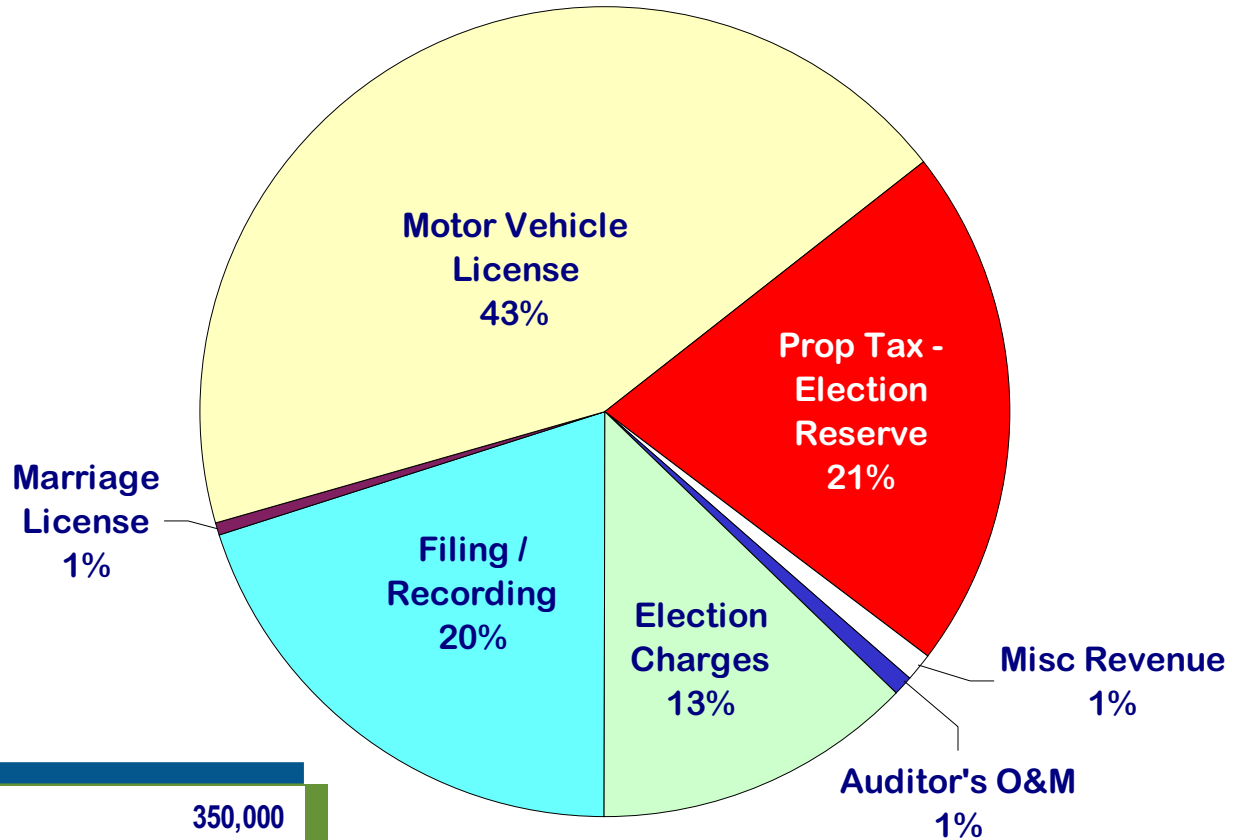
*NOTE: Capital expenditures are not shown to more accurately reflect ongoing operational costs.*

# Program Summary

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>OPERATIONS</b>							
<b>General Fund</b>							
510 Internal Audit	81,171	83,236	88,413	125,763	130,609	4,846	3.85%
520 Accounting	149,007	108,690	54,946	-	-	-	0.00%
540 Recording	241,061	217,214	229,863	286,955	295,769	8,814	3.07%
560 Licensing	256,628	235,993	247,550	304,679	309,376	4,697	1.54%
<b>Election Reserve Fund</b>	439,170	633,857	613,771	712,065	713,146	1,081	0.15%
<b>Auditor's O&amp;M Fund</b>	472	4,970	16,732	14,550	16,050	1,500	10.31%
<i>Total Auditor Operations</i>	1,167,509	1,283,960	1,251,275	1,444,012	1,464,950	20,938	1.45%
<b>CAPITAL</b>							
<b>General Fund</b>							
560 Licensing	600	-	-	-	-	-	0.00%
<b>Election Reserve Fund Capital</b>	81,363	(10,627)	16,963	4,000	-	(4,000)	-100.00%
<b>Auditor's O&amp;M Fund Capital</b>	-	47,540	280,855	-	-	-	0.00%
<i>Total Auditor Capital</i>	81,963	36,913	297,818	4,000	-	(4,000)	-100.00%
<b>TOTAL AUDITOR</b>	1,249,472	1,320,873	1,549,093	1,448,012	1,464,950	16,938	1.17%

# 1999 Funding Sources

Revenues generated by the Auditor's Office exceed their cost of operations by \$273,429. These additional revenues contribute to the available General Fund balance.



Filing/Recording	350,000
Marriage License	9,000
Motor Vehicle License	760,000
Prop Tax - Election Reserve	361,129
Misc Revenue	19,400
Auditor's O&M	16,050
Election Charges	222,800
<b>Total Funding</b>	<b>1,738,379</b>

# 1999 Funding Sources continued

## Filing/Recording

- ▼ Fees are collected on filing and recording of transactions such as real property sales.

## Marriage License

- ▼ Fees are collected for the issuance of marriage licenses.

## Motor Vehicle License

- ▼ Fees are received for vehicle license renewals and title transfers performed in Whatcom County by county and subagent staff.

## Property Tax - Election Reserve

- ▼ Property tax levy to fund the cost of voter registration and administration of regular and special state and county elections.

## Miscellaneous Revenue

- ▼ The Auditor collects small amounts of revenue from a variety of sources, such as sale of microfilm reels to title companies.

## Election Charges

- ▼ The county is reimbursed by local jurisdictions for the cost of administering all elections in those jurisdictions and additionally, is reimbursed for costs of maintaining voter registration by cities. State reimbursement for elections occurs only in odd numbered years. The department also receives revenue from the sale of elections publications, printing/duplicating and candidate filing fees.

## Auditor's O & M (Intergovernmental Revenues)

- ▼ Fees are collected in Whatcom County to fund document recording. The state receives fees on every recorded document. A portion of this fee is reallocated to the county. Additionally, the county collects a fee on each document recorded. The revenue from these fees is used to acquire and maintain document recording systems. These fees total \$93,000; however, the majority of these revenues fund capital purchases. Only the \$16,050 used for current operations is included in the Auditor's funding.

## Performance / Activity Measures

	1997 Actual	1998 Projected	1999 Projected
Document Recordings	45,600	56,000	57,000
License Transactions	203,930	205,000	206,000
Marriage Licenses	1,280	1,300	1,300
Registered Voters (Active and Inactive)	98,400	103,000	105,000

# Expenditures Summary

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>GENERAL FUND</b>							
510 Internal Audit							
Salaries & Wages	57,866	61,487	65,646	77,173	81,410	4,237	5.49%
Benefits	14,822	15,092	16,562	20,201	20,810	609	3.01%
Supplies	1,622	1,063	887	2,671	2,671	-	0.00%
Other Services & Charges	6,861	5,594	5,318	25,718	25,718	-	0.00%
<i>Total Internal Audit</i>	81,171	83,236	88,413	125,763	130,609	4,846	3.85%
520 District Accounting							
Salaries & Wages	99,081	71,162	33,121	-	-	-	0.00%
Benefits	28,553	21,572	11,030	-	-	-	0.00%
Supplies	1,887	1,740	250	-	-	-	0.00%
Other Services & Charges	19,486	14,216	10,545	-	-	-	0.00%
<i>Total Accounting</i>	149,007	108,690	54,946	-	-	-	-
540 Recording							
Salaries & Wages	150,069	141,515	149,164	165,985	173,214	7,229	4.36%
Benefits	46,035	41,920	43,272	49,352	50,937	1,585	3.21%
Supplies	3,311	2,523	4,828	8,750	7,750	(1,000)	-11.43%
Other Services & Charges	41,646	31,256	32,599	62,868	63,868	1,000	1.59%
<i>Total Recording</i>	241,061	217,214	229,863	286,955	295,769	8,814	3.07%

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# Expenditures Summary continued

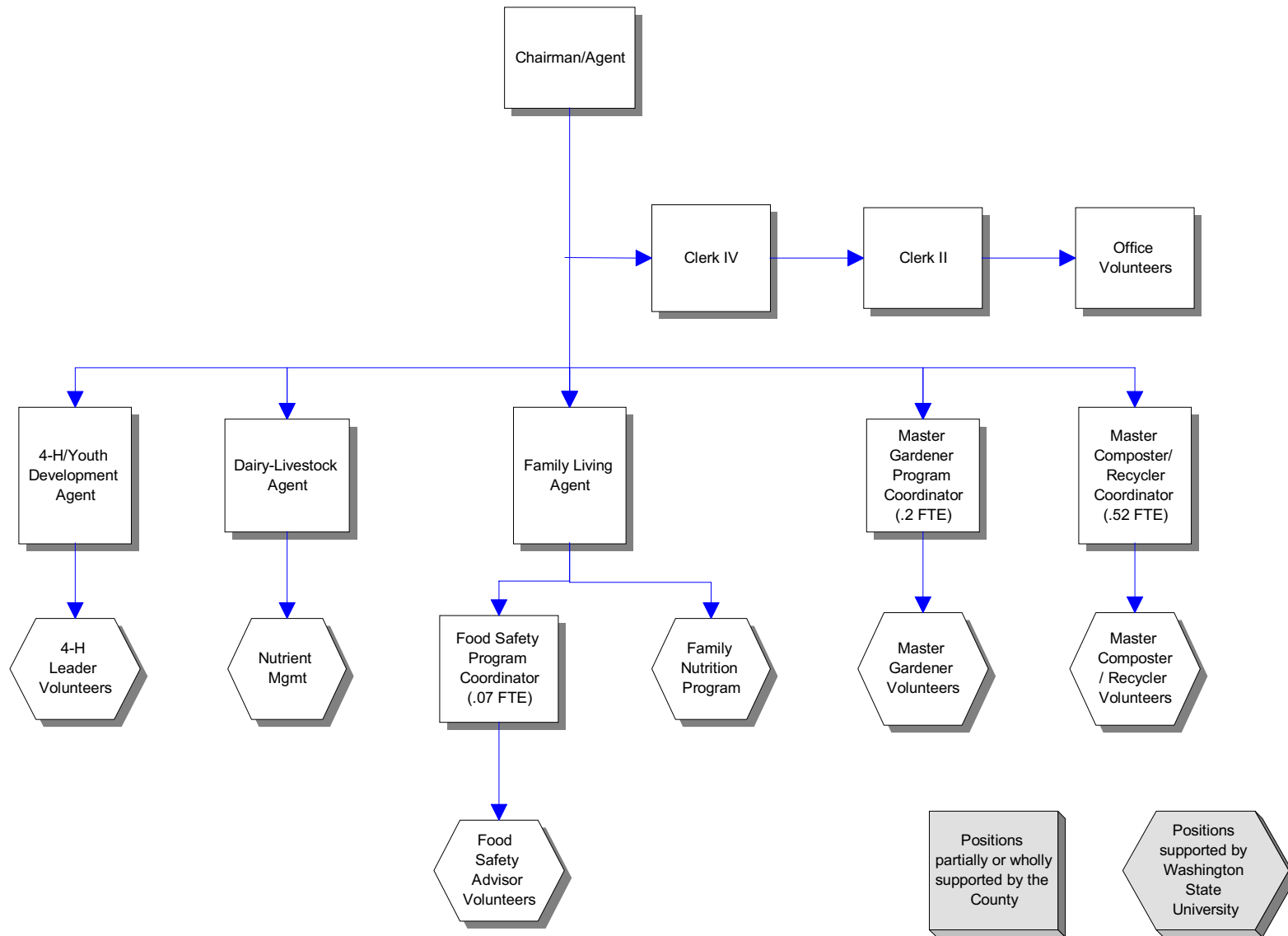
	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
560 Licensing							
Salaries & Wages	163,604	154,307	163,335	188,116	189,821	1,705	0.91%
Benefits	50,371	46,746	48,213	56,610	57,602	992	1.75%
Supplies	4,145	2,172	3,871	5,054	5,054	-	0.00%
Other Services & Charges	38,508	32,768	32,131	54,899	56,899	2,000	3.64%
Capital Outlay	600	-	-	-	-	-	0.00%
<i>Total Licensing</i>	257,228	235,993	247,550	304,679	309,376	4,697	1.54%
<i>Total General Fund</i>	728,467	645,133	620,772	717,397	735,754	18,357	2.56%
<b>ELECTION RESERVE FUND</b>							
10904 Election Costs							
Salaries & Wages	182,000	236,951	212,598	215,672	198,370	(17,302)	-8.02%
Benefits	39,111	41,936	46,826	55,859	53,274	(2,585)	-4.63%
Supplies	53,283	88,040	92,278	72,300	72,300	-	0.00%
Other Services & Charges	61,025	110,348	104,374	148,494	150,354	1,860	1.25%
Capital Outlay	5,424	-	16,963	4,000	-	(4,000)	-100.00%
<i>Total Election Costs</i>	340,843	477,275	473,039	496,325	474,298	(22,027)	-4.44%
10906 Registrations							
Salaries & Wages	55,516	75,329	77,952	79,614	87,728	8,114	10.19%
Benefits	15,981	25,441	25,639	24,835	23,211	(1,624)	-6.54%
Supplies	4,883	2,065	1,349	4,800	4,800	-	0.00%
Other Services & Charges	14,243	26,264	23,947	69,248	80,388	11,140	16.09%
<i>Total Registrations</i>	90,623	129,099	128,887	178,497	196,127	17,630	9.88%

*continued on next page*

# Expenditures Summary continued

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
10907 Administration							
Salaries & Wages	-	21,527	22,674	31,429	32,738	1,309	4.16%
Benefits	-	4,915	5,278	8,264	8,433	169	2.05%
Supplies	435	523	153	650	650	-	0.00%
Other Services & Charges	269	234	523	600	600	-	0.00%
Debt Service	14	284	180	300	300	-	0.00%
<i>Total Administration</i>	718	27,483	28,808	41,243	42,721	1,478	3.58%
10908 Voter Management System							
Salaries & Wages	8,676	-	-	-	-	-	0.00%
Benefits	1,158	-	-	-	-	-	0.00%
Supplies	1,571	-	-	-	-	-	0.00%
Other Services & Charges	1,005	-	-	-	-	-	0.00%
Capital Outlay	75,939	(10,627)	-	-	-	-	0.00%
<i>Total Voter Mngmnt System</i>	88,349	(10,627)	-	-	-	-	0.00%
<i>Total Election Reserve Fund</i>	520,533	623,230	630,734	716,065	713,146	(2,919)	-0.41%
<b>166 AUDITOR'S O&amp;M FUND</b>							
Salaries & Wages	-	-	7,408	10,000	10,000	-	0.00%
Benefits	-	-	1,406	550	550	-	0.00%
Supplies	-	405	4,945	2,000	2,000	-	0.00%
Other Services & Charges	472	4,565	2,973	2,000	3,500	1,500	75.00%
Capital Outlay	-	47,540	280,855	-	-	-	0.00%
<i>Total Auditor's O &amp; M Fund</i>	472	52,510	297,587	14,550	16,050	1,500	10.31%
<b>TOTAL AUDITOR</b>	1,249,472	1,320,873	1,549,093	1,448,012	1,464,950	16,938	1.17%

# Cooperative Extension



# Mission & Objectives

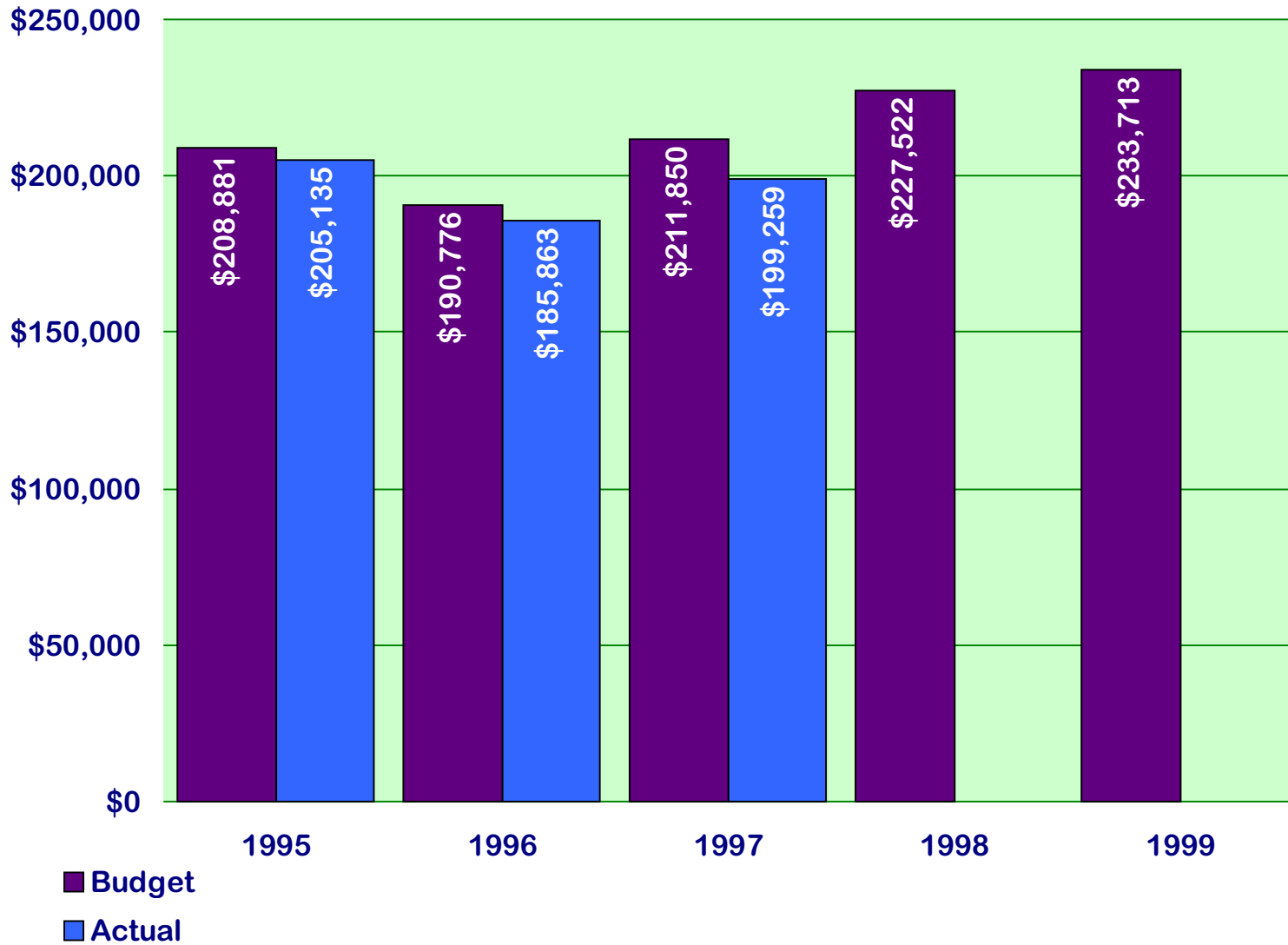
## Mission

- ▼ Extension's job is education. Cooperative Extension is a unique partnership of federal, state and county governments. Cooperative Extension transmits practical information produced by research centers and Land Grant universities to the public. Extension's aim is to help local people identify and solve problems. Extension's mission is better agriculture, better families, better communities and in the aggregate, a better world.

## Objectives

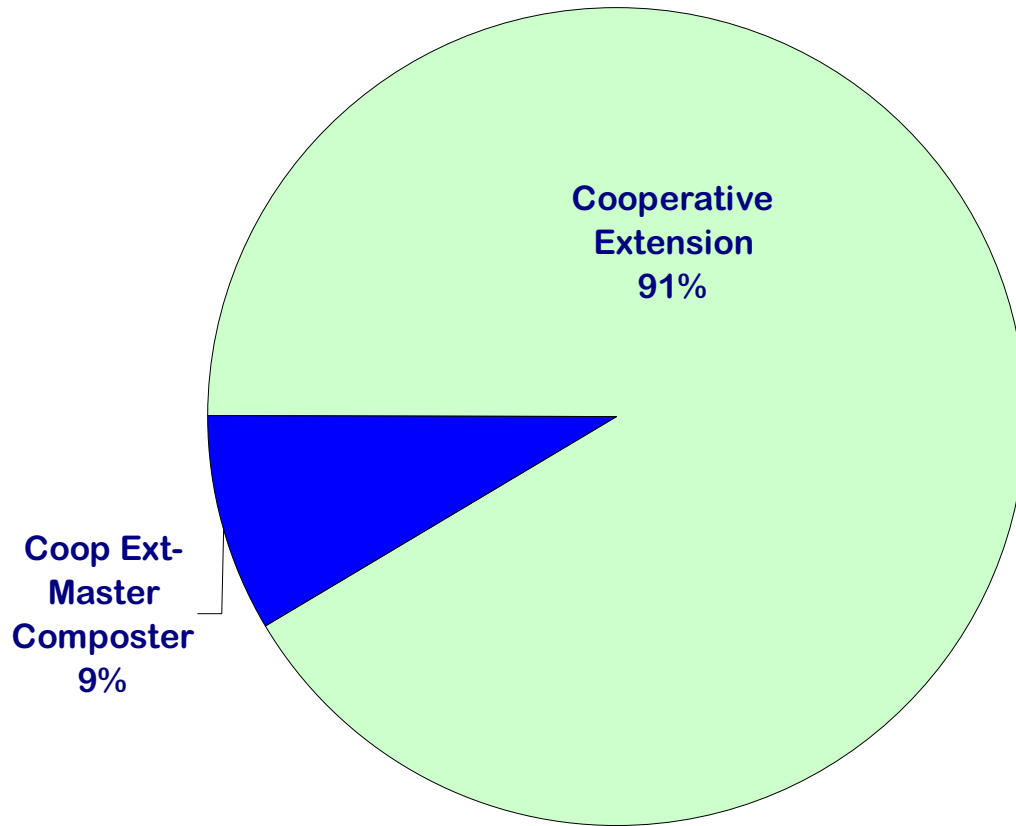
- ▼ Build the capacity of individuals, organizations, businesses and communities, empowering them to find solutions for local issues and to improve their quality of life.
- ▼ Maintain relevance to the people of the community by being highly accessible, addressing critical issues, focusing on prevention, maintaining a holistic approach and centering attention on the learner.
- ▼ Provide information to farmers that will help them strengthen agriculture through efficiencies in marketing, distribution and production, assuring an abundant and safe supply of food and fiber for American consumers and for export.
- ▼ Enhance the ability of individuals and groups in making decisions for wise use and management of the community's natural, renewable, and nonrenewable resources, while assuring a protected environment for an improved quality of life for all citizens.
- ▼ Aid in strengthening the institutions of home and family and the development of individual life skills, attitudes, and values among adults and youth. These contribute to a self-directing, productive and harmonious society.

# Expenditure Trends



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

# 1999 Budget by Program

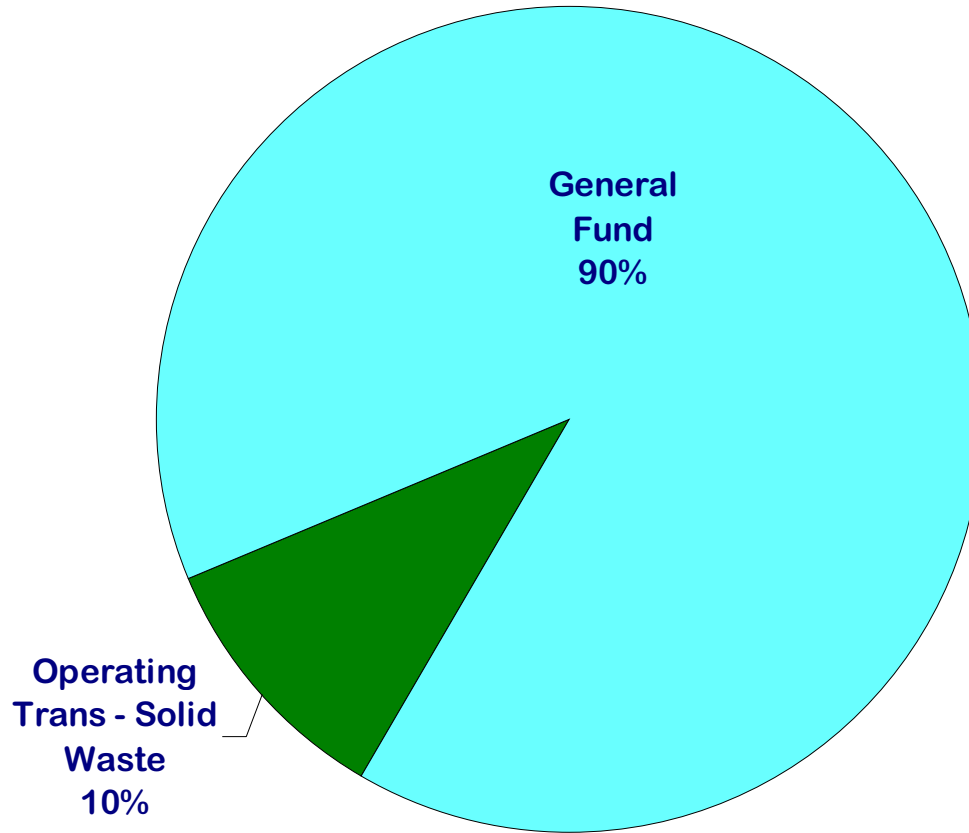


*NOTE: Capital expenditures and interfund operating and residual equity transfers are not shown to more accurately reflect ongoing operational costs.*

# Program Summary

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>OPERATIONS</b>							
<b>General Fund</b>							
2000 Cooperative Extension	186,196	166,714	180,391	208,238	213,699	5,461	2.62%
2001 Coop Ext- Master Compstr	18,939	19,149	18,868	19,284	20,014	730	3.79%
<i>Total Cooperative Ext Operations</i>	205,135	185,863	199,259	227,522	233,713	6,191	2.72%
<b>CAPITAL</b>							
<b>General Fund</b>							
2000 Cooperative Extension	3,298	-	-	-	-	-	0.00%
<i>Total Cooperative Ext Capital</i>	3,298	-	-	-	-	-	0.00%
<b>TOTAL COOPERATIVE EXTENSION</b>	208,433	185,863	199,259	227,522	233,713	6,191	2.72%

# 1999 Funding Sources



Operating Trans - Solid Waste	24,000
General Fund	209,713
<b>Total Funding</b>	<b>233,713</b>

## General Fund

- ▼ Non-dedicated General Fund resources.

## Operating Transfer - Solid Waste

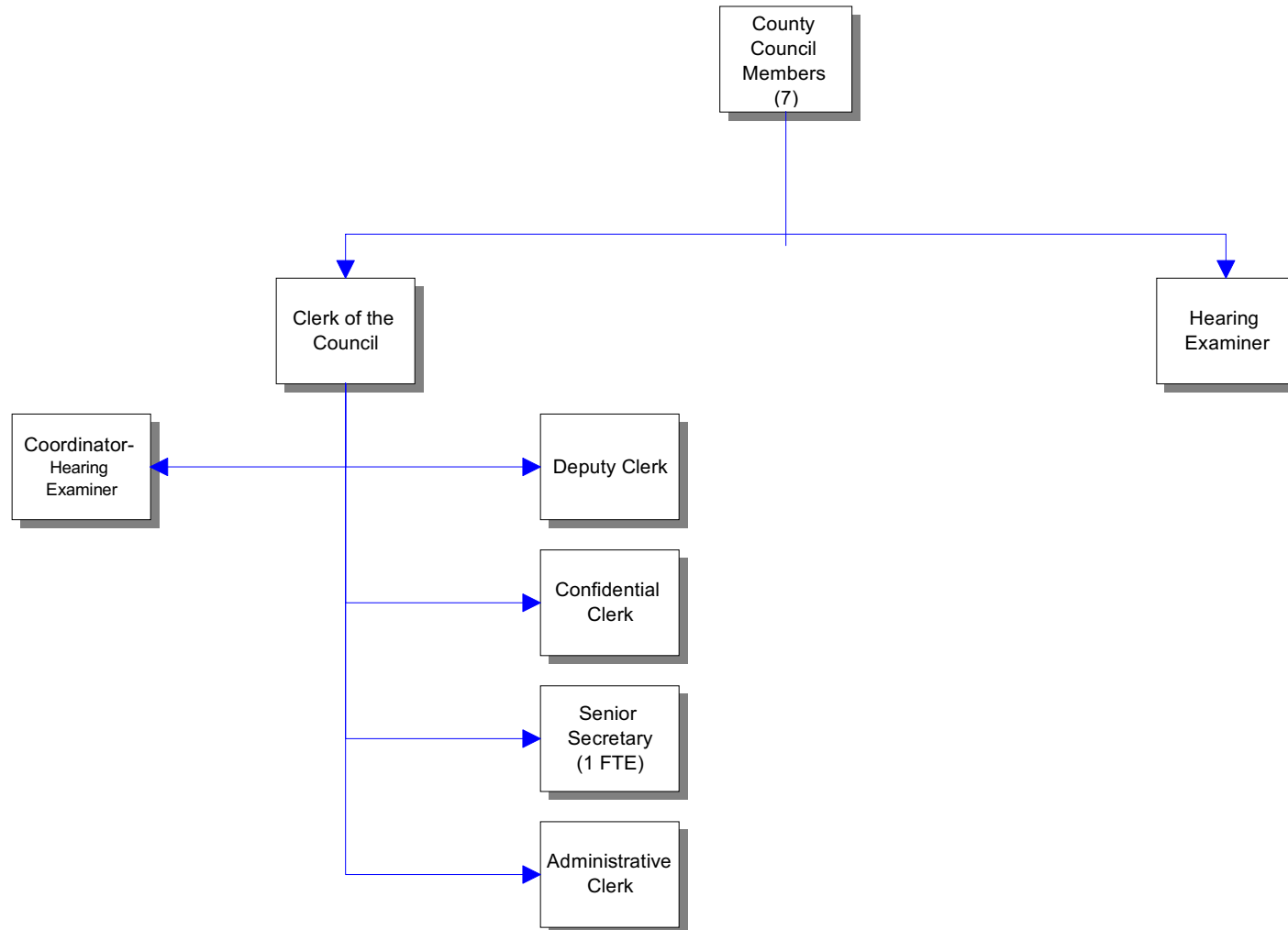
- ▼ Operating transfer from the Solid Waste Fund to support the Master Composter program.

# Performance / Activity Measures

	1997 Actual	1998 Projected	1999 Projected
<b>4-H Program</b>			
Adult Volunteer Leaders - Challenge	42	49	45
Adult Volunteer Leaders - Clubs	193	223	225
Members - Club	871	907	925
Members - School Enrichment	1,056	1,058	1,050
Members - Special Interest (Challenge)	2,149	1,419	1,500
<b>Food Safety Advisor Program</b>			
Contacts	4,043	4,000	6,000
Hours	757	600	850
Volunteers	30	25	35
<b>Master Gardener Program</b>			
Contacts	6,390	6,700	7,000
Hours	5,260	6,600	6,900
Trainees	46	45	50
Veterans	304	310	350
<b>Smart &amp; Healthy Program</b>			
Funding Discontinued 6/98			
Contacts	117	110	
Hours	163	150	
Volunteers	7	6	

# Expenditures Summary

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>GENERAL FUND</b>							
2000 Cooperative Extension							
Salaries & Wages	115,934	104,815	112,501	118,181	121,616	3,435	2.91%
Benefits	18,548	14,258	16,201	17,404	18,052	648	3.72%
Supplies	8,539	7,333	12,030	4,355	4,355	-	0.00%
Other Services & Charges	43,175	40,308	39,659	68,298	69,676	1,378	2.02%
Capital Outlay	3,298	-	-	-	-	-	0.00%
<i>Total Cooperative Extension</i>	189,494	166,714	180,391	208,238	213,699	5,461	2.62%
2001 Master Composter							
Salaries & Wages	10,738	12,625	12,288	12,763	13,522	759	5.95%
Benefits	6,261	4,210	2,607	2,691	2,662	(29)	-1.08%
Supplies	814	1,351	3,232	1,550	1,550	-	0.00%
Other Services & Charges	1,126	963	741	2,280	2,280	-	0.00%
<i>Total Master Composter</i>	18,939	19,149	18,868	19,284	20,014	730	3.79%
<b>TOTAL COOPERATIVE EXT.</b>	208,433	185,863	199,259	227,522	233,713	6,191	2.72%



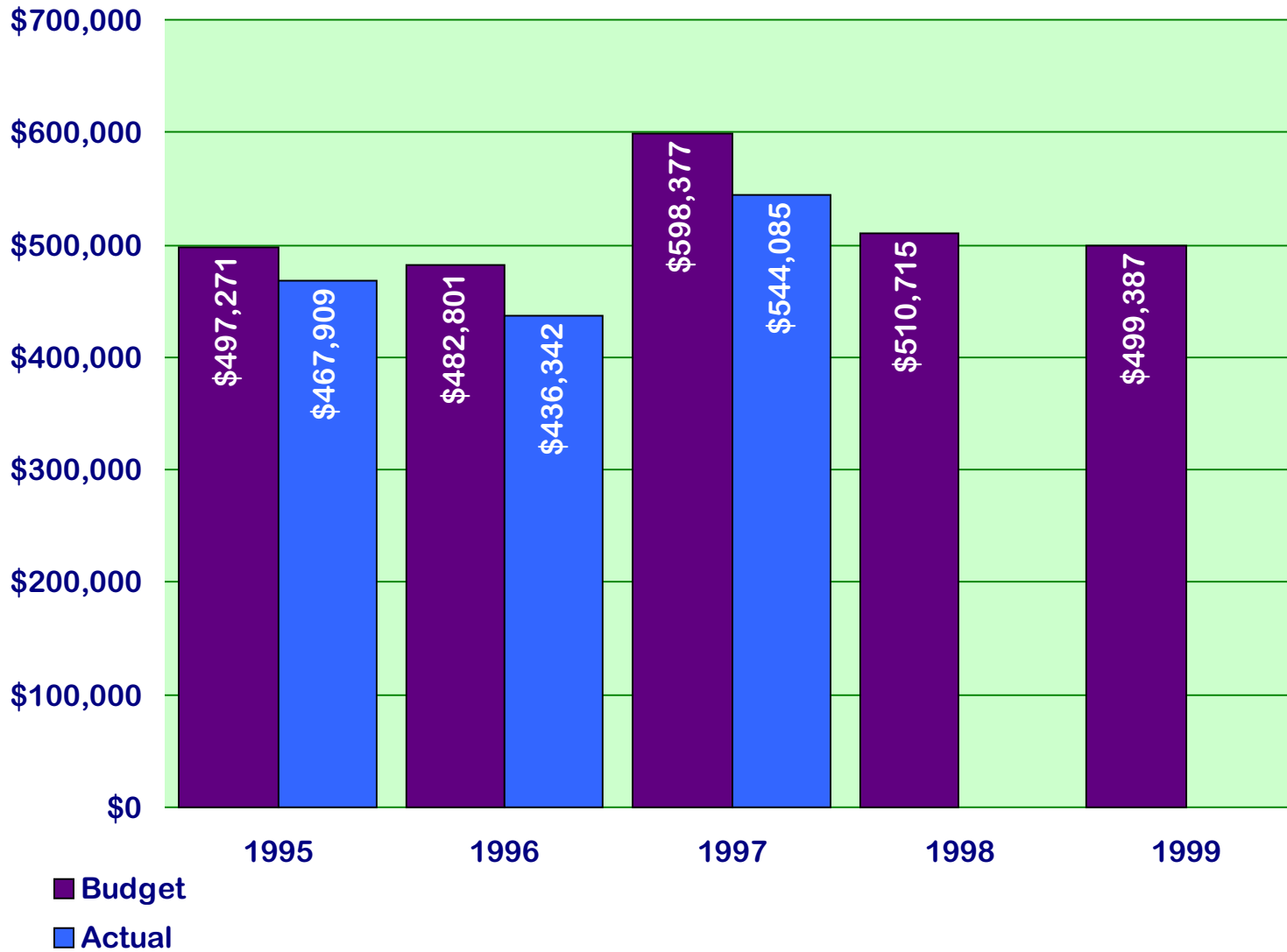
## Mission

- ▼ The Whatcom County Council is the legislative branch of county government, creating laws and policies for Whatcom County. Its responsibilities are set forth by state law and the Whatcom County Home Rule Charter. The council has final authority over the county budget and performs a variety of other legal and public service functions. The Council Clerk's position is mandated by State law. The clerk's staff exists to support the legislative functions listed above and fulfills a variety of other responsibilities to the public and county departments. The Board of Equalization (a citizen board which hears property owners' appeals of assessed property values) is a separate function under the clerk's operation.

## Objectives

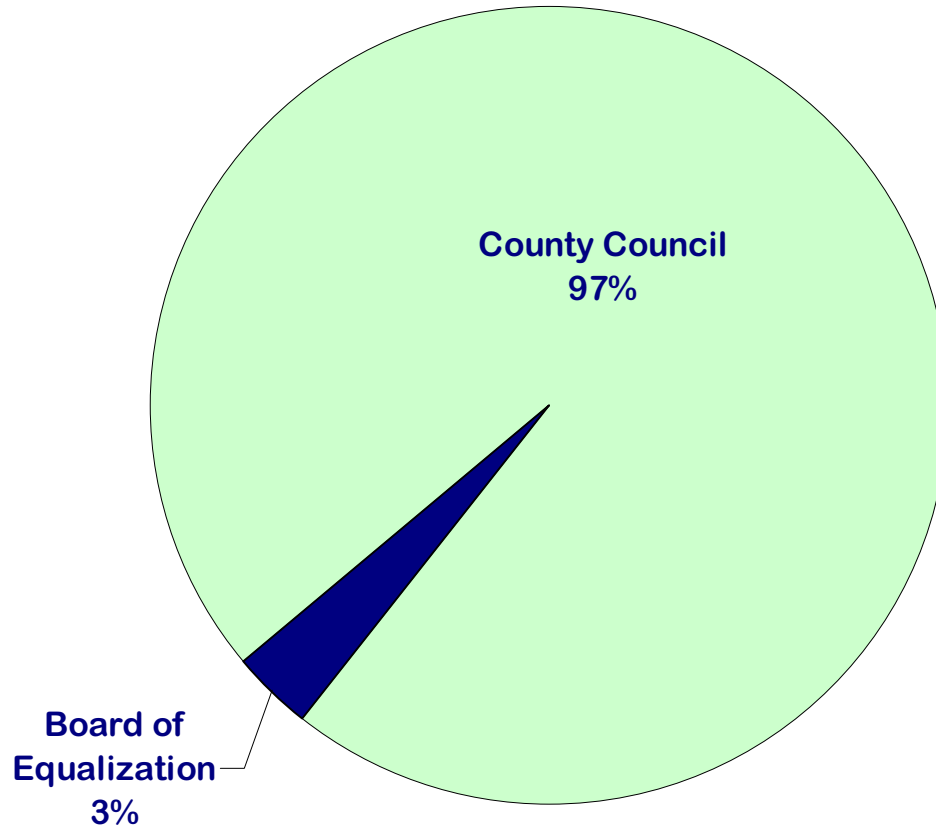
- ▼ Perform the state and county mandated functions associated with their positions.
- ▼ Provide support to the seven elected officials who serve on the County Council.
- ▼ Keep the public and other county departments informed of council actions.
- ▼ Maintain the public trust, providing open and fair access to council records.
- ▼ Function as a cohesive, knowledgeable, courteous and efficient team. Providing high-quality service to the council, other departments and the public is always the primary goal.

# Expenditure Trends



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

# 1999 Budget by Program

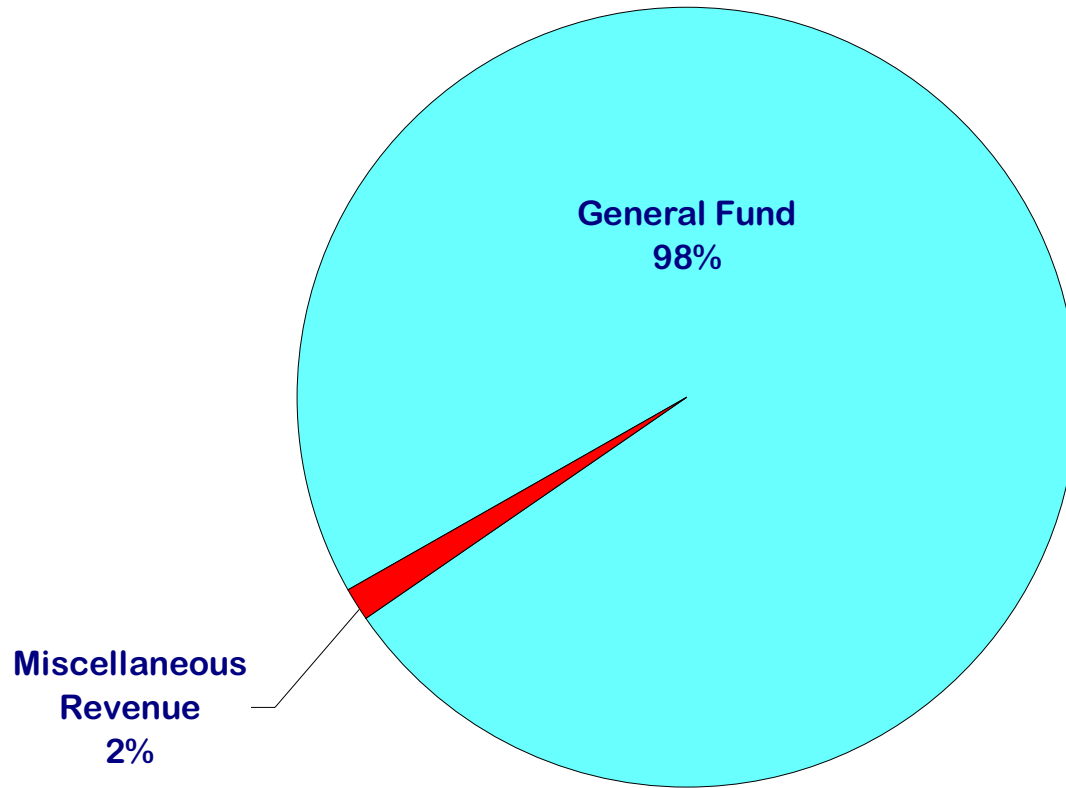


*NOTE: Capital expenditures are not shown to more accurately reflect ongoing operational costs.*

# Program Summary

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>OPERATIONS</b>							
<b>General Fund</b>							
1100 County Council	433,025	428,444	535,264	493,966	482,638	(11,328)	-2.29%
1120 Board of Equalization	30,601	7,898	8,821	16,749	16,749	-	0.00%
1130 Charter Review	4,283	-	-	-	-	-	0.00%
1140 Irrigation District	-	-	-	-	-	-	0.00%
<i>Total County Council Operations</i>	467,909	436,342	544,085	510,715	499,387	(11,328)	-2.22%
<b>CAPITAL</b>							
<b>General Fund</b>							
1100 County Council	3,412	-	-	-	-	-	0.00%
<i>Total County Council Capital</i>	3,412	-	-	-	-	-	0.00%
<b>TOTAL COUNTY COUNCIL</b>	471,321	436,342	544,085	510,715	499,387	(11,328)	-2.22%

# 1999 Funding Sources



General Fund	491,759
Miscellaneous Revenue	7,628
<b>Total Funding</b>	<b>499,387</b>

## General Fund

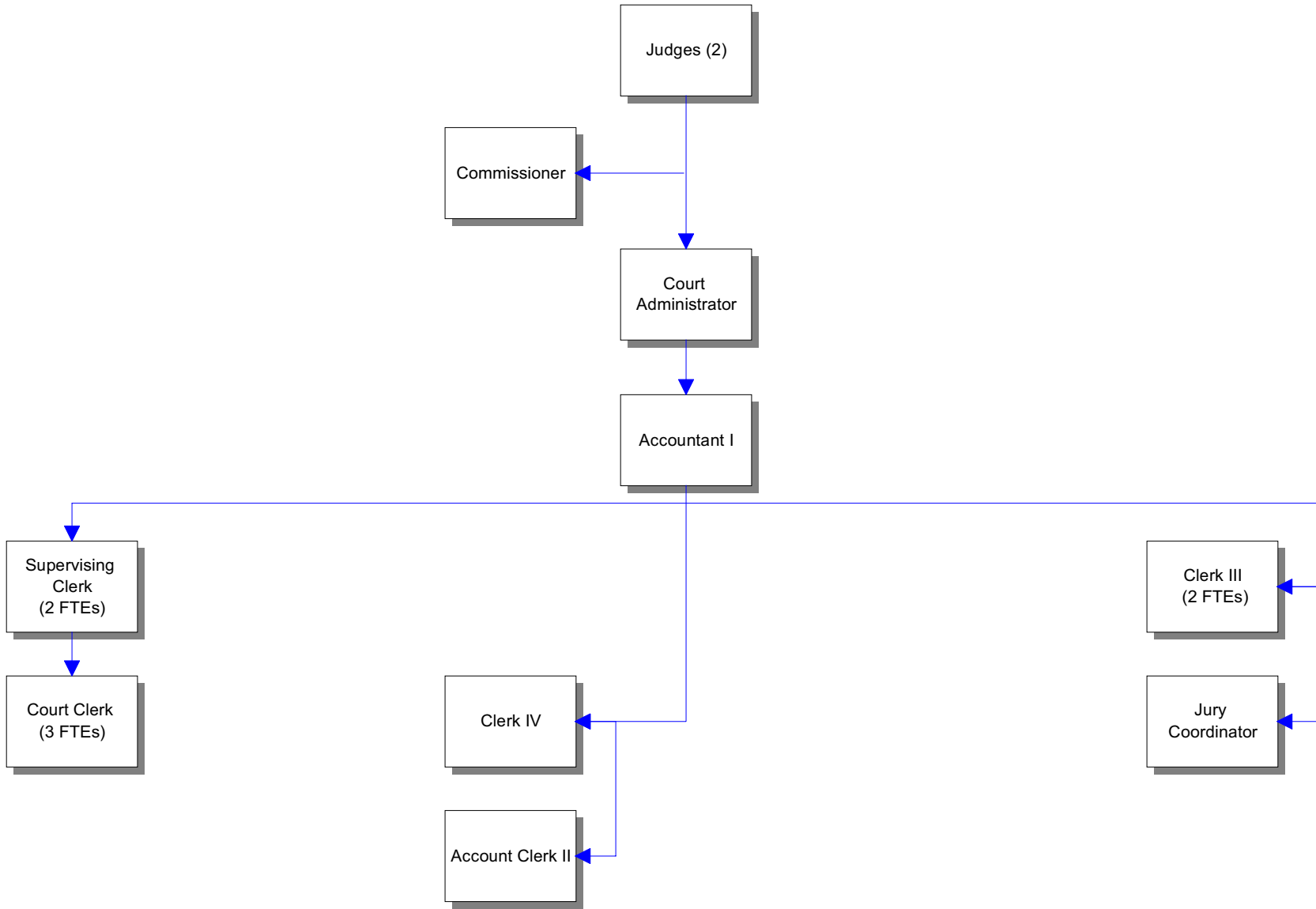
▼ Undesignated General Fund resources.

## Performance / Activity Measures

	1997 Actual	1998 Projected	1999 Projected
Agenda Bills (issues before the council)	500	500	550
Appeals Processed	10	10	14
Board of Equalization petitions	500	700	800
Committee Meetings	76	90	100
Copies made	200,000	200,000	200,000
Council Meetings	80	80	25
Legal/Public Notices prepared & processed	175	200	200
Ordinance and Resolutions	120	140	140
Road Vacations Processed	6	6	2

# Expenditures Summary

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>GENERAL FUND</b>							
1100 County Council							
Salaries & Wages	248,486	256,141	226,485	234,889	263,954	29,065	12.37%
Benefits	57,233	56,878	49,629	53,977	57,060	3,083	5.71%
Supplies	23,739	18,482	22,581	18,590	22,590	4,000	21.52%
Other Services & Charges	103,567	96,943	236,569	186,510	139,034	(47,476)	-25.45%
Capital Outlay	3,412	-	-	-	-	-	0.00%
<i>Total County Council</i>	436,437	428,444	535,264	493,966	482,638	(11,328)	-2.29%
1120 Board of Equalization							
Salaries & Wages	25,359	6,150	7,275	13,050	13,050	-	0.00%
Benefits	3,141	501	604	1,089	1,089	-	0.00%
Supplies	644	328	60	500	500	-	0.00%
Other Services & Charges	1,457	919	882	2,110	2,110	-	0.00%
<i>Total Board of Equalization</i>	30,601	7,898	8,821	16,749	16,749	-	0.00%
1130 Charter Review							
Salaries & Wages	2,495	-	-	-	-	-	0.00%
Benefits	270	-	-	-	-	-	0.00%
Supplies	1,231	-	-	-	-	-	0.00%
Other Services & Charges	287	-	-	-	-	-	0.00%
<i>Total Charter Review</i>	4,283	-	-	-	-	-	0.00%
<b>TOTAL COUNTY COUNCIL</b>	471,321	436,342	544,085	510,715	499,387	(11,328)	-2.22%



# Mission & Objectives

## Mission

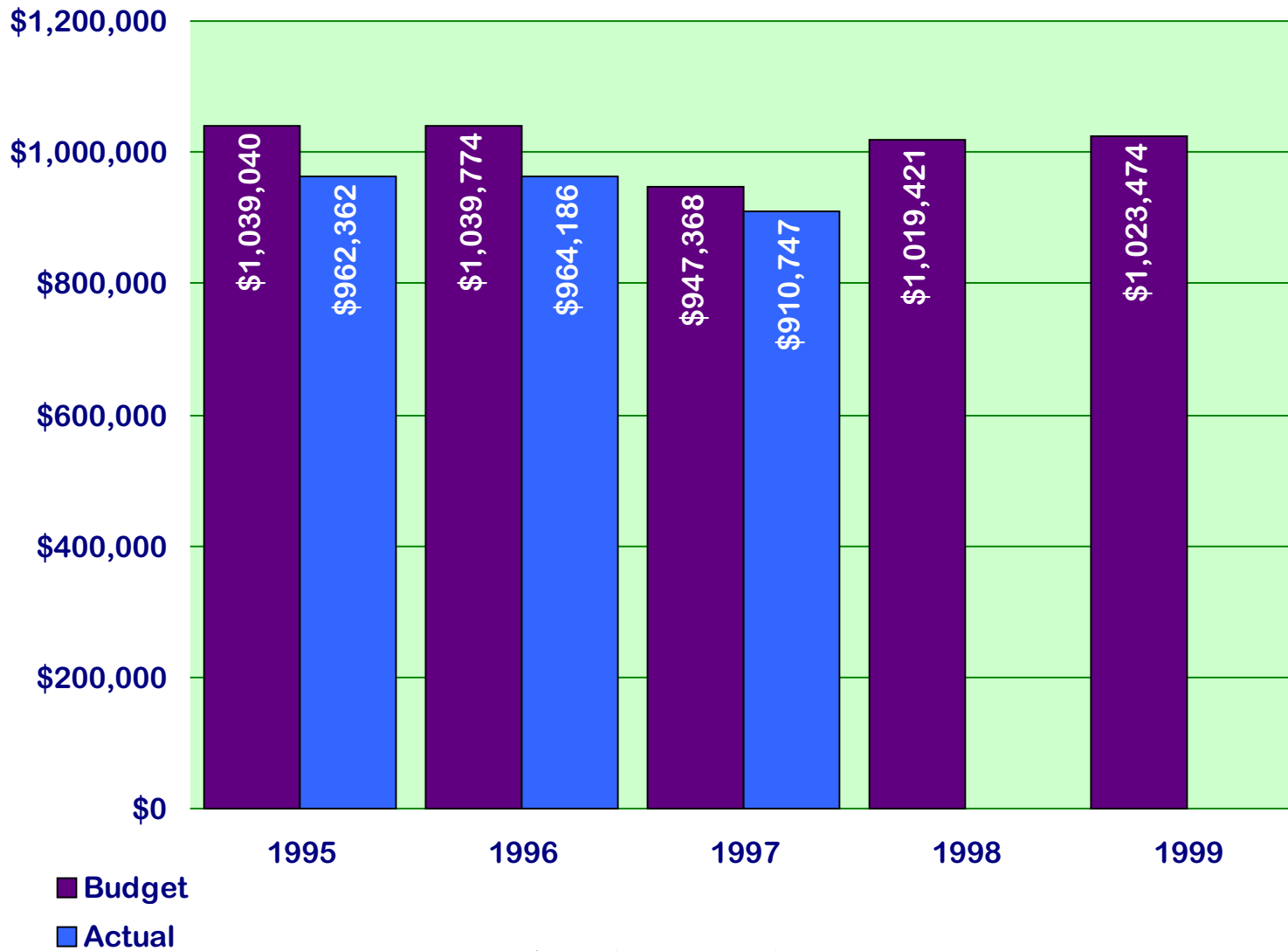
Timely, efficiently and professionally enter, schedule and hear the following:

- ▼ Misdemeanors and gross misdemeanors (DUI, criminal traffic & criminal non-traffic).
- ▼ Infractions.
- ▼ Civil domestic violence orders for protection.
- ▼ Civil anti-harassment orders for protection.
- ▼ Civil actions involving \$35,000 or less.
- ▼ Small claim actions involving \$2,000 or less.
- ▼ Collection of account receivables.
- ▼ Challenged impounds.

## Objectives

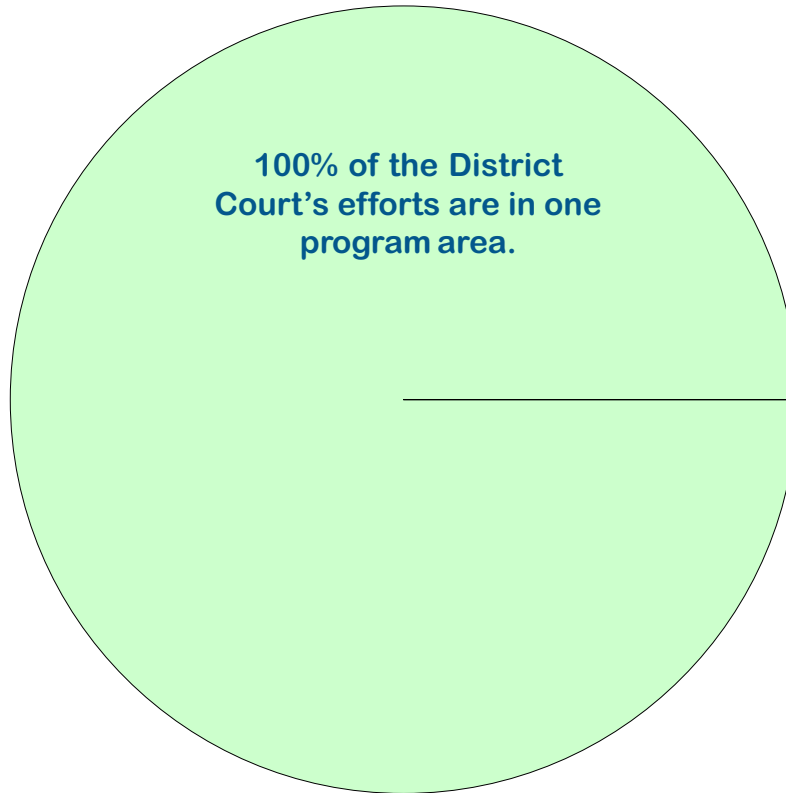
- ▼ Study methods of operation to determine whether efficiencies can be realized without reducing service or adversely affecting other departments.
- ▼ Collect and account for fines and fees assessed by the court.

# Expenditure Trends



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

# 1999 Budget by Program

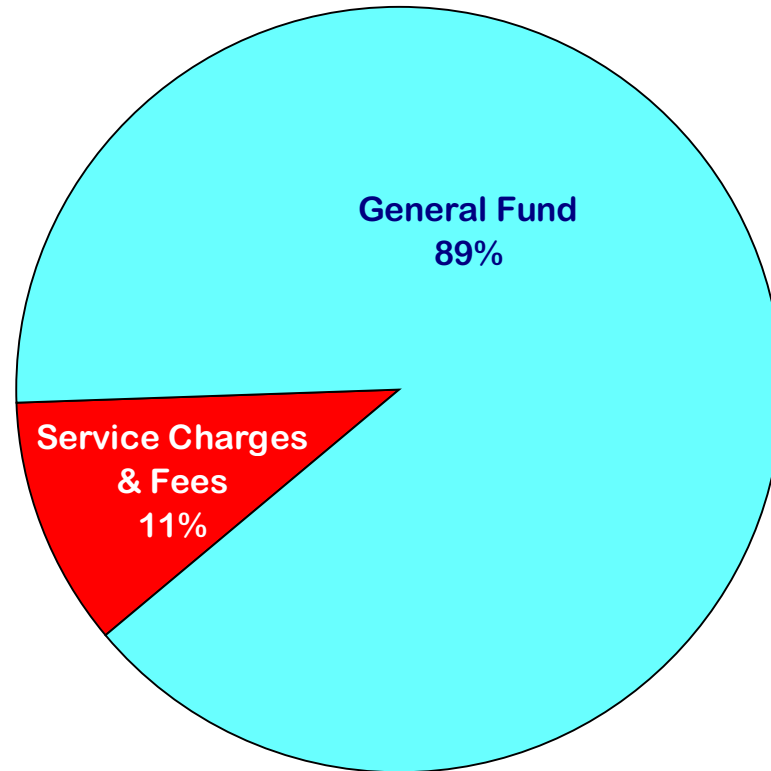


*NOTE: Capital expenditures are not shown to more accurately reflect ongoing operational costs.*

# Program Summary

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>OPERATIONS</b>							
<b>General Fund</b>							
1300 District Court	962,362	964,186	910,747	1,019,421	1,023,474	4,053	0.40%
<i>Total District Court Operations</i>	962,362	964,186	910,747	1,019,421	1,023,474	4,053	0.40%
<b>CAPITAL</b>							
<b>General Fund</b>							
1300 District Court	2,483	-	-	11,360	-	(11,360)	-100.00%
<i>Total District Court Capital</i>	2,483	-	-	11,360	-	(11,360)	-100.00%
<b>TOTAL DISTRICT COURT</b>	964,845	964,186	910,747	1,030,781	1,023,474	(7,307)	-0.71%

# 1999 Funding Sources



## Service Charges & Fees

- ▼ The District Court charges for transcripts, warrants, filing and various other services. Judicial fines and forfeits are not included as District Court revenue.

## General Fund

- ▼ Non-dedicated General Fund resources.

Service Charges & Fees	108,710
General Fund	914,764
<b>Total Funding</b>	<b>1,023,474</b>

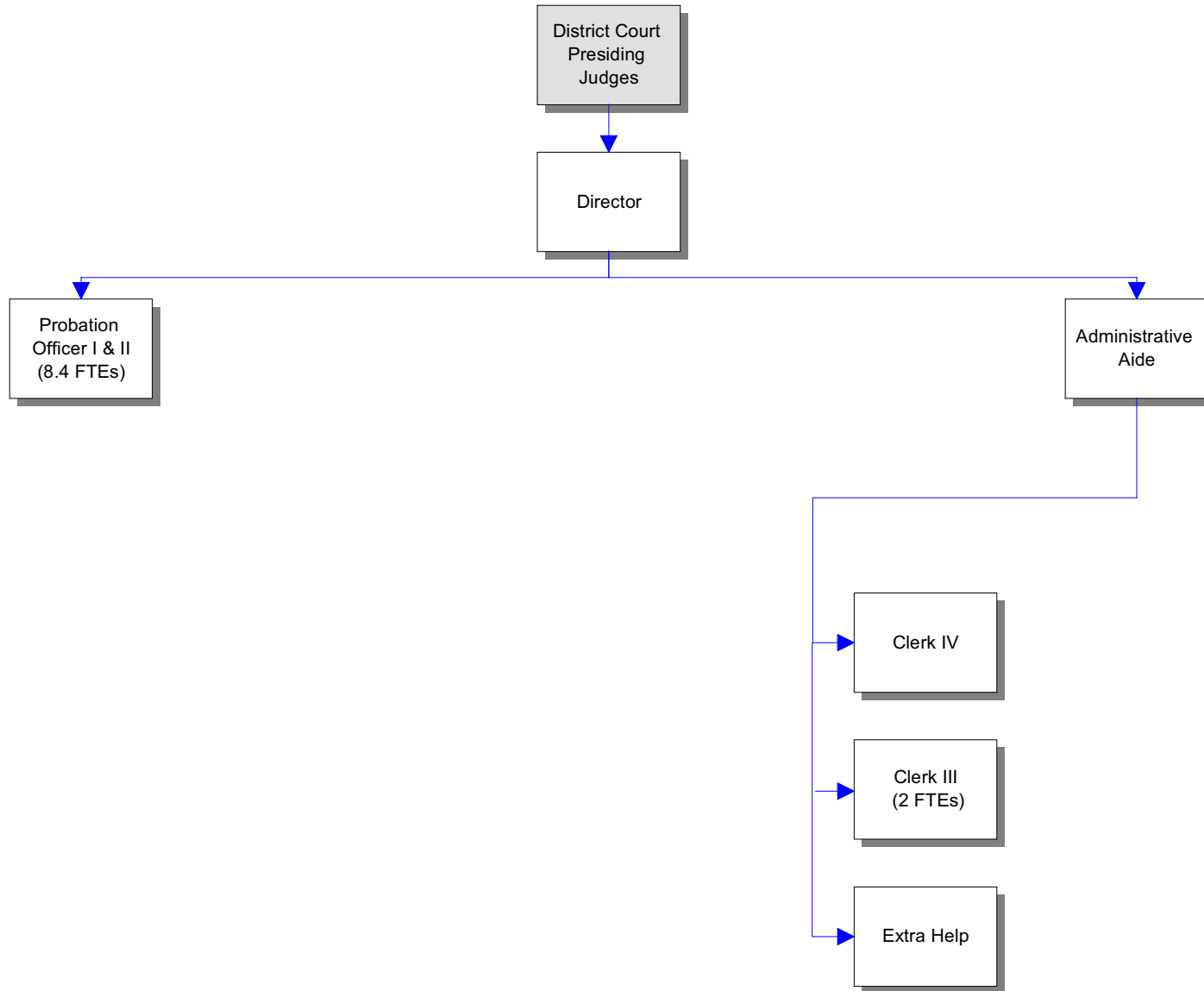
# Performance / Activity Measures

	1997 Actual	1998 Projected	1999 Projected
<b>Total Filings</b>	20,551	17,896	18,500
Infractions	9,354	9,739	10,128
DUI	989	660	700
Criminal Traffic	2,763	1,716	1,720
Criminal	3,002	1,459	1,500
Civil (includes small claims/impounds)	4,112	4,111	4,120
Civil domestic violence/harassment	331	211	300
<b>Trials and Hearings</b>	21,950	20,471	19,653
% Courtroom activity--criminal	78%	72%	70%
% Courtroom activity--infractions	14%	19%	20%
% Courtroom activity--domestic violence/harassment	1%	1%	1%
% Courtroom activity--civil (small claims/impounds)	7%	8%	9%

# Expenditures Summary

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>GENERAL FUND</b>							
1300 District Court							
Salaries & Wages	605,573	600,542	612,619	639,805	639,843	38	0.01%
Benefits	156,709	146,270	149,497	163,076	167,091	4,015	2.46%
Supplies	17,417	16,992	18,109	19,100	19,100	-	0.00%
Other Services & Charges	182,663	200,382	130,522	197,440	197,440	-	0.00%
Capital Outlay	2,483	-	-	11,360	-	(11,360)	-100.00%
<b>TOTAL DISTRICT COURT</b>	<b>964,845</b>	<b>964,186</b>	<b>910,747</b>	<b>1,030,781</b>	<b>1,023,474</b>	<b>(7,307)</b>	<b>-0.71%</b>

# District Court Probation



## Mission

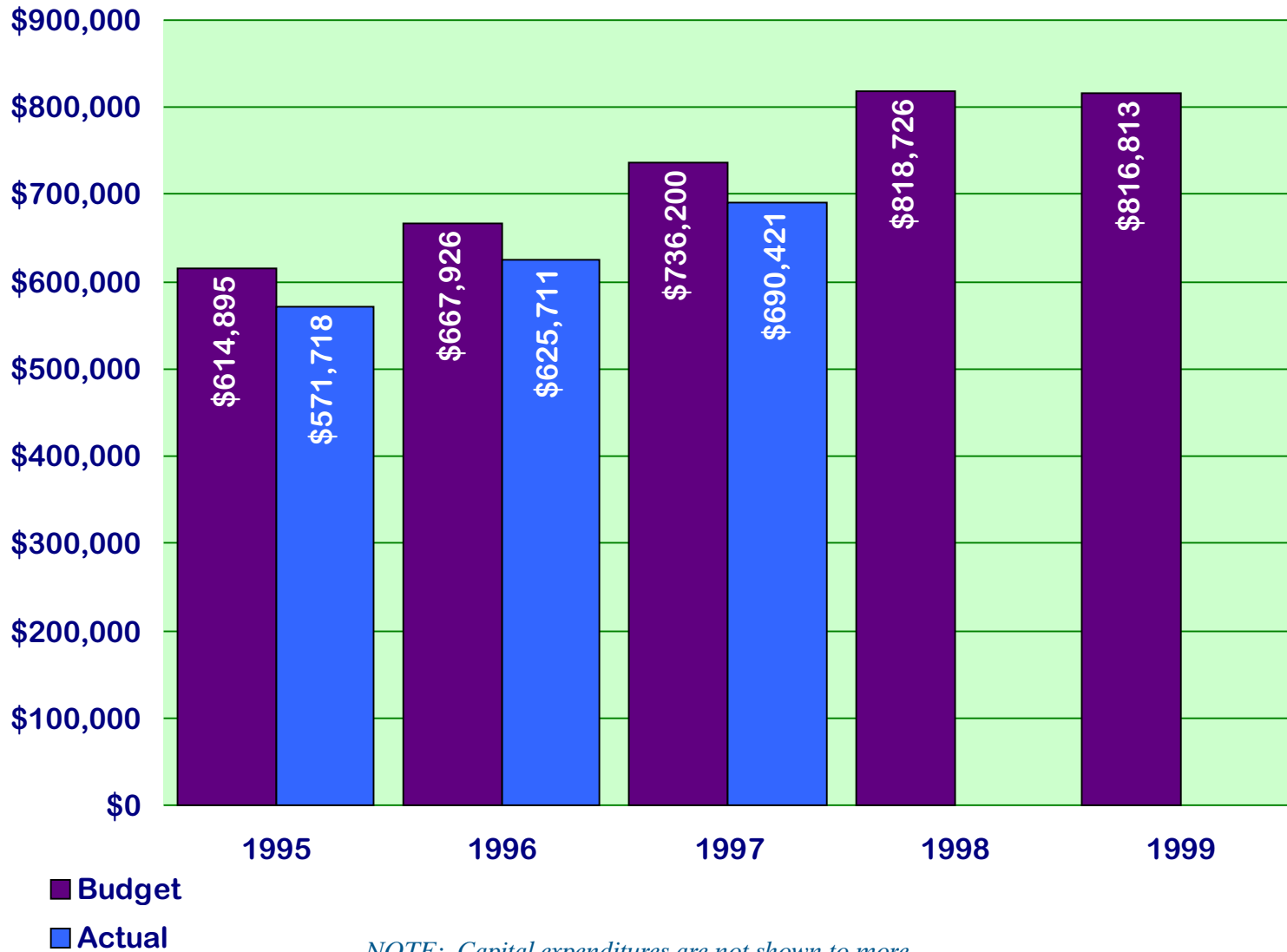
- ▼ Provide adult misdemeanor probation services to the Whatcom County District Court that holds offenders accountable for their criminal behavior. These services increase the public's safety, reduces the cost of incarcerating offenders in jail and provides offenders the opportunity to obtain treatment that may change their behavior or addiction that contributed to their criminal behavior.

## Objectives

- ▼ Supervise offenders referred by the court to assure accountability to court ordered conditions.
- ▼ Coordinate use of outside (existing community) resources to meet sentencing conditions that help offenders with problems that contributed to their offense. From a one day sampling on August 17, 1998, the department was supervising 1,059 offenders attending treatment. Treatment costs are paid for by the offenders, his or her insurance or indigent funds from the state.

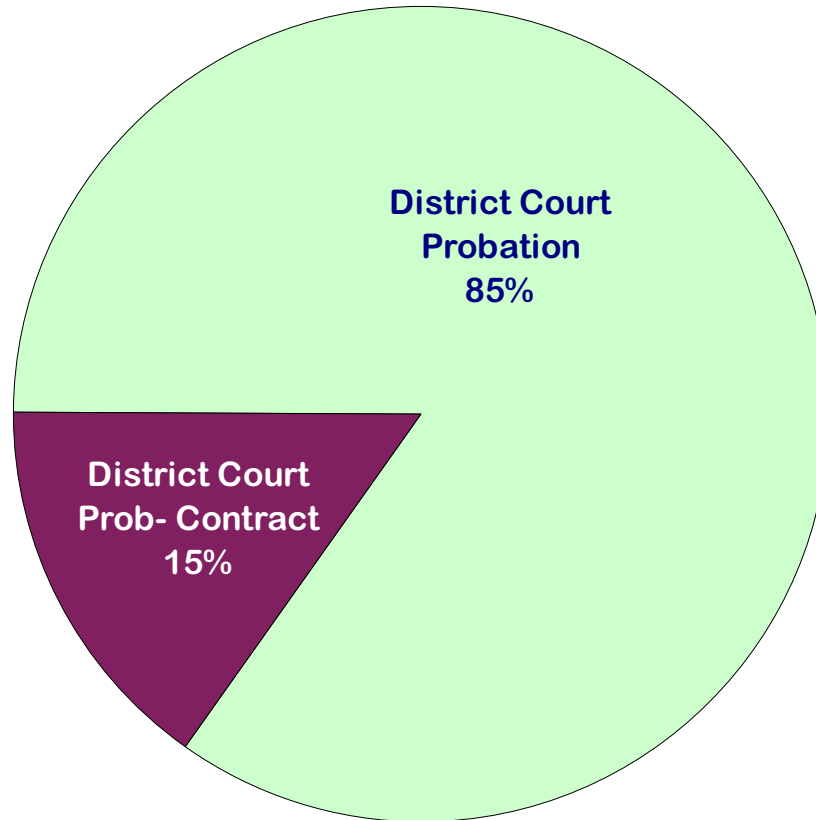
918 offenders	85%	Alcohol/Drug Treatment
120 offenders	13%	Domestic Violence
21 offenders	2%	Mental Health
- ▼ Reduce probation officer caseloads to a more reasonable level of approximately 150 cases per probation officer with a mix from intensive to minimum supervision.
- ▼ Provide adequate resources within the department for supervision of domestic violence offenders.
- ▼ Implement new DUI laws in January, 1999 that will impact the probation department workload. New requirements of ignition interlock devices, electronic monitoring, and extended probation jurisdiction will impact the stress on the department and probation officers with additional demands for accountability and increased severity of sentence requirements.

# Expenditure Trends



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

# 1999 Budget by Program

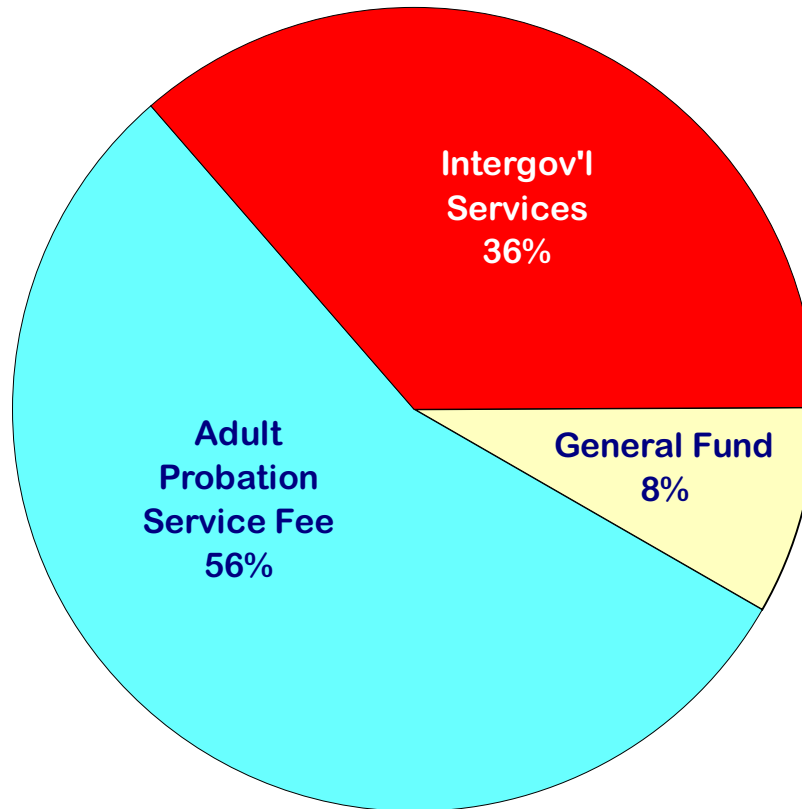


*NOTE: Capital expenditures are not shown to more accurately reflect ongoing operational costs.*

# Program Summary

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>OPERATIONS</b>							
<b>General Fund</b>							
1310 District Court Probation	571,718	570,800	589,356	692,317	693,586	1,269	0.18%
1312 District Court Prob- Contract	-	54,913	101,066	126,409	123,227	(3,182)	-2.52%
<i>Total District Ct Probation Operations</i>	571,718	625,713	690,422	818,726	816,813	(1,913)	-0.23%
<b>CAPITAL</b>							
<b>General Fund</b>							
1310 District Court Probation	1,375	21,440	-	-	-	-	0.00%
1312 District Court Prob- Contract	-	20,521	25,159	24,000	-	(24,000)	-100.00%
<i>Total District Court Probation Capital</i>	1,375	41,961	25,159	24,000	-	(24,000)	-100.00%
<b>TOTAL DIST COURT PROBATION</b>	573,093	667,674	715,581	842,726	816,813	(25,913)	-3.07%

# 1999 Funding Sources



## General Fund

- ▼ Undesignated Current Expense resources.

## Adult Probation Service Fee

- ▼ Services fees are paid by adult probationers to cover part of the cost of their supervision.

## Intergovernmental Services

- ▼ Revenue received from local cities to handle adult probation cases.

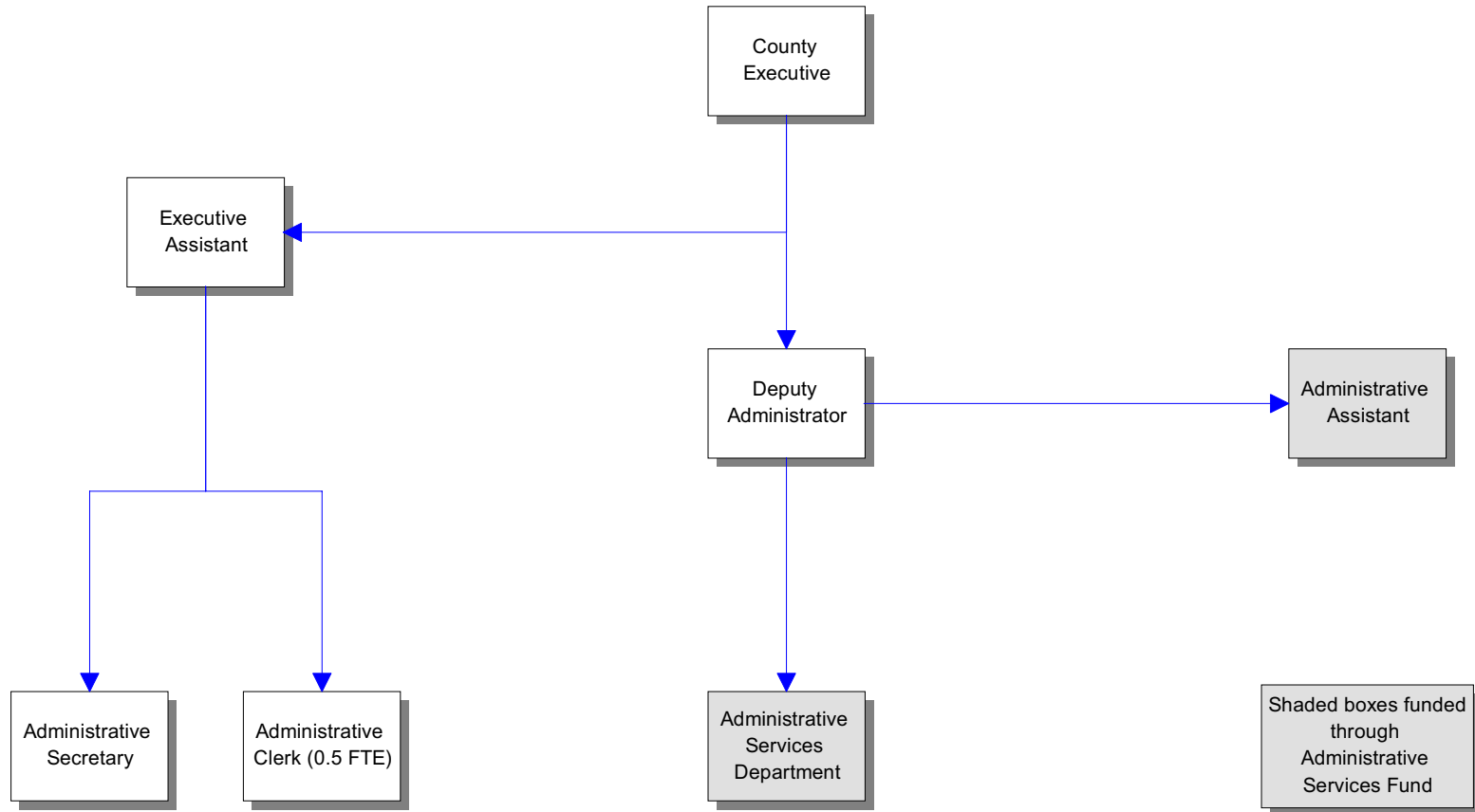
General Fund	69,060
Adult Probation Service Fee	450,000
Intergovernmental Services	297,753
<b>Total Funding</b>	<b>816,813</b>

# Performance / Activity Measures

	1997 Actual	1998 Projected	1999 Projected
Average Caseload per Probation Officer	222	234	230

# Expenditures Summary

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>GENERAL FUND</b>							
1310 District Court Probation							
Salaries & Wages	403,903	405,466	424,641	451,938	452,515	577	0.13%
Benefits	114,743	114,034	113,857	126,567	127,359	792	0.63%
Supplies	8,722	5,378	6,377	8,800	9,400	600	6.82%
Other Services & Charges	44,350	45,922	44,481	105,012	104,312	(700)	-0.67%
Capital Outlay	1,375	21,440	-	-	-	-	0.00%
<i>Total District Court Probation</i>	573,093	592,240	589,356	692,317	693,586	1,269	0.18%
1312 District Court Probation- Contract							
Salaries & Wages	-	40,917	75,964	84,402	80,568	(3,834)	-4.54%
Benefits	-	11,876	19,694	21,432	22,884	1,452	6.77%
Supplies	-	391	597	7,000	2,000	(5,000)	-71.43%
Other Services & Charges	-	1,729	4,811	13,575	17,775	4,200	30.94%
Capital Outlay	-	20,521	25,159	24,000	-	(24,000)	-100.00%
<i>Total District Court Prob.- Contract</i>	-	75,434	126,225	150,409	123,227	(27,182)	-18.07%
<b>TOTAL DISTRICT CT. PROB.</b>	573,093	667,674	715,581	842,726	816,813	(25,913)	-3.07%



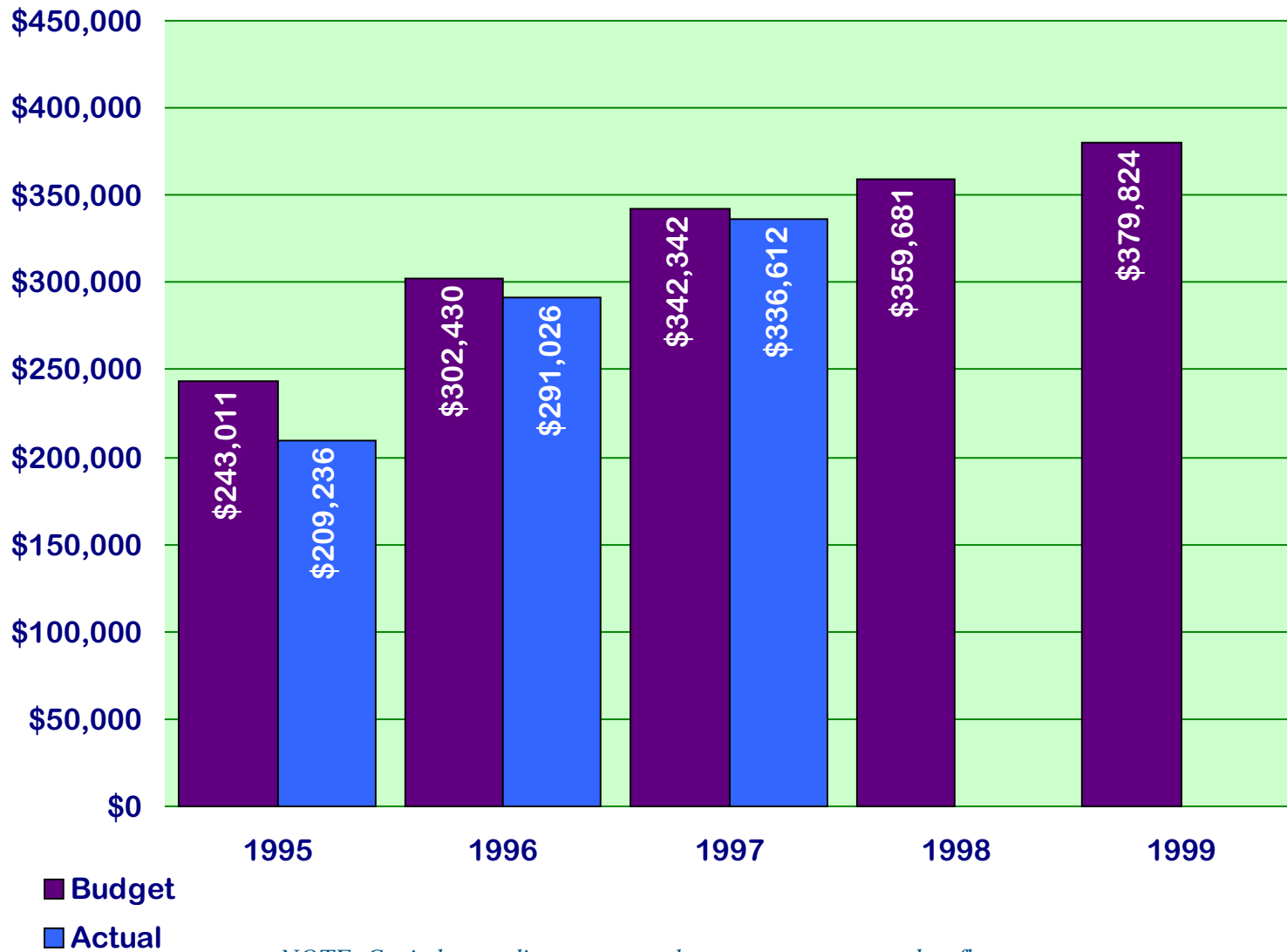
## Mission

- ▼ Coordinate and provide for the most effective, efficient, and responsive public service operation of all facets of county government through sound management and strategic direction, execution and enforcement of all ordinances and state statutes within the county, exercising of all executive powers not expressly vested in other elective officers, protecting the public trust and promoting the well-being of the citizens of Whatcom County.

## Objectives

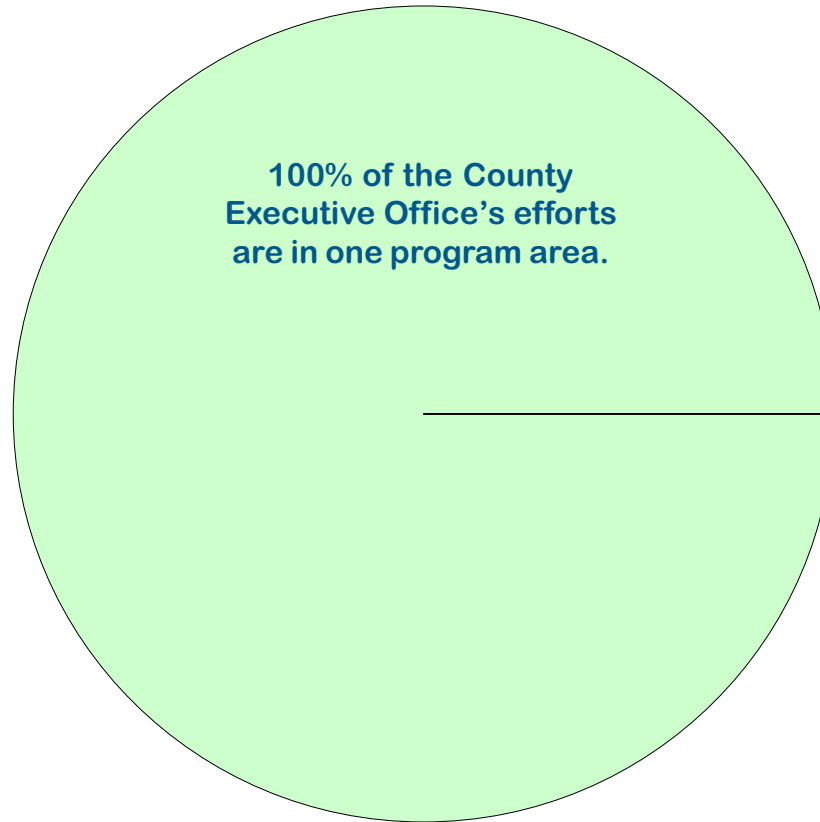
- ▼ Work in a cooperative manner with the County Council, elected officials and department heads, to ensure the coordinated delivery of positive, responsive and effective services to the citizens of Whatcom County.
- ▼ Provide for the development and implementation of a effective and realistic personnel evaluation system that will be used by all county offices and departments in the assessment and documentation of employee performance.
- ▼ Provide for a thorough review, revision and updating of the county's general and personnel policies and procedures during the 1999 calendar year.
- ▼ Develop plan to facilitate the upgrading and enhancement of the county's computer systems to enable county employees to work more efficiently and to enhance the utility and availability of networks, data bases and information management systems.
- ▼ Provide for the development and implementation of a comprehensive budget and finance and budgeting plan that will enable county government to regain its financial stability and function effectively within the available financial resources.
- ▼ Provide for the development and utilization of a comprehensive strategic planning process that involves all offices and departments of county government.

# Expenditure Trends



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

# 1999 Budget by Program

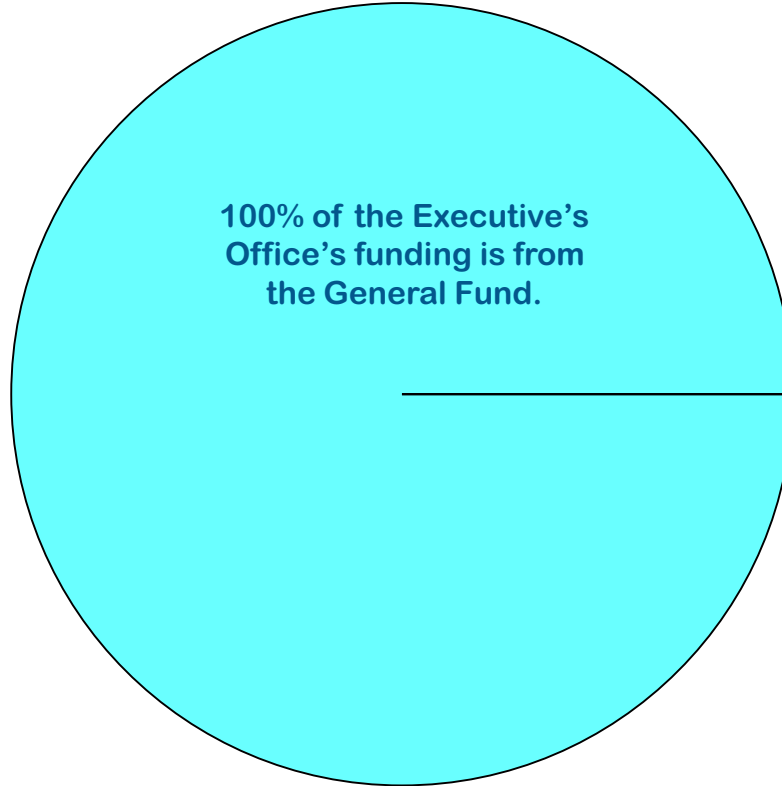


*NOTE: Capital expenditures are not shown to more accurately reflect ongoing operational costs.*

# Program Summary

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>OPERATIONS</b>							
<b>General Fund</b>							
1200 County Executive	209,236	291,026	336,612	359,681	379,824	20,143	5.60%
<i>Total Executive Operations</i>	209,236	291,026	336,612	359,681	379,824	20,143	5.60%
<b>CAPITAL</b>							
<b>General Fund</b>							
1200 County Executive	3,659	7,352	3,928	-	-	-	0.00%
<i>Total Executive Capital</i>	3,659	7,352	3,928	-	-	-	0.00%
<b>TOTAL EXECUTIVE</b>	212,895	298,378	340,540	359,681	379,824	20,143	5.60%

# 1999 Funding Sources



## General Fund

▼ Undesignated General Fund resources.

General Fund	379,824
<b>Total Funding</b>	<b>379,824</b>

# Expenditures Summary

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>GENERAL FUND</b>							
1200 County Executive							
Salaries & Wages	152,360	210,615	242,214	241,224	257,187	15,963	6.62%
Benefits	30,034	49,800	56,763	57,106	61,286	4,180	7.32%
Supplies	2,383	5,855	5,538	10,150	10,150	-	0.00%
Other Services & Charges	24,459	24,756	32,097	51,201	51,201	-	0.00%
Capital Outlay	3,659	7,352	3,928	-	-	-	0.00%
<i>Total County Executive</i>	212,895	298,378	340,540	359,681	379,824	20,143	5.60%
<i>Total General Fund</i>	212,895	298,378	340,540	359,681	379,824	20,143	5.60%

*“Non-Departmental” is administered directly by the County Executive’s Office. Non-Departmental expenditures include costs not attributable to a specific program area or department.*

# Explanation of Services

## Air Pollution Control

- ▼ The Northwest Air Pollution Authority is responsible for prevention, abatement and control of air pollution within its jurisdiction. RCW 70.94 authorizes the Air Pollution Authority to levy assessments on a per capita basis on all jurisdictions within its boundaries.

## Ambulance Services

- ▼ The City of Bellingham provides ambulance services to the residents of unincorporated Whatcom County on a contractual basis.

## Animal Control

- ▼ Animal housing and control services, and enforcement of related ordinances is provided by contract for unincorporated areas of Whatcom County.

## Annual State Audit

- ▼ As mandated by state law, the county submits to an annual audit for compliance with professional governmental accounting- standards and finance-related legal requirements. Payment for services is to the Washington State Auditor.

## Association Dues

- ▼ Whatcom County pays dues in several organization or associations such as Washington State Association of Counties (WSAC), Washington Association of County Officials (WACO), National Association of County Officials (NACO).

## Boundary Review Board

- ▼ All corporate boundary changes such as incorporations, annexations or extension of services proposed by cities or special purpose districts are reviewed by the board which considers the effects of such actions on area residents. The payment of a \$200 fee per action allows affected jurisdictions, such as Whatcom County, to request a public hearing before the board so that agreement on differences may be reached prior to the action of the board being finalized.

## Cable Television

- ▼ Funding for the county's cost of the Cable Television Administration Board and for dealing with unresolved cable complaints. This cost is shared with the City of Bellingham.

## Capital Acquisitions

- ▼ Funding for capital purchases necessary to comply with Americans with Disabilities Act (ADA) .

## Civil Service Commission

- ▼ Pursuant to RCW 41.14, the Civil Service Commission is required to oversee the administration of the civil service for the Sheriff's Office. The county must pay for the services provided by the Civil Service Commission.

## Computer Training

- ▼ Provide funds for Professional Services training.

# Explanation of Services continued

## Council of Governments

- ▼ The Whatcom County Council of Governments is an intergovernmental agency supported by the jurisdictions it includes. It was formed to coordinate planning and community development within the county.

## County Morgue

- ▼ The county pays for the lease, utilities, and operating supplies for the morgue to perform autopsy services.

## Criminal Justice Data Integration

- ▼ Funding to allow the Sheriff, Superior Court, District Court, Juvenile, Jail, District Court Probation and other Justice organizations have access to information on-line as soon as it is entered and reduce duplicating entries and files.

## Domestic Violence

- ▼ Whatcom County contracts with Womenscare Shelter to provide temporary shelter and assistance to women in violent domestic situations.

## Economic Development

- ▼ A portion of the county budget is allocated to support economic development and job creation. The county contracts with the Fourth Corner Economic Development Group for this activity.

## Emergency Communication - 911

- ▼ A county-wide emergency communication system is operated by the City of Bellingham with the support of all jurisdictions within the county. The county pays proportionately for the services provided to residents of the unincorporated area.

## Employee Recognition

- ▼ The county recognizes dedication and hard work of county employees through “employee recognition” activities, such as the annual employee picnic (an event partially funded by donations from the local businesses).

## Forestry Forum

- ▼ The county’s contribution for forestry issues.

## Horticultural Inspection

- ▼ The county contracts with the Washington State Department of Agriculture for horticulture inspection services in support of the agriculture industry in Whatcom County.

## Imaging

- ▼ Funding for an imaging system for the Assessor’s Office that is compatible with the one now running in the Auditor’s Office.

## Indigent Burial

- ▼ In 1993 the state stopped supporting burial of people who died without resources to cover their own burial costs and put that expense on local government. The county must now pay for the disposition of indigent human remains, as per RCW 60.50.010.

## Lake Whatcom Management Plan

- ▼ Funding to continue implementation of Lake Whatcom Management Committee plans to preserve and protect the Lake Whatcom watershed.

## Leave Payout

- ▼ The county must payout excess sick leave and vacation accrual and other retiree costs when an employee retires from the county.

# Explanation of Services continued

## Law Enforcement Officers' & Fire Fighters' (LEOF'F) Board

- ▼ RCW 41.26.110 requires a board to act on all claims for disability to be paid by the Law Enforcement Officers' and Fire Fighters' (LEOFF) retirement system plan.

## Medical Examiner

- ▼ The county pays for medical examiner services. The office and function of the Medical Examiner are established by the RCW 68.08.

## Microfilming

- ▼ Funding to contract out the microfilming of the backlog of files stored in the Records Center.

## Miscellaneous

- ▼ Other services and charges.

## Nooksack Water

- ▼ Funding for professional services to assist the Nooksack Water Steering Committee in addressing water supply issues in Whatcom County.

## Northwest Regional Council

- ▼ The Northwest Regional Council (NWRC) is an intergovernmental agency which provides certain specific law enforcement-related support regionwide (i.e. radio repeater sites, etc.), and services for the aging. All jurisdictions in the four northwest counties (Whatcom, Skagit, Island, and San Juan) share in the cost of this agency.

## Pest Control

- ▼ The county's contribution to the Pest Control Program.

## Public Health/Home Health

- ▼ Whatcom County has an agreement with the Visiting Nurse/NWRC for reimbursement to compensate uncompensated Home Health Care Services and Nursing Services for the Well Adult Clinic.

## Senior Support

- ▼ The county provides support for the Whatcom Volunteer Center (formerly RSVP) which places seniors who wish to volunteer their services in county offices and agencies.

## Short Term Interest

- ▼ The county must pay the interest due on debt outstanding less than one year.

## Strategic Planning

- ▼ Continued funding to wrap-up and implement the county's Strategic Plan.

## Starling Program

- ▼ The county's contribution for the Starling Control Program.

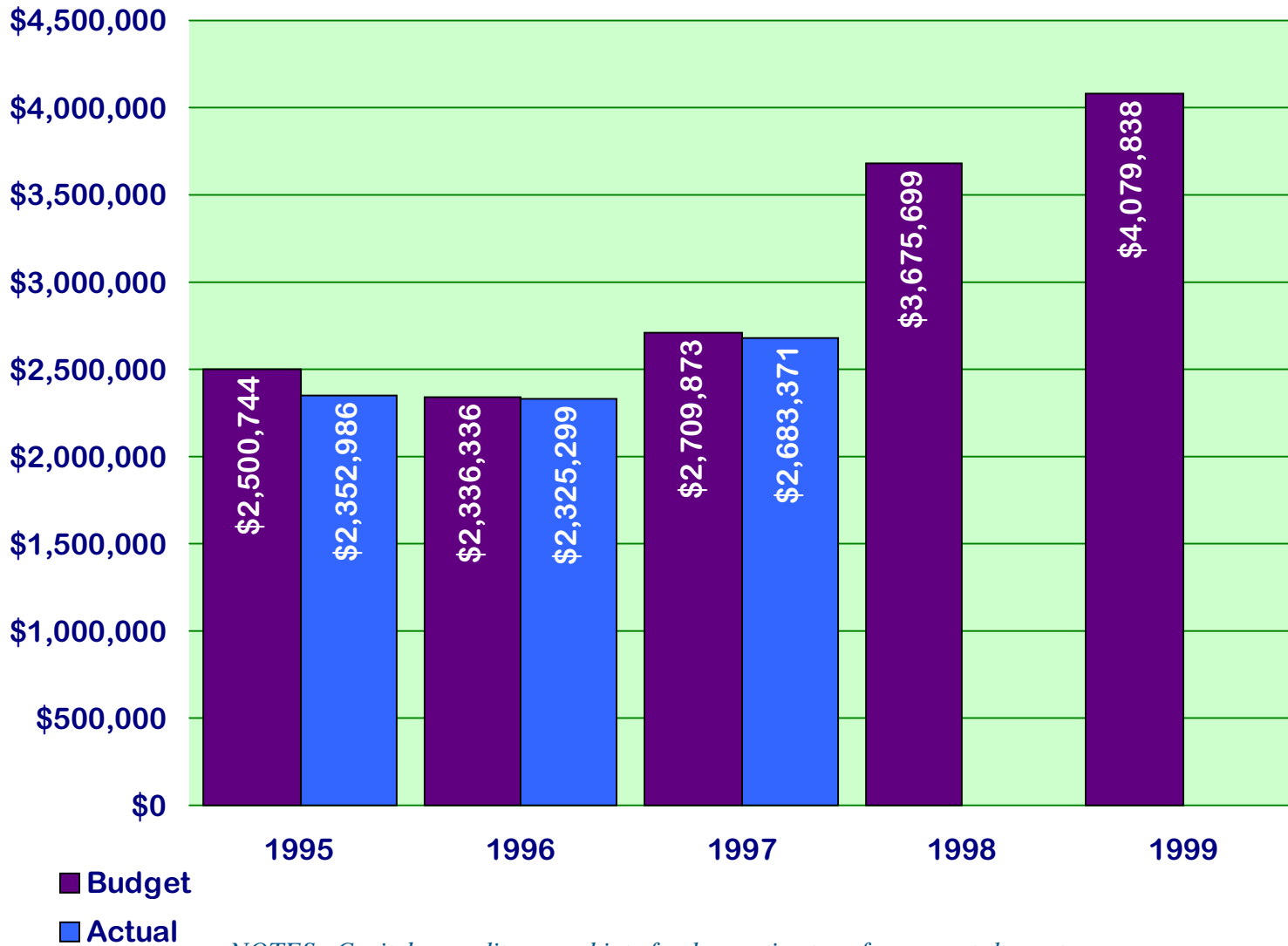
## Water Resource Inventory Area

- ▼ Program funded through a grant from the Washington State Department of Ecology for watershed planning.

## Wide Area Network

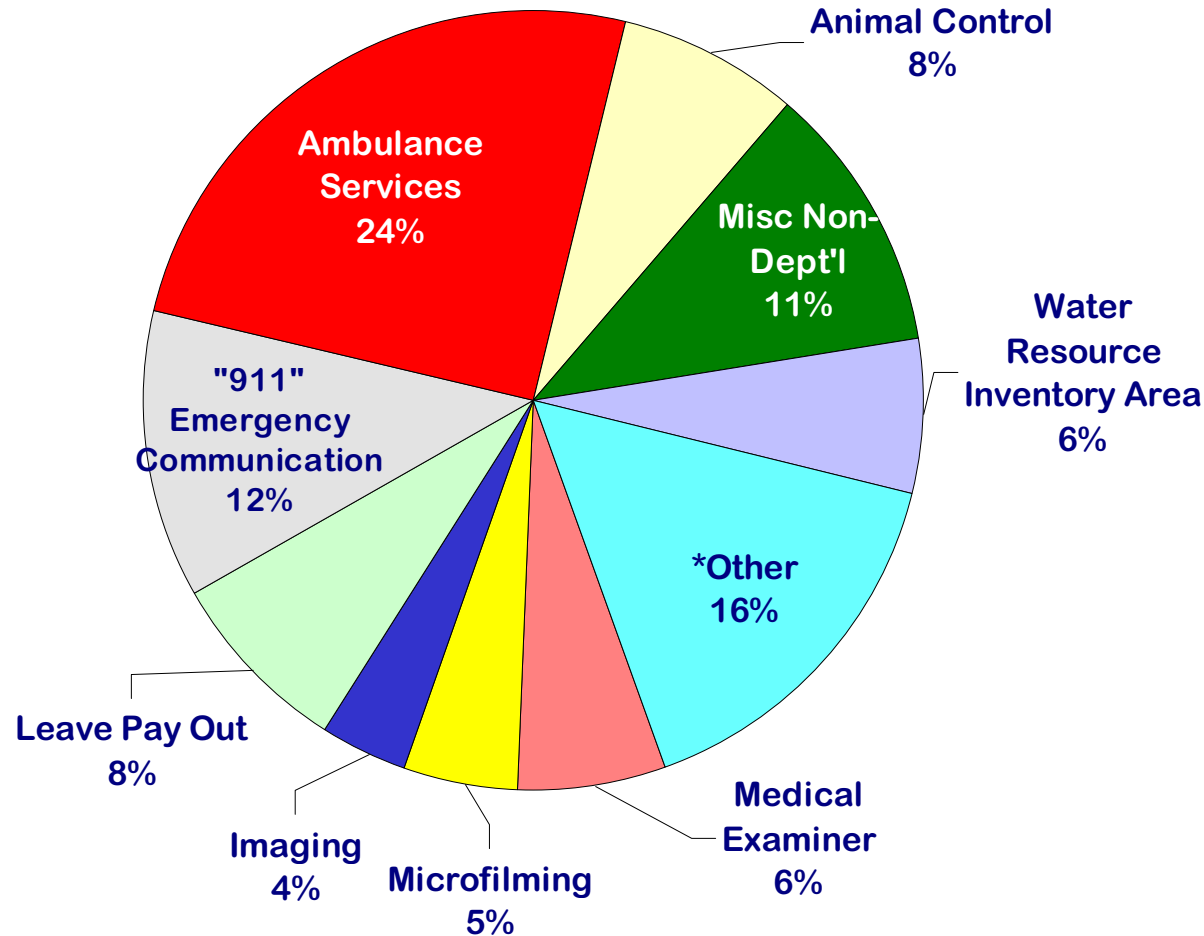
- ▼ Funding for implementation of this Strategic Plan issue to enable the county to improve the way business is done. This includes linking the departments so that information can be accessed and used by many different departments such as the County Auditor, Assessor and Treasurer being able to access plat maps that have been entered by Planning & Development Services.

# Expenditure Trends



*NOTES: Capital expenditures and interfund operating transfers are not shown to more accurately reflect ongoing operational costs. Also, a 1997 pass-through grant for low income housing is not shown here to more accurately depict the ongoing costs of operations.*

# 1999 Budget by Program



**NOTES:**

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

\* "Other" is composed of: Indigent Burial, County Morgue, Strategic Planning, Cable Television, Starling Program, Public Health/Home Health, Forestry Forum, Short Term Interest, Employee Recognition, Association Dues, Wide Area Network Imple-

mentation, Computer Training Center, Civil Service Commission, Horticultural Inspection, Economic Development, LEOFF Board, Domestic Violence, Annual State Audit, Northwest Regional Council, Air Pollution Control, Senior Support /RSVP), Planning/Com Dev COG, Nooksack Water, Boundary Review and computer replacement funding.

# Program Summary

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>OPERATIONS</b>							
<b>General Fund</b>							
2100 Medical Examiner	199,324	203,627	281,743	239,000	240,975	1,975	0.83%
4010 Microfilming	-	-	-	200,000	182,000	(18,000)	0.00%
4015 Imaging	-	-	-	150,000	150,000	-	0.00%
4025 Indigent Burial	14,725	6,702	14,357	15,000	15,000	-	0.00%
4035 County Morgue	44,587	46,022	50,910	50,250	54,050	3,800	7.56%
4040 Strategic Planning	-	-	-	5,000	3,000	(2,000)	-40.00%
4045 Cable Television	-	-	-	760	1,200	440	57.89%
4050 Domestic Violence	13,000	13,000	13,000	63,000	41,000	(22,000)	-34.92%
4055 Starling Program	-	-	-	10,000	10,000	-	0.00%
4060 Public Health/ Home Health	8,514	-	4,975	10,000	10,000	-	0.00%
4065 Forestry Forum	-	-	-	1,200	1,200	-	0.00%
4070 Annual State Audit	81,112	71,656	78,000	78,000	80,000	2,000	2.56%
4075 Leave Pay Out	-	-	-	175,469	304,073	128,604	73.29%
4080 Short Term Interest	-	-	-	15,000	10,000	(5,000)	-33.33%
4085 Employee Recognition	-	-	-	3,000	3,000	-	0.00%
4090 Association Dues	-	-	-	48,332	50,745	2,413	4.99%
4095 Wide Area Network Impl.	-	-	-	25,000	25,000	-	0.00%
4100 Criminal Justice Data Integr.	-	-	-	105,550	57,828	(47,722)	-45.21%
4110 Computer Training Center	-	-	-	50,000	25,000	(25,000)	-50.00%
4120 Civil Service Commission	1,200	1,200	1,200	12,000	12,000	-	0.00%
4130 Horticultural Inspection	9,888	9,927	9,976	10,000	10,000	-	0.00%
4135 Pest Control	-	-	-	-	5,000	5,000	0.00%
4140 Economic Development	12,000	12,000	15,000	6,000	15,000	9,000	150.00%

*continued on next page*

# Program Summary continued

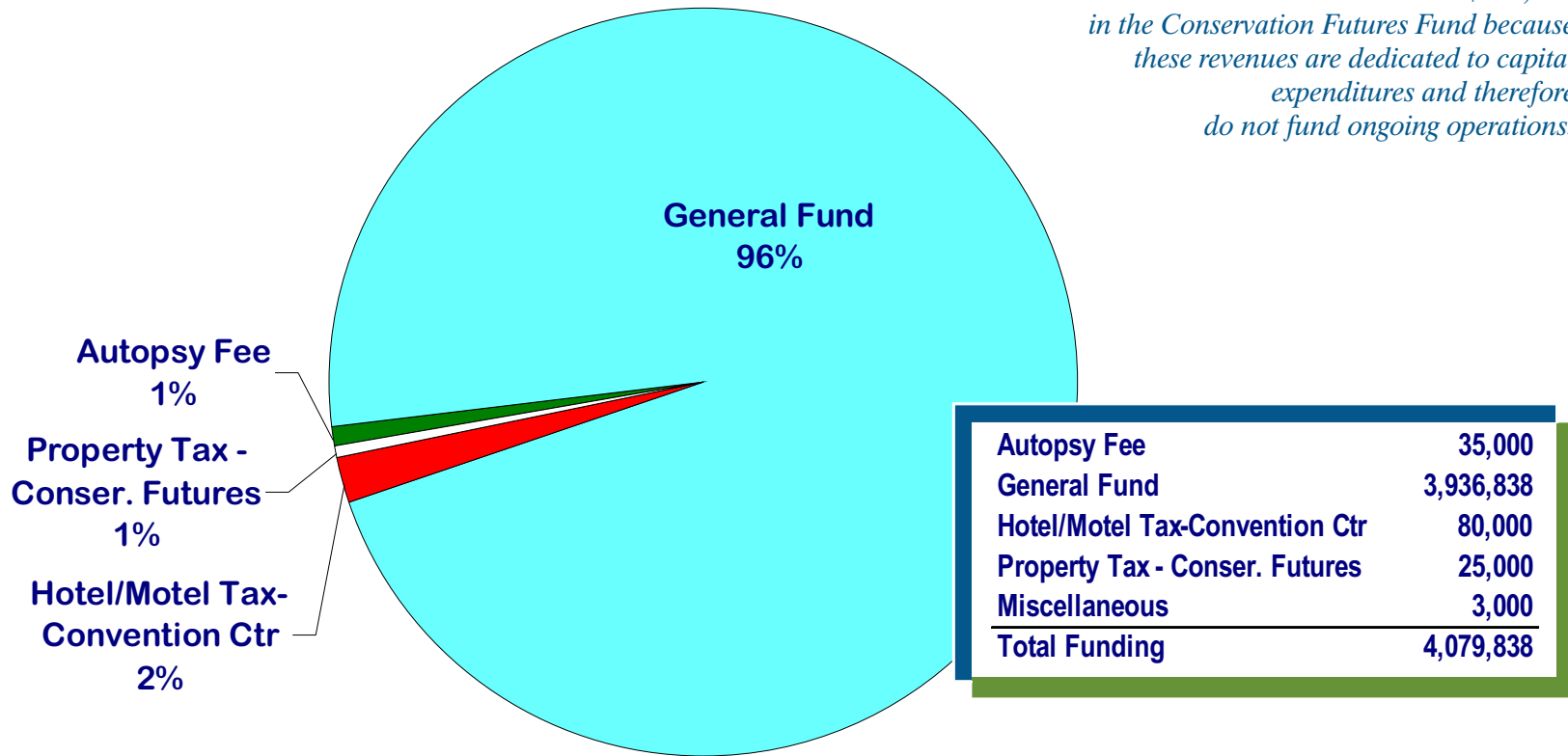
	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
4160 LEOFF Board	1,977	686	251	4,020	4,020	-	0.00%
4240 Northwest Regional Council	60,060	60,399	62,011	62,898	67,133	4,235	6.73%
4250 Emergency Communication- 911	555,208	378,657	415,399	407,589	469,981	62,392	15.31%
4270 Ambulance Services	663,746	803,166	779,332	940,500	994,439	53,939	5.74%
4290 Air Pollution Control	23,262	23,855	24,022	25,022	25,341	319	1.27%
4300 Animal Control	312,018	336,671	282,258	300,000	300,000	-	0.00%
4440 Senior Support/ RSVP	20,000	20,000	20,000	30,000	30,000	-	0.00%
4450 Planning/ Com Dev COG	25,900	86,461	103,135	29,540	30,293	753	2.55%
4470 Nooksack Water	44,352	10,010	15,942	32,927	21,063	(11,864)	-36.03%
4480 Lake Whatcom Mgmt Plan	-	9,289	18,062	-	-	-	0.00%
4490 Water Resource Inventory Area	-	-	-	-	250,000	250,000	0.00%
4520 Boundary Review	16,042	6,162	10,201	10,201	10,201	-	0.00%
4540 Capital Acquisitions	-	1,691	59,160	-	3,855	3,855	0.00%
4560 Professional Consultation	185	-	-	-	-	-	0.00%
4900 Misc Non-Departmental	166,506	140,250	296,112	430,916	435,916	5,000	1.16%
<b>141 WC Convention Center</b>	96,036	75,536	128,325	104,525	106,525	2,000	1.91%
<b>151 Community Development</b>	-	-	-	-	-	-	0.00%
<b>175 Conservation Futures Fund</b>	27,696	8,332	-	25,000	25,000	-	0.00%
<i>Total Non- Departmental Operations</i>	2,397,338	2,325,299	2,683,371	3,675,699	4,079,838	404,139	10.99%

*continued on next page*

# Program Summary continued

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>CAPITAL</b>							
<b>General Fund</b>							
4010 Microfilm	-	-	-	-	18,000	18,000	0.00%
4015 Imaging	-	-	-	150,000	150,000	-	0.00%
4035 County Morgue	6,496	-	-	-	-	-	0.00%
4095 Wide Area Network Impl.	-	-	-	225,000	125,000	(100,000)	-44.44%
4100 Criminal Justice Data Integr.	-	-	-	31,000	10,000	(21,000)	-67.74%
4110 Computer Training Center	-	-	-	10,000	-	(10,000)	-100.00%
4540 Capital Acquisitions	-	104,348	3,380,447	164,827	32,125	(132,702)	-80.51%
4900 Misc Non-Departmental	-	1,857	155,531	-	-	-	0.00%
<b>175 Conservation Futures Fund</b>	300,573	104,000	-	50,000	50,000	-	0.00%
<i>Total Non- Departmental Capital</i>	307,069	210,205	3,535,978	630,827	385,125	(245,702)	-38.95%
<b>TRANSFERS</b>							
<b>General Fund</b>							
4530 Transfers to Other Funds	4,787,273	2,674,653	3,728,803	1,833,892	1,819,956	(13,936)	-0.76%
4900 Misc Non-Departmental	-	-	196,353	-	-	-	0.00%
<b>141 WC Convention Center</b>	8,000	-	-	-	-	-	0.00%
<b>151 Community Development</b>	4,000	12,000	508,000	17,000	17,000	-	0.00%
<i>Total Non-Departmental Transfers</i>	4,799,273	2,686,653	4,433,156	1,850,892	1,836,956	(13,936)	-0.75%
<b>TOTAL NON-DEPARTMENTAL</b>	7,503,680	5,222,157	10,652,505	6,157,418	6,301,919	144,501	2.35%

# 1999 Funding Sources



*NOTE: Chart does not include \$575,000 in the Conservation Futures Fund because these revenues are dedicated to capital expenditures and therefore do not fund ongoing operations.*

## Autopsy Fees

- ▼ Pursuant to RCW 68.50.104, the county is reimbursed by the state for part of the costs of performing autopsies. The state pays for 40% of the cost of the services of the contracted pathologist used by the county.

## General Fund

- ▼ Undesignated General Fund resources.

## Miscellaneous

- ▼ Collection of miscellaneous fees and charges.

## Hotel/Motel Tax - Convention Center

- ▼ Pursuant to RCW 67.28.210, the county levies an excise tax on hotel, motel or other lodging sales. The money is collected by the state and remitted to the county. The revenue collected from this tax is used for the acquisition, construction and operation of the Bellingham/Whatcom County Visitor/Convention Center.

## Fund Balance

- ▼ The Convention Center Fund will use \$26,525 of fund balance and the Conservation Futures Fund will use \$25,000 of fund balance to support operations.

# Expenditures Summary

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>GENERAL FUND</b>							
2100 Medical Examiner							
Other Services & Charges	199,324	203,627	281,743	239,000	240,975	1,975	0.83%
<i>Total Medical Examiner</i>	199,324	203,627	281,743	239,000	240,975	1,975	0.83%
4010 Microfilming							
Salaries	-	-	-	-	63,232	63,232	0.00%
Benefits	-	-	-	-	28,093	28,093	0.00%
Supplies	-	-	-	-	30,000	30,000	100.00%
Other Services & Charges	-	-	-	200,000	60,675	(139,325)	-69.66%
Capital	-	-	-	-	18,000	18,000	0.00%
<i>Total Microfilming</i>	-	-	-	200,000	200,000	-	0.00%
4015 Imaging							
Other Services & Charges	-	-	-	150,000	150,000	-	0.00%
Capital Outlay	-	-	-	150,000	150,000	-	0.00%
<i>Total Imaging</i>	-	-	-	300,000	300,000	-	0.00%
4025 Indigent Burial							
Other Services & Charges	14,725	6,702	14,357	15,000	15,000	-	0.00%
<i>Total Indigent Burial</i>	14,725	6,702	14,357	15,000	15,000	-	0.00%
4035 County Morgue							
Supplies	2,849	1,893	3,800	2,500	2,500	-	0.00%
Other Services & Charges	41,738	44,129	47,110	47,750	51,550	3,800	7.96%
Capital Outlay	6,496	-	-	-	-	-	0.00%
<i>Total County Morgue</i>	51,083	46,022	50,910	50,250	54,050	3,800	7.56%

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# Expenditures Summary continued

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
4040 Strategic Planning							
Other Services & Charges	-	-	-	5,000	3,000	(2,000)	-40.00%
<i>Total Strategic Planning</i>	-	-	-	5,000	3,000	(2,000)	-40.00%
4045 Cable Television							
Other Services & Charges	-	-	-	760	1,200	440	57.89%
<i>Total Cable Television</i>	-	-	-	760	1,200	440	57.89%
4050 Domestic Violence							
Other Services & Charges	13,000	13,000	13,000	63,000	41,000	(22,000)	-34.92%
<i>Total Domestic Violence</i>	13,000	13,000	13,000	63,000	41,000	(22,000)	-34.92%
4055 Starling Program							
Other Services & Charges	-	-	-	10,000	10,000	-	0.00%
<i>Total Starling Program</i>	-	-	-	10,000	10,000	-	0.00%
4060 Public Health/ Home Health							
Intergov Services & Charge	8,514	-	4,975	10,000	10,000	-	0.00%
<i>Total Public/Home Health</i>	8,514	-	4,975	10,000	10,000	-	0.00%
4065 Forestry Forum							
Supplies	-	-	-	1,200	1,200	-	0.00%
<i>Total Forestry Forum</i>	-	-	-	1,200	1,200	-	0.00%
4070 Annual State Audit							
Intergov Services & Charge	81,112	71,656	78,000	78,000	80,000	2,000	2.56%
<i>Total Annual State Audit</i>	81,112	71,656	78,000	78,000	80,000	2,000	2.56%
4075 Leave Pay Out							
Salaries & Wages	-	-	-	175,469	304,073	128,604	73.29%
<i>Total Leave Pay Out</i>	-	-	-	175,469	304,073	128,604	73.29%

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# Expenditures Summary continued

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
4080 Short Term Interest							
Debt Service	-	-	-	15,000	10,000	(5,000)	-33.33%
<i>Total Short Term Interest</i>	-	-	-	15,000	10,000	(5,000)	-33.33%
4085 Employee Recognition							
Supplies	-	-	-	3,000	3,000	-	0.00%
<i>Total Employee Recognition</i>	-	-	-	3,000	3,000	-	0.00%
4090 Association Dues							
Other Services & Charges	-	-	-	48,332	50,745	2,413	4.99%
<i>Total Association Dues</i>	-	-	-	48,332	50,745	2,413	4.99%
4095 Wide Area Network Impl.							
Salaries & Wages	-	-	-	10,000	10,000	-	0.00%
Supplies	-	-	-	15,000	15,000	-	0.00%
Other Services & Charges	-	-	-	-	-	-	0.00%
Capital Outlay	-	-	-	225,000	125,000	(100,000)	-44.44%
<i>Total Wide Area Network Impl.</i>	-	-	-	250,000	150,000	(100,000)	-40.00%
4100 Criminal Justice Data Integr.							
Salaries & Wages	-	-	-	73,352	39,680	(33,672)	-45.90%
Benefits	-	-	-	22,248	11,298	(10,950)	-49.22%
Supplies	-	-	-	6,500	4,000	(2,500)	-38.46%
Other Services & Charges	-	-	-	3,450	2,850	(600)	-17.39%
Capital Outlay	-	-	-	31,000	10,000	(21,000)	-67.74%
<i>Total Criminal Justice Date Integr.</i>	-	-	-	136,550	67,828	(68,722)	-50.33%

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# Expenditures Summary continued

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
4110 Computer Training Center							
Other Services & Charges	-	-	-	50,000	25,000	(25,000)	-50.00%
Capital Outlay	-	-	-	10,000	-	(10,000)	-100.00%
<i>Total Computer Training Center</i>	-	-	-	60,000	25,000	(35,000)	-58.33%
4120 Civil Service Commission							
Other Services & Charges	1,200	1,200	1,200	12,000	12,000	-	0.00%
<i>Total Civil Service Comm.</i>	1,200	1,200	1,200	12,000	12,000	-	0.00%
4130 Horticultural Inspection							
Other Services & Charges	888	927	976	1,000	1,000	-	0.00%
Intergov Services & Charge	9,000	9,000	9,000	9,000	9,000	-	0.00%
<i>Total Horticultural Inspection</i>	9,888	9,927	9,976	10,000	10,000	-	0.00%
4135 Pest Control							
Other Services & Charges	-	-	-	-	5,000	5,000	0.00%
<i>Total Pest Control</i>	-	-	-	-	5,000	5,000	0.00%
4140 Economic Development							
Other Services & Charges	12,000	12,000	15,000	6,000	15,000	9,000	150.00%
<i>Total Economic Development</i>	12,000	12,000	15,000	6,000	15,000	9,000	150.00%
4160 LEOFF Board							
Supplies	193	605	128	800	800	-	0.00%
Other Services & Charges	1,784	81	123	3,220	3,220	-	0.00%
<i>Total LEOFF Board</i>	1,977	686	251	4,020	4,020	-	0.00%
4240 Northwest Regional Council							
Intergov Services & Charge	60,060	60,399	62,011	62,898	67,133	4,235	6.73%
<i>Total NW Regional Council</i>	60,060	60,399	62,011	62,898	67,133	4,235	6.73%

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# Expenditures Summary continued

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
4250 Emergency Communication - 911							
Intergov Services & Charge	555,208	378,657	415,399	407,589	469,981	62,392	15.31%
<i>Total Emergency Comm.</i>	555,208	378,657	415,399	407,589	469,981	62,392	15.31%
4270 Ambulance Service							
Intergov Services & Charge	663,746	803,166	779,332	940,500	994,439	53,939	5.74%
<i>Total Ambulance Service</i>	663,746	803,166	779,332	940,500	994,439	53,939	5.74%
4290 Air Pollution Control							
Intergov Services & Charge	23,262	23,855	24,022	25,022	25,341	319	1.27%
<i>Total Air Pollution Control</i>	23,262	23,855	24,022	25,022	25,341	319	1.27%
4300 Animal Control							
Other Services & Charges	312,018	336,671	282,258	300,000	300,000	-	0.00%
<i>Total Animal Control</i>	312,018	336,671	282,258	300,000	300,000	-	0.00%
4440 Senior Support/RSVP							
Supplies	20,000	20,000	20,000	30,000	30,000	-	0.00%
<i>Total Senior Support</i>	20,000	20,000	20,000	30,000	30,000	-	0.00%
4450 Planning/Com Dev COG							
Intergov Services & Charge	25,900	86,461	103,135	29,540	30,293	753	2.55%
<i>Total Planning/Com Dev COG</i>	25,900	86,461	103,135	29,540	30,293	753	2.55%
4470 Nooksack Water							
Other Services & Charges	44,352	10,010	15,942	32,927	21,063	(11,864)	-36.03%
<i>Total Nooksack Water</i>	44,352	10,010	15,942	32,927	21,063	(11,864)	-36.03%

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# Expenditures Summary continued

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
4480 Lake Whatcom Mgmt Plan							
Salaries & Wages	-	914	-	-	-	-	0.00%
Benefits	-	90	-	-	-	-	0.00%
Other Services & Charges	-	8,285	18,062	-	-	-	0.00%
<i>Total Lk Whatcom Mgmt Plan</i>	-	9,289	18,062	-	-	-	0.00%
4490 Water Resource Inventory Area							
Other Services & Charges	-	-	-	-	250,000	250,000	0.00%
<i>Total Water Resource Inventory Area</i>	-	-	-	-	250,000	250,000	0.00%
4520 Boundary Review Board							
Supplies	253	239	300	200	200	-	0.00%
Other Services & Charges	15,789	5,923	9,901	10,001	10,001	-	0.00%
<i>Total Boundary Review Board</i>	16,042	6,162	10,201	10,201	10,201	-	0.00%
4530 Transfer to Other Funds							
Operating Transfers	4,787,273	2,674,653	3,045,803	1,833,892	1,819,956	(13,936)	-0.76%
Residual Equity Transfers	-	-	683,000	-	-	-	0.00%
<i>Total Transfer to Other Funds</i>	4,787,273	2,674,653	3,728,803	1,833,892	1,819,956	(13,936)	-0.76%
4540 Capital Acquisitions							
Supplies	-	-	90	-	-	-	0.00%
Other Services & Charges	-	1,691	59,070	-	3,855	3,855	0.00%
Capital Outlay	-	104,348	3,380,447	164,827	32,125	(132,702)	-80.51%
<i>Total Capital Acquisitions</i>	-	106,039	3,439,607	164,827	35,980	(128,847)	-78.17%
4560 Professional Consultation							
Other Services & Charges	185	-	-	-	-	-	0.00%
<i>Total Professional Consul.</i>	185	-	-	-	-	-	0.00%

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# Expenditures Summary continued

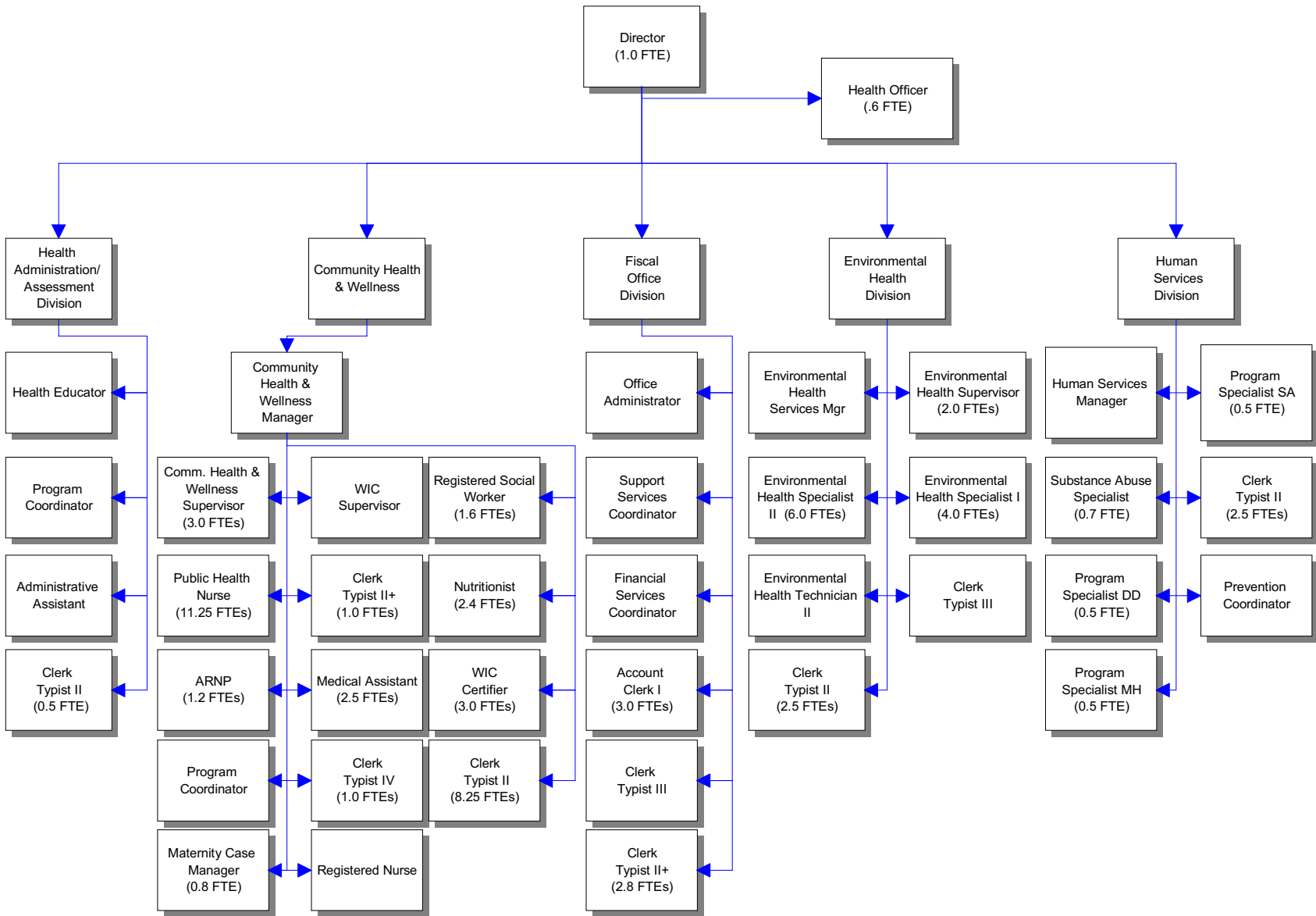
	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
4900 Miscellaneous Non-Departmental							
Salaries & Wages	102,812	90,313	118,159	-	240,000	240,000	0.00%
Benefits	12,741	5,806	7,464	-	-	-	0.00%
Supplies	-	-	20,796	-	-	-	0.00%
Other Services & Charges	42,568	43,638	149,693	430,416	195,416	(235,000)	-54.60%
Intergov Services & Charge	115	493	-	500	500	-	0.00%
Capital Outlay	-	1,857	155,531	-	-	-	0.00%
Operating Transfers	-	-	196,353	-	-	-	0.00%
Debt Service	8,270	-	-	-	-	-	0.00%
<i>Total Misc. Non-Departmental</i>	166,506	142,107	647,996	430,916	435,916	5,000	1.16%
<b>TOTAL NON-DEPARTMENTAL</b>	<b>7,067,375</b>	<b>5,022,289</b>	<b>10,016,180</b>	<b>5,960,893</b>	<b>6,103,394</b>	<b>142,501</b>	<b>2.39%</b>
<b>141 WC CONVENTION CENTER FUND</b>							
Convention Center							
Supplies	-	-	2,758	-	-	-	0.00%
Other Services & Charges	71,036	75,536	125,567	104,525	106,525	2,000	1.91%
Intergov Services & Charge	25,000	-	-	-	-	-	0.00%
Operating Transfers	8,000	-	-	-	-	-	0.00%
<i>Total Convention Center Fund</i>	104,036	75,536	128,325	104,525	106,525	2,000	1.91%
<b>151 COMMUNITY DEVELOPMENT FUND</b>							
Community Development							
Other Services & Charges	-	-	-	-	-	-	0.00%
Operating Transfers	4,000	12,000	508,000	17,000	17,000	-	0.00%
<i>Total Community Develop Fund</i>	4,000	12,000	508,000	17,000	17,000	-	0.00%

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# Expenditures Summary continued

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>175 CONSERVATIONS FUTURE FUND</b>							
Other Services & Charges	27,696	8,332	-	25,000	25,000	-	0.00%
Capital Outlay	300,573	104,000	-	50,000	50,000	-	0.00%
Debt Service	-	-	-	-	-	-	0.00%
<i>Total Conservation Futures Fund</i>	328,269	112,332	-	75,000	75,000	-	0
<b>TOTAL NON-DEPARTMENTAL</b>	7,503,680	5,222,157	10,652,505	6,157,418	6,301,919	144,501	2.35%

# Health and Human Services Department



# Mission & Objectives

## Mission

- ▼ The mission of the Whatcom County Health and Human Services Department is to preserve and enhance the health and quality of life in Whatcom County.

## Objectives

### Environmental Health

- ▼ Minimize the public's exposure to environmental hazards, such as harmful chemicals and biological agents. In order to protect the public from environmental hazards, a variety of activities are carried out such as surveillance of food service establishments, food borne illness investigations, monitoring the quality of public water supplies and the enforcement of regulations governing on-site sewage disposal systems and solid waste collection, storage and disposal.

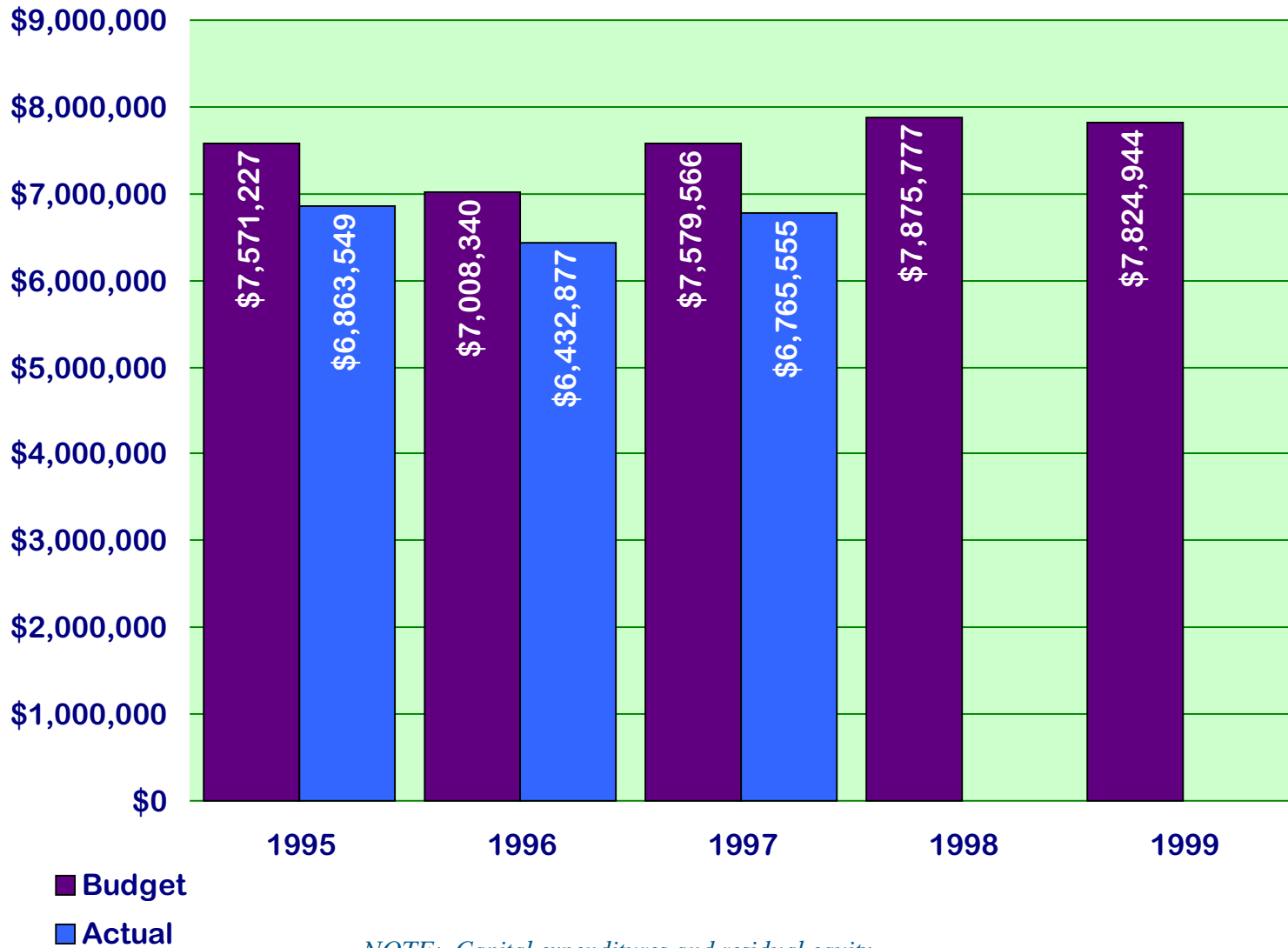
### Human Services

- ▼ Assure that quality, cost effective, medically necessary, age and culturally appropriate Mental Health, Developmental Disabilities, and Substance Abuse services are available and provided to the citizens of Whatcom County. The Human Services Division shall facilitate disabled individuals and their families to participate in a normal, healthy lifestyle, and to perform useful and meaningful work. The division will provide and promote the development of new and innovative prevention strategies for the people of Whatcom County.

### Personal Health

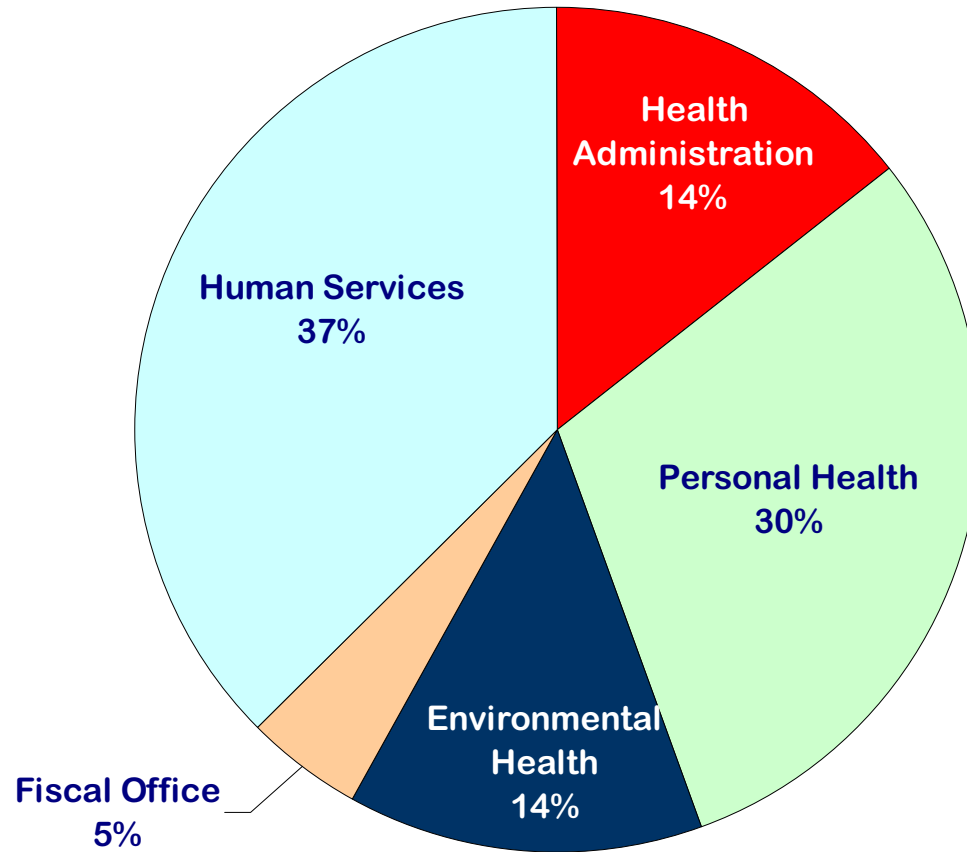
- ▼ Promote health, prevent disease and injury, identify populations at risk. Educate the community and support families. A variety of nursing, social work, nutrition, and medical services are provided to individuals and populations at risk. These individuals and populations include pregnant women, children and adolescents, individuals exposed to and/or with communicable disease such as tuberculosis and sexually transmitted diseases, children with special health care needs, and persons living with HIV/AIDS. This population-based model identifies threats to the public's health, enacts policies to protect the health of the community, and assures access to needed health related services.

# Expenditure Trends



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

# 1999 Budget by Program

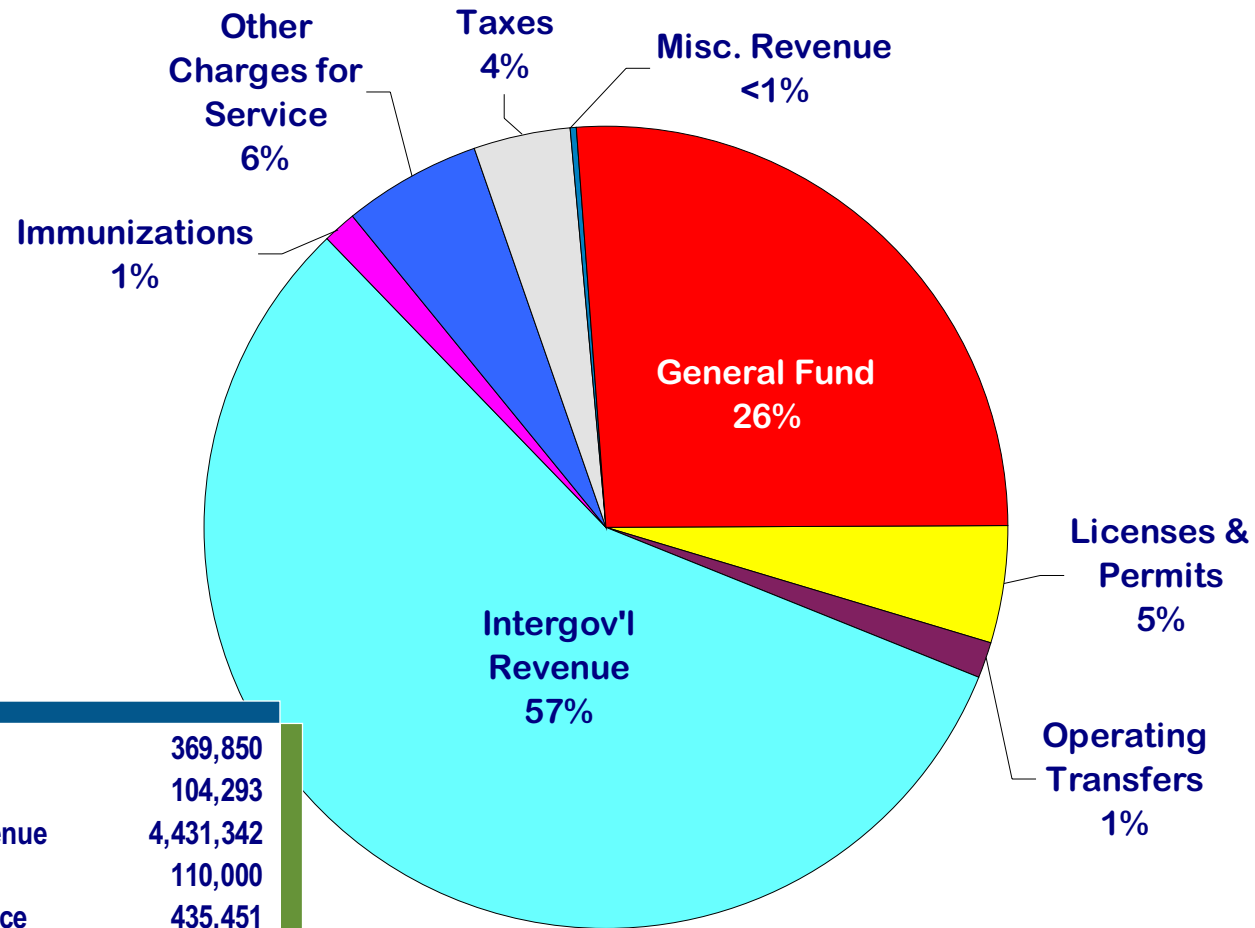


*NOTE: Capital expenditures and residual equity transfers are not shown to more accurately reflect ongoing operational costs.*

# Program Summary

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>OPERATIONS</b>							
<b>General Fund</b>							
153 Public Health Fund							
Health Administration	827,477	1,191,875	1,206,433	1,153,794	1,130,858	(22,936)	-1.99%
Personal Health	2,603,544	2,109,768	2,136,746	2,333,055	2,346,142	13,087	0.56%
Environmental Health	835,891	812,760	822,607	1,072,822	1,065,133	(7,689)	-0.72%
Fiscal Office	-	-	-	331,928	359,050	27,122	0.00%
Human Services	2,596,637	2,318,474	2,599,769	2,984,178	2,923,761	(60,417)	-2.02%
<i>Total Health Operations</i>	6,863,549	6,432,877	6,765,555	7,875,777	7,824,944	(50,833)	-0.65%
<b>CAPITAL</b>							
<b>General Fund</b>							
Health Administration	83,648	121,096	16,789	-	9,000	9,000	0.00%
Personal Health	8,136	4,387	814	-	3,200	3,200	0.00%
Environmental Health	5,086	5,419	-	-	2,500	2,500	0.00%
Human Services	10,950	6,896	7,869	100	-	(100)	-100.00%
<i>Total Health Capital</i>	107,820	137,798	25,472	100	14,700	14,600	14600.00%
<b>TRANSFERS</b>							
<b>General Fund</b>							
Personal Health	9,340	-	-	-	-	-	-
<i>Total Health Transfers</i>	9,340	-	-	-	-	-	-
<b>TOTAL HEALTH</b>	6,980,709	6,570,675	6,791,027	7,875,877	7,839,644	(36,233)	-0.46%

# 1999 Funding Sources



Licens & Permits	369,850
Operating Transfers	104,293
Intergovernmental Revenue	4,431,342
Immunizations	110,000
Other Charges for Service	435,451
Taxes	313,157
Misc. Revenue	17,624
General Fund	2,043,227
<b>Total Funding</b>	<b>7,824,944</b>

# 1999 Funding Sources continued

## Licenses & Permits

- ▼ The Health and Human Services Department issues various licenses and permits. These include business licenses for restaurants, taverns and grocery stores, RV and mobile home parks, solid waste sites, sewage system designers, cleaners and installers, food handlers, water recreation facilities. Additionally, the department also grants non-commercial permits for septic tank installation and repair.

## Intergovernmental Revenue

- ▼ A variety of federal and state grants as well as intergovernmental payments for service are received by the department. Approximately one-third of these revenues are indirect grants from the federal government funding special health related programs. Health and Human Services Department also receives \$80,000 from the City of Bellingham in the form of a contract for septic surveying services. The remainder of intergovernmental revenue comes from state agencies as direct grants for a wide range of programs.

## Immunizations

- ▼ Fees charged for immunizations.

## General Fund

- ▼ Undesignated General Fund resources.

## Miscellaneous Revenue

- ▼ Small amounts of revenue received from a variety of sources, including donations and contributions.

## Other Charges for Service

- ▼ Fees for the provision of certain services it provides such as sewage site inspections, building plan review, birth and death records.

## Operating Transfer

- ▼ Operating transfer from the Solid Waste Fund to support solid waste enforcement efforts.

## Taxes

- ▼ RCW 71.20.110 requires counties to levy two and one half cents per thousand dollars of assessed value for community services for persons with developmental disabilities or mental health problems.

# Performance / Activity Measures

	1997 Actual	1998 Projected	1999 Projected
<b>Breast &amp; Cervical Health</b>			
Women visits	Pending	1,400	1,400
<b>Chemical &amp; Physical Hazards</b>			
Contacts	230	230	230
Investigations/Complaints	24	36	30
<b>Child Profile</b>			
Tracking of enrolled children	450	400	NA
<b>Child Protective Services</b>			
Home visits	398	350	400
Pilot test 1996 with 25 families	15	18	NA
<b>Children with Special Needs</b>			
Consultation visits to schools, hospital, etc.	150	70	150
Home, office, phone visits	325	370	250
<b>Developmental Disabilities</b>			
Children 0-3	26	30	34
Comm. Access	48	49	55
Pre-Vocational	117	122	125
Supp. Employ.	63	66	75
Board Crosstraining	4	4	4
Community Awareness Events	4	4	5
Residential & Day Programs	4	4	4
Supp. Employ. Campaign	2	2	2
Total Enrollment	254	267	289

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# Performance / Activity Measures continued

	1997 Actual	1998 Projected	1999 Projected
<b>Food Program</b>			
Food worker permits	5,187	5,200	5,550
Permits issued	1,701	1,735	1,775
<b>Health Assessment</b>			
Community members	18	18	15
Community projects	0	4	5
<b>HIV / AIDS</b>			
Counseling & Testing	661	500	500
Partner Notification	12	5	5
<b>Immunizations</b>			
Doses of vaccine administered and distributed	65,292	41,500	60,000
Provide consultation to primary care providers	58	60	60
<b>Living Environment</b>			
Pool/spa permits	167	170	172
Rabies evaluations	113	125	140
<b>Maternal Infant</b>			
Child care center consultation & education	75	75	100
Dental referrals	100	N/A	N/A
Home & Office Visits	2,248	2,500	2,000

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## Performance / Activity Measures continued

	1997 Actual	1998 Projected	1999 Projected
<b>Mental Health</b>			
Chronic/acutely mentally ill/ emotionally disturbed adults served monthly	1,290	1,350	1,200
Elderly receiving services (60+ years of age)	223	268	250
Ethnic minorities receiving svcs (Adult & Child)	222	245	245
Homeless mentally ill engaged in svcs (adult & youth)	202	225	225
Involuntary hospitalizations to St Joseph/E&T - Adults	160	150	140
Involuntary hospitalizations to Western State - Adults	15	15	20
Medicaid eligible adults served monthly	825	866	850
Medicaid eligible children served monthly	260	286	260
Mentally ill offenders booked - Axis I diagnosis	182	164	170
Mentally ill/emotionally disturbed child served monthly	440	484	468
Multi-system adults receiving Mental Health Services	58	64	50
Multi-system children receiving Mental Health svcs	328	360	320
Total title XIX (Medicaid) Eligible in Whatcom Co.	19,181	20,140	20,240
Voluntary hospitalizations at St Joseph Hosp - Adults	200	200	200
Voluntary hospitalizations at St Joseph Hosp - Children	26	28	6
<b>On-Site Sewage</b>			
Information packets distributed	2,520	2,500	2,500
Permits issued	863	650	650
<b>Other Communicable Diseases</b>			
Investigations	107	100	100
Outbreak responses	6	2	5
<b>Solid Waste</b>			
Complaints	126	150	200
Facility inspections	102	100	100

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## Performance / Activity Measures continued

	1997 Actual	1998 Projected	1999 Projected
<b>STD</b>			
Community Education Programs	21	25	25
Encounters	780	578	1,500
<b>Substance Abuse</b>			
Average # assessment clients per month	65	68	71
Crisis Service total hrs (includes APC Prgm)	2,000	2,210	2,300
Detoxification duplicated admissions	1,005	926	1,020
Developmentally disabled/chemical abusers	7	9	12
MICA patients (Mentally ill/chemical abusers)	260	246	253
Patients successfully completing treatment	0	1	1
Prevention Program volunteer hours	1,800	2,000	2,100
Total Hours Outpatient Services	55,511	52,755	52,755
Unduplicated adults receiving treatment	2,275	2,898	3,398
Unduplicated youth receiving treatment	598	692	767
<b>TB Control</b>			
Individuals completing preventive treatment	100%	NA	100%
TB cases completing treatment	75%	NA	75%
<b>Travel</b>			
Client visits	1,935	2,000	1,800
Number of vaccines given	2,900	2,600	3,000
<b>Vital Records</b>			
Birth certificates	4,383	5,300	6,000
Death certificates	4,302	5,800	6,500

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## Performance / Activity Measures continued

	1997 Actual	1998 Projected	1999 Projected
<b>Water</b>			
Public water supplies - A's	181	181	181
Public water supplies -B's	181	190	210
Well seals inspected	160	160	160
<b>WIC</b>			
Increased WIC caseload	2,100	2,100	2,100
Nutritional visits	681	350	780
<b>Youth Tobacco</b>			
Number of compliance checks	6	6	4
Number of school presentations	28	30	52

# Expenditures Summary

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>HEALTH</b>							
Health Administration							
Salaries & Wages	311,451	353,359	392,482	307,259	261,226	(46,033)	-14.98%
Benefits	114,986	102,484	116,857	66,858	84,229	17,371	25.98%
Supplies	41,208	33,593	118,701	25,925	22,175	(3,750)	-14.46%
Other Services & Charges	359,832	574,067	578,393	753,752	763,228	9,476	1.26%
Intergovernment Svcs	-	128,372	-	-	-	-	0.00%
Capital Outlay	83,648	121,096	16,789	-	9,000	9,000	0.00%
<i>Total Health Administration</i>	911,125	1,312,971	1,223,222	1,153,794	1,139,858	(13,936)	-1.21%
Personal Health							
Salaries & Wages	1,658,600	1,391,687	1,354,951	1,539,050	1,571,708	32,658	2.12%
Benefits	462,048	420,059	425,853	487,959	486,566	(1,393)	-0.29%
Supplies	138,034	143,835	183,205	164,809	158,873	(5,936)	-3.60%
Other Services & Charges	344,863	154,187	172,737	141,237	128,995	(12,242)	-8.67%
Capital Outlay	8,136	4,387	814	-	3,200	3,200	0.00%
Operating Transfers	9,340	-	-	-	-	-	0.00%
<i>Total Personal Health</i>	2,621,020	2,114,155	2,137,560	2,333,055	2,349,342	16,287	0.70%
Environmental Health							
Salaries & Wages	578,039	570,208	556,657	614,126	696,514	82,388	13.42%
Benefits	161,199	162,735	161,020	191,382	202,100	10,718	5.60%
Supplies	22,386	15,489	19,035	25,200	32,300	7,100	28.17%
Other Services & Charges	74,267	64,328	85,895	242,114	134,219	(107,895)	-44.56%
Capital Outlay	5,086	5,419	-	-	2,500	2,500	0.00%
<i>Total Environmental Health</i>	840,977	818,179	822,607	1,072,822	1,067,633	(5,189)	-0.48%

*continued on next page*

# Expenditures Summary continued

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
Fiscal Office							
Salaries & Wages	-	-	-	228,935	258,260	29,325	12.81%
Benefits	-	-	-	99,618	96,890	(2,728)	-2.74%
Supplies	-	-	-	2,375	2,150	(225)	-9.47%
Other Services & Charges	-	-	-	1,000	1,750	750	75.00%
<i>Fiscal Office</i>	-	-	-	331,928	359,050	27,122	8.17%
Human Services							
Salaries & Wages	389,011	301,569	332,984	259,265	243,862	(15,403)	-5.94%
Benefits	105,793	81,395	82,707	83,263	77,980	(5,283)	-6.34%
Supplies	8,373	15,430	19,323	16,201	22,497	6,296	38.86%
Other Services & Charges	2,093,460	1,920,080	2,164,755	2,625,449	2,579,422	(46,027)	-1.75%
Capital Outlay	10,950	6,896	7,869	100	-	(100)	-100.00%
<i>Total Human Services</i>	2,607,587	2,325,370	2,607,638	2,984,278	2,923,761	(60,517)	-2.03%
<b>TOTAL HEALTH</b>	6,980,709	6,570,675	6,791,027	7,875,877	7,839,644	(36,233)	-0.46%

*See the County Council section for  
organizational chart.*

# Mission & Objectives

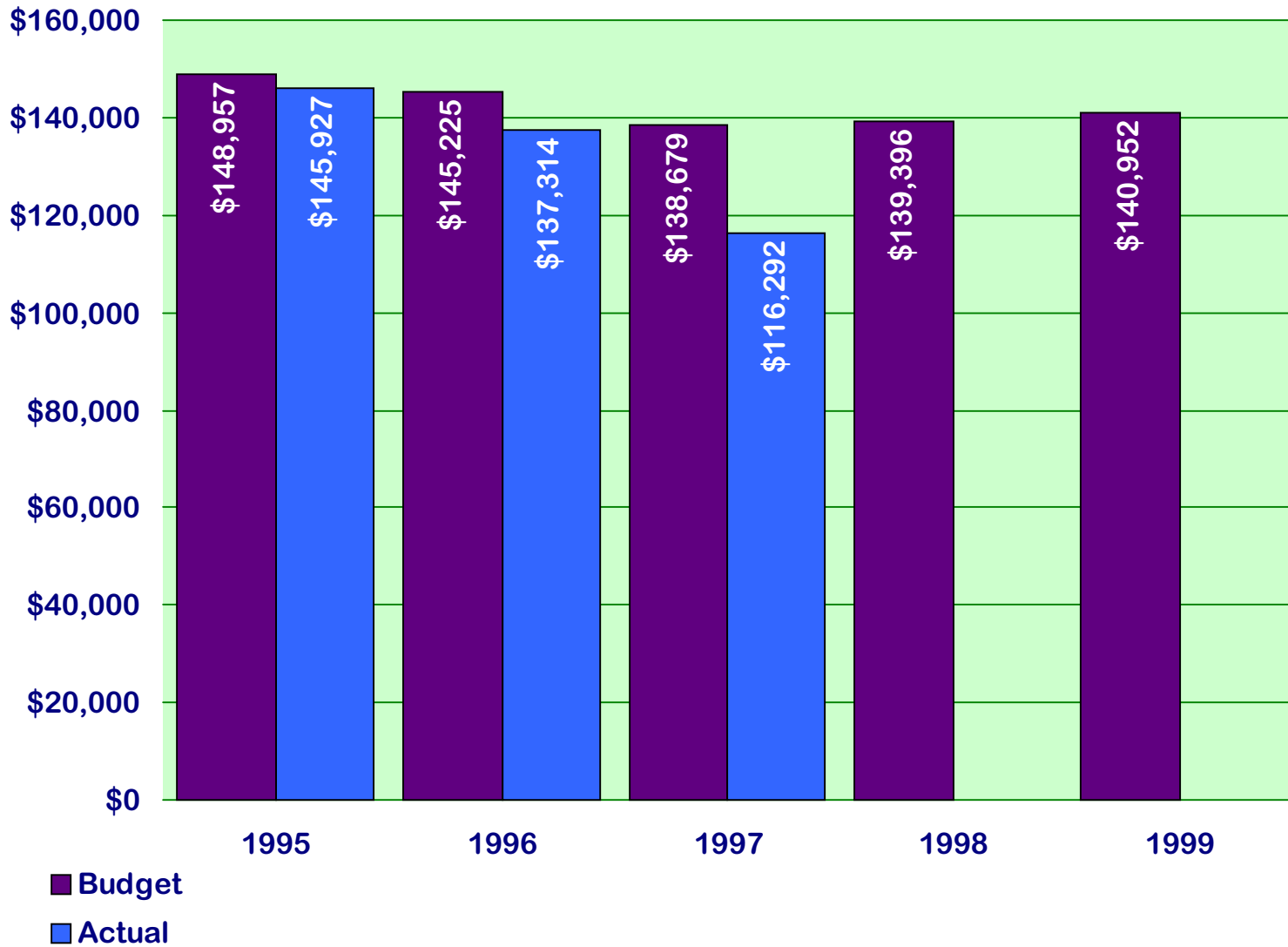
## Mission

- ▼ The Office of the Hearing Examiner is the County Council's quasi-judicial arm to manage project review consistent with due process requirements of federal, state and county law.

## Objectives

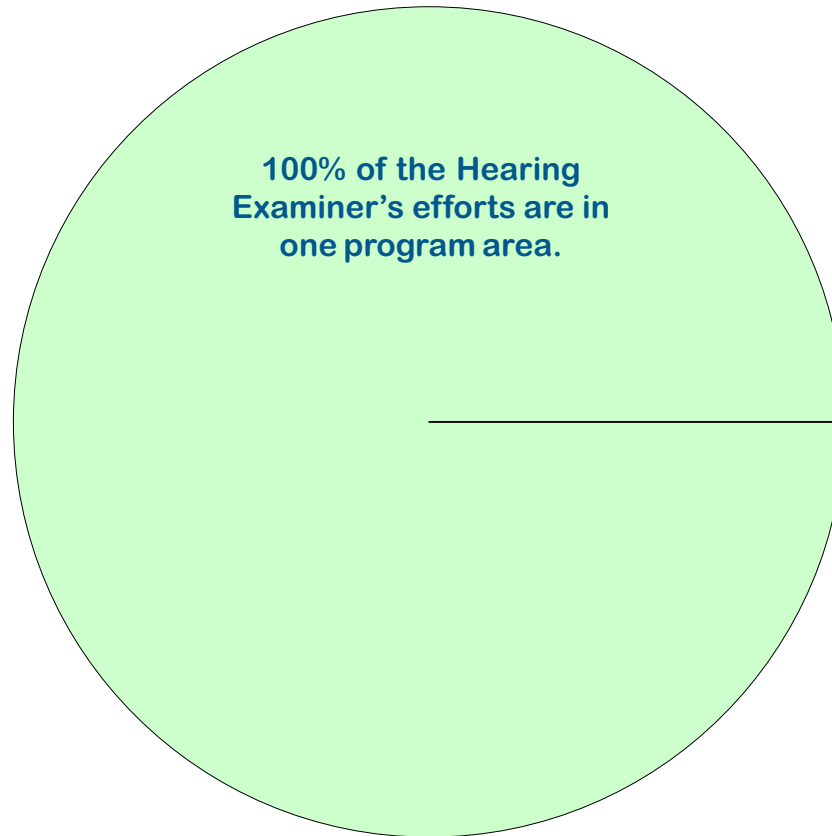
- ▼ Issue decisions on an estimated 100 projects.
- ▼ Assist in integrating growth management, SEPA, shoreline and other processes as required by HB 1724 and other emerging legislation.
- ▼ Issue decisions within 10 working days of the close of the record.
- ▼ Maintain database for issue tracking to promote consistency and reliability in land use matters.

# Expenditure Trends



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

# 1999 Budget by Program

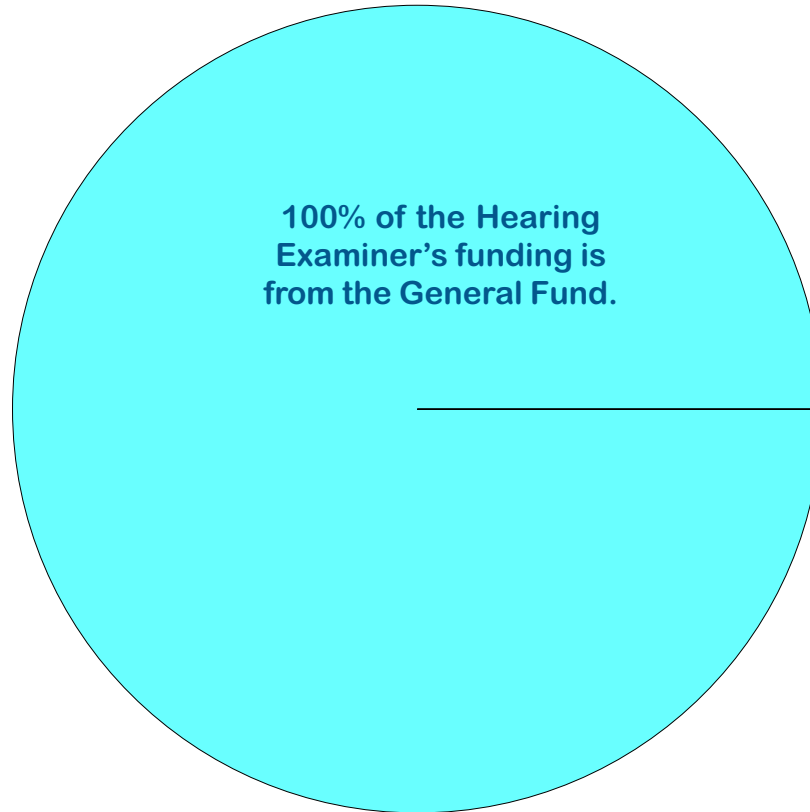


*NOTE: Capital expenditures are not shown to more accurately reflect ongoing operational costs.*

# Program Summary

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>OPERATIONS</b>							
<b>General Fund</b>							
1600 Hearing Examiner	145,927	137,314	116,292	139,396	140,952	1,556	1.12%
<i>Total Hearing Examiner Operations</i>	145,927	137,314	116,292	139,396	140,952	1,556	1.12%
<b>CAPITAL</b>							
<b>General Fund</b>							
1600 Hearing Examiner	3,225	-	2,483	-	-	-	0.00%
<i>Total Hearing Examiner Capital</i>	3,225	-	2,483	-	-	-	0.00%
<b>TOTAL HEARING EXAMINER</b>	149,152	137,314	118,775	139,396	140,952	1,556	1.12%

# 1999 Funding Sources



## General Fund

▼ Undesignated General Fund resources.

General Fund	140,952
<b>Total Funding</b>	<b>140,952</b>

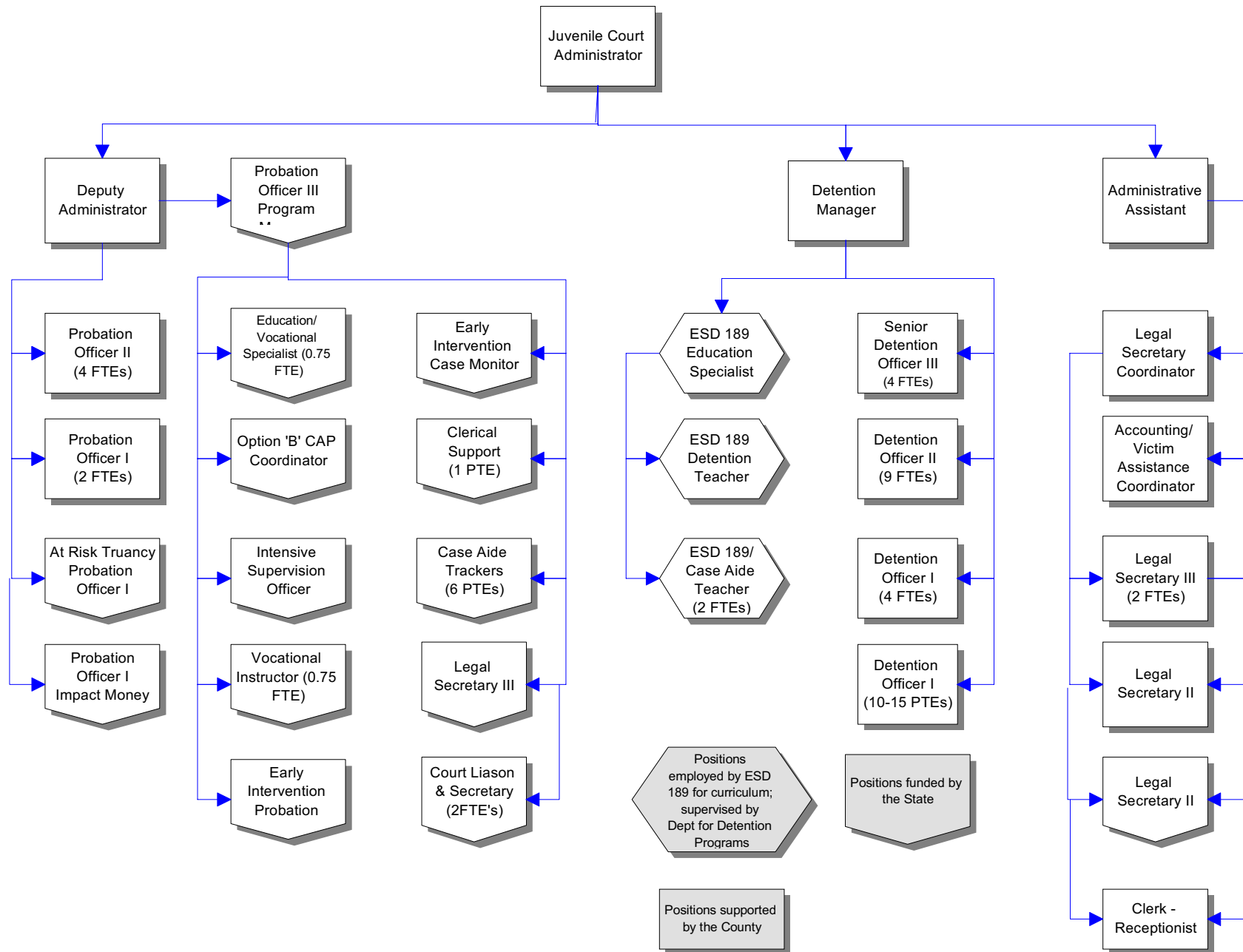
## Performance / Activity Measures

	1997 Actual	1998 Projected	1999 Projected
Decisions after Hearings	100	100	100
Decisions on Revisions/ Extensions/ Others	50	50	50

# Expenditures Summary

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>GENERAL FUND</b>							
1600 Hearing Examiner							
Salaries & Wages	93,941	48,102	36,422	40,766	42,116	1,350	3.31%
Benefits	23,048	10,807	9,391	10,278	10,484	206	2.00%
Supplies	4,688	3,246	1,311	7,350	6,850	(500)	-6.80%
Other Services & Charges	24,250	75,159	69,168	81,002	81,502	500	0.62%
Capital Outlay	3,225	-	2,483	-	-	-	0.00%
<b>TOTAL HEARING EXAMINER</b>	<b>149,152</b>	<b>137,314</b>	<b>118,775</b>	<b>139,396</b>	<b>140,952</b>	<b>1,556</b>	<b>1.12%</b>

# Juvenile Court Administration



# Mission & Objectives

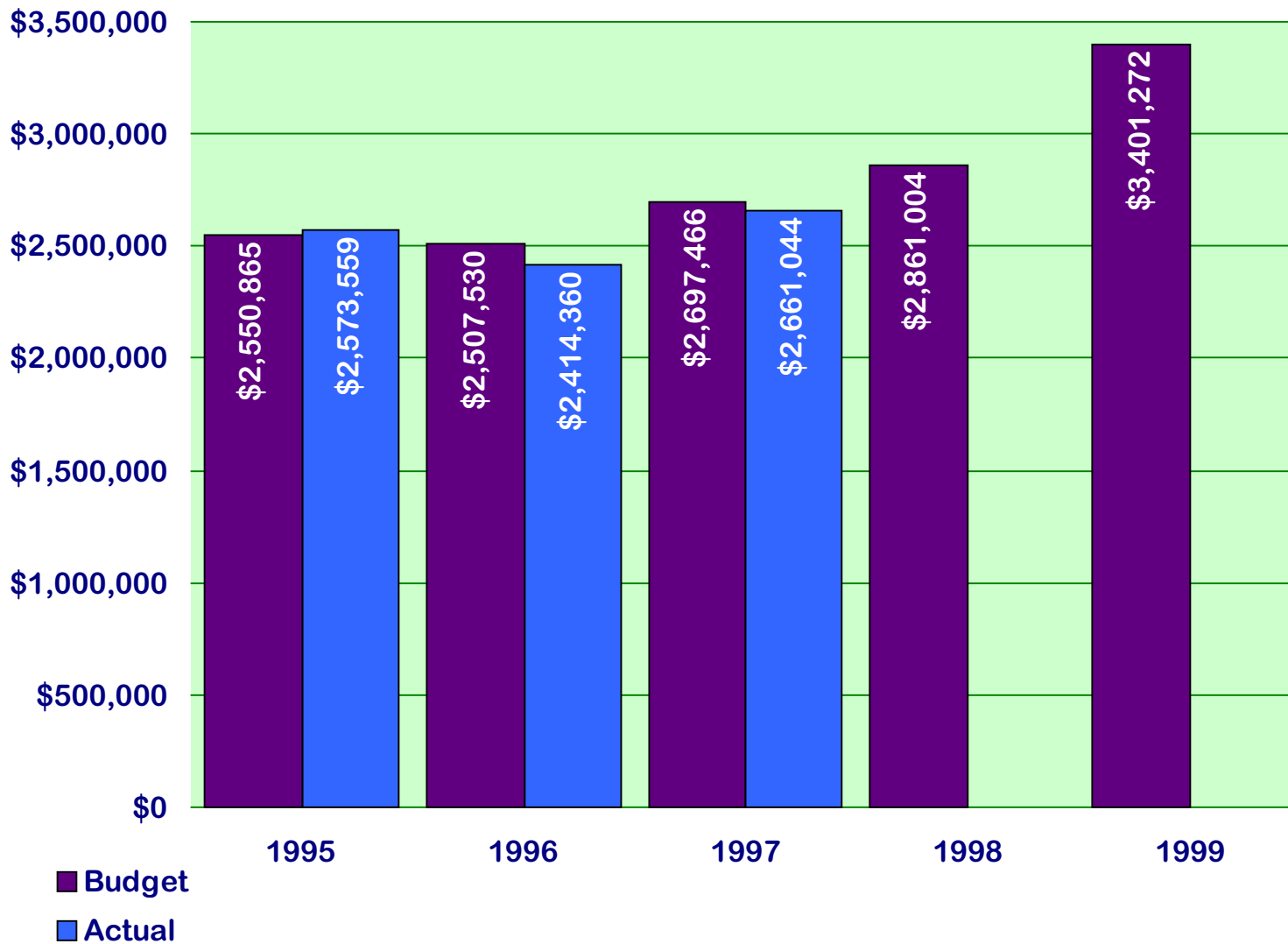
## Mission

- ▼ Restore victims, the community and juvenile offenders to state of wholeness. Ensure community safety and protection of individual rights during the process of healing and restoration. Provide controlled and treatment-oriented environment for the temporary care and supervision of children who have been placed in custody pursuant to state laws and applicable court and department rules.

## Objectives

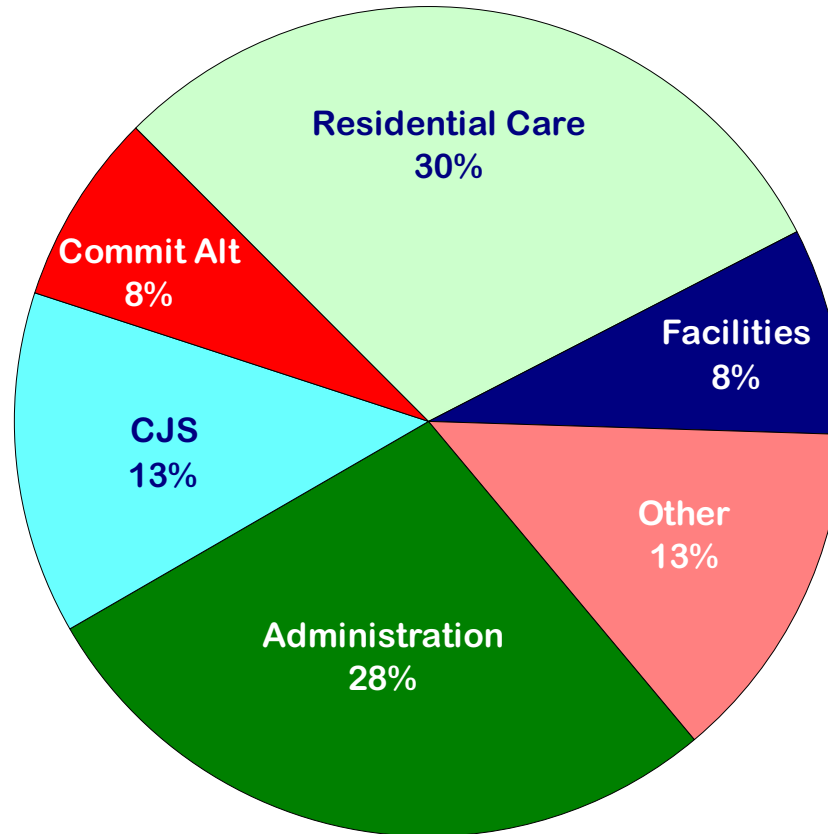
- ▼ Provide protection to the community and public from aggressive, predatory youth.
- ▼ Provide adequate staffing levels to ensure maximum supervision and counseling services to clients.
- ▼ Nurture and develop new and old community resources for assistance with offenders, at risk-youth and dependent children.
- ▼ Provide resources and training for staff, at the local and state level to develop skills that effectively support and maximize control and supervision of offenders.
- ▼ Work closely with law enforcement agencies, Prosecuting Attorney, Public Defender and the Department of Social and Health Services.
- ▼ Hold offenders accountable through strict sanctions for violations of Community Supervision.
- ▼ Address drug and alcohol abuse problems for all offenders who need it.
- ▼ Assess and address educational and vocational needs of offenders.
- ▼ 90% of divertees will successfully complete their agreements.
- ▼ 75% of those on Option “B” will successfully compete their term of community supervision.
- ▼ 80% of those on SSODA will successfully complete their treatment.
- ▼ Youth in the Community Commitment Program will be held accountable for their offenses by serving out Court ordered institutional confinement.
- ▼ Develop an individual Treatment Plan for each youth that addresses risk factors identified in a diagnostic evaluation report.
- ▼ Provide coordinated transition back into the community to reduce post-institutional offenses and recommitments.
- ▼ Design and implement large group mediation programs in at least three school districts, involving at least 15 students each, by the end of the Community Building Grant period.
- ▼ Operate conflict management and cross-cultural communications classes and/or workshops for students, teachers, staff and parents in two school districts, involving at least 200 participants.
- ▼ Implement mediation services program for At-Risk students and mediate at least five cases per month during the last six months of the grant period.
- ▼ Complete design and begin operation of a Victim Offender Services Mediation
- ▼ Program by the sixth month of the Community Building Grant period.
- ▼ Administer a risk assessment instrument to each offender placed on probation for the first time.
- ▼ Supervise program youth by utilizing a two-person team and address the identified risk factors through contracts with local providers.
- ▼ Assist families in filing and processing At-Risk youth, CHINS and Truancy cases.
- ▼ Monitor compliance of court orders.
- ▼ Refer families and youth to appropriate resources for counseling to reduce risk behaviors that brought them to the attention of the court.

# Expenditure Trends



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

# 1999 Budget by Program



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

# Program Summary

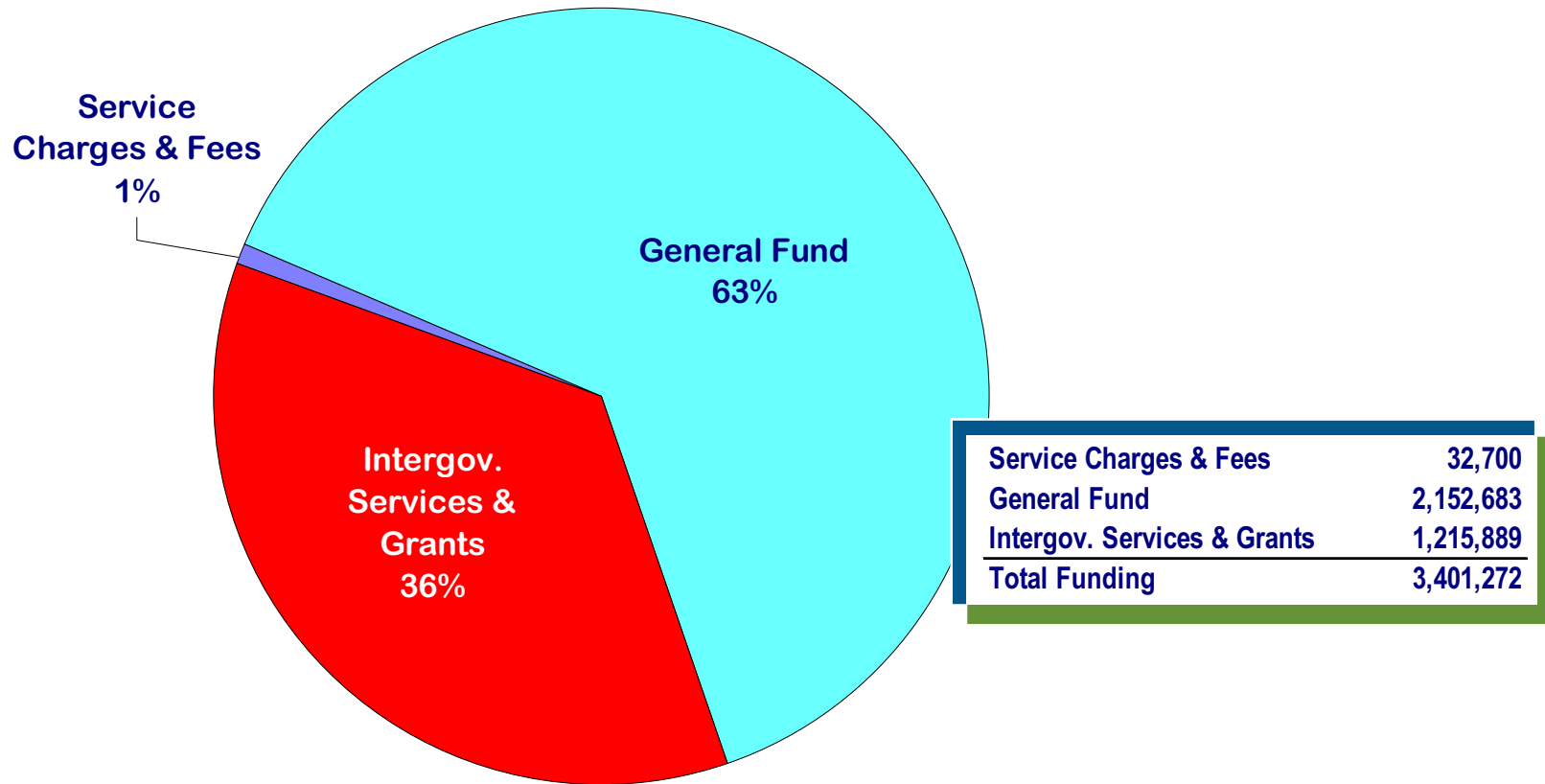
	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>OPERATIONS</b>							
<b>General Fund</b>							
1900 Juvenile Court- Admin	393,682	410,266	700,155	872,834	883,660	10,826	1.24%
1910 Intake	127,634	91,160	3,819	-	-	-	0.00%
1920 Investigation/ Diagnosis	51,717	42,336	3,085	-	-	-	0.00%
1940 Case Supervision	169,208	140,487	12,107	-	-	-	0.00%
1950 CJS	575,336	354,168	300,430	357,978	425,242	67,264	18.79%
1951 Residential Treatment	9,810	-	-	-	-	-	0.00%
1952 Home Learning	38,594	-	-	-	-	-	0.00%
1953 Parole Detention	1,640	13,830	25,380	13,500	21,500	8,000	59.26%
1954 Commit Alt	124,346	229,526	246,003	200,750	240,500	39,750	19.80%
1955 Watershed	17,124	-	-	-	-	-	0.00%
1956 "Best Self" Grant	-	21,506	26,100	-	-	-	0.00%
1957 Community Bld	-	30,440	46,890	51,420	125,420	74,000	143.91%
1958 Early Intervention	-	19,317	126,986	105,000	105,000	-	0.00%
1959 Becca Bill	-	(6)	40,141	42,404	143,798	101,394	0.00%
1960 Trans	3,803	2,177	9,765	16,666	12,700	(3,966)	0.00%
1961 DSHS	-	-	-	-	72,600	72,600	0.00%
1962 CDDA Grant	-	-	-	-	44,643	44,643	0.00%
1963 CJAA-DSHS Misc	-	-	-	-	50,556	50,556	0.00%
1970 Residential Care	819,413	841,535	909,141	929,841	953,841	24,000	2.58%
1971 Work Crew	-	-	-	-	51,201	51,201	0.00%
1980 Medical/ Dental	8,125	8,880	11,747	16,000	16,000	-	0.00%
1990 Facilities	233,127	208,738	199,295	254,611	254,611	-	0.00%
<i>Total Juvenile Probation Operations</i>	<i>2,573,559</i>	<i>2,414,360</i>	<i>2,661,044</i>	<i>2,861,004</i>	<i>3,401,272</i>	<i>540,268</i>	<i>18.88%</i>

*continued on next page*

# Program Summary continued

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>CAPITAL</b>							
<b>General Fund</b>							
1900 Juvenile Court- Admin	-	-	2,021	-	10,200	10,200	0.00%
1950 CJS	25,570	-	-	-	2,200	2,200	0.00%
1958 Juvenile Court Early Intervention	-	-	3,385	-	-	-	0.00%
1959 Juvenile Court Becca Bill	-	-	5,132	-	-	-	0.00%
1960 Juvenile Court Trans.	-	-	-	4,400	-	(4,400)	-100.00%
1961 DSHS	-	-	-	-	1,800	1,800	0.00%
1970 Residential Care	-	-	-	-	10,300	10,300	0.00%
1971 Work Crew	-	-	-	-	8,799	8,799	0.00%
<i>Total Juvenile Probation Capital</i>	25,570	-	10,538	4,400	33,299	28,899	656.80%
<b>TRANSFERS</b>							
<b>General Fund</b>							
1954 Commit Alt	2,000	-	-	-	-	-	0.00%
1970 Residential Care	29,073	339	-	-	-	-	0.00%
<i>Total Juvenile Probation Transfers</i>	31,073	339	-	-	-	-	0.00%
<b>TOTAL JUVENILE PROBATION</b>	2,630,202	2,414,699	2,671,582	2,865,404	3,434,571	569,167	19.86%

# 1999 Funding Sources



## General Fund

- ▼ Undesignated General Fund resources.

## Service Charges & Fees

- ▼ Juvenile Court rents available detention space to other jurisdictions at the rate of \$90 per youth per day. The department also charges for other services it provides.

## Intergovernmental Services & Grants

- ▼ The Consolidated Juvenile Services (CJS) and Parole Detention programs are funded by state grants and reimbursements. The CJS grants are annual grants with an agreement period through June, 1999. Whatcom County is reimbursed for detention costs for juveniles who have had their parole revoked. The county is reimbursed at the rate of \$82.40 per juvenile per day.

# Performance / Activity Measures

	1997 Actual	1998 Projected	1999 Projected
<b>Administration</b>			
Informations and Petitions filed	1,126	1,800	2,200
Total Juvenile Offenders	2,543	3,000	3,200
Total Offense Referrals	4,000	4,000	4,500
Youth committed to JRA	50	50	50
<b>Becca Bill Grant</b>			
At-Risk	-	66	100
CHINS	-	10	10
Truancy	-	346	500
<b>Detention</b>			
Bed Days (At-Risk / Contempts)	140	200	270
Bed Days	11,994	13,000	14,300
At-Risk / Contempts	40	60	90
Detention: Medical / Dental	1,400	1,600	2,000
Population (Offenders)	1,088	1,200	1,300

# Expenditures Summary

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>GENERAL FUND</b>							
1900 Juvenile Court Administration							
Salaries & Wages	300,544	305,976	528,475	582,114	579,614	(2,500)	-0.43%
Benefits	84,213	83,691	149,941	161,533	161,533	-	0.00%
Supplies	20,222	10,011	11,500	20,079	25,579	5,500	27.39%
Other Services & Charges	14,273	10,588	10,239	109,108	116,934	7,826	7.17%
Capital Outlay	-	-	2,021	-	10,200	10,200	0.00%
<i>Total Juvenile Court Admin.</i>	419,252	410,266	702,176	872,834	893,860	21,026	2.41%
1910 Juvenile Court - Intake							
Salaries & Wages	95,673	68,420	2,944	-	-	-	0.00%
Benefits	29,715	20,242	875	-	-	-	0.00%
Supplies	159	159	-	-	-	-	0.00%
Other Services & Charges	2,087	2,339	-	-	-	-	0.00%
<i>Total Juvenile Court - Intake</i>	127,634	91,160	3,819	-	-	-	0.00%
1920 Juvenile Court - Invest/Diag							
Salaries & Wages	37,866	31,785	2,330	-	-	-	0.00%
Benefits	11,144	9,911	755	-	-	-	0.00%
Supplies	26	99	-	-	-	-	0.00%
Other Services & Charges	2,681	541	-	-	-	-	0.00%
<i>Total Juve. CT. - Invest/Diag</i>	51,717	42,336	3,085	-	-	-	0.00%
1940 Juvenile Court - Case Supervision							
Salaries & Wages	129,817	109,288	9,150	-	-	-	0.00%
Benefits	36,014	30,659	2,664	-	-	-	0.00%
Supplies	153	173	-	-	-	-	0.00%
Other Services & Charges	3,224	367	293	-	-	-	0.00%
<i>Total Juve. CT. - Case Superv.</i>	169,208	140,487	12,107	-	-	-	0.00%

*continued on next page*

# Expenditures Summary continued

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
1950 Juvenile Court - CJS							
Salaries & Wages	195,812	129,946	99,896	139,344	187,368	48,024	34.46%
Benefits	55,478	36,917	25,625	52,255	64,231	11,976	22.92%
Supplies	2,712	5,919	4,484	2,579	3,700	1,121	43.47%
Other Services & Charges	295,764	181,386	170,425	163,800	169,943	6,143	3.75%
Capital Outlay	25,570	-	-	-	2,200	2,200	0.00%
<i>Total Juvenile Court - CJS</i>	<i>575,336</i>	<i>354,168</i>	<i>300,430</i>	<i>357,978</i>	<i>427,442</i>	<i>69,464</i>	<i>19.40%</i>
1951 Juvenile Court Res. Treatment							
Other Services & Charges	9,810	-	-	-	-	-	0.00%
<i>Total Juvenile CT. Res. Trmt.</i>	<i>9,810</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>0.00%</i>
1952 Juvenile Court - Home Learning							
Salaries & Wages	14,582	-	-	-	-	-	0.00%
Benefits	5,258	-	-	-	-	-	0.00%
Supplies	9,924	-	-	-	-	-	0.00%
Other Services & Charges	8,830	-	-	-	-	-	0.00%
<i>Total Juve. CT. - Home Learn.</i>	<i>38,594</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>0.00%</i>
1953 Juvenile Court - Parole Detention							
Other Services & Charges	1,640	13,830	25,380	13,500	21,500	8,000	59.26%
<i>Total Juve. CT. - Parole Det.</i>	<i>1,640</i>	<i>13,830</i>	<i>25,380</i>	<i>13,500</i>	<i>21,500</i>	<i>8,000</i>	<i>31.52%</i>

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# Expenditures Summary continued

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
1954 Juvenile Court - Commit Alt Pr							
Salaries & Wages	-	105,176	144,222	96,220	135,970	39,750	41.31%
Benefits	-	21,837	34,654	27,990	27,990	-	0.00%
Supplies	803	761	1,735	1,200	1,200	-	0.00%
Other Services & Charges	123,543	101,752	65,392	75,340	75,340	-	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
Residual Equity Transfers	2,000	-	-	-	-	-	0.00%
<b>Total Juve. CT. - Commit</b>	<b>126,346</b>	<b>229,526</b>	<b>246,003</b>	<b>200,750</b>	<b>240,500</b>	<b>39,750</b>	<b>19.80%</b>
1955 Juvenile Court - Watershed							
Salaries & Wages	7,011	-	-	-	-	-	0.00%
Benefits	3,006	-	-	-	-	-	0.00%
Supplies	6,203	-	-	-	-	-	0.00%
Other Services & Charges	904	-	-	-	-	-	0.00%
<b>Total Juve. CT. - Watershed</b>	<b>17,124</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
1956 Juvenile Court - "Best Self" Grant							
Other Services & Charges	-	21,506	26,100	-	-	-	0.00%
<b>Total Juvenile Ct - "Best Self" Grant</b>	<b>-</b>	<b>21,506</b>	<b>26,100</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
1957 Juvenile Court - Community Bld							
Other Services & Charges	-	30,440	46,890	51,420	125,420	74,000	143.91%
<b>Total Juvenile Ct - Community Bld</b>	<b>-</b>	<b>30,440</b>	<b>46,890</b>	<b>51,420</b>	<b>125,420</b>	<b>74,000</b>	<b>143.91%</b>

*continued on next page*

# Expenditures Summary continued

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
1958 Juvenile Court - Early Intervention							
Salaries & Wages	-	15,746	88,669	71,418	71,418	-	0.00%
Benefits	-	3,536	24,123	21,882	21,882	-	0.00%
Supplies	-	15	1,533	700	700	-	0.00%
Other Services & Charges	-	20	12,661	11,000	11,000	-	0.00%
Capital Outlay	-	-	3,385	-	-	-	0.00%
<i>Total Juvenile Ct - Early Intervention</i>	-	19,317	130,371	105,000	105,000	-	0.00%
1959 Juvenile Court - Becca Bill							
Salaries & Wages	-	-	30,130	32,233	95,959	63,726	197.70%
Benefits	-	(6)	9,810	10,171	30,139	19,968	196.32%
Supplies	-	-	101	-	7,400	7,400	0.00%
Other Services & Charges	-	-	100	-	10,300	10,300	0.00%
Capital Outlay	-	-	5,132	-	-	-	0.00%
<i>Total Juvenile Ct - Becca Bill</i>	-	(6)	45,273	42,404	143,798	101,394	239.11%
1960 Juvenile Court - Trans.							
Supplies	-	-	-	2,816	-	(2,816)	-100.00%
Other Services & Charges	3,803	2,177	9,765	13,850	12,700	(1,150)	-8.30%
Capital Outlay	-	-	-	4,400	-	(4,400)	-100.00%
<i>Total Juvenile Court - Trans.</i>	3,803	2,177	9,765	21,066	12,700	(8,366)	-39.71%

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# Expenditures Summary continued

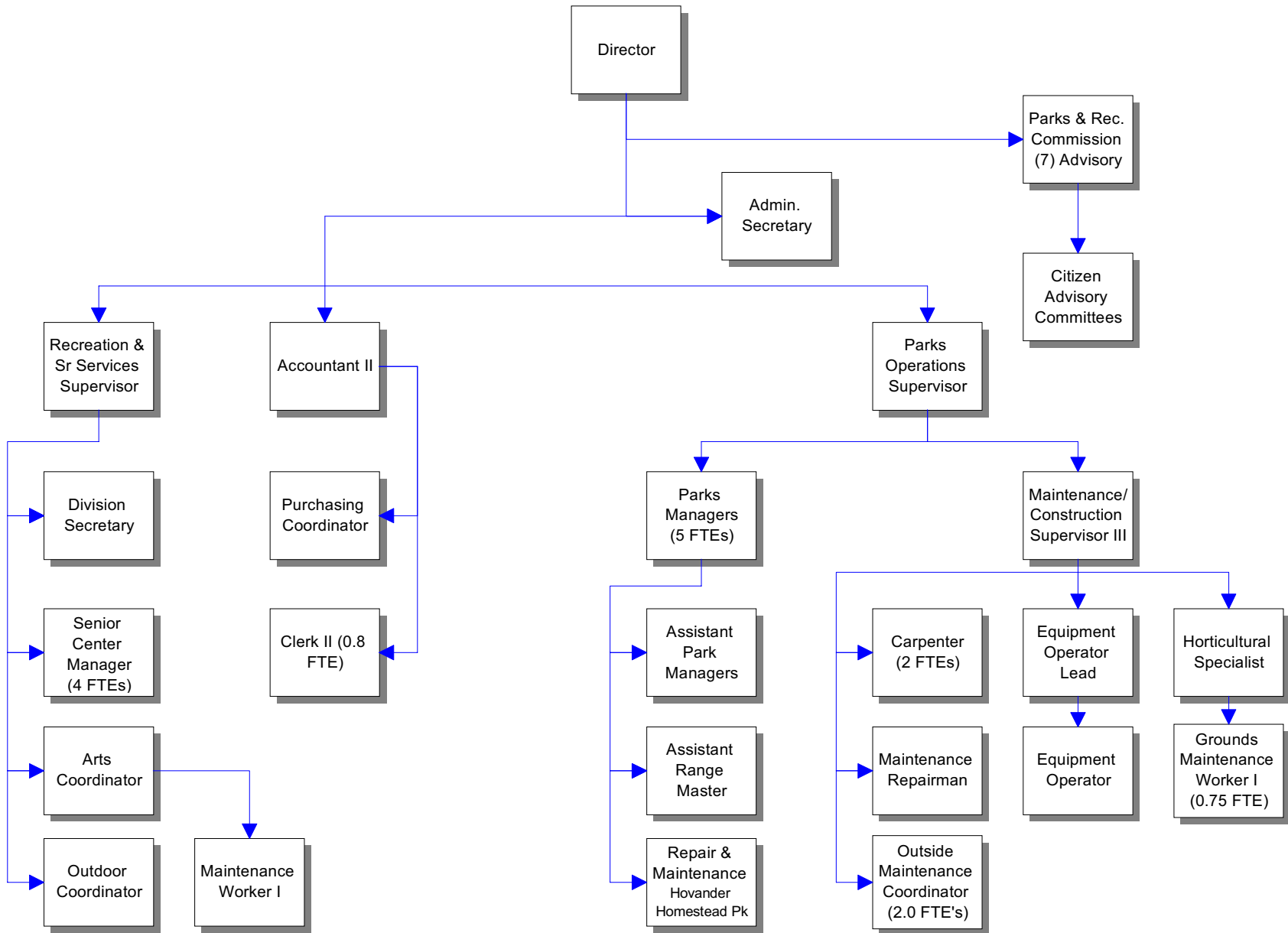
	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>1961 Juvenile Court - DSHS</b>							
Salaries & Wages	-	-	-	-	49,586	49,586	0.00%
Benefits	-	-	-	-	13,564	13,564	0.00%
Supplies	-	-	-	-	1,800	1,800	0.00%
Other Services & Charges	-	-	-	-	7,650	7,650	0.00%
Capital Outlay	-	-	-	-	1,800	1,800	0.00%
<i>Total Juvenile Court - DSHS</i>	-	-	-	-	74,400	74,400	0.00%
<b>1962 Juvenile Court - CDDA Grant</b>							
Salaries & Wages	-	-	-	-	11,400	11,400	0.00%
Benefits	-	-	-	-	1,356	1,356	0.00%
Other Services & Charges	-	-	-	-	31,887	31,887	0.00%
<i>Total Juvenile Court - CDDA Grant</i>	-	-	-	-	44,643	44,643	0.00%
<b>1963 Juvenile Court - CJAA-DSHS Misc</b>							
Salaries & Wages	-	-	-	-	3,360	3,360	0.00%
Benefits	-	-	-	-	680	680	0.00%
Other Services & Charges	-	-	-	-	46,516	46,516	0.00%
<i>Total Juvenile Court - CFAA-DSHS Mis</i>	-	-	-	-	50,556	50,556	0.00%
<b>1970 Juvenile Court - Res. Care</b>							
Salaries & Wages	610,012	631,505	678,816	693,214	696,214	3,000	0.43%
Benefits	180,758	182,719	194,698	201,152	201,152	-	0.00%
Supplies	21,521	21,927	18,742	20,700	22,700	2,000	9.66%
Other Services & Charges	7,122	5,384	16,885	14,775	33,775	19,000	128.60%
Operating Transfers	29,073	339	-	-	-	-	0.00%
Capital	-	-	-	-	10,300	10,300	0.00%
<i>Total Juvenile CT. - Res. Care</i>	848,486	841,874	909,141	929,841	964,141	34,300	3.69%

*continued on next page*

# Expenditures Summary continued

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
1971 Juvenile Work Crew							
Salaries & Wages	-	-	-	-	27,243	27,243	0.00%
Benefits	-	-	-	-	9,583	9,583	0.00%
Supplies	-	-	-	-	6,175	6,175	0.00%
Other Services & Charges	-	-	-	-	8,200	8,200	0.00%
Capital	-	-	-	-	8,799	8,799	0.00%
<i>Total Juvenile Work Crew</i>	-	-	-	-	60,000	60,000	0.00%
1980 Juvenile Court - Medical/Dental							
Supplies	1,143	2,954	6,512	6,000	6,000	-	0.00%
Other Services & Charges	6,982	5,926	5,235	10,000	10,000	-	0.00%
<i>Total Juve. CT. - Med/Dental</i>	8,125	8,880	11,747	16,000	16,000	-	0.00%
1990 Juvenile Court - Facilities							
Other Services & Charges	233,127	208,738	199,295	254,611	254,611	-	0.00%
Capital Outlay	-	-	-	-	-	-	0.00%
<i>Total Juvenile CT. - Facilities</i>	233,127	208,738	199,295	254,611	254,611	-	0.00%
<b>TOTAL JUVENILE COURT</b>	2,630,202	2,414,699	2,671,582	2,865,404	3,434,571	569,167	19.86%

# Parks and Recreation Department



# Mission and Objectives

## Mission

- ▼ Provide the highest standard that funding will allow for park facilities, recreational activities, trails, nature centers, museums, historical sites and open spaces to deliver challenging and creative leisure opportunities. To provide human services for elderly residents. Protect the natural heritage for all citizens of Whatcom County as a vital ingredient of a Quality of Life.

## Objectives

- ▼ Offer the opportunities for residents to participate in indoor/outdoor recreation activities and to develop the necessary skills for safe participation. Each class promotes exercise, cultural arts, health and a sense of community.
- ▼ Provide over 300 recreational classes that are affordable to the general public. These classes generate revenue to cover all of the direct costs and contribute to the administrative overhead costs.
- ▼ Lease and maintain 17 different properties. These include house rentals, property rentals, movie location rentals, and shelter rentals. The revenues are used to help offset the operational expenses.
- ▼ Operate and maintain 33 miles of trails for hikers, bicyclers, and horseback riders: Interurban, Lake Whatcom, Semiahmoo Park, Samish Park, Silver Lake Park, Squires Lake, Teddy Bear Cove, and Pine and Cedar Lakes Trails.
- ▼ Operate and maintain nine developed parks for Whatcom County residents and visitors: Hovander Homestead Park, Silver Lake Park, Samish Park, Lighthouse Marine Park, Plantation Rifle Range, Semiahmoo Park, Pine and Cedar Lakes, Squires Lake Park, and Roeder Home.

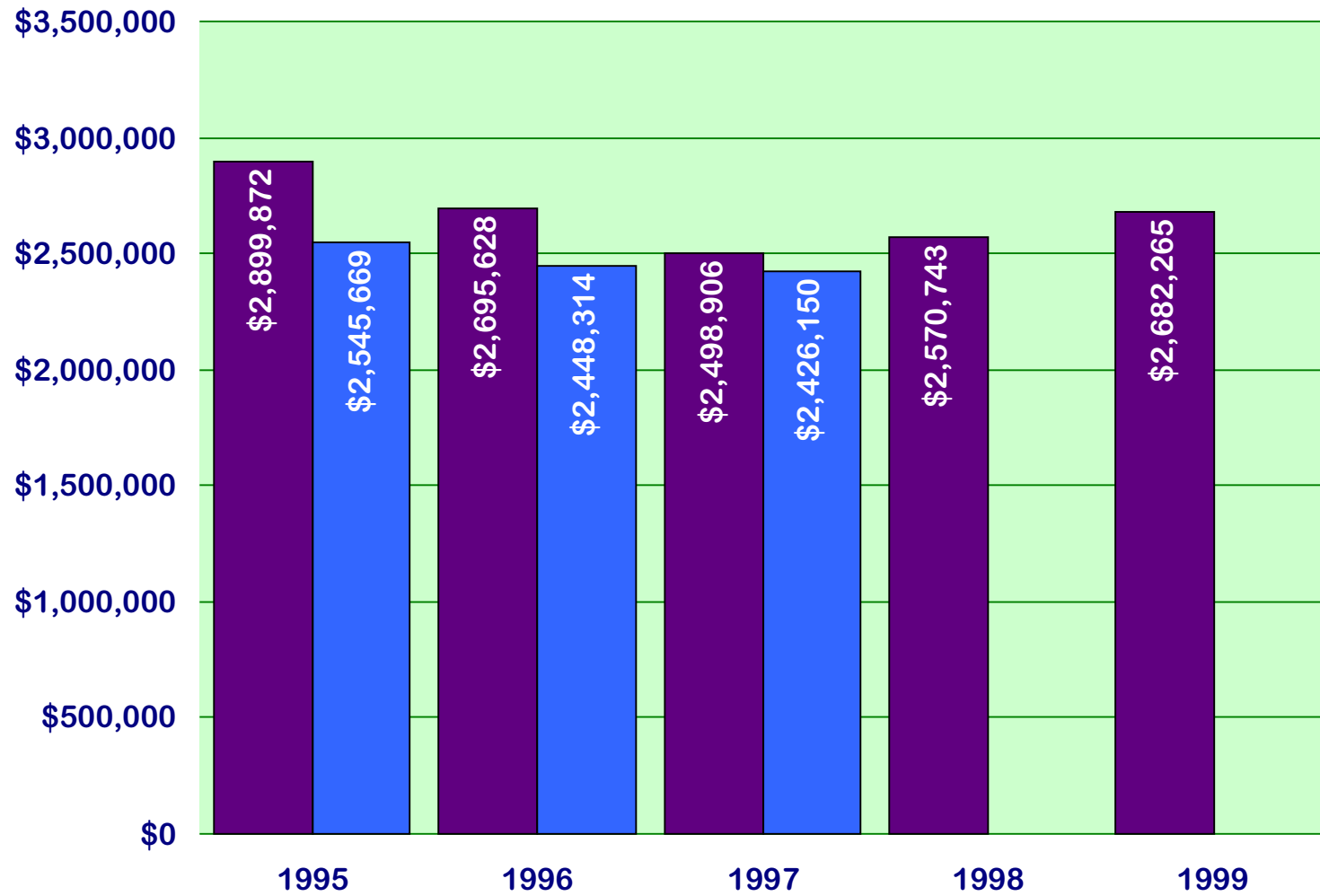
## Objectives continued

- ▼ Coordinate with numerous non-profit groups, other agencies and volunteers for operating and maintaining county-owned facilities. These include
  - Whatcom Soccer Association (Northwest Soccer Park)
  - Lions Camp Horizon Foundation (Bay Horizon Park)
  - Whatcom County Council on Aging (senior centers)
  - Nooksack Valley School District (Ostrom Property)
  - Whatcom Land Trust (Teddy Bear Cove)
  - Chuckanut Mountain, Hegg Property-Lake Whatcom)
  - Boys and Girls Club (ballfields at Northwest Annex)
  - City of Bellingham (Interurban Trail, Boulevard Park and Little Squaticum Park)
  - Washington State Parks & Recreation Commission (Interurban Trail and Chuckanut Mountain)
  - Washington State DNR (Chuckanut Mountain)
  - Skagit Co. Parks and Recreation (Chuckanut Mountain, Squires Lake)
  - Cities of Blaine, Sumas, Everson, Lynden, and Ferndale (senior centers)
  - Lummi Island Community Club (beach access)
  - Homemade Music Society (Roeder Home)
  - Washington State Dept of Fish & Wildlife (Tennant Lake Interpretive Center)
  - Chuckanut District of Washington State Federation of Garden Clubs (Fragrance Garden).

### Senior Services

- ▼ Recruit, train and supervise a corps of volunteers to support program activities at the eight senior/community center facilities.
- ▼ Coordinate with various community groups to make senior center facilities available for public use during evening and weekend hours when senior activities are not scheduled. Examples include government agencies, private non-profit agencies, health and support groups, arts and performance groups, service organizations, churches, religious organizations, business and commercial users.
- ▼ Coordinate activities with the Whatcom County Council on Aging to provide a variety of essential human services programs for the elderly, including Congregate and Home Delivered Meals, Well Adult Health Programs and Community Integration Programs for developmentally disabled.
- ▼ Operate four part-time senior/community center facilities in Whatcom County communities with smaller senior citizen populations. These facilities are located in Everson, Point Roberts, Sumas, and Welcome Valley and are open 1-3 days per week. Approximately 12% of the senior citizens in Whatcom County reside in these four communities.
- ▼ Operate four full service senior/community center facilities in Whatcom County communities with larger senior citizen populations. These facilities are located in Bellingham, Blaine, Ferndale, and Lynden and are open 5-6 days per week. Approximately 85% of the senior citizens in Whatcom County reside in these four communities.

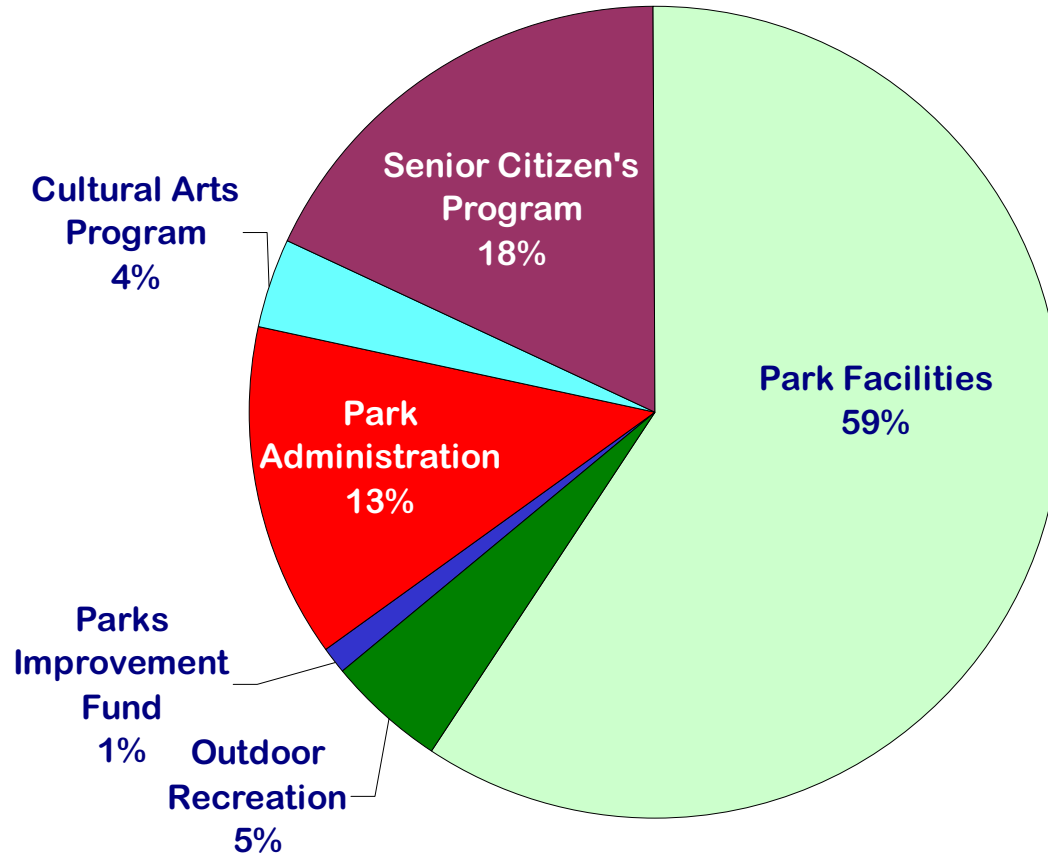
# Expenditure Trends



■ Budget  
■ Actual

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

# 1999 Budget by Program

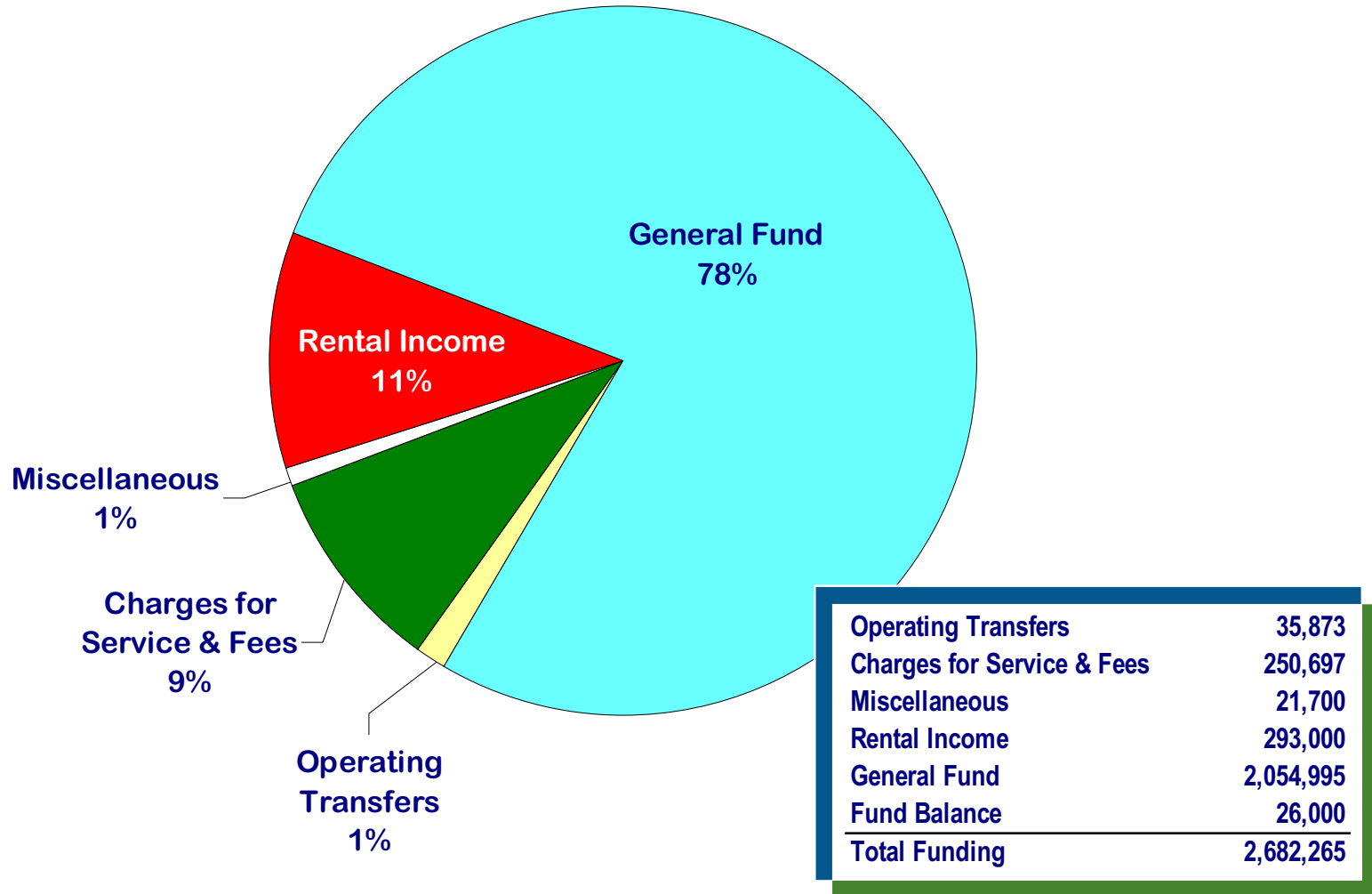


*NOTE: Capital expenditures are not shown to more accurately reflect ongoing operational costs.*

# Program Summary

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>OPERATIONS</b>							
<b>General Fund</b>							
6000 Park Administration	402,879	401,195	338,891	377,597	356,434	(21,163)	-5.60%
6001 Cultural Arts Program	92,356	89,821	95,658	95,379	99,257	3,878	4.07%
6002 Senior Citizen's Program	411,878	431,226	425,171	439,810	485,355	45,545	10.36%
6003 Park Facilities	1,379,493	1,365,805	1,425,881	1,528,632	1,584,430	55,798	3.65%
6015 Outdoor Recreation	103,469	101,934	103,601	110,825	127,289	16,464	14.86%
<b>Parks Improvement Fund</b>	155,594	58,333	36,948	18,500	29,500	11,000	59.46%
<i>Total Park Operations</i>	2,545,669	2,448,314	2,426,150	2,570,743	2,682,265	111,522	4.34%
<b>CAPITAL</b>							
<b>General Fund</b>							
6000 Park Administration	-	-	-	42,500	-	(42,500)	-100.00%
6003 Park Facilities	9,989	8,867	3,495	-	-	-	0.00%
6004 Plantation Rifle Range	-	-	-	55,000	-	(55,000)	-100.00%
<b>Parks Improvement Fund</b>	54,376	3,724	-	21,500	22,500	1,000	4.65%
<i>Total Park Capital</i>	64,365	12,591	3,495	119,000	22,500	(96,500)	-81.09%
<b>TRANSFERS</b>							
<b>General Fund</b>							
6003 Park Facilities	2,180	-	-	-	-	-	0.00%
<i>Total Park Transfers</i>	2,180	-	-	-	-	-	0.00%
<b>TOTAL PARK</b>	2,612,214	2,460,905	2,429,645	2,689,743	2,704,765	15,022	0.56%

# 1999 Funding Sources



# 1999 Funding Sources continued

## Operating Transfers

- ▼ Road Fund transfers money to Parks & Recreation to cover matching funds required for State Department of Transportation Coastal Bike Route and the Bay to Baker Trail grants. Parks also receives operating transfers from ADS Facilities for grounds maintenance and the Sheriff for rifle range useage.

## Charges for Service & Fees

- ▼ Recreational fees such as rifle range and boat launch fees, and program instruction fees.

## Miscellaneous

- ▼ Revenues not otherwise classified.

## Rental Income

- ▼ Rental of cabins, campsites, boats and various parks facilities.

## General Fund

- ▼ Non-dedicated General Fund resources.

## Fund Balance

- ▼ The 1999 budget provides for spending down \$26,000 of the Park Improvement's unreserved fund balance.

# Performance / Activity Measures

	1997 Actual	1998 Projected	1999 Projected
<b>Cultural Arts Program</b>			
Number of classes offered	119	145	145
Number of participants	1,024	1,100	1,100
Number of participatory hours	10,894	11,300	11,300
Revenue	32,372	33,000	33,000
<b>Outdoor Recreational Program</b>			
Number of classes offered	142	145	145
Number of participants	1,002	1,100	1,100
Number of participatory hours	13,611	14,000	14,000
Revenue	47,527	55,000	55,000
<b>Parks</b>			
Attendance: Hovander Homestead Park	141,273	17,500	180,000
Attendance: Interurban Trail	48,000	50,000	55,000
Attendance: Interurban Trail-Teddy Bear Cove	10,800	12,000	14,000
Attendance: Lake Whatcom Trail	11,000	15,000	18,000
Attendance: Lighthouse Marine Park	95,641	85,000	85,000
Attendance: Maple Falls to Glacier Trail	2,000	2,100	2,200
Attendance: Pine and Cedar Lakes Trail	6,600	7,000	7,500
Attendance: Plantation Rifle Range	15,532	19,000	19,000
Attendance: Roeder Home	31,308	31,000	31,000
Attendance: Samish Park	44,498	50,000	50,000
Attendance: Semiahmoo Park	33,000	33,000	33,000
Attendance: Silver Lake Park	121,124	110,000	115,000
Attendance: Squires Lake Park	3,000	6,000	10,000
Total Parks Attendance	532,468	592,000	616,500
Work Orders	350	370	390

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## Performance / Activity Measures continued

	1997 Actual	1998 Projected	1999 Projected
<b>Senior Services</b>			
Community Attendance: Bellingham Senior Activity Center (*Lost rental of weekly church congregation that built new facility)	23,151	*20,000	20,000
Community Attendance: Blaine Senior/Community Center	2,348	2,300	2,300
Community Attendance: Everson Senior Center	N/A	N/A	N/A
Community Attendance: Ferndale Community Center	5,906	6,000	6,000
Community Attendance: Lynden Community Center	28,495	28,500	28,500
Community Attendance: Point Roberts Senior Center	N/A	N/A	N/A
Community Attendance: Sumas Community Center	1,645	1,650	1,650
Community Attendance: Welcome Senior Center	310	300	300
Number of Senior Center Volunteers	5,010	5,000	5,000
Senior Attendance: Bellingham Senior Center	54,277	55,000	55,000
Senior Attendance: Blaine Senior/Community Center	23,369	23,500	23,500
Senior Attendance: Everson Senior Center	3,459	3,500	3,500
Senior Attendance: Ferndale Community Center	17,379	17,500	17,500
Senior Attendance: Lynden Community Center	26,417	26,500	26,500
Senior Attendance: Point Roberts Senior Center	2,394	2,400	2,400
Senior Attendance: Sumas Community Center	4,263	4,300	4,300
Senior Attendance: Welcome Senior Center	1,067	1,100	1,100
Senior Center Volunteer Hours Worked	54,780	55,000	55,000
Total Community Attendance	61,855	58,750	58,750
Total Senior Attendance	132,625	133,800	133,800

# Expenditures Summary

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>PARK FUND</b>							
6000 Park Administration							
Salaries & Wages	207,093	211,608	219,512	175,036	176,692	1,656	0.95%
Benefits	54,914	54,870	56,650	45,593	47,086	1,493	3.27%
Supplies	20,139	13,518	7,060	17,232	15,732	(1,500)	-8.70%
Other Services & Charges	120,688	121,199	55,624	139,676	116,864	(22,812)	-16.33%
Intergov Services & Charge	45	-	45	60	60	-	0.00%
Capital Outlay	-	-	-	42,500	-	(42,500)	-100.00%
<i>Total Administration</i>	402,879	401,195	338,891	420,097	356,434	(63,663)	-15.15%
6001 Cultural Arts Program							
Salaries & Wages	56,821	56,257	58,282	59,830	60,238	408	0.68%
Benefits	11,793	11,552	11,993	13,696	13,983	287	2.10%
Supplies	9,212	8,395	10,135	7,203	7,203	-	0.00%
Other Services & Charges	12,548	12,365	12,974	13,200	15,333	2,133	16.16%
Intergov Services & Charge	1,982	1,252	2,274	1,450	2,500	1,050	72.41%
<i>Total Cultural Arts Program</i>	92,356	89,821	95,658	95,379	99,257	3,878	4.07%
6002 Senior Citizen's Program							
Salaries & Wages	232,431	242,657	253,245	263,407	282,959	19,552	7.42%
Benefits	67,023	69,425	72,468	73,203	81,259	8,056	11.01%
Supplies	34,236	39,327	32,128	31,550	31,550	-	0.00%
Other Services & Charges	78,088	79,473	66,937	71,300	88,987	17,687	24.81%
Intergov Services & Charge	100	344	393	350	600	250	71.43%
<i>Total Senior Citizen's Program</i>	411,878	431,226	425,171	439,810	485,355	45,545	10.36%

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# Expenditures Summary continued

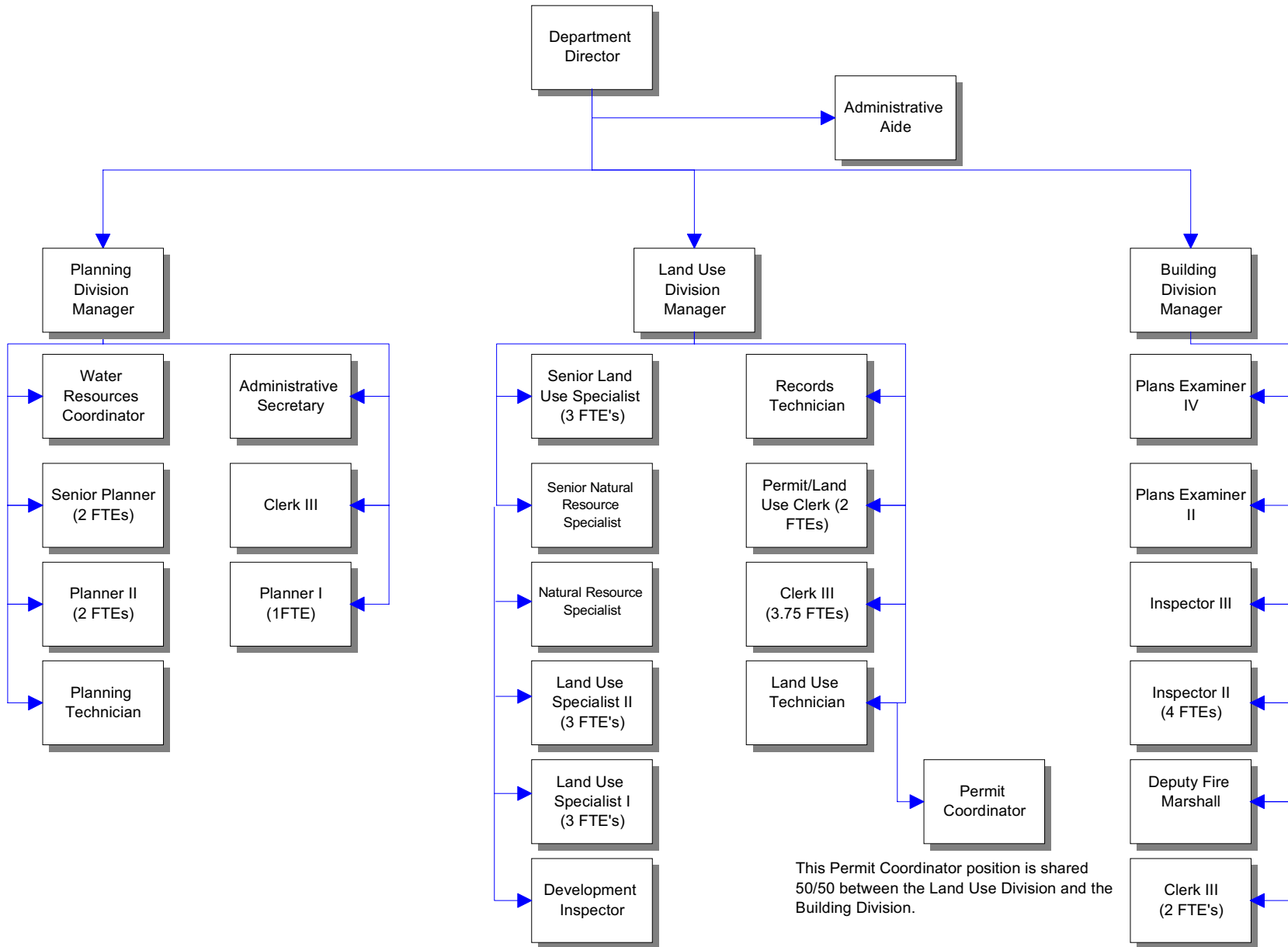
	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
6003 Park Facilities							
Salaries & Wages	720,524	694,835	727,193	813,399	850,826	37,427	4.60%
Benefits	231,508	210,290	218,971	253,850	258,217	4,367	1.72%
Supplies	160,976	177,277	170,975	151,829	158,849	7,020	4.62%
Other Services & Charges	232,310	247,614	271,130	272,254	278,238	5,984	2.20%
Intergov Services & Charge	34,175	35,789	37,612	37,300	38,300	1,000	2.68%
Capital Outlay	9,989	8,867	3,495	-	-	-	0.00%
Operating Transfers	2,180	-	-	-	-	-	0.00%
<i>Total Park Facilities</i>	1,391,662	1,374,672	1,429,376	1,528,632	1,584,430	55,798	3.65%
6004 Plantation Rifle Range							
Capital Outlay	-	-	-	55,000	-	(55,000)	-100.00%
<i>Total Plantation Rifle Range</i>	-	-	-	55,000	-	(55,000)	0.00%
6015 Outdoor Recreation							
Salaries & Wages	58,701	56,897	56,441	61,354	61,414	60	0.10%
Benefits	14,551	14,246	14,625	15,109	15,013	(96)	-0.64%
Supplies	7,308	7,482	8,885	10,400	10,400	-	0.00%
Other Services & Charges	22,901	23,305	23,650	23,937	40,437	16,500	68.93%
Intergov Services & Charge	8	4	-	25	25	-	0.00%
<i>Total Outdoor Recreation</i>	103,469	101,934	103,601	110,825	127,289	16,464	14.86%
<i>Total Park Fund</i>	2,402,244	2,398,848	2,392,697	2,649,743	2,652,765	3,022	0.11%

*continued on next page*

# Expenditures Summary continued

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>PARK IMPROVEMENT FUND</b>							
33000 Park Improvements							
Supplies	25,695	4,090	415	12,100	14,100	2,000	16.53%
Other Services & Charges	82,959	7,056	9,670	6,400	15,400	9,000	140.63%
Capital Outlay	54,376	3,724	-	21,500	22,500	1,000	4.65%
<i>Total Park Improvements</i>	163,030	14,870	10,085	40,000	52,000	12,000	30.00%
Park Improve.- State Grants							
Supplies	-	460	-	-	-	-	0.00%
Other Services & Charges	46,940	46,727	26,863	-	-	-	0.00%
<i>Total Park Improv/State Grants</i>	46,940	47,187	26,863	-	-	-	0.00%
<i>Total Park Improvement Fund</i>	209,970	62,057	36,948	40,000	52,000	12,000	30.00%
<b>TOTAL PARK</b>	2,612,214	2,460,905	2,429,645	2,689,743	2,704,765	15,022	0.56%

# Planning and Development Services



# Mission & Objectives

## Mission

### Administration

- ▼ Develop GMA compliant long range comprehensive plans and policies. Provide programs and services for the implementation of the comprehensive plan and the physical enhancement and development of Whatcom County, as well as the social and economic health of its citizens. Customer service oriented administration of land use and building code regulations provide implementation of county policies within the building/zoning code and development review process as it relates to the physical and economic health of the county.

### Building Services

- ▼ Administration of various state and county model codes and provides for the implementation of county, state and federal laws and policies as it relates to the health, safety and welfare of the Whatcom County community.

### Land Use

- ▼ Provide assistance to the public and other agencies in the implementation of the Comprehensive Plan and other county policies within the zoning code and other federal, state and county regulations as it pertains to the development review process and as it relates to the physical and economic health of our county.

### Planning

- ▼ Prepare comprehensive land use, transportation and community facility plans, policies and official controls to guide and regulate the development of land within Whatcom County. Planning's secondary function is to provide advisory boards, legislative bodies, the County Executive, other departments and the general citizenry with respon-

sible and professional recommendations concerning various land use related issues and to implement the various plans and policies. Compliance with the Growth Management Act (GMA) has become a major portion of the department's mission along with a focus on economic development.

## Objectives

### Administration

- ▼ Preserve and enhance unincorporated county neighborhoods and housing choices.
- ▼ Provide harmony between the natural and built environment.
- ▼ Support a healthy economic base.
- ▼ Promote adequate parks, recreation and cultural resources.
- ▼ Assure a reliable transportation system with alternative modes.
- ▼ Enhance the county's appearance and quality of life.
- ▼ Seek creative solutions to regional problems/opportunities.
- ▼ Develop and test new county programs, prepare and administer fiscally responsible budgets.
- ▼ Maintain and improve upon the high levels of customer service.
- ▼ Provide accurate and timely service to the public using available resources.
- ▼ Seek input from the Whatcom County community, learn from the past, offer visions and choices for the future, and recommend policies and actions which promote or achieve the following:
  - Involve citizens in county decisions.
  - Anticipate trends and emerging issues.
  - Ensure compliance with the Growth Management Act and all other local, state and federal laws.

# Objectives continued

## Building Services

- ▼ Maintain and improve upon the levels of customer service.
- ▼ Provide accurate and timely service to the public using available resources.
- ▼ Provide residential plan review turnaround at under 4 weeks.
- ▼ Process minor commercial plans within 8 weeks.
- ▼ Process large commercial plans within 12 weeks.
- ▼ Maintain building inspection appointments with 24 hour notice.
- ▼ Provide seasonal or temporary plans examiner services to implement the time frame guidelines listed above during peak periods.
- ▼ Continue public education through department tours, fire education workshops and other events.
- ▼ Continue Permit Coordinator position to monitor and track permits and to provide backup for plan check during times of heavy work loads.
- ▼ Provide required services, including enforcement and plans check with courtesy, compassion and professionalism.
- ▼ Continue joint arson investigation program with Sheriff's Office and investigate feasibility for increase in monies allocated by the Sheriff's Office.
- ▼ Continue joint burn permit program with DNR & NWAPA.

## Land Use

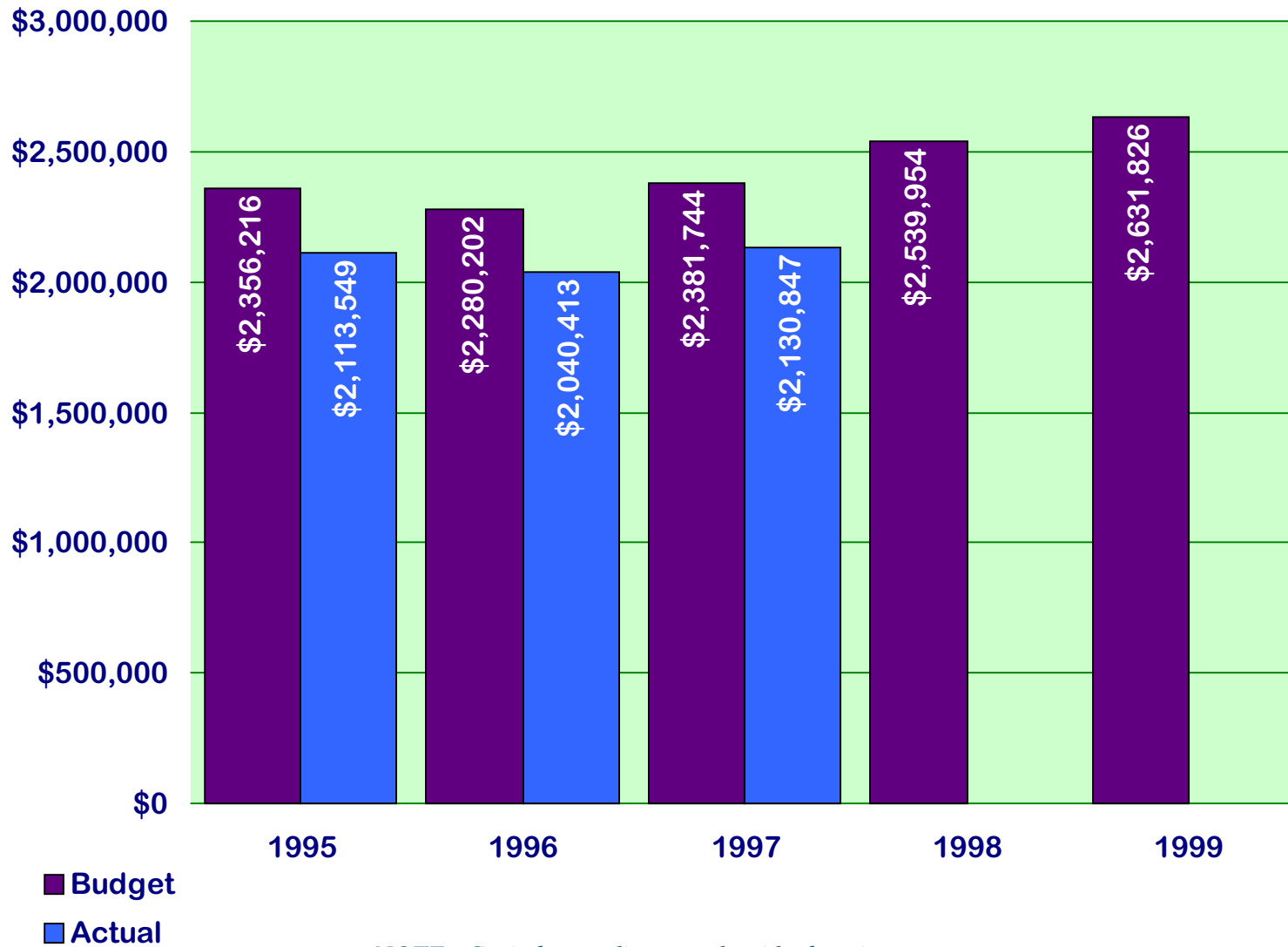
- ▼ Maintain and improve upon the levels of customer service providing assistance to the public and other agencies.
- ▼ Monitor the Consolidated Permit Process as contained in WCC 2.33 to ensure compliance with SHB 1724 time frames and make recommendations to the County Executive and Council regarding amendments necessary to improve the process.
- ▼ Provide accurate and timely service to the public using available resources.

- ▼ Continue to improve the efficiencies of the physical layout and operations.
- ▼ Provide required services, including enforcement with courtesy, compassion and professionalism.
- ▼ Continue to refine administrative processes to enable more efficient use of resources.
- ▼ Implement new requirements and regulations as mandated by federal and state laws, such as changes to the Endangered Species Act and other anticipated changes in the coming year.
- ▼ Provide for certainty in an ever changing regulatory environment by staying current with amendments and approval of federal, state and local laws, and informing the public in a timely manner.

## Planning

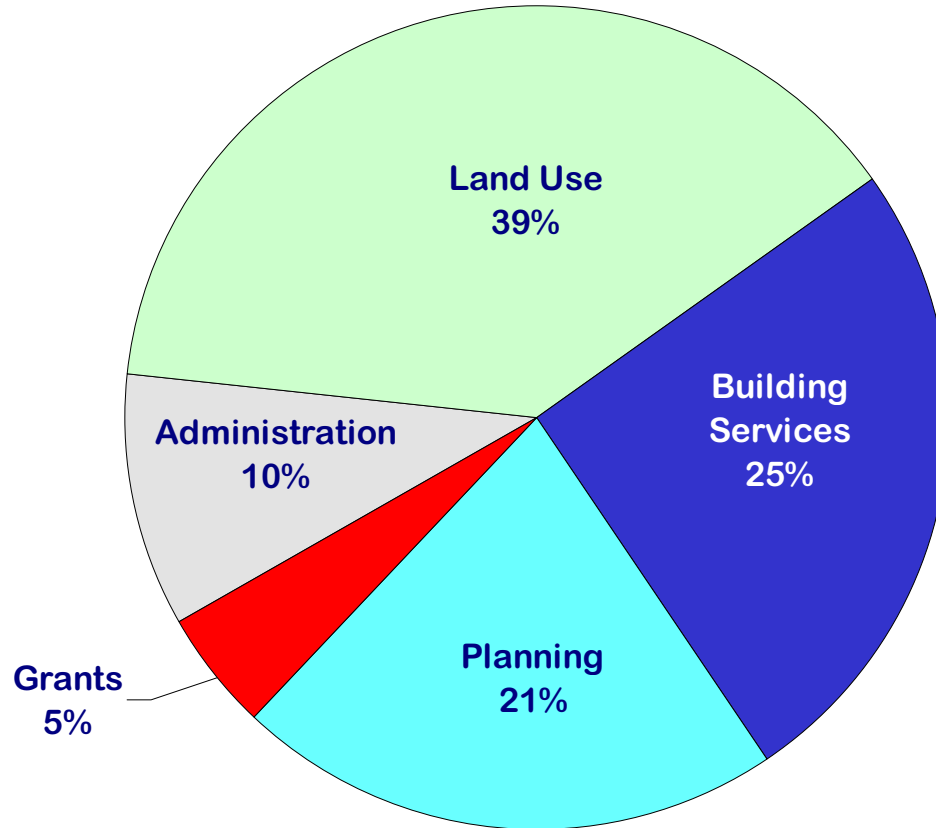
- ▼ Comply with the Growth Management Act.
- ▼ Implement the Comprehensive Plan.
- ▼ Coordinate Capital Facilities planning.
- ▼ Update Development Standards as required.
- ▼ Preserve, protect & enhance the county's water resources through the Water Resources Program.
- ▼ Perform mandated current planning functions including review of rezones, open space applications, annexation requests, text amendments, comprehensive plan amendments, forest practice applications, and public support on land use questions.
- ▼ Enhancement of GIS resources to increase interdepartmental communication and promote GIS services with other jurisdictions, the development community and with citizens.
- ▼ Coordinate the creation of a Lummi Reservation Zoning Ordinance.

# Expenditure Trends



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

# 1999 Budget by Program



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

# Program Summary

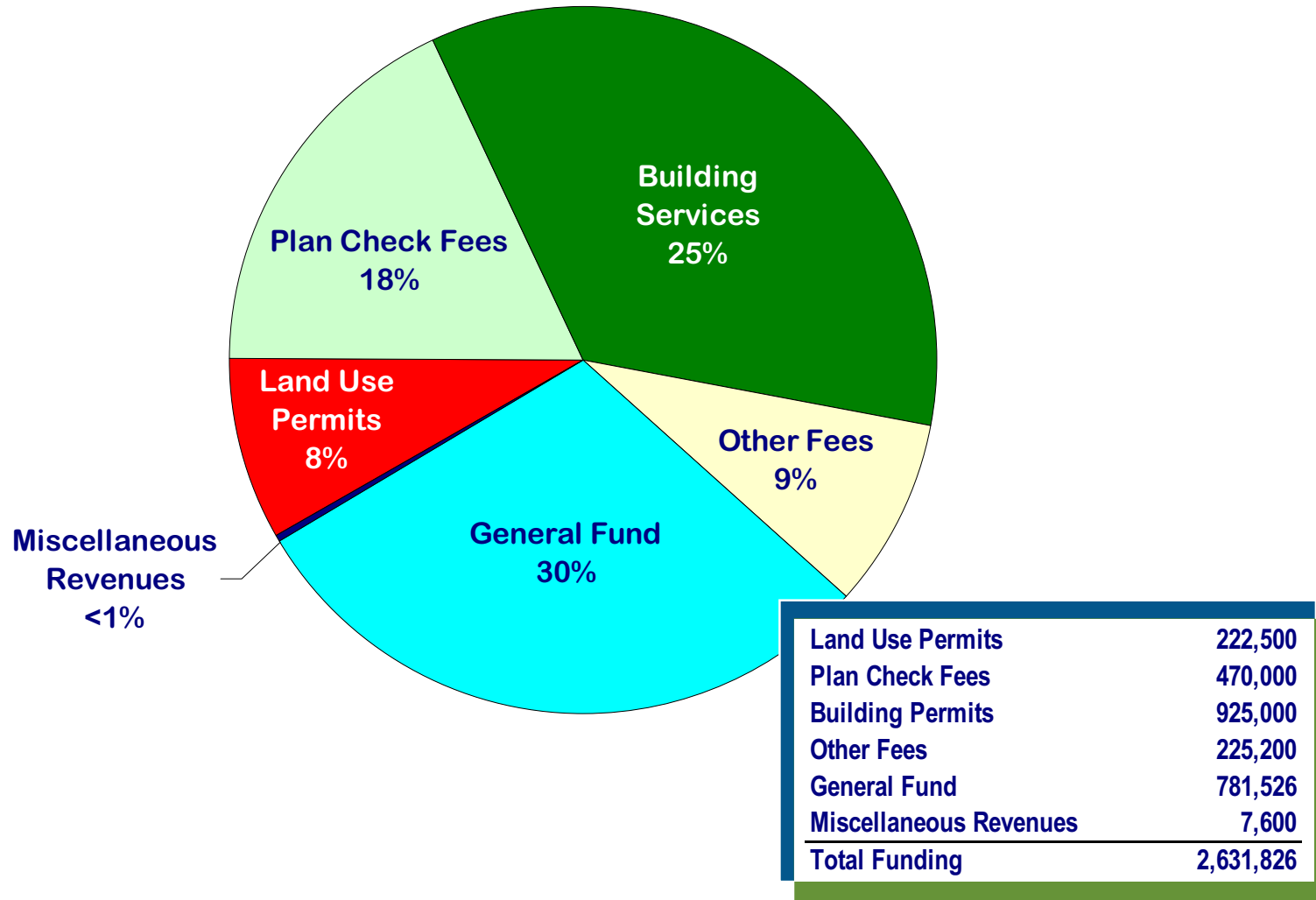
	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>OPERATIONS</b>							
<b>General Fund</b>							
800 Planning & Develop. Admin	269,930	246,597	250,755	286,069	260,162	(25,907)	-9.06%
820 Land Use Services	693,009	723,612	736,834	908,098	1,018,282	110,184	12.13%
830 Building Services	527,130	486,685	518,137	592,796	664,663	71,867	12.12%
2500 Planning	600,059	531,607	491,347	603,663	562,846	(40,817)	-6.76%
2510 GIS	-	-	90,652	113,966	125,873	11,907	10.45%
2540 GMA Grant	-	23,521	6,628	24,062	-	(24,062)	-100.00%
2541 CTED Ind. Land	-	-	14,398	-	-	-	0.00%
2550 DOE- Wetlands	12,527	-	-	-	-	-	0.00%
2562 Nooksack Grant	6,597	8,543	-	-	-	-	0.00%
2564 Plan Grant DOE	4,297	4,237	-	-	-	-	0.00%
2566 Regulatory Reform Development	-	9,595	5,989	-	-	-	0.00%
2568 DOE - CZM Drayton Harbor	-	6,016	16,107	11,300	-	(11,300)	-100.00%
<i>Total Planning &amp; Develop. Operations</i>	<i>2,113,549</i>	<i>2,040,413</i>	<i>2,130,847</i>	<i>2,539,954</i>	<i>2,631,826</i>	<i>91,872</i>	<i>3.62%</i>
<b>CAPITAL</b>							
<b>General Fund</b>							
800 Planning & Develop. Admin	-	4,613	1,350	2,200	800	(1,400)	-63.64%
820 Land Use Services	17,442	5,875	63,899	13,455	-	(13,455)	-100.00%
830 Building Services	6,934	4,331	29,785	3,100	-	(3,100)	-100.00%
2500 Planning	9,221	2,584	30,479	6,590	2,500	(4,090)	-62.06%
2510 GIS	-	-	-	2,000	-	(2,000)	-100.00%
2564 Plan Grant DOE	-	9,852	-	-	-	-	0.00%
<i>Total Planning &amp; Develop. Capital</i>	<i>33,597</i>	<i>27,255</i>	<i>125,513</i>	<i>27,345</i>	<i>3,300</i>	<i>(24,045)</i>	<i>-87.93%</i>

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# Program Summary continued

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>TRANSFERS</b>							
<b>General Fund</b>							
820 Land Use	-	-	-	-	15,000	15,000	0.00%
<i>Total Planning &amp; Develop. Transfers</i>	-	-	-	-	15,000	15,000	0.00%
<b>TOTAL PLAN &amp; DEVELOPMENT</b>	2,147,146	2,067,668	2,256,360	2,567,299	2,650,126	82,827	3.23%

# 1999 Funding Sources



# 1999 Funding Sources continued

## Land Use Permits

- ▼ Fees collected for long and short plats, and for the various land-use permits: conditional use, variance, major development, rezone, SEPA fees and exemptions from subdivision rules and lot line adjustments.

## Plan Check Fees

- ▼ Fees collected for the review of construction plans.

## Building Permits

- ▼ The department receives revenue from a variety of building related permits. The authority for the collection of these fees is based upon the Uniform Building Code and related codes and county ordinance.

## Other Fees

- ▼ Planning and Development Services collects fees for annexation reviews, reviews for compliance with the Critical Area Ordinance, land clearing permits and surface mining fees.

## General Fund

- ▼ Undesignated General Fund resources.

## Miscellaneous Revenue

- ▼ The department receives small amounts of revenue from various sources such as the sale of publications, printing and duplicating charges and civil fines.

# Performance / Activity Measures

	1997 Actual	1998 Projected	1999 Projected
Administrative Approval Use	43	43	64
Ag. Committee Inquiries/Decisions	20	20	20
Building Permit Routing	1,760	1,500	1,600
Clearing Permits	87	90	25
Commercial Permits			98
Compliance Cases	214	156	250
Compliance Inquiries	2,434	2,450	2,700
Comprehensive Plan Amendments	3	25+	25+
Critical Area Review	1,350	1,350	1,350
Critical Area Screening	1,825	1,850	1,850
Demolition Permits	27	50	37
Detached Accessory Building Permits			324
Final Plat	10	10	8
Fire Plan Review (Commercial plans only)	135	135	150
Fire Safety Inspections	165	100	150
Forest Practice Applications	150	150	150
General Binding Site Plan	3	3	3
GIS Maps/Data	450	750	1,000
Grading Permits	265	270	365
Land Disturbance Review	1,825	1,850	1,850
Lot Consolidation Relief	5	5	3
Mechanical Permits	1,150	1,150	1,431
Mobile Home Permits			192
Open Space Applications	30	35	40

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## Performance / Activity Measures continued

	1997 Actual	1998 Projected	1999 Projected
Plan Review	1,162	1,200	1,250
Planned Unit Development - Large	3	3	1
Planned Unit Development - Small	2	2	2
Preliminary Plat	10	10	12
SEPA Review	214	216	225
Shoreline Conditional Use	6	6	9
Shoreline Exemption	55	55	65
Shoreline Substantial Dev.	24	24	20
Shoreline Variance	9	9	7
Short Plat	93	90	134
Single Family Residential Permits			770
Specific Binding Site Plan	7	7	2
Subdivision Exemption	505	510	250
Surface Mining	196	200	200
Title of Elimination			200
Zoning / Comp. Plan Interpretations	200	250	250
Zoning Conditional Use	63	63	50
Zoning Inquiries	1,246	1,350	1,400
Zoning Map/Text Amendments	11	25	25
Zoning Variance	15	15	20

# Expenditures Summary

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>GENERAL FUND</b>							
800 Administration							
Salaries & Wages	125,598	119,545	120,001	132,777	113,133	(19,644)	-14.79%
Benefits	32,840	31,433	31,834	35,499	27,931	(7,568)	-21.32%
Supplies	3,309	1,921	3,078	3,740	2,210	(1,530)	-40.91%
Other Services & Charges	105,412	93,693	95,826	114,053	116,888	2,835	2.49%
Intergov Services & Charge	2,771	5	16	-	-	-	0.00%
Capital Outlay	-	4,613	1,350	2,200	800	(1,400)	-63.64%
<i>Total Administration</i>	269,930	251,210	252,105	288,269	260,962	(27,307)	-9.47%
820 Land Use							
Salaries & Wages	498,274	525,214	530,793	624,795	679,771	54,976	8.80%
Benefits	153,514	160,664	157,407	193,074	213,569	20,495	10.62%
Supplies	14,746	13,694	11,080	16,860	17,115	255	1.51%
Other Services & Charges	26,461	24,013	37,547	73,269	107,727	34,458	47.03%
Intergov Services & Charge	14	27	7	100	100	-	0.00%
Capital Outlay	17,442	5,875	63,899	13,455	-	(13,455)	-100.00%
Residual Equity Transfer Out	-	-	-	-	15,000	15,000	0.00%
<i>Total Land Use</i>	710,451	729,487	800,733	921,553	1,033,282	111,729	12.12%
830 Building Services							
Salaries & Wages	359,269	343,442	356,211	389,526	450,143	60,617	15.56%
Benefits	110,403	102,481	106,922	119,440	132,712	13,272	11.11%
Supplies	15,832	8,358	14,207	14,850	11,800	(3,050)	-20.54%
Other Services & Charges	41,519	32,408	40,769	68,880	69,908	1,028	1.49%
Intergov Services & Charge	107	(4)	28	100	100	-	0.00%
Capital Outlay	6,934	4,331	29,785	3,100	-	(3,100)	-100.00%
<i>Total Building Services</i>	534,064	491,016	547,922	595,896	664,663	68,767	11.54%

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# Expenditures Summary continued

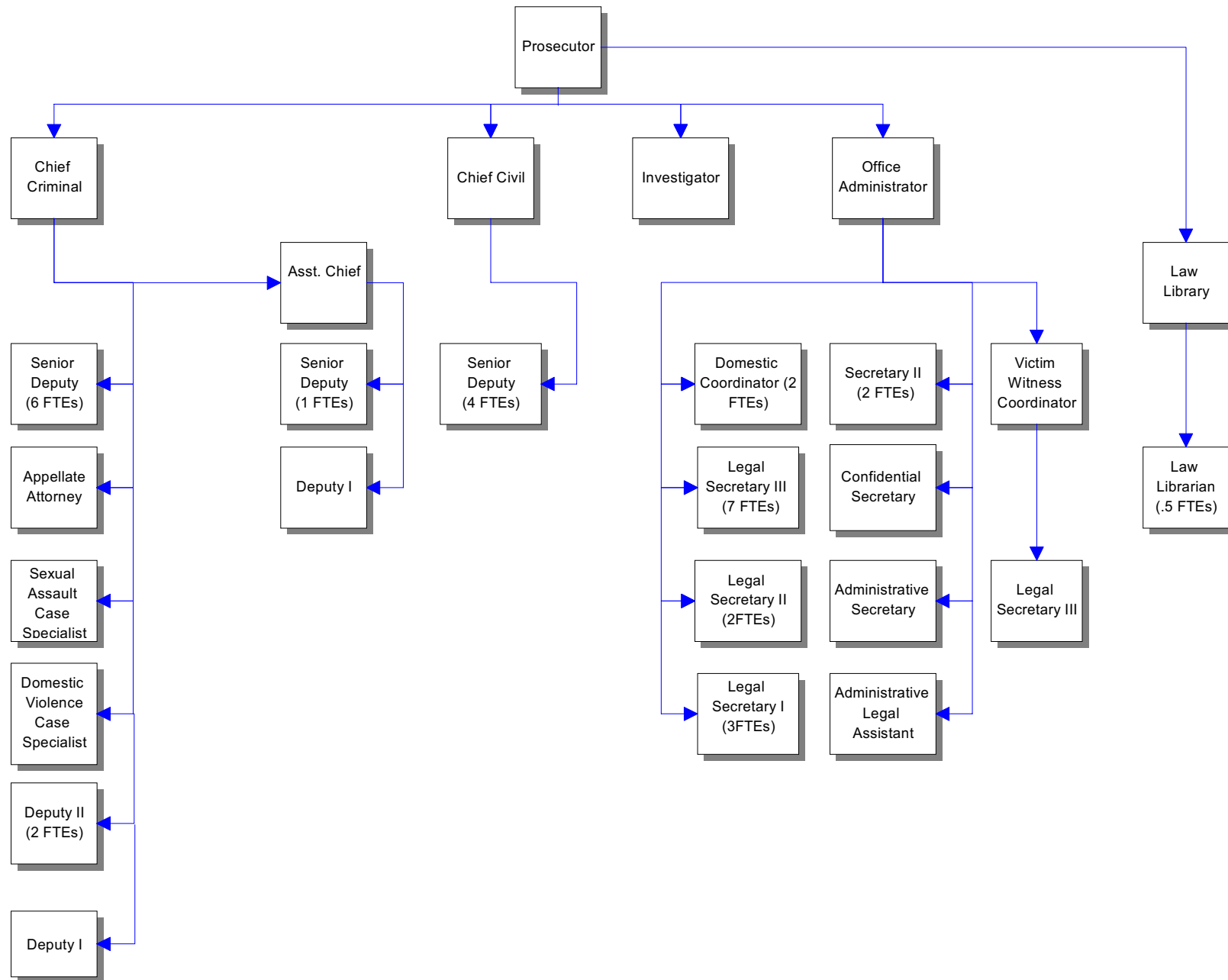
	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
2500 Planning							
Salaries & Wages	405,355	368,892	301,171	316,938	322,655	5,717	1.80%
Benefits	116,645	103,728	81,403	90,637	91,317	680	0.75%
Supplies	28,476	21,460	22,230	23,301	24,000	699	3.00%
Other Services & Charges	49,583	37,527	86,543	172,787	124,874	(47,913)	-27.73%
Capital Outlay	9,221	2,584	30,479	6,590	2,500	(4,090)	-62.06%
<i>Total Planning</i>	609,280	534,191	521,826	610,253	565,346	(44,907)	-7.36%
2510 GIS							
Salaries & Wages	-	-	67,468	78,898	85,682	6,784	8.60%
Benefits	-	-	19,027	23,297	23,810	513	2.20%
Supplies	-	-	3,610	4,840	8,400	3,560	73.55%
Other Services & Charges	-	-	547	6,931	7,981	1,050	15.15%
Capital Outlay	-	-	-	2,000	-	(2,000)	-100.00%
<i>Total GIS</i>	-	-	90,652	115,966	125,873	9,907	8.54%
2540 GMA Grant							
Salaries & Wages	-	1,357	-	-	-	-	0.00%
Benefits	-	132	-	-	-	-	0.00%
Other Services & Charges	-	19,059	6,628	24,062	-	(24,062)	-100.00%
Intergov Services & Charge	-	2,973	-	-	-	-	0.00%
<i>Total GMA Grant</i>	-	23,521	6,628	24,062	-	(24,062)	-100.00%
2541 CTED Ind. Land							
Other Services & Charges	-	-	14,398	-	-	-	0.00%
<i>Total GMA Grant</i>	-	-	14,398	-	-	-	0.00%

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# Expenditures Summary continued

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
2550 Wetlands							
Other Services & Charges	12,527	-	-	-	-	-	0.00%
<i>Total Wetlands</i>	12,527	-	-	-	-	-	0.00%
2562 Nooksack Grant							
Salaries & Wages	6,025	3,282	-	-	-	-	0.00%
Benefits	572	311	-	-	-	-	0.00%
Other Services & Charges	-	4,950	-	-	-	-	0.00%
<i>Total Nooksack Grant</i>	6,597	8,543	-	-	-	-	0.00%
2564 Plan Grant DOE - GIS							
Salaries & Wages	3,921	3,870	-	-	-	-	0.00%
Benefits	376	367	-	-	-	-	0.00%
Capital Outlay	-	9,852	-	-	-	-	0.00%
<i>Total Plan Grant DOE</i>	4,297	14,089	-	-	-	-	0.00%
2566 Regulatory Reform Development							
Salaries & Wages	-	8,767	1,845	-	-	-	0.00%
Benefits	-	828	176	-	-	-	0.00%
Other Services & Charges	-	-	3,968	-	-	-	0.00%
<i>Total Regulatory Reform Development</i>	-	9,595	5,989	-	-	-	-
2568 DOE - CZM Drayton Harbor							
Salaries & Wages	-	5,495	13,964	10,250	-	(10,250)	-100.00%
Benefits	-	521	1,342	1,050	-	(1,050)	-100.00%
Supplies	-	-	162	-	-	-	0.00%
Other Services & Charges	-	-	639	-	-	-	0.00%
<i>Total DOE - CZM Drayton Harbor</i>	-	6,016	16,107	11,300	-	(11,300)	-100.00%
<b>TOTAL PLAN &amp; DEVELOP SVCS</b>	2,147,146	2,067,668	2,256,360	2,567,299	2,650,126	82,827	3.23%

# Prosecuting Attorney



# Mission & Objectives

## Mission

- ▼ Effectively and efficiently provide just, equitable and high quality legal representation when prosecuting criminal actions, when advising or defending county officials or employees on civil matters that pertain to or affect the interests of the county and when carrying out statutorily mandated duties on behalf of the State of Washington.

## Objectives

### Civil/Criminal

- ▼ Acquire sufficient, long-term, stable funding to ensure that adequate staff are available to provide the just, equitable, high quality legal representation demanded by the public.
- ▼ Continue efforts to achieve goals established by the following performance measures: 1) Adult felony cases-10 working days from receipt of incident report to charging decision; 2) Juvenile cases-7 days from receipt of incident report to charging decision; and 3) Adult Misdemeanor cases-180 days from filing date to final disposition.
- ▼ Reduce or maintain annual attorney caseloads as follows to ensure consistent, high quality prosecution of cases:
  - Felony attorney- Reduce from 210 (1997 actual) to 150.
  - Juvenile attorney- Reduce from 523 (1997 actual) to 325.
  - District Court attorney- Reduce from 1,421 (1997 actual, assuming 3 attorneys) to 1250.
- ▼ Identify and implement procedures that will utilize the new networked computer system to maximize operational efficiencies and ensure production of consistently, high quality, work products.
- ▼ Develop and implement performance measures for the Civil Division, including the Support Enforcement Unit.

### Drug Fund

- ▼ Increase fund balance by continuing to aggressively convict drug offenders.
- ▼ Ensure continuation and possible expansion of cooperative agreements with DEA and U.S. Customs for equitable sharing of forfeited assets.

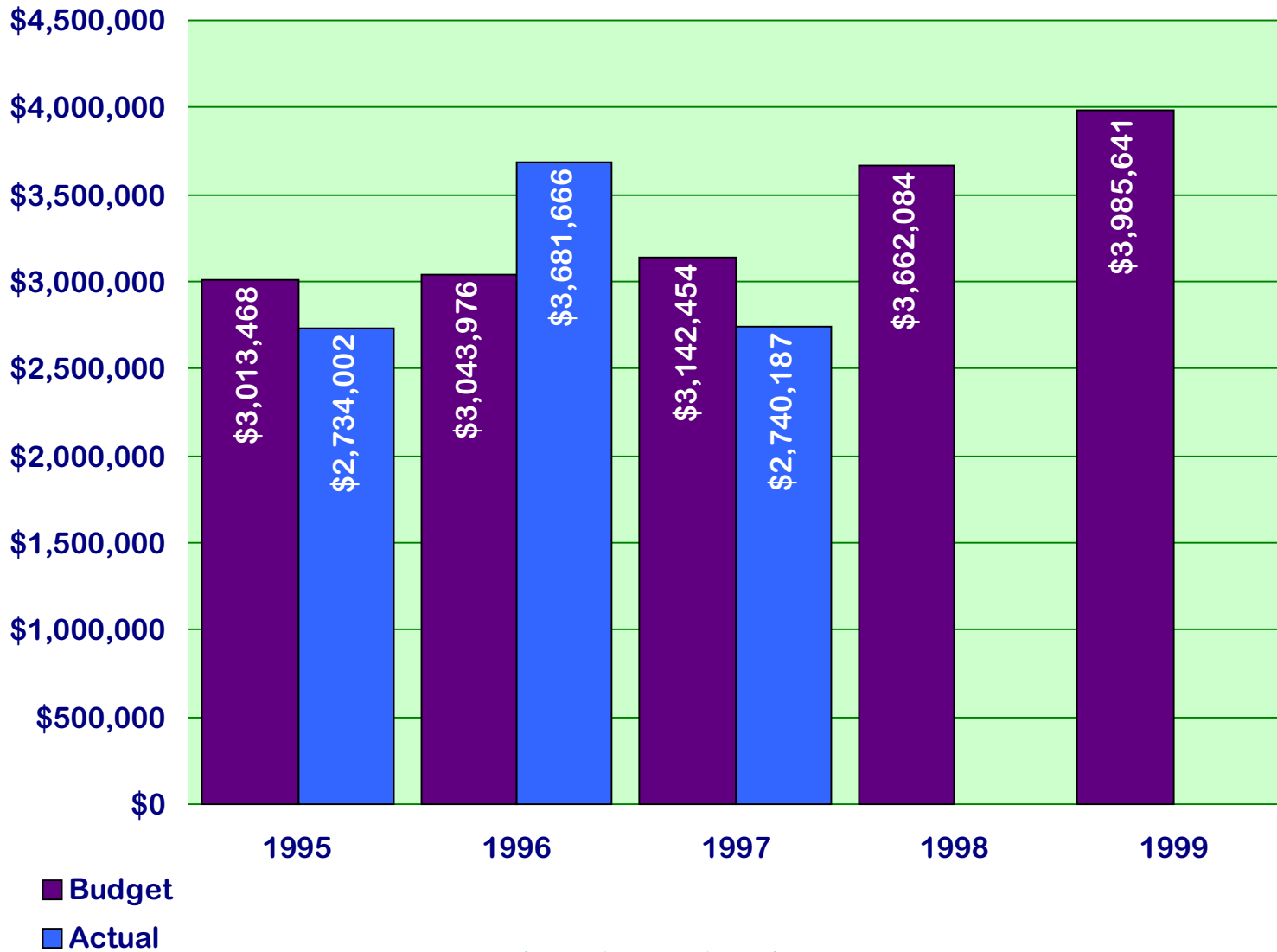
### Victim/Witness

- ▼ Promote the continued enhancement of services being provided to victims of domestic violence through the expanded utilization of volunteers and interns.
- ▼ Continue efforts to increase the visibility of Victim/Witness Unit and level of public awareness of available services.
- ▼ Develop and implement performance outcome measures for the Victim/Witness Unit. In conjunction, create a computer reporting function that provides management tools for assessing resource needs and unit performance.

### Law Library

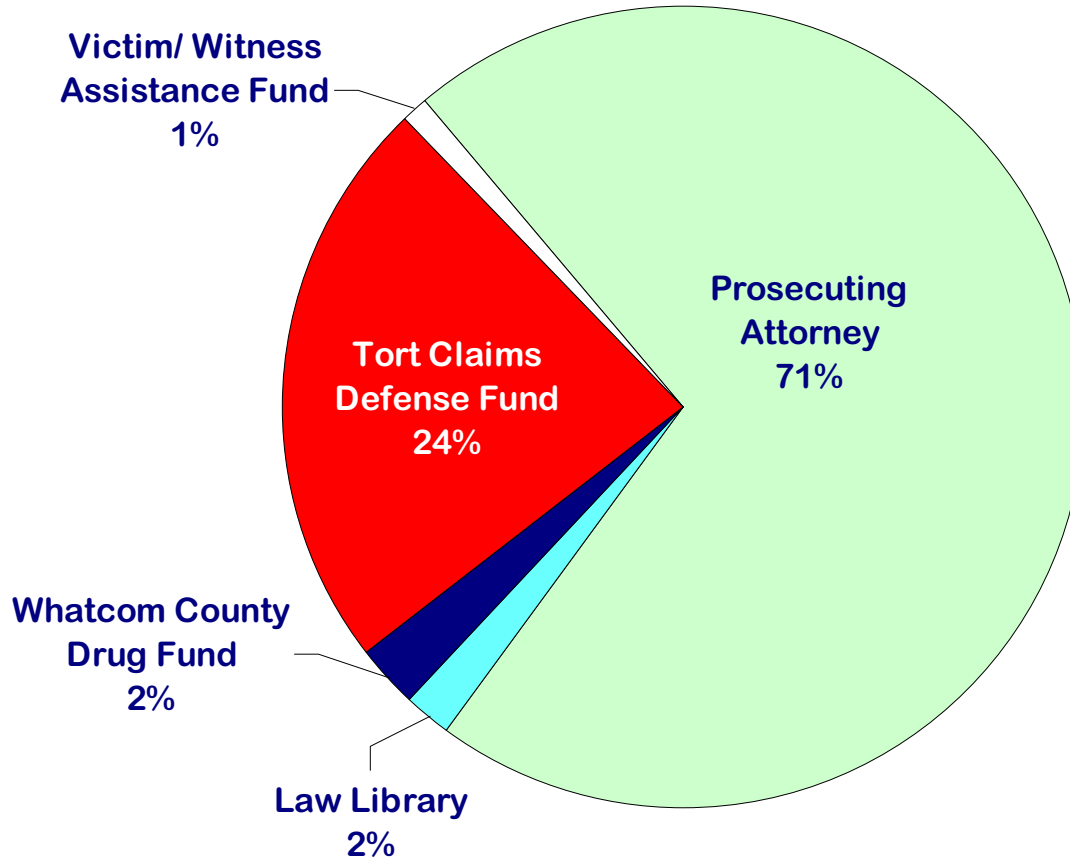
- ▼ Provide a fundamental level of current legal materials unavailable elsewhere in the county, to meet the legal research needs of the courts, the bar, county employees and citizens of Whatcom County.
- ▼ Provide access to legal information sources in the most cost-effective manner through print or electronic formats maintained in or accessed through the library; interlibrary loan; and referral to document delivery sources.
- ▼ Evaluate and apply information technologies to maximize efficient and cost-effective access to legal research resources; and to facilitate management of the Law Library's information resources.
- ▼ Seek out alternative funding sources to keep pace with rising costs of legal materials.
- ▼ Participate in cooperative efforts with other public and academic libraries, community agencies, and other public institutions to improve public access to legal information.

# Expenditure Trends



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

# 1999 Budget by Program

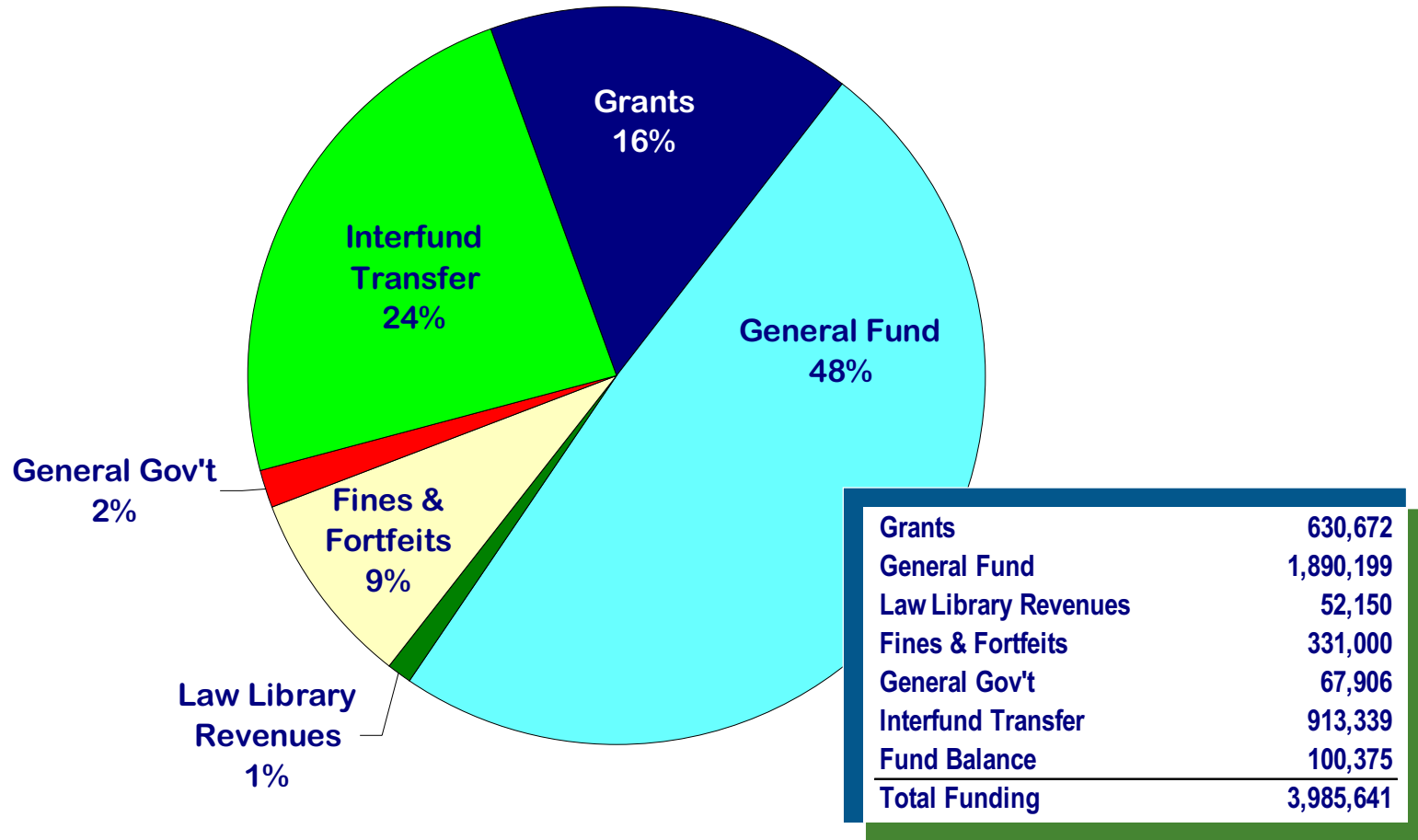


*NOTE: Capital expenditures and transfers are not shown to more accurately reflect ongoing operational costs.*

# Program Summary

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>OPERATIONS</b>							
<b>General Fund</b>							
2600 Pros. Atty/Support Enforcmt	2,058,945	2,122,365	2,289,923	2,676,389	2,778,272	101,883	3.81%
2630 Law Library	57,325	65,974	65,467	76,429	76,493	64	0.08%
2640 PA-HIDTA Funding	-	-	-	-	82,821	82,821	0.00%
<b>507 ADS - General Liability</b>	544,090	1,375,433	274,510	802,590	918,419	115,829	14.43%
<b>142 Victim/Witness Assist Fund</b>	27,743	62,768	46,589	39,176	40,136	960	2.45%
<b>165 Whatcom Co. Drug Fund</b>	45,899	55,126	63,698	67,500	89,500	22,000	32.59%
<i>Total Prosecuting Atty Operations</i>	2,734,002	3,681,666	2,740,187	3,662,084	3,985,641	323,557	8.84%
<b>CAPITAL</b>							
<b>General Fund</b>							
2600 Pros. Atty/Support Enforcmt	-	-	2,468	45,000	-	(45,000)	-100.00%
2630 Law Library	-	-	9,641	-	-	-	0.00%
<b>142 Victim/Witness Assist Fund</b>	-	-	5,130	-	-	-	0.00%
<b>165 Whatcom Co. Drug Fund</b>	41,251	14,319	10,491	115,000	100,000	(15,000)	-13.04%
<i>Total Prosecuting Attorney Capital</i>	41,251	14,319	27,730	160,000	100,000	(60,000)	-37.50%
<b>TRANSFERS</b>							
<b>General Fund</b>							
<b>507 ADS - General Liability</b>	94,403	45,750	105,764	112,022	114,019	1,997	1.78%
<b>142 Victim/Witness Assist Fund</b>	-	-	57,819	66,700	51,250	(15,450)	-23.16%
<b>165 Whatcom Co. Drug Fund</b>	185,792	208,700	216,585	265,396	240,100	(25,296)	-9.53%
<i>Total Prosecuting Attorney Transfers</i>	280,195	254,450	380,168	444,118	405,369	(38,749)	-8.72%
<b>TOTAL PROSECUTING ATTORNEY</b>	3,055,448	3,950,435	3,148,085	4,266,202	4,491,010	224,808	5.27%

# 1999 Funding Sources



*NOTE: Intradepartment operating transfers are not shown to more accurately illustrate funding sources.*

# 1999 Funding Sources continued

## Grants

- ▼ The Prosecuting Attorney's Office receives various federal and state grants for specific operations. The federal government provides \$497,063 for Child Support Enforcement. The department receives \$12,000 as part of the state's Multi-Jurisdictional Narcotics Task Force Grant. Additionally, pursuant to RCW 36.17.020, Washington State pays for one half of the Prosecuting Attorney's salary.

## General Fund

- ▼ Undesignated General Fund resources.

## Law Library Revenues

- ▼ The Law Library receives a fee of \$6.00 on each District Court civil filing and \$12.00 for each Superior Court civil filing. The department also receives donations and facility rental revenue.

## Fines & Forfeits

- ▼ The Drug Fund receives revenue from fines and forfeits of drug related seized assets. The Victim/Witness Assistance Fund receives revenues transferred from the General Fund various felony penalties.

## Interfund Transfer

- ▼ Each county department contributes a set amount for tort claims. These contributions total \$832,143. Reserves for tort claims are maintained in the Administrative Services Fund. Also, the Public Works Department contributes \$81,196 for civil attorney.

## General Gov't

- ▼ Reimburse legal fees for payment by Crisis Center.

## Fund Balance

- ▼ Contribution from fund balances in Victim/Witness Fund and Drug Fund toward costs of current year operations.

# Performance / Activity Measures

	1997 Actual	1998 Projected	1999 Projected
<b>Victim/Witness</b>			
Contacts per month	499	775	
Crime victim apps.	151	182	
Restitution orders	597	510	
Victim contacts	5,990	9,294	
District Court Cases - days to disposition (goal is 180 or less)	135	133	133
General Liability - Claims against Whatcom County	80	70	
Juvenile Cases- days to charging (goal is 7 or less)	not available	44	21
Superior Court Cases- days to charging (goal is 10 or less)	not available	25	20
<b>Law Library</b>			
Attorney visits	1,700	1,850	2,000
Interlibrary loan requests	60	80	100
Library hours per week with staff present (including volunteer staff hours)	30	25	20
Non-attorney visits	1,480	2,000	2,200
Requests for assistance and information	1,321	1,600	1,800
Subscriptions	41	44	39
Usage of public computers (CDROMs, library catalog) - times accessed	1,392	2,780	4,170
Volumes	14,673	15,193	15,700

# Expenditures Summary

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>GENERAL FUND</b>							
2600 Prosecuting Attorney							
Salaries & Wages	1,475,969	1,526,815	1,660,682	1,830,817	1,910,142	79,325	4.33%
Benefits	387,172	392,260	429,508	485,825	507,983	22,158	4.56%
Supplies	43,713	41,870	51,058	46,600	50,750	4,150	8.91%
Other Services & Charges	152,091	161,420	148,675	313,147	309,397	(3,750)	-1.20%
Capital Outlay	-	-	2,468	45,000	-	(45,000)	-100.00%
<i>Total Prosecuting Attorney</i>	2,058,945	2,122,365	2,292,391	2,721,389	2,778,272	56,883	2.09%
2640 PA-HIDTA Funding							
Salaries & Wages	-	-	-	-	62,928	62,928	0.00%
Benefits	-	-	-	-	19,893	19,893	0.00%
<i>Total HIDTA Funding</i>	-	-	-	-	82,821	82,821	0.00%
<b>LAW LIBRARY</b>							
2630 Law Library Operations							
Salaries & Wages	11,095	11,464	13,091	13,899	14,440	541	3.89%
Benefits	4,145	5,757	5,817	6,340	4,563	(1,777)	-28.03%
Supplies	25,038	32,878	30,888	34,372	35,637	1,265	3.68%
Other Services & Charges	17,047	15,875	15,671	21,818	21,853	35	0.16%
Capital Outlay	-	-	9,641	-	-	-	0.00%
<i>Total Law Library</i>	57,325	65,974	75,108	76,429	76,493	64	0.08%
<i>Total General Fund</i>	2,116,270	2,188,339	2,367,499	2,797,818	2,937,586	139,768	5.00%

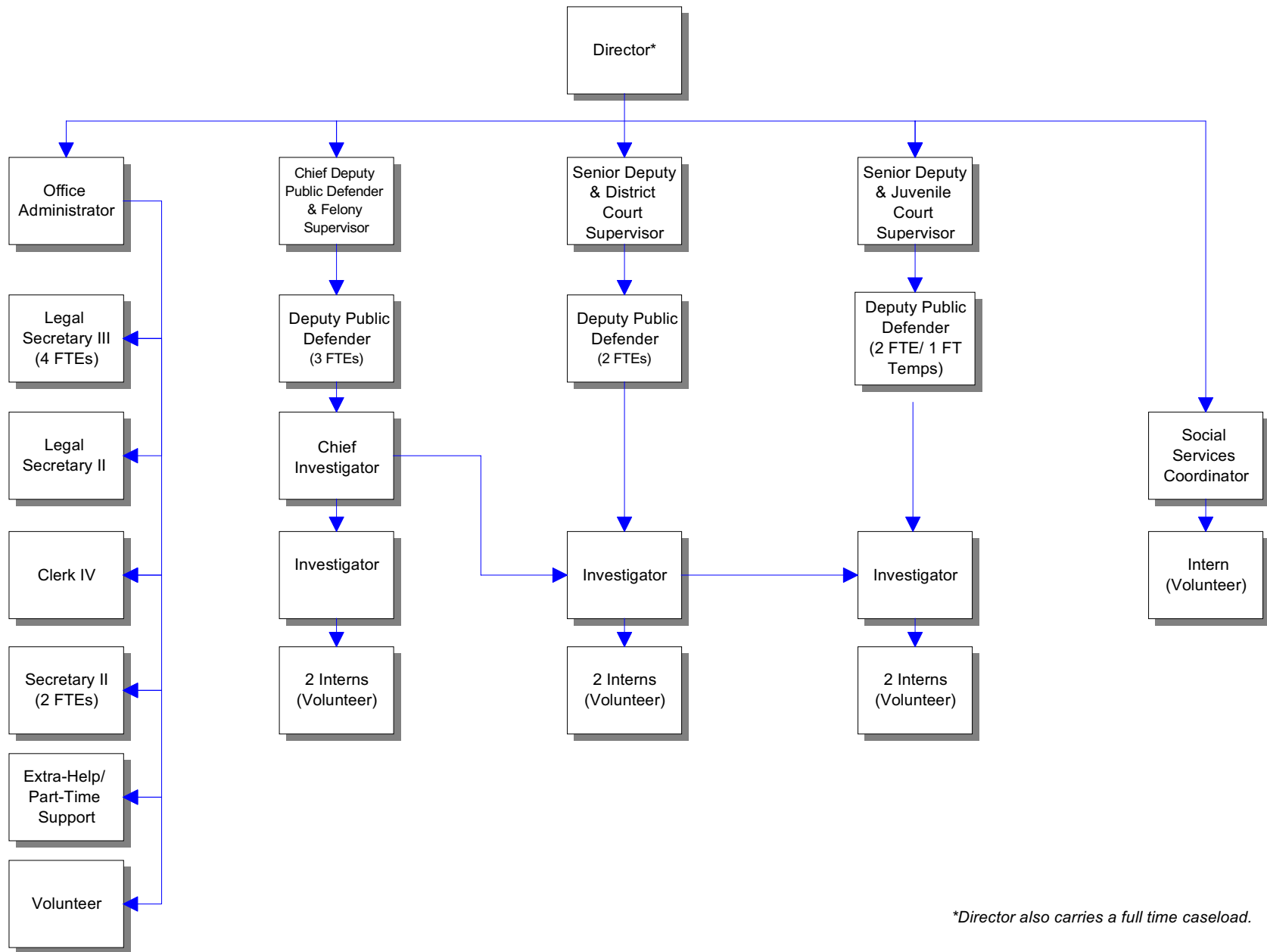
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# Expenditures Summary continued

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>507 ADMIN SERVICES - GENERAL LIABILITY</b>							
Supplies	6,691	5,807	-	-	-	-	0.00%
Other Services & Charges	537,399	1,369,626	274,510	802,590	918,419	115,829	14.43%
Operating Transfers	94,403	45,750	105,764	112,022	114,019	1,997	1.78%
<i>Total Admin. Services - General Liability</i>	638,493	1,421,183	380,274	914,612	1,032,438	117,826	12.88%
<b>142 VICTIM/WITNESS FUND</b>							
Victim/ Witness							
Salaries & Wages	-	22,686	25,785	27,375	29,064	1,689	6.17%
Benefits	-	7,296	8,219	9,136	9,160	24	0.26%
Other Services & Charges	27,743	32,786	12,585	2,665	1,912	(753)	-28.26%
Capital Outlay	-	-	5,130	-	-	-	0.00%
Operating Transfers	-	-	57,819	66,700	51,250	(15,450)	-23.16%
<i>Total Victim/Witness Fund</i>	27,743	62,768	109,538	105,876	91,386	(14,490)	-13.69%
<b>165 DRUG FUND</b>							
Drug Fund							
Supplies	-	-	1,528	-	2,000	2,000	0.00%
Other Services & Charges	45,899	55,126	62,170	67,500	87,500	20,000	29.63%
Capital Outlay	41,251	14,319	10,491	115,000	100,000	(15,000)	-13.04%
Operating Transfers	185,792	208,700	216,585	265,396	240,100	(25,296)	-9.53%
<i>Total Drug Fund</i>	272,942	278,145	290,774	447,896	429,600	(18,296)	-4.08%
<b>TOTAL PROSECUTING ATTY</b>	3,055,448	3,950,435	3,148,085	4,266,202	4,491,010	224,808	5.27%

# Public Defender

# Public Defender



# Mission & Objectives

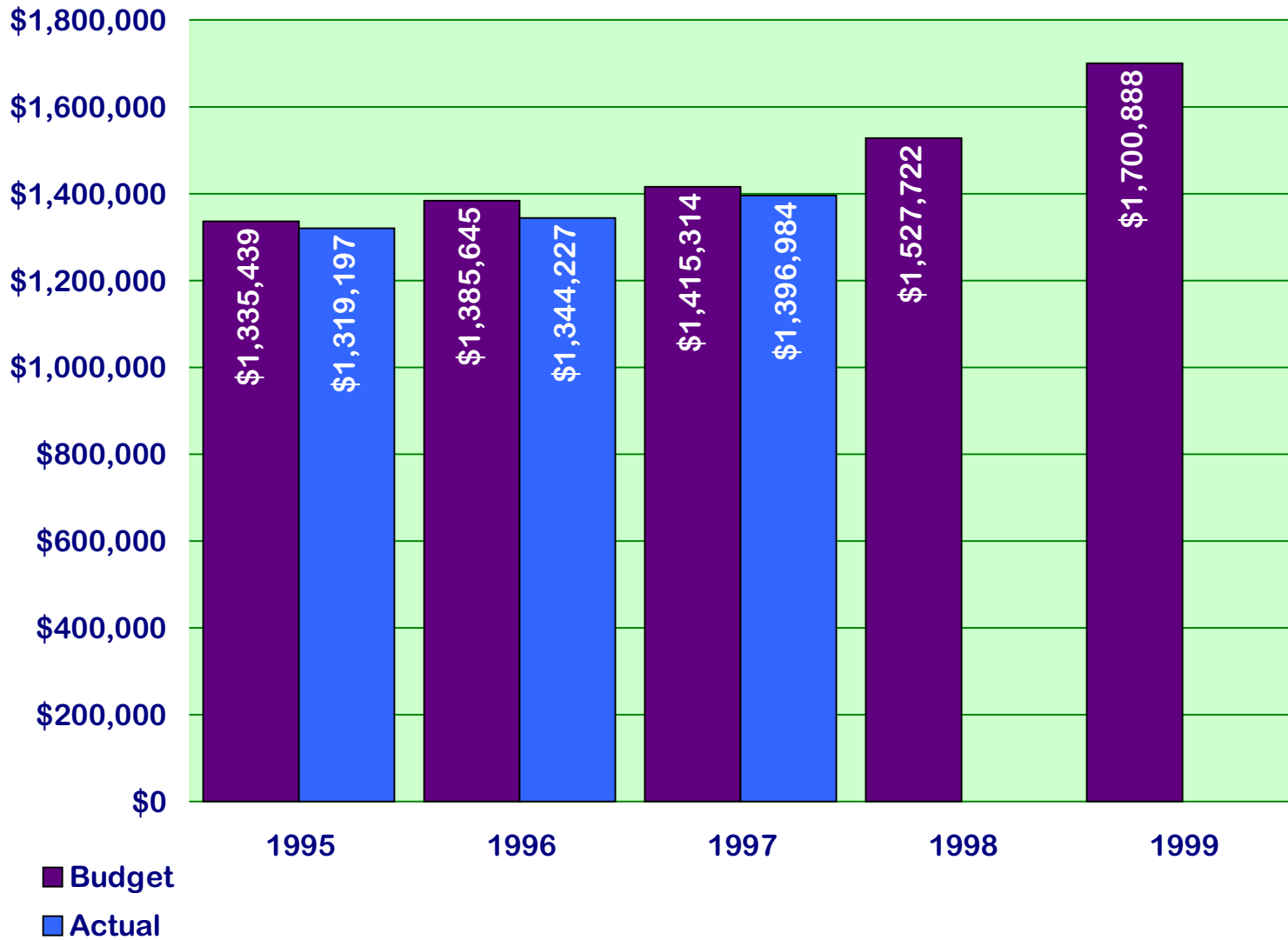
## Mission

- ▼ The Public Defender's Office was created in 1982 by county ordinance pursuant to RCW 36.26 and mandated to provide legal representation for those who cannot afford an attorney and who are entitled to legal defense at public expense pursuant to the constitutions of the United States and the State of Washington, or pursuant to statute. The overall objective of the department is to provide high quality legal representation as efficiently and economically as possible, while maintaining the confidence of clients that they are receiving competent and skilled representation.

## Objectives

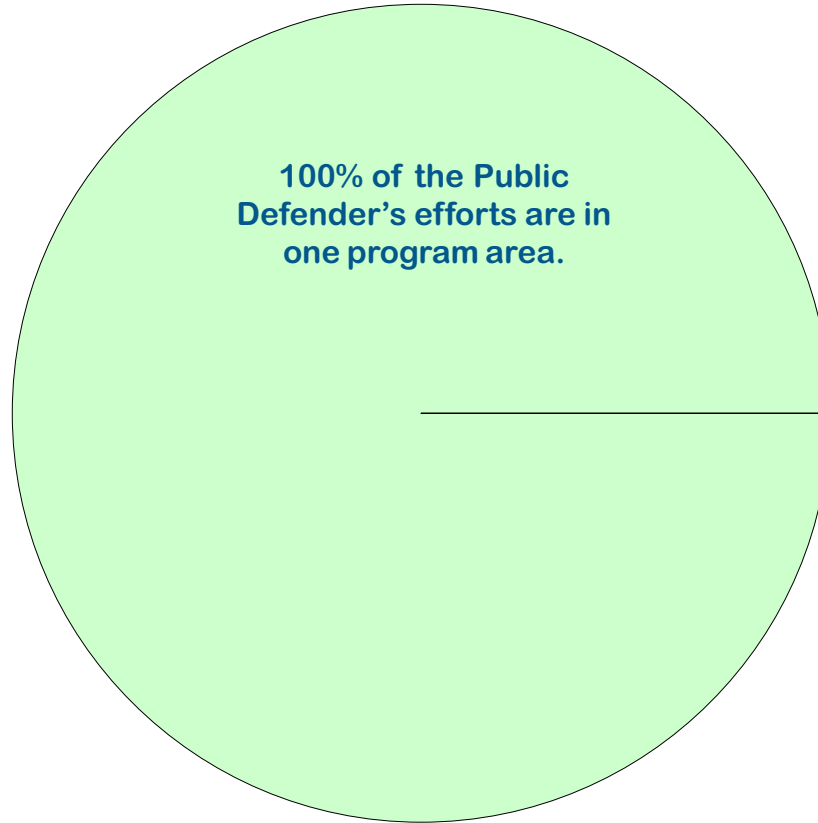
- ▼ Continue to explore possible revisions to systems to increase efficiency in case handling, reducing paperwork and attorney and support staff time spent per case. Coordinate where appropriate with the other relevant criminal justice agencies to effect over-all system changes.
- ▼ Continue to develop and increase efficiencies based on computer capabilities.

# Expenditure Trends



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

# 1999 Budget by Program

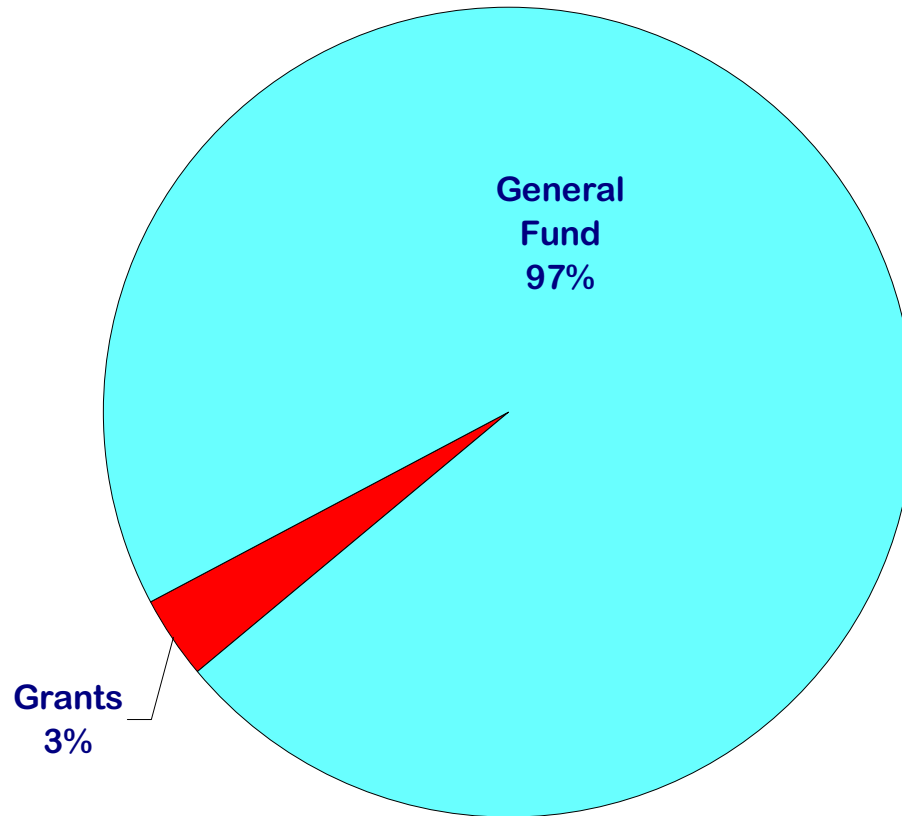


*NOTE: Capital expenditures are not shown to more accurately reflect ongoing operational costs.*

# Program Summary

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>OPERATIONS</b>							
<b>General Fund</b>							
2650 Public Defender	1,319,197	1,344,227	1,396,984	1,527,722	1,700,888	173,166	11.33%
<i>Total Public Defender Operations</i>	1,319,197	1,344,227	1,396,984	1,527,722	1,700,888	173,166	11.33%
<b>CAPITAL</b>							
<b>General Fund</b>							
2650 Public Defender	2,559	-	9,544	25,904	-	(25,904)	-100.00%
<i>Total Public Defender Capital</i>	2,559	-	9,544	25,904	-	(25,904)	-100.00%
<b>TOTAL PUBLIC DEFENDER</b>	1,321,756	1,344,227	1,406,528	1,553,626	1,700,888	147,262	9.48%

# 1999 Funding Sources



## Grants

- ▼ Revenue received from the State of Washington based on the funding model for the Becca Bill.

## General Fund

- ▼ Undesignated General Fund resources.

Grants	57,760
General Fund	1,643,128
<b>Total Funding</b>	<b>1,700,888</b>

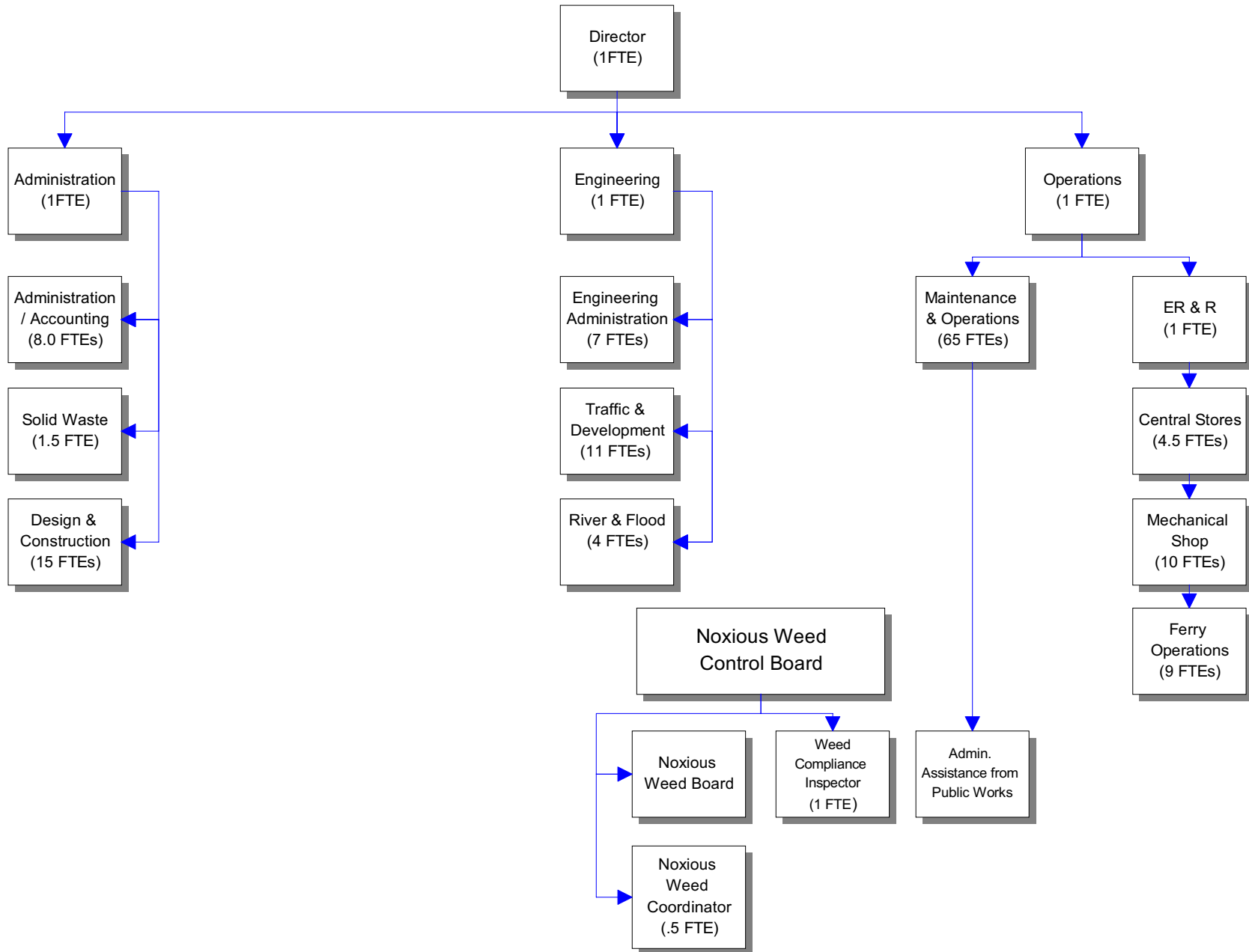
## Performance / Activity Measures

	1997 Actual	1998 Projected	1999 Projected
Felonies	965	1,162	1,325
Misdemeanors	2,308	1,776	1,500
Probation Violations (Superior/District Courts)	699	742	780
Juvenile (Delinquency)	1,219	1,838	1,950
Juvenile (Probation)	616	710	750
Juvenile (Dependency)	113	*206	*350
Mental/Alcohol Commitments	168	180	200
Appeals/Others	56	62	75
Total	6,216	6,675	6,930
Average Annual Caseload Per Attorney (11 Attnys)	11 @ 565	11 @ 607	11 @ 630
Average Annual Caseload Per Attorney (12 Attnys)	N/A	12 @ 556	12 @ 578
*Includes Becca Bill cases			

# Expenditures Summary

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>GENERAL FUND</b>							
2650 Public Defender							
Salaries & Wages	891,331	912,281	971,975	1,008,435	1,131,588	123,153	12.21%
Benefits	232,928	234,207	253,751	267,050	303,223	36,173	13.55%
Supplies	29,612	21,748	25,276	27,337	24,850	(2,487)	-9.10%
Other Services & Charges	165,326	175,991	145,982	224,900	241,227	16,327	7.26%
Capital Outlay	2,559	-	9,544	25,904	-	(25,904)	-100.00%
<b>TOTAL PUBLIC DEFENDER</b>	<b>1,321,756</b>	<b>1,344,227</b>	<b>1,406,528</b>	<b>1,553,626</b>	<b>1,700,888</b>	<b>147,262</b>	<b>9.48%</b>

# Public Works Department



# Mission and Objectives

## Mission

### Public Works Administration/Accounting

- ▼ Support and service divisions and staff of the Public Works Department and ensure Public Works services support and carry out the long term intentions of the County Executive and the County Council. Provide timely, accurate financial information to Public Works department managers, County Council, County Executive, other governmental agencies and the general public. Supply essential support services such as payroll, accounts payable and grants management to Public Works divisions.

### Engineering

- ▼ Provide accurate information related to roads, surveys, subdivisions and drainage in an efficient, courteous and professional manner. Design and administer the construction of roads and bridges in an efficient and cost effective manner, enhance the safety of the public utilizing county roads and ensure that citizens of Whatcom County receive maximum return on their tax dollars by securing state and federal funding. Improve safety of county roads through thorough accident investigation and operation studies. Provide vital data for prioritization of county road maintenance and construction through the implementation and maintenance of a pavement management system and ensure the adequacy of infrastructure and drainage related to development activity in Whatcom County. Plan and implement an effective, ongoing, economical and environmentally acceptable flood damage reduction program.

### ER&R

- ▼ Provide a professional, competitive and efficient equipment maintenance and replacement program to ensure outstanding service and safety to customers. Furnish professional and competitive procurement services.

### Ferry & Docks

- ▼ Transport vehicles and passengers between Lummi Island and Gooseberry Point in a safe, efficient, reliable and convenient manner 365 days a year. Provide prompt emergency response for ferry service.

### Flood Control

- ▼ The mission of the River and Flood Control division is to plan and implement an effective, on-going, economical, and environmentally acceptable flood damage reduction program.

### Maintenance & Operations

- ▼ Maintain the integrity of the Whatcom County Road System in an efficient, cost effective manner to provide safe travel for the public. Respond to citizen inquiries in a courteous and informed manner. Effectively plan and schedule all activities to provide superior service.

### Noxious Weed

- ▼ Implement programs which reflect the needs of landowners in Whatcom County and through landowner contacts, address mandated duties. Emphasize public education in managing the impacts created by exotic weed invasions on wildlife habitat, agricultural lands, native plant species, recreational areas and the threat to human and animal health and safety. Through public awareness and necessary enforcements, increase early detection and action on new infestations, encourage landowner cooperation and compliance, promote better land stewardship throughout Whatcom County.

# Mission and Objectives continued

## Mission continued

### Solid Waste

- ▼ Facilitate an economically efficient waste prevention, recycling and disposal system that protects human health and the environment for the citizens of Whatcom County. Develop, monitor and enforce various federal, state and local government plans, laws, regulations and grants.

### Traffic and Development

- ▼ Provide accurate information related to roads, surveys, subdivisions, and drainage in an efficient, courteous and professional manner. Design and administer the construction of roads and bridges in an efficient and cost effective manner, enhance the safety of the public utilizing county roads and ensure that citizens of Whatcom County receive maximum return on their tax dollars by securing state and federal funding. Improve safety of county roads through thorough accident investigation and operation studies. Provide vital data for prioritization of county road maintenance and construction through the implementation and maintenance of a pavement management system and ensure adequacy of infrastructure and drainage related to development activity in Whatcom County. Plan and implement an effective, ongoing, economical and environmentally acceptable flood damage reduction program.

## Objectives

### Public Works Administration/Accounting

- ▼ Develop a process for issues forwarded by the Executive's Office from customers that allows for consistent, fair and timely follow-up.
- ▼ Support and respond to any and all action plans that require this division's expertise to be carried out in both written and verbal responses as requested.
- ▼ Increase to 100% the number of employees who are knowledgeable in the use of the three JDE report writers.
- ▼ Increase to 100% the number of employees who have a working knowledge of computer software systems applicable to various positions.
- ▼ Increase to 100% the staff members cross trained for critical task areas that require backup, creating desk manuals for those areas.

### Engineering

- ▼ Convert commonly used records to microfilm.
- ▼ Create electronic indexes of computerized records and make available on wide area network.
- ▼ Schedule staff to ensure that at least one technician from each area of responsibility is available to answer questions at all times.
- ▼ Log all public inquiries and contacts, as well as resolution or outcome of each.
- ▼ Increase level of professionalism used in conflict resolution for issues of potential legal liability.

# Objectives continued

## Engineering continued

- ▼ Plan, implement and oversee annual road construction program, right-of-way acquisition program, bridge inspection program, surveying and monumentation services, all in accordance with federal, state and county standards in most cost effective manner to increase efficiency, safety and economy of the county's transportation network.
- ▼ Continue to improve the division's efficiency utilizing state of the art computer aided design systems and surveying methods and equipment.
- ▼ Assure safety to the traveling public through regular inspection of the county's 153 bridges, in accordance with federal and state guidelines and requirements.
- ▼ Purchase right-of-way needed for roadway improvement projects in a professional and courteous manner, for the fair market value of the property.
- ▼ Exercise stewardship over survey monuments and markers within the county, for the benefit and use of both public and private sectors.
- ▼ Improve safety of the county road system by entering accident data and signing and striping activity to review history and patterns within the road system.
- ▼ Ensure the safety to general public and the integrity of the county roads through revocable encroachment permits and inspection.
- ▼ Continue employee training, focusing on traffic and development issues.
- ▼ Track and enter traffic counts, bonds and assignment of funds, long plats and conditional use permits into a data base for history and statistical references.
- ▼ Continue implementation of Development Mitigation.
- ▼ Continue rating roads with the road rater and maintaining calibration of equipment for accuracy; and assisting six other northwest counties with their road rating.
- ▼ Update Whatcom County Development Standards for roads.

## ER&R

- ▼ Continue review and enforcement of all inventory controls under the responsibility of the division.
- ▼ Continue reviewing all departments' vehicle usage and continued reduction of county fleet size where cost effective and feasible.
- ▼ To continue the work on the RTA system to fully utilize the shop maintenance program for work measurement and productivity standards.
- ▼ Continue to emphasize the need for reporting, labeling, identifying and handling of identified and unidentified materials handled by this division.

## Ferry & Docks

- ▼ Complete the purchase and improvement of a parking and staging area on Lummi Island for our ferry customers with special emphasis on commute trip reduction and coordination to encourage the use of public transportation.
- ▼ To adhere to the published ferry schedule which will provide for consistently scheduled runs and mandatory operational breaks and explore other options and costs to meet the rising demands for service.

# Objectives continued

## Flood Control

- ▼ Coordination of the County Flood Response and Flood Damage Recovery Program.
- ▼ Administration of the Flood Damage Prevention Program in conjunction with the FEMA National Flood Insurance Program (NFIP).
- ▼ Expansion of the Whatcom County CFHMP (Comprehensive Flood Hazard Mitigation Program).
- ▼ Administration of the Flood Damage Reduction Works Program.
- ▼ Early Flood Warning system operation and maintenance program.
- ▼ Technical assistance for diking districts, sub-zones, individuals, or other entities seeking flood related activities.

## Maintenance & Operations

- ▼ Continue the expanded preleveling efforts which will establish a one year separation between this activity and our annual chip seal program (BST).
- ▼ Continue consolidation of the annual chip seal (BST) program in one area of the county.
- ▼ Continue to explore opportunities to convert gravel roads to Bituminous Surface Treatment (BST).
- ▼ Continue shoulder rehabilitation where steep, narrow, roadway shoulders warrant.
- ▼ Continue to expand our current drainage program with increasing emphasis on improving fish habitat and best management practices.
- ▼ Remove and replace all substandard guardrail and concrete posts with standard rails, posts, and block outs.

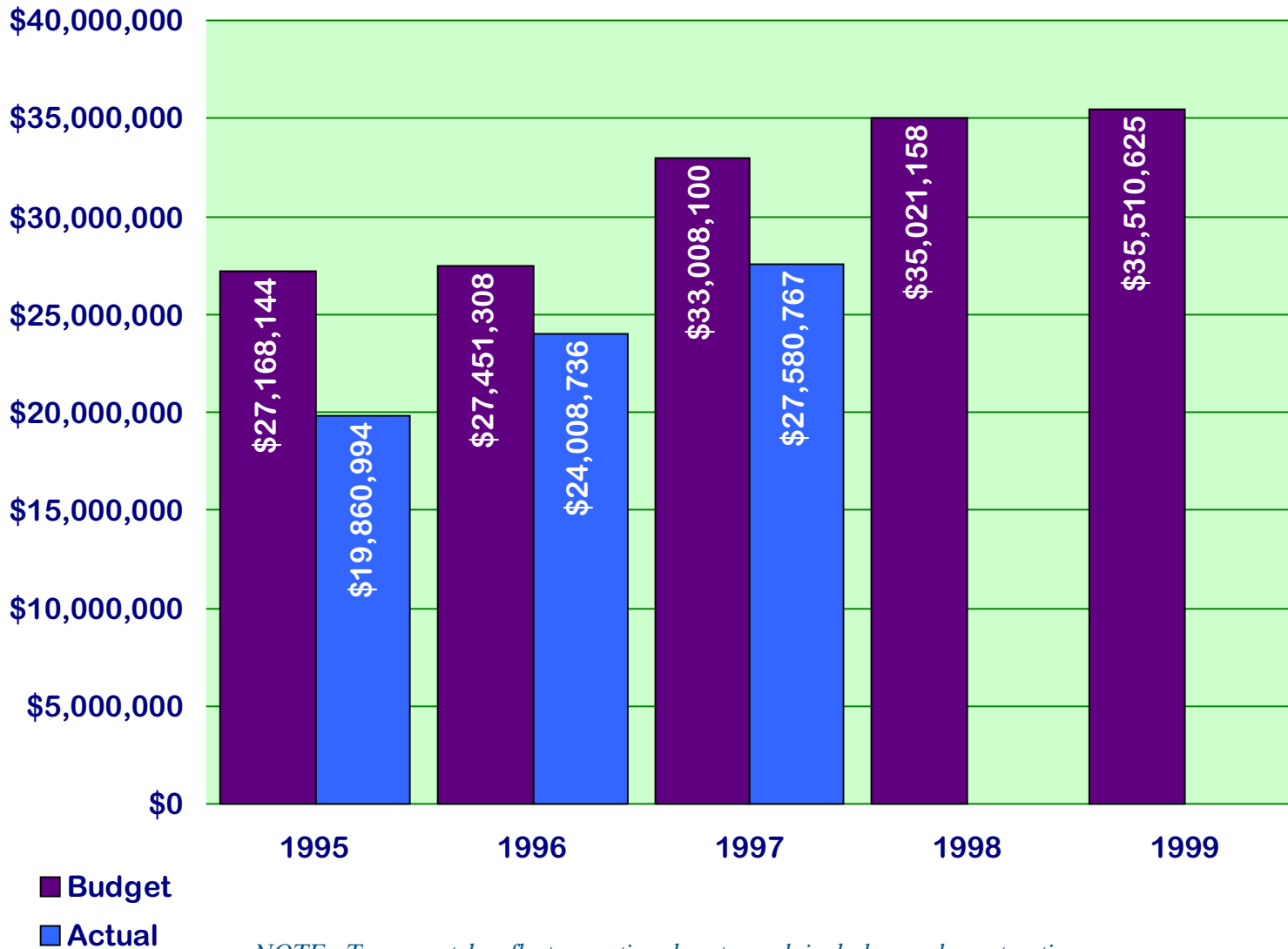
## Noxious Weed

- ▼ Eradicate, manage and/or contain Class A, Class B-designate or Class B noxious weed infestations in Whatcom County.
- ▼ Maintain public and private landowner contacts in person, by phone calls, notices and mail.
- ▼ Develop landowner contact and mapping database to monitor infestations, their growth or decline.
- ▼ Respond to requests for information, site-specific consultations and action on complaints.
- ▼ Expand public education through use of appropriate media sources.
- ▼ Coordinate with and sponsor community volunteer groups, schools and other agencies for manual weed removal and management projects in sensitive areas of the county.

## Solid Waste

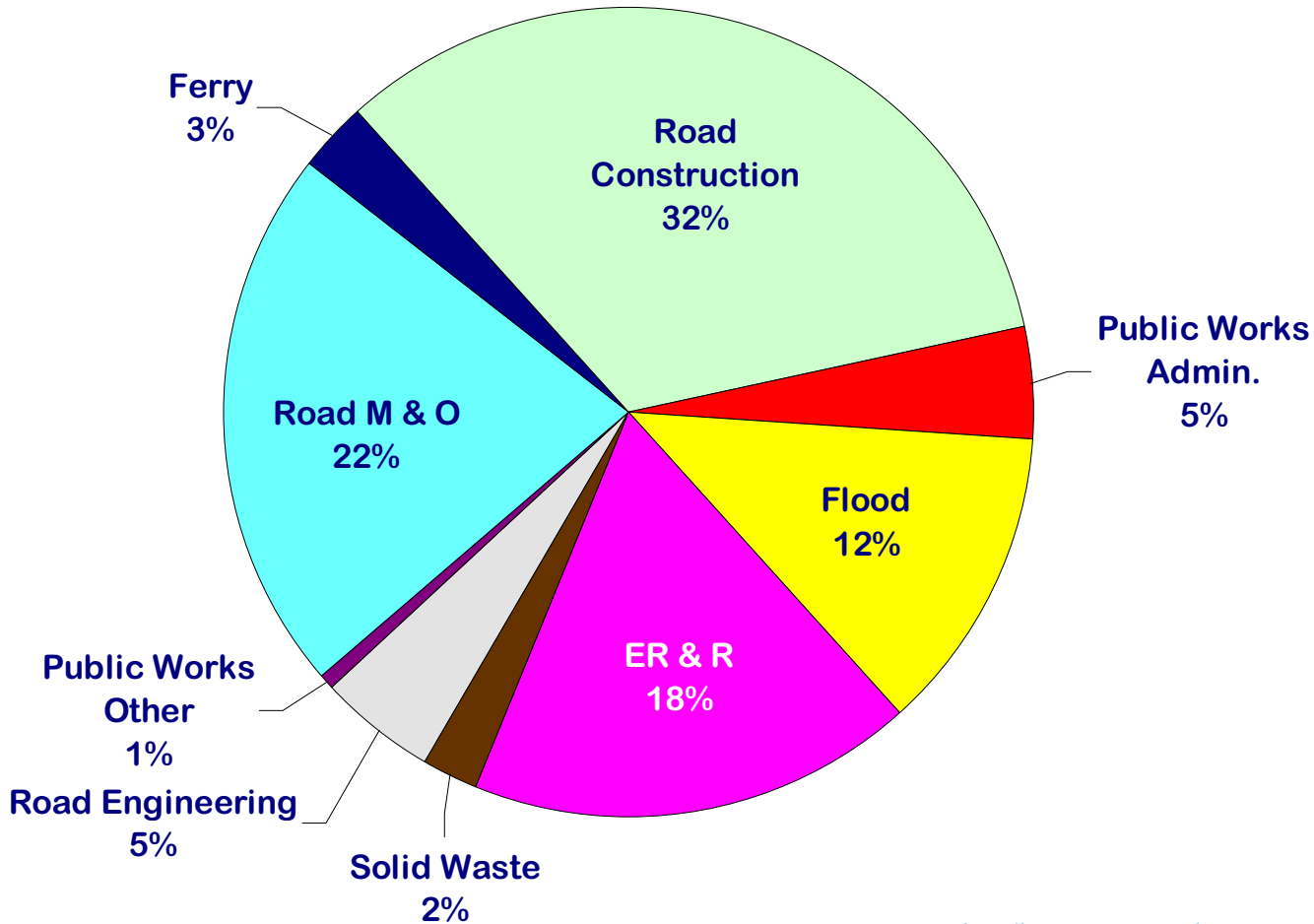
- ▼ Maintain and monitor the updated Comprehensive Solid Waste Management Plan.
- ▼ Increase waste reduction and recycling opportunities throughout Whatcom County by means of grants and other local resources.
- ▼ Increase litter control and enforcement of illegal dumping in Whatcom County.

# Expenditure Trends



*NOTE: To accurately reflect operational cost, graph includes road construction. Other capital expenditures, such as equipment purchases are not shown. Operating transfers have also been eliminated to avoid double accounting.*

# 1999 Budget by Program



*NOTE: To accurately reflect operational cost, graph includes road construction. Other capital expenditures such as equipment purchases are not shown. Operating transfers have also been eliminated to avoid double accounting. "Public Works Other" includes CERB Fund, Road Improvement Districts, Pt. Robersts Fuel Tax Fund, Lake management District, Sewer Construction Fund and LRID #10 Construction Fund.*

# Program Summary

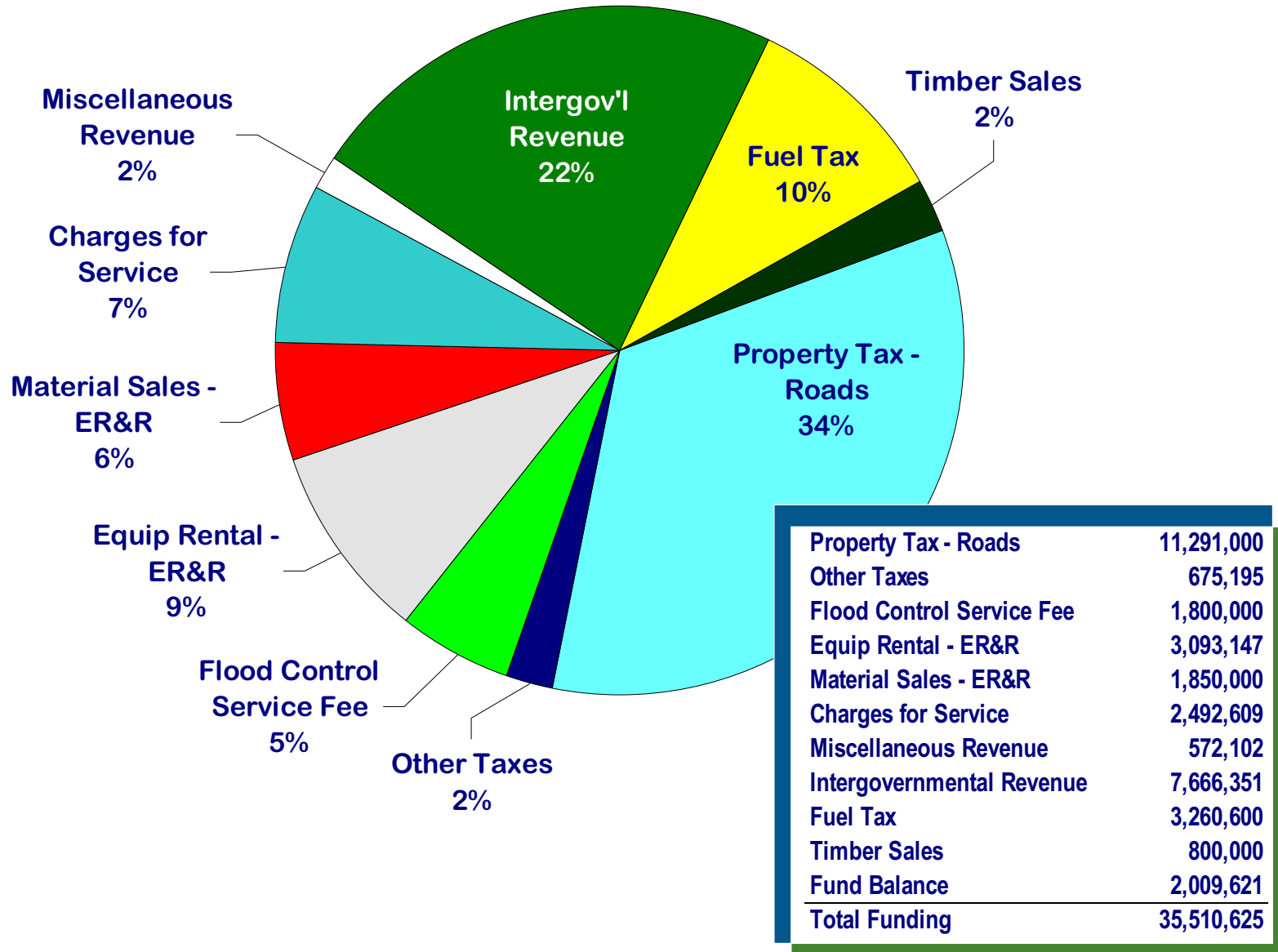
	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>OPERATIONS</b>							
<b>Public Works</b>							
Public Works Administration	1,099,903	1,159,435	1,100,087	1,456,787	1,648,434	191,647	13.16%
Road Engineering	1,190,322	1,222,639	1,212,326	1,612,195	1,640,602	28,407	1.76%
Road M & O	6,303,899	7,469,674	7,593,659	7,600,328	7,859,488	259,160	3.41%
Ferry	810,243	825,828	848,398	919,292	951,969	32,677	3.55%
Road Construction	4,175,184	6,389,338	9,491,305	11,370,000	11,777,000	407,000	3.58%
Flood Control Zone	1,365,655	1,474,675	2,412,663	4,556,795	4,276,895	(279,900)	-6.14%
Public Works Other	387,723	302,983	288,474	475,300	214,143	(261,157)	-54.95%
ER & R	3,605,419	4,167,245	3,474,687	6,186,174	6,304,942	118,768	1.92%
Solid Waste	922,646	996,919	1,159,168	844,287	837,152	(7,135)	-0.85%
<i>Total Public Works Operations</i>	19,860,994	24,008,736	27,580,767	35,021,158	35,510,625	489,467	1.40%
<b>CAPITAL</b>							
<b>Public Works</b>							
Public Works Administration	35,350	10,424	4,728	-	51,500	51,500	0.00%
Road Engineering	27,282	38,434	52,592	7,000	51,000	44,000	628.57%
Road M & O	13,066	47,054	13,674	-	16,000	16,000	0.00%
Ferry	-	-	-	-	200,000	200,000	0.00%
Flood Control Zone	159,806	20,801	-	14,500	11,400	(3,100)	-21.38%
ER & R	322,054	425,630	100,165	417,000	4,100	(412,900)	-99.02%
Solid Waste	-	-	-	-	3,600	3,600	0.00%
<i>Total Public Works Capital</i>	557,558	542,343	171,159	438,500	337,600	(100,900)	-23.01%

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# Program Summary continued

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>TRANSFERS</b>							
<b>Public Works</b>							
Public Works Administration	563,182	248,674	230,856	235,481	242,388	6,907	2.93%
Road M & O	-	-	12,286	-	-	-	0.00%
Flood Control Zone	20,470	60,222	-	-	-	-	0.00%
Public Works Other	712,693	270,381	103,874	89,008	101,438	12,430	13.97%
Solid Waste	152,578	76,609	76,307	111,293	111,293	-	0.00%
<i>Total Public Works Transfers</i>	1,448,923	655,886	423,323	435,782	455,119	19,337	4.44%
<b>TOTAL PUBLIC WORKS</b>	21,867,475	25,206,965	28,175,249	35,895,440	36,303,344	407,904	1.14%

# 1999 Funding Sources



# 1999 Funding Sources continued

## Property Tax

- ▼ The county road district levies a property tax of approximately two dollars per thousand dollars of assessed value. This revenue is dedicated to construction, maintenance and administration of county roads.

## Other Taxes

- ▼ Public Works receives revenues from Timber Harvest Taxes and various excise taxes specifically for the funding of roads programs, per RCW 84.33.080.

## Flood Control Service Fees

- ▼ A service fee on property in the county wide Flood Control Zone District.

## Equipment Rental - ER&R

- ▼ Interfund charges for rental of vehicles and equipment. Charges are set to recover operational costs and provide for replacement.

## Material Sales - ER&R

- ▼ Interfund sales of primarily road materials to the road fund.

## Charges for Service

- ▼ The department charges for various services it provides, examples include cost sharing agreements with property owners for flood control projects, ferry toll for the Whatcom Chief and sales of maps and publications. Solid waste surcharges collected at disposal facilities in the county are included in this line.

## Miscellaneous Revenue

- ▼ The department receives small amounts of revenue from various sources such as licenses and permits.

## Intergovernmental Revenue

- ▼ The department receives funds from a number of federal and state grants for road construction, flood control projects and bridge replacement. Also included in this line are Federal Forest funds (per RCW 36.33.110) which are to be used for road purposes and an operating subsidy from the State for operation to the Lummi Island ferry (per RCW 47.56.725).

## Fuel Tax

- ▼ Public Works receives a portion of the state gas tax which is distributed to the counties based on a formula as specified in RCW 46.68.100.

## Fund Balance

- ▼ The Public Works Department's budgeted expenditures for 1999 exceed budgeted revenues by \$2,009,621.

# Performance / Activity Measures

	1997 Actual	1998 Projected	1999 Projected
<b>Engineering</b>			
<b>Traffic &amp; Development Section</b>			
Long Plats	7	8	9
Binding Site Plans	5	3	1
Short Plats, Lot Line Adjust., Lot Consolidation Amendments & Alterations	111	130	130
Conditional Use	59	60	60
Accessory Dwelling Units	4	50	50
Planned Unit Development	3	3	2
Variances	9	9	10
Shoreline - Conditional Use	4	12	10
Shoreline Development	27	24	24
Shoreline Variances	2	10	10
Revocable Encroachment Permits	1,127	1,070	990
Commercial Building	115	100	120
Trail Permits	34	30	30
Latecomers		3	5
Traffic Accidents	750	750	750
Traffic Accidents - Investigated	62	50	100
Traffic Counts Conducted	126	75	175
<b>Design/Construction Section</b>			
Contract	7,100,000	8,000,000	8,858,000
Right-of-Way	200,000	350,000	400,000
Total Construction Program	9,252,075	10,500,000	11,423,000

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# Performance / Activity Measures continued

	1997 Actual	1998 Projected	1999 Projected
<b>ER&amp;R</b>			
Number of Vehicles/Equipment (rolling stock)	430	425	420
Typical Rental Rate - Passenger Vehicle	350	350	350
<b>Condensed Balance Sheet Information:</b>			
Cash	4,156,445	3,500,000	3,500,000
Other current assets	1,257,810	1,300,000	1,300,000
Fixed Assets - Land, Bldgs, Improvements (net)	2,974,357	3,500,000	3,500,000
Fixed Assets - Machinery & Equipment (net)	4,290,359	4,500,000	4,550,000
Total Assets	12,678,971	12,800,000	12,850,000
Total Liabilities	331,743	350,000	350,000
<b>Fund Equity:</b>			
Contributed capital	3,773,856	3,800,000	3,800,000
Retained Earnings & Cont. Approp.	8,573,371	8,650,000	8,700,000
Total Fund Equity	12,347,227	12,450,000	12,500,000
Total Liabilities & Equity	12,678,971	12,800,000	12,850,000
<b>Ferry &amp; Docks</b>			
Passengers	223,520	225,000	227,000
Vehicles (cars, trucks, motorcycles, bicycles)	129,887	136,500	138,000
<b>Flood Control</b>			
Disaster Recovery Projects	30	30	30
NFIP Flood Determinations	160	160	160
NFIP Flood Permits Issued	50	50	50
Community Rating System (Range 10-1= Low-High)	8	8	8
Flood Damage Reduction Works Projects	40	18	15
Early Flood Warning Calls	5,000	5,000	5,000

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# Performance / Activity Measures continued

	1997 Actual	1998 Projected	1999 Projected
<b>Maintenance &amp; Operations</b>			
Bridge maintenance costs	360,000	360,000	360,000
Miles of chip sealing performed	113.6	115	113
Miles of gravel county roads	60	55	54
Miles of paved county roads	890	895	895
<b>Noxious Weed</b>			
Landowner contacts	418	1,800	3,000
"Request Action" notices sent	114	230	400
Estimated % landowner compliance	45%	75%	85%
Estimated # acres of managed land	2,508	10,800	18,000
Community involvement projects	4	4	4
Man hours	380	250	200
Tons of weeds removed	5	5	4
Requests for information	3,000	3,500	4,000
Visitors to exhibits, presentation	1,500	2,000	2,500
Media representations	17	15	15
<b>Solid Waste</b>			
Recycling hotline calls	4,308	4,800	5,000
School classroom presentations	296	239	???
Pounds of HHW handled at D.O.T.	77,000	170,000	200,000
Tons of MSW disposed (applicable to excise tax)	80,000	69,000	70,000
Gallons of leachate disposed from Cedarville	2,389,900	2,176,000	2,200,000

# Expenditures Summary

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>PUBLIC WORKS FUND</b>							
Public Works Administration							
Salaries & Wages	274,593	263,491	287,386	389,854	476,089	86,235	22.12%
Benefits	411,156	341,968	222,262	227,179	295,548	68,369	30.09%
Supplies	13,940	17,041	29,652	27,200	31,550	4,350	15.99%
Other Services & Charges	398,103	536,140	560,008	811,754	844,247	32,493	4.00%
Intergov Services & Charge	2,111	795	779	800	1,000	200	25.00%
Capital Outlay	35,350	10,424	4,728	-	51,500	51,500	0.00%
Operating Transfers	563,182	248,674	230,856	235,481	242,388	6,907	2.93%
<i>Total Administration</i>	1,698,435	1,418,533	1,335,671	1,692,268	1,942,322	250,054	14.78%
Road Engineering							
Salaries & Wages	576,391	611,399	608,807	778,400	776,010	(2,390)	-0.31%
Benefits	308,792	329,138	327,080	393,375	413,372	19,997	5.08%
Supplies	30,425	38,910	35,643	45,500	45,200	(300)	-0.66%
Other Services & Charges	197,162	194,618	202,962	339,920	351,020	11,100	3.27%
Intergov Services & Charge	77,552	48,574	37,834	55,000	55,000	-	0.00%
Capital Outlay	27,282	38,434	52,592	7,000	51,000	44,000	628.57%
<i>Total Road Engineering</i>	1,217,604	1,261,073	1,264,918	1,619,195	1,691,602	72,407	4.47%

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# Expenditures Summary continued

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>Road M &amp; O</b>							
Salaries & Wages	1,645,651	1,867,619	1,832,274	3,297,438	3,326,367	28,929	0.88%
Benefits	843,853	962,900	948,715	29,197	26,928	(2,269)	0.00%
Supplies	1,647,273	2,123,298	2,008,148	1,997,000	2,133,800	136,800	6.85%
Other Services & Charges	2,166,148	2,509,942	2,816,465	2,276,693	2,372,393	95,700	4.20%
Intergov Services & Charge	974	5,915	343	-	-	-	0.00%
Capital Outlay	13,066	47,054	13,674	-	16,000	16,000	0.00%
Operating Transfers	-	-	12,286	-	-	-	0.00%
<i>Total Road M &amp; O</i>	6,316,965	7,516,728	7,619,619	7,600,328	7,875,488	275,160	3.62%
<b>Ferry</b>							
Salaries & Wages	326,493	335,701	341,657	383,371	396,734	13,363	3.49%
Benefits	179,080	183,749	186,159	209,990	217,236	7,246	3.45%
Supplies	1,818	4,955	5,362	7,500	7,500	-	0.00%
Other Services & Charges	294,042	293,094	306,470	309,956	322,024	12,068	3.89%
Intergov Services & Charge	8,810	8,329	8,750	8,475	8,475	-	0.00%
Capital	-	-	-	-	200,000	200,000	0.00%
<i>Total Ferry</i>	810,243	825,828	848,398	919,292	1,151,969	232,677	25.31%
<b>Road Construction</b>							
Salaries & Wages	487,467	465,021	529,333	609,522	734,065	124,543	20.43%
Benefits	255,986	234,039	275,904	259,485	290,016	30,531	11.77%
Supplies	75,987	55,170	122,184	-	-	-	0.00%
Other Services & Charges	201,450	434,322	295,093	577,993	1,034,919	456,926	79.05%
Intergov Services & Charge	16,668	8,498	93,932	-	-	-	0.00%
Capital Outlay	3,137,626	5,192,288	8,174,859	9,923,000	9,718,000	(205,000)	-2.07%
<i>Total Road Construction</i>	4,175,184	6,389,338	9,491,305	11,370,000	11,777,000	407,000	3.58%

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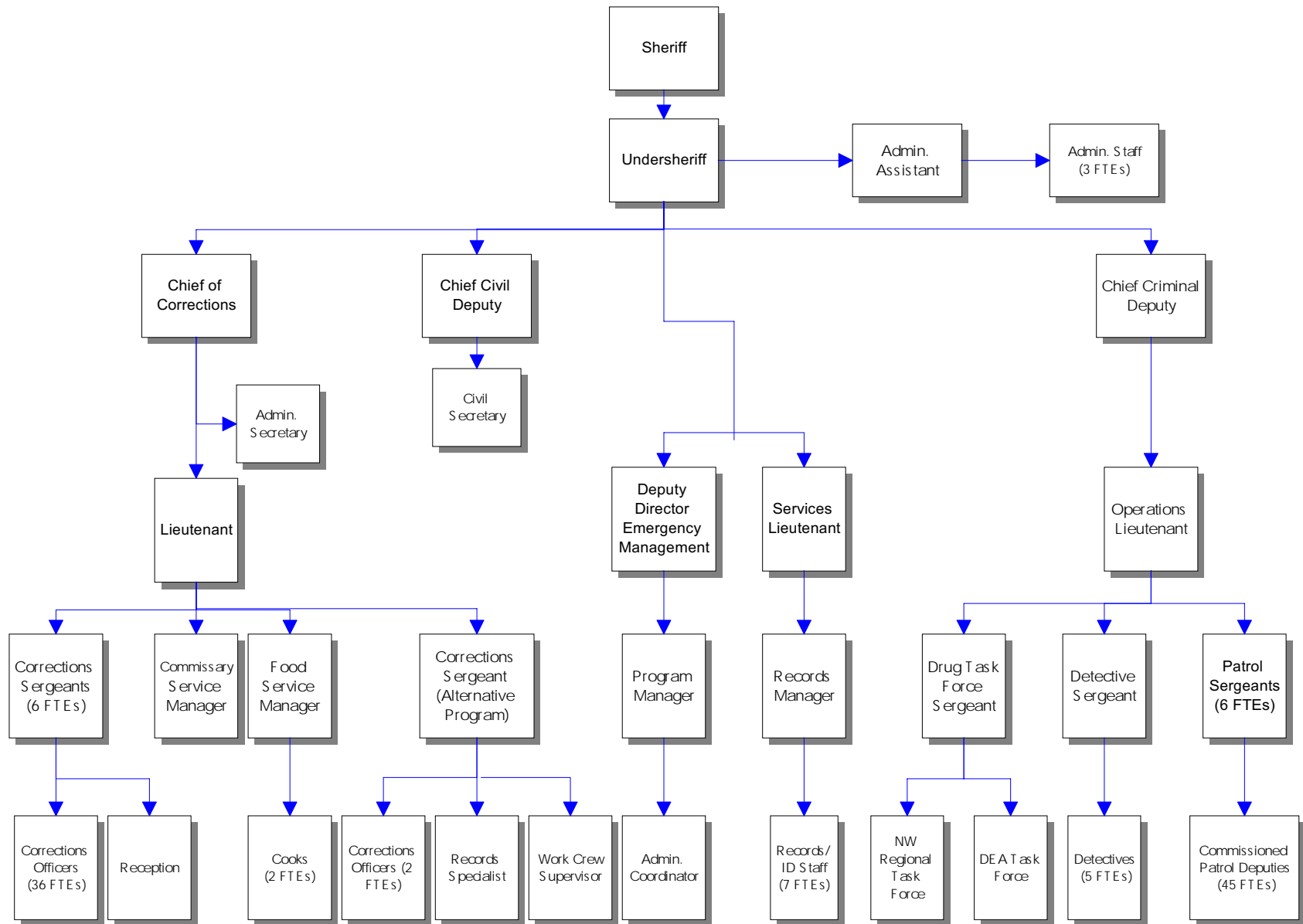
# Expenditures Summary continued

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>Flood Control Zone</b>							
Salaries & Wages	147,264	149,467	160,527	211,104	220,418	9,314	4.41%
Benefits	81,075	83,663	87,876	113,347	116,305	2,958	2.61%
Supplies	93,805	225,492	683,044	1,102,250	866,707	(235,543)	-21.37%
Other Services & Charges	957,301	913,569	1,401,188	3,111,094	2,993,465	(117,629)	-3.78%
Intergov Services & Charge	86,210	102,484	80,028	19,000	80,000	61,000	321.05%
Capital Outlay	159,806	20,801	-	14,500	11,400	(3,100)	-21.38%
Operating Transfers	-	60,222	-	-	-	-	0.00%
Residual Equity Transfers	20,470	-	-	-	-	-	0.00%
<b>Total Flood Control Zone</b>	<b>1,545,931</b>	<b>1,555,698</b>	<b>2,412,663</b>	<b>4,571,295</b>	<b>4,288,295</b>	<b>(283,000)</b>	<b>-6.19%</b>
<b>Public Works Other *</b>							
Other Services & Charges	39,219	24,077	23,136	25,300	29,927	4,627	18.29%
Debt Service	348,504	278,906	265,338	450,000	184,216	(265,784)	-59.06%
Operating Transfers	215,995	270,381	103,874	89,008	101,438	12,430	13.97%
Residual Equity Transfers	496,698	-	-	-	-	-	0.00%
<b>Total Public Works Other</b>	<b>1,100,416</b>	<b>573,364</b>	<b>392,348</b>	<b>564,308</b>	<b>315,581</b>	<b>(248,727)</b>	<b>-44.08%</b>
<b>ER &amp; R</b>							
Salaries & Wages	952,786	1,089,660	1,017,814	1,125,144	1,151,528	26,384	2.34%
Benefits	183,387	167,590	194,214	179,895	188,778	8,883	4.94%
Supplies	653,182	755,442	683,768	2,416,200	2,206,700	(209,500)	-8.67%
Other Services & Charges	733,459	1,480,208	1,028,192	971,235	773,936	(197,299)	-20.31%
Intergov Services & Charge	845	496	594	700	700	-	0.00%
Capital Outlay	1,403,814	1,099,479	650,270	1,910,000	1,987,400	77,400	4.05%
<b>Total ER &amp; R</b>	<b>3,927,473</b>	<b>4,592,875</b>	<b>3,574,852</b>	<b>6,603,174</b>	<b>6,309,042</b>	<b>(294,132)</b>	<b>-4.45%</b>

*continued on next page*

## Expenditures Summary continued

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
Solid Waste							
Salaries & Wages	31,353	35,039	39,222	57,602	69,768	12,166	21.12%
Benefits	9,904	10,638	15,852	15,720	21,139	5,419	34.47%
Supplies	38,756	34,964	116,593	20,900	18,650	(2,250)	-10.77%
Other Services & Charges	661,471	667,768	570,158	537,310	462,095	(75,215)	-14.00%
Intergov Services & Charge	181,162	248,510	417,343	212,755	265,500	52,745	24.79%
Capital Outlay	-	-	-	-	3,600	3,600	0.00%
Operating Transfers	152,578	76,609	76,307	111,293	111,293	-	0.00%
<i>Total Solid Waste</i>	1,075,224	1,073,528	1,235,475	955,580	952,045	(3,535)	-0.37%
<b>TOTAL PUBLIC WORKS</b>	21,867,475	25,206,965	28,175,249	35,895,440	36,303,344	407,904	1.14%



# Mission & Objectives

## Mission

### Sheriff

- ▼ Provide emergency response and public safety services to the citizens of Whatcom County and to enhance peace, safety and security to all within the Sheriff's jurisdiction.

### Emergency Management

- ▼ Develop and maintain a community infrastructure for emergency/disaster mitigation, planning, response and recovery, through public education, training, plan development and in building teams of responders.

## Objectives

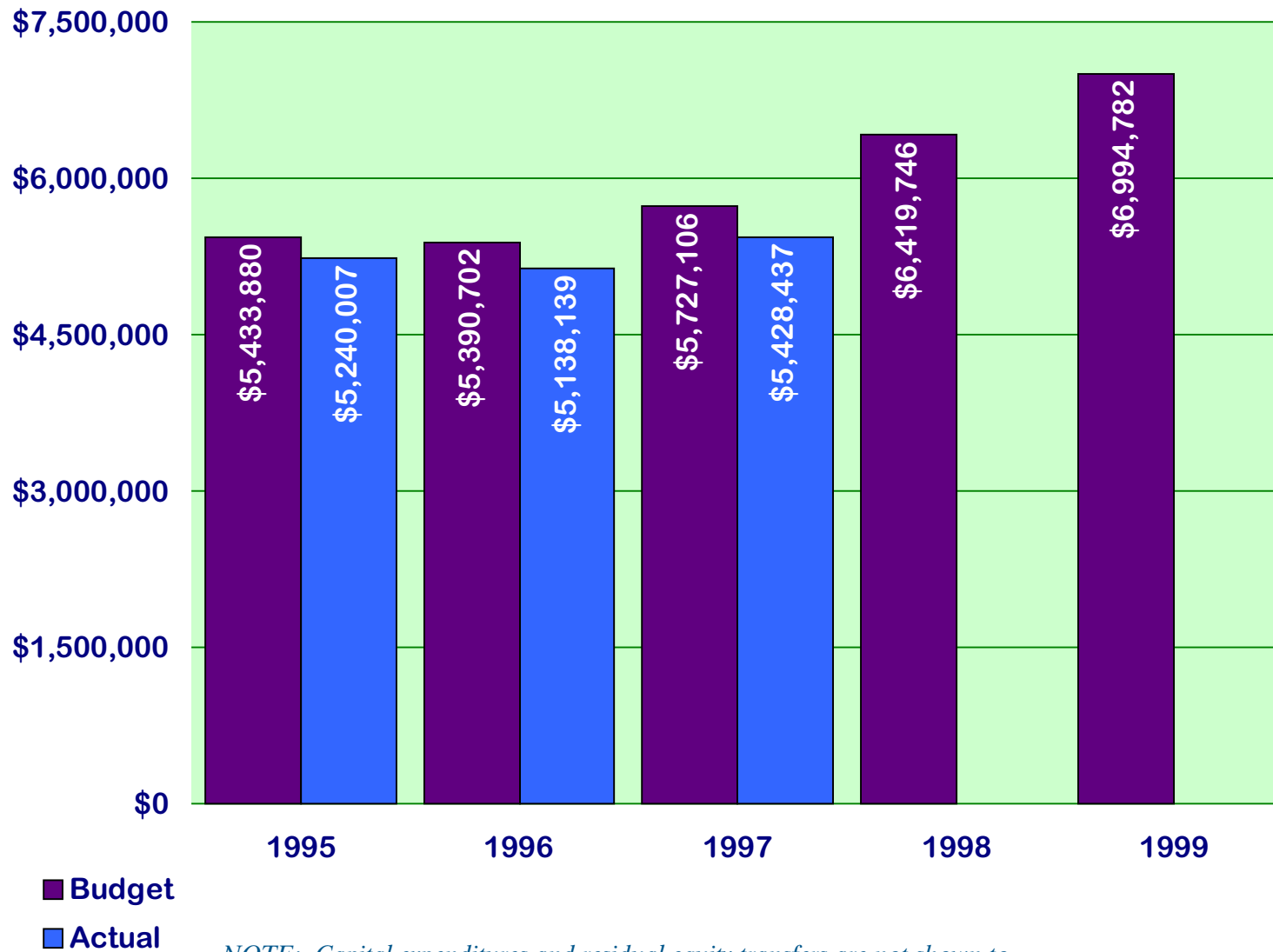
### Sheriff

- ▼ Pursue funding to insure effective delivery of emergency law enforcement and public safety services to the citizens of Whatcom County.
- ▼ Improve the capability of the Sheriff's Office to investigate crimes of violence and property crimes. This ability has decreased dramatically in the past few years due to increased calls for service and additional mandated responsibilities without a corresponding increase in personnel.
- ▼ Reduce response times to emergency calls and improve the ability to provide for quick and certain back up to officers engaged in dangerous situations.

### Emergency Management

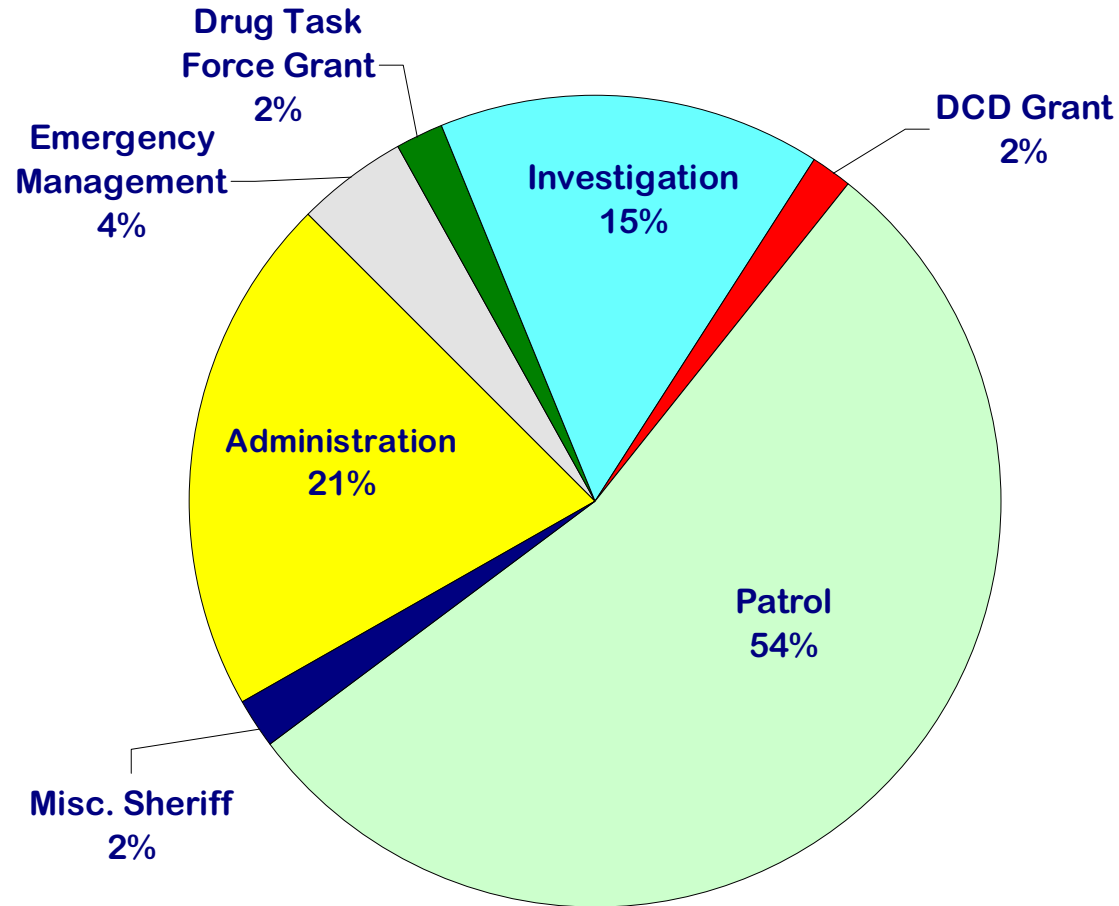
- ▼ Complete adoption of Comprehensive Emergency Management Plan.
- ▼ Initiate training on provisions of Comprehensive Emergency Management Plan.
- ▼ Identify Phase II & III EOC staffing and conduct appropriate training.
- ▼ Perform as lead agency for countywide emergency communication study.
- ▼ Implement Community Emergency Response Team (CERT) training.
- ▼ Develop and conduct Incident Command training programs for local responders.
- ▼ Plan and implement public outreach presentations for Clean Air Act Risk Management Programs.

# Expenditure Trends



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

# 1999 Budget by Program



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

# Program Summary

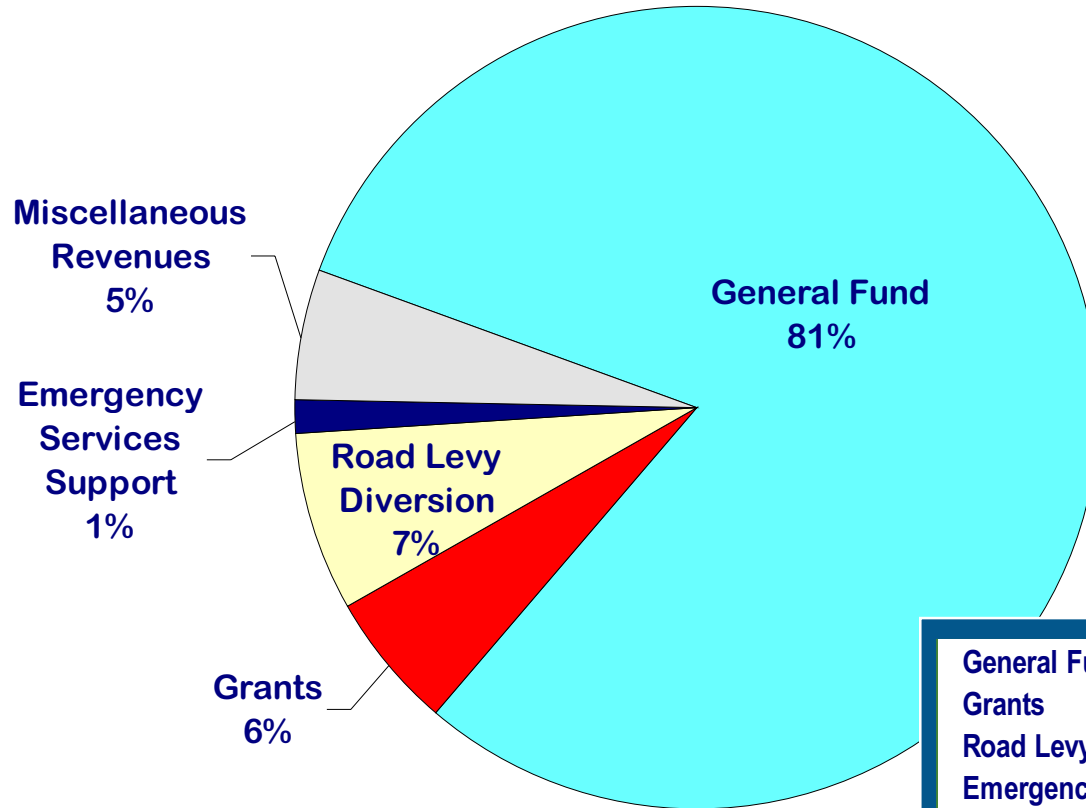
	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>OPERATIONS</b>							
<b>General Fund</b>							
2900 Sheriff Administration	952,433	912,864	965,833	1,427,127	1,451,056	23,929	1.68%
2910 Investigations	909,673	841,531	916,892	1,015,655	1,067,202	51,547	5.08%
2920 Patrol	3,093,555	2,877,569	3,030,868	3,397,694	3,719,916	322,222	9.48%
2930 Special Units	62,547	71,089	69,290	72,015	75,511	3,496	4.85%
2940 Training	18,450	18,359	22,809	23,305	33,305	10,000	42.91%
2960 Boating Safety Program	4,730	19,373	9,660	30,250	30,250	-	0.00%
2970 Drug Task Force Grant	-	113,608	128,857	124,971	129,696	4,725	3.78%
2980 DCD Grant- Border	-	110,179	111,729	116,709	119,623	2,914	2.50%
2990 Sheriff - HIDTA Grant	-	-	-	-	69,898	69,898	0.00%
167 Emergency Management	198,619	173,567	172,499	212,020	298,325	86,305	40.71%
<i>Total Sheriff Operations</i>	5,240,007	5,138,139	5,428,437	6,419,746	6,994,782	575,036	8.96%
<b>CAPITAL</b>							
<b>General Fund</b>							
2900 Sheriff Administration	7,828	18,834	24,497	29,472	44,561	15,089	51.20%
2910 Investigations	-	-	-	8,500	5,500	(3,000)	0.00%
2920 Patrol	83,742	6,935	9,927	45,200	16,766	(28,434)	0.00%
2960 Boating Safety Program	33,976	8,932	21,947	26,500	41,750	15,250	57.55%
2990 Sheriff - HIDTA Grant	-	-	-	-	55,102	55,102	0.00%
167 Emergency Management	13,536	3,820	6,634	21,530	5,000	(16,530)	-76.78%
<i>Total Sheriff Capital</i>	139,082	38,521	63,005	131,202	168,679	37,477	28.56%

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# Program Summary continued

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>TRANSFERS</b>							
<b>General Fund</b>							
2920 Patrol	35,247	82,041	6,348	9,070	9,524	454	5.01%
2960 Boating Safety Programs	-	-	-	65,000	-	(65,000)	0.00%
<i>Total Sheriff Transfers</i>	35,247	82,041	6,348	74,070	9,524	(64,546)	-87.14%
<b>TOTAL SHERIFF</b>	5,414,336	5,258,701	5,497,790	6,625,018	7,172,985	547,967	8.27%

# 1999 Funding Sources



General Fund	5,569,297
Grants	389,788
Road Levy Diversion	496,530
Emergency Services Support	100,651
Miscellaneous Revenues	359,300
Fund Balance Emerg. Mngmt	79,216
<b>Total Funding</b>	<b>6,994,782</b>

# 1999 Funding Sources continued

## General Fund

- ▼ Undesignated General Fund resources.

## Grants

- ▼ The Sheriff's Department receives various federal and state grants for specific operations it performs. The federal government provides \$60,000 for a deputy to patrol the National Forest in Whatcom County. The department receives \$116,069 as part of the state's Multi-Jurisdictional Narcotics Task Force Grant. The Sheriff also receives revenue of \$15,209 from the State Border Town Grant.

## Road Levy Diversion

- ▼ A direct diversion of part of the Road Fund's property tax revenues is used to fund four Sheriff's Department deputies for traffic related work.

## Emergency Services Support

- ▼ The incorporated cities of Whatcom County and the Port of Bellingham contribute revenue to partially fund the the Sheriff's Emergency Management operations.

## Miscellaneous Revenue

- ▼ Collection of fees, reimbursements and other small amounts of revenue from a variety of sources.

## Performance / Activity Measures

	1997 Actual	1998 Projected	1999 Projected
<b>Emergency Management</b>			
Logged incidents	105	105	110
On-scene responses and/or EOC activations	26	28	30
Reporting Chemical Facilities	115	115	115
Weather bulletins issued	30	30	40

# Expenditures Summary

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>GENERAL FUND</b>							
2900 Administration							
Salaries & Wages	492,195	472,542	490,496	513,770	537,821	24,051	4.68%
Benefits	169,590	164,319	176,159	197,400	189,842	(7,558)	-3.83%
Supplies	92,716	85,719	107,820	94,424	94,745	321	0.34%
Other Services & Charges	197,932	190,284	191,358	621,533	628,648	7,115	1.14%
Capital Outlay	7,828	18,834	24,497	29,472	44,561	15,089	51.20%
<i>Total Administration</i>	960,261	931,698	990,330	1,456,599	1,495,617	39,018	2.68%
2910 Investigations							
Salaries & Wages	663,932	618,014	660,358	733,444	773,745	40,301	5.49%
Benefits	162,276	155,414	172,350	194,236	205,357	11,121	5.73%
Supplies	-	-	-	400	-	(400)	-100.00%
Other Services & Charges	83,465	68,103	84,184	87,575	88,100	525	0.60%
Capital Outlay	-	-	-	8,500	5,500	(3,000)	-35.29%
<i>Total Investigations</i>	909,673	841,531	916,892	1,024,155	1,072,702	48,547	4.74%
2920 Patrol							
Salaries & Wages	2,037,641	1,873,055	1,985,495	2,215,560	2,473,261	257,701	11.63%
Benefits	552,426	494,761	535,496	640,734	680,855	40,121	6.26%
Supplies	4,479	2,872	2,839	6,700	3,900	(2,800)	-41.79%
Other Services & Charges	499,009	506,881	507,038	534,700	561,900	27,200	5.09%
Capital Outlay	83,742	6,935	9,927	45,200	16,766	(28,434)	0.00%
Operating Transfers	5,919	5,919	6,348	9,070	9,524	454	5.01%
Residual Equity Transfers	29,328	76,122	-	-	-	-	0.00%
<i>Total Patrol</i>	3,212,544	2,966,545	3,047,143	3,451,964	3,746,206	294,242	8.52%

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# Expenditures Summary continued

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
2930 Special Units							
Salaries & Wages	44,940	50,418	48,268	50,012	53,012	3,000	6.00%
Benefits	9,507	12,271	12,622	13,603	14,099	496	3.65%
Other Services & Charges	8,100	8,400	8,400	8,400	8,400	-	0.00%
<b>Total Special Units</b>	<b>62,547</b>	<b>71,089</b>	<b>69,290</b>	<b>72,015</b>	<b>75,511</b>	<b>3,496</b>	<b>4.85%</b>
2940 Training							
Other Services & Charges	18,450	18,359	22,809	23,305	33,305	10,000	42.91%
<b>Total Training</b>	<b>18,450</b>	<b>18,359</b>	<b>22,809</b>	<b>23,305</b>	<b>33,305</b>	<b>10,000</b>	<b>42.91%</b>
2960 Boating Safety Program							
Supplies	3,634	6,348	2,345	10,250	10,250	-	0.00%
Other Services & Charges	1,096	13,025	7,315	20,000	20,000	-	0.00%
Capital Outlay	33,976	8,932	21,947	26,500	41,750	15,250	57.55%
Operating Transfers	-	-	-	65,000	-	(65,000)	-100.00%
<b>Total Boating Safety Prog.</b>	<b>38,706</b>	<b>28,305</b>	<b>31,607</b>	<b>121,750</b>	<b>72,000</b>	<b>(49,750)</b>	<b>-40.86%</b>
2970 DTF Grant							
Salaries & Wages	-	47,920	51,227	53,396	53,396	-	0.00%
Benefits	-	12,501	13,241	14,227	14,277	50	0.35%
Supplies	-	3,177	4,199	1,086	1,086	-	0.00%
Other Services & Charges	-	50,010	60,190	56,262	60,937	4,675	8.31%
<b>Total DTF Grant</b>	<b>-</b>	<b>113,608</b>	<b>128,857</b>	<b>124,971</b>	<b>129,696</b>	<b>4,725</b>	<b>3.78%</b>
2980 DCD Grant - Border							
Salaries & Wages	-	87,916	88,360	92,114	93,643	1,529	1.66%
Benefits	-	22,263	23,369	24,595	25,980	1,385	5.63%
<b>Total DCD Grant - Border</b>	<b>-</b>	<b>110,179</b>	<b>111,729</b>	<b>116,709</b>	<b>119,623</b>	<b>2,914</b>	<b>2.50%</b>

*continued on next page*

# Expenditures Summary continued

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
2990 Sheriff - HIDTA Grant							
Supplies	-	-	-	-	28,426	28,426	0.00%
Other Services & Charges	-	-	-	-	41,472	41,472	0.00%
Capital Outlay	-	-	-	-	55,102	55,102	0.00%
<i>Total Sheriff - HIDTA Grant</i>	-	-	-	-	125,000	125,000	0.00%
<i>Total General Fund</i>	5,202,181	5,081,314	5,318,657	6,391,468	6,869,660	478,192	7.48%
<b>167 EMERGENCY MANAGEMENT FUND</b>							
16700 Emergency Management							
Salaries & Wages	98,795	90,151	91,121	116,644	124,450	7,806	6.69%
Benefits	27,876	20,688	24,995	34,617	35,427	810	2.34%
Supplies	6,611	5,075	4,507	10,440	7,440	(3,000)	-28.74%
Other Services & Charges	33,730	41,678	44,337	50,319	131,008	80,689	160.35%
Capital Outlay	13,536	3,820	6,634	21,530	5,000	(16,530)	-76.78%
<i>Total Emergency Mgmt</i>	180,548	161,412	171,594	233,550	303,325	69,775	29.88%
16710 DSHS DVR							
Salaries & Wages	7,966	(2,057)	-	-	-	-	0.00%
Benefits	1,234	-	-	-	-	-	0.00%
<i>Total DSHS DVR</i>	9,200	(2,057)	-	-	-	-	0.00%
16740 Earthquake Exercise Grant							
Supplies	4,394	-	-	-	-	-	0.00%
Other Services & Charges	1,751	-	-	-	-	-	0.00%
<i>Total Earthquake Exer. Grant</i>	6,145	-	-	-	-	-	0.00%
16750 DCD Grant							
Supplies	-	4,545	2,472	-	-	-	0.00%
Other Services & Charges	16,262	13,487	5,067	-	-	-	0.00%
<i>Total DCD Grant</i>	16,262	18,032	7,539	-	-	-	-
<i>Total Emergency Management</i>	212,155	177,387	179,133	233,550	303,325	69,775	29.88%
<b>TOTAL SHERIFF</b>	5,414,336	5,258,701	5,497,790	6,625,018	7,172,985	547,967	8.27%

*See the County Sheriff  
organizational chart.*

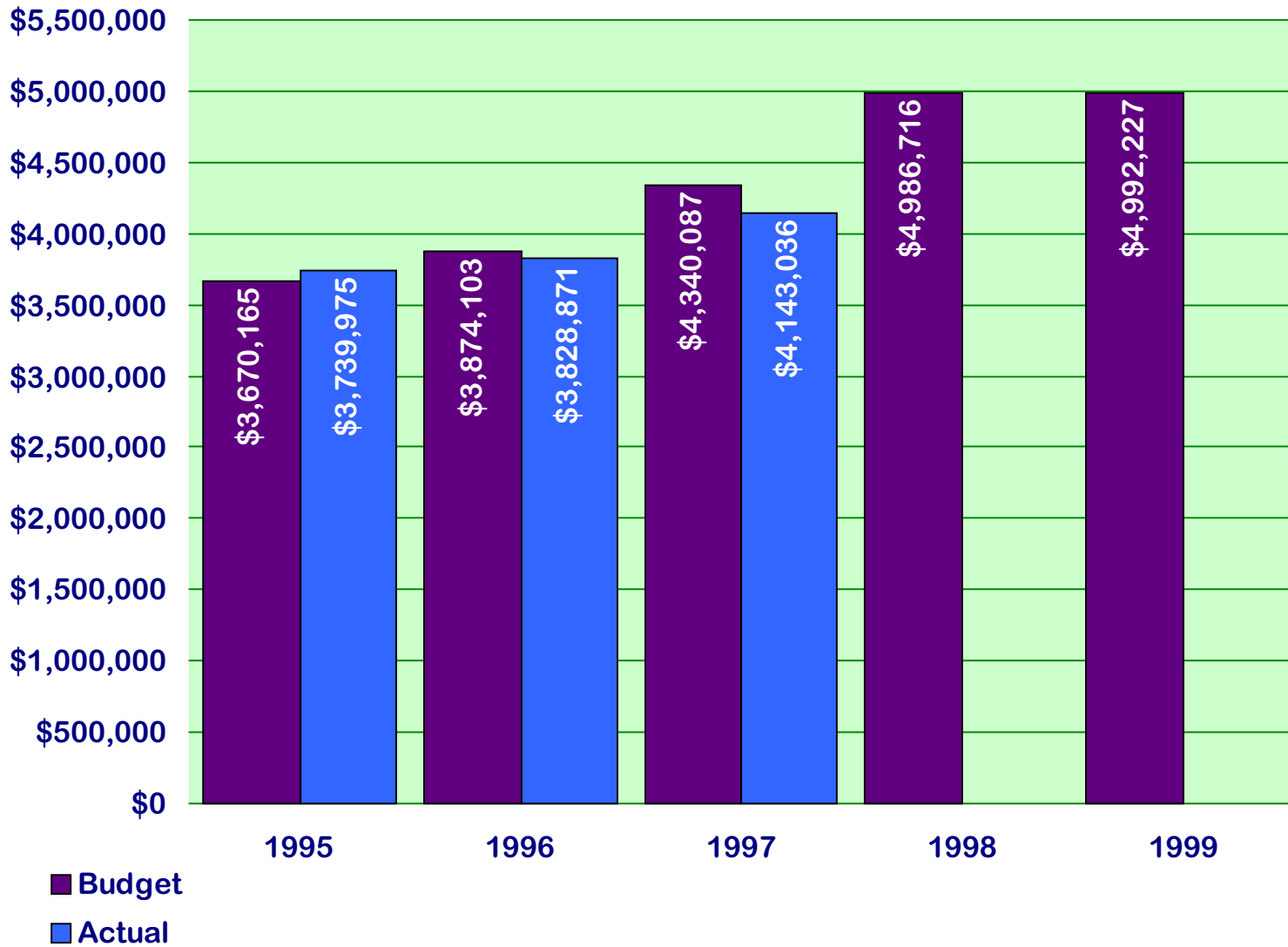
## Mission

- ▼ The primary duty of the Whatcom County Jail is to assist in protecting the citizens of Whatcom County. The jail fulfills this duty by providing a safe and secure environment for housing persons legally under arrest, or placed into custody by a court. The jail provides for the basic necessities of life, including health care that meets community standards, access to courts and legal counsel, nutritionally balanced meals, personal hygiene supplies, and the highest level of professional interaction. The jail is run in such a manner as to be compliant with all legal requirements, moral and ethical imperatives and the preservation of the facility's security, assuring the safety of the employees, offenders, and the public.

## Objectives

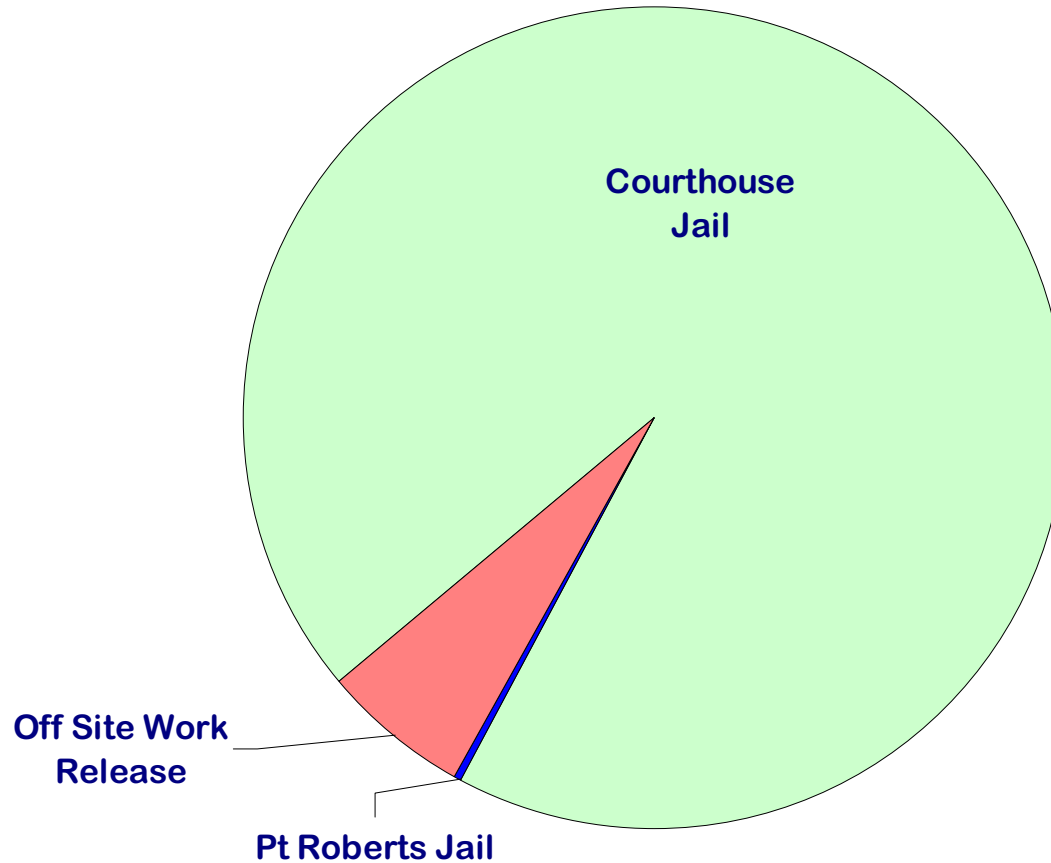
- ▼ Increase the security, and maximize the usefulness of the jail space, by minor remodeling of the existing building. This will allow moving the trustees into a more secure area of the jail and help alleviate a significant lack of staff work area.
- ▼ Add an additional clerk to create and operate an effective system to bill inmates for their health care and housing, thus increasing the ability of the jail to offset the jail costs to the citizens of Whatcom County.
- ▼ Repair or replace worn or inoperative kitchen and security equipment. This will provide a higher level of jail security, address staff safety issues and help prevent an increase in the per meal cost.
- ▼ Continue to expand the Jail Alternative Programs. This serves as a safe way of diverting offenders from a maximum security facility, into a form of incarceration which allows them to contribute to the community as they are satisfying court requirements.
- ▼ Continue to provide adequate care to the growing numbers of offenders incarcerated in the jail's main facility.

# Expenditure Trends



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

# 1999 Budget by Program

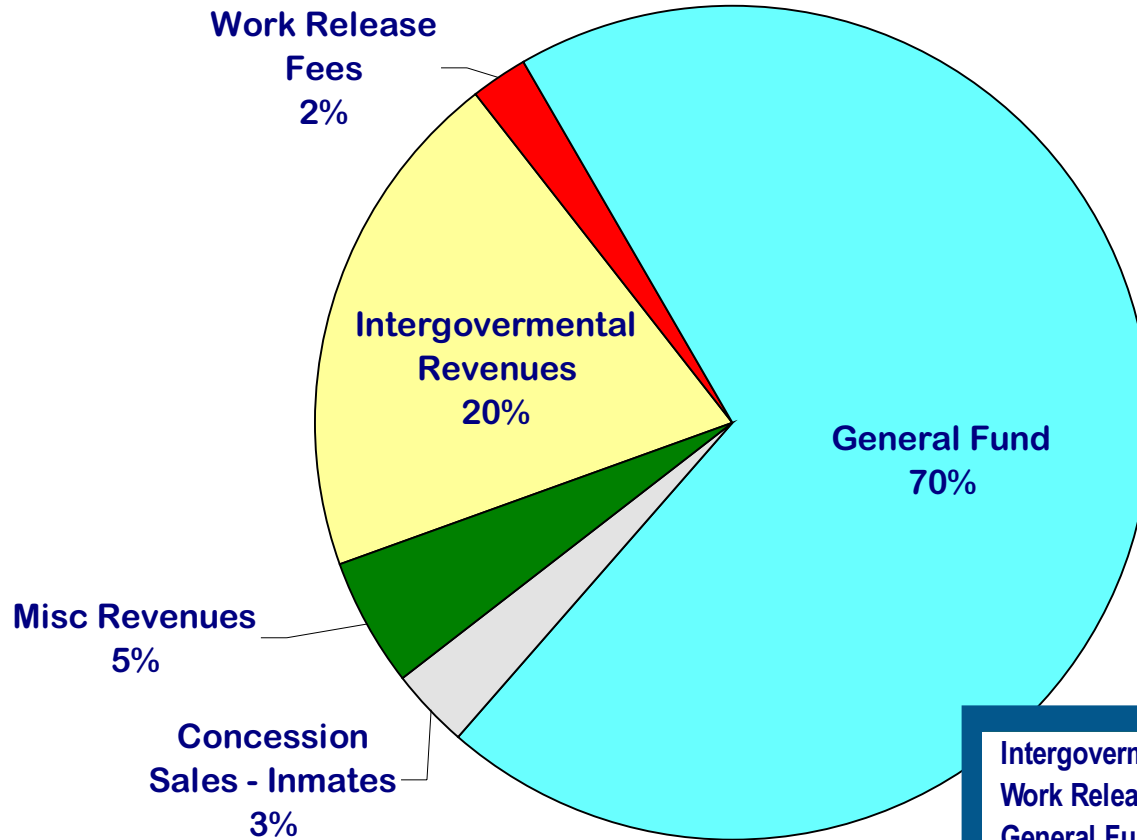


*NOTE: Capital expenditures are not shown to more accurately reflect ongoing operational costs.*

# Program Summary

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>OPERATIONS</b>							
<b>General Fund</b>							
1800 Courthouse Jail	3,459,682	3,525,218	3,797,236	4,019,921	4,186,404	166,483	4.14%
1810 Pt Roberts Jail	24,783	22,461	22,777	23,481	23,481	-	0.00%
1820 Off Site Work Release	255,510	281,192	318,640	408,800	255,500	(153,300)	-37.50%
1830 Local Law Enforce-Blk Grant	-	-	4,383	23,217	-	(23,217)	-100.00%
1840 Alternative Corrections	-	-	-	511,297	526,842	15,545	3.04%
<i>Total Jail Operations</i>	3,739,975	3,828,871	4,143,036	4,986,716	4,992,227	5,511	0.11%
<b>CAPITAL</b>							
<b>General Fund</b>							
1800 Courthouse Jail	3,649	8,004	9,512	59,100	50,000	(9,100)	-15.40%
1830 Local Law Enforce-Blk Grant	-	-	2,760	-	-	-	0.00%
1840 Alternative Corrections	-	-	-	93,000	-	(93,000)	-100.00%
<i>Total Jail Capital</i>	3,649	8,004	12,272	152,100	50,000	(102,100)	-67.13%
<b>TRANSFERS</b>							
<b>General Fund</b>							
1800 Courthouse Jail	143,423	-	-	5,000	22,000	17,000	340.00%
<i>Total Sheriff Transfers</i>	143,423	-	-	5,000	22,000	17,000	340.00%
<b>TOTAL JAIL</b>	3,887,047	3,836,875	4,155,308	5,143,816	5,064,227	(79,589)	-1.55%

# 1999 Funding Sources



Intergovernmental Revenues	999,746
Work Release Fees	112,856
General Fund	3,482,921
Concession Sales - Inmates	143,400
Misc Revenues	253,304
<b>Total Funding</b>	<b>4,992,227</b>

# 1999 Funding Sources continued

## Intergovernmental Revenues

- ▼ The jail receives rent for housing other jurisdictions' prisoners in available jail space. The rate at which space is charged varies by contract between the different governmental entities. Municipalities and other counties pay at the rate of \$50 per prisoner per day. The daily rate for Border Patrol prisoners is \$55.

## Work Release Fees

- ▼ Participants in the work release program pay 1% of their monthly gross wage for each day they work as a fee. The average daily fee is \$15.

## General Fund

- ▼ Undesignated General Fund resources.

## Concession Sales - Inmates

- ▼ Through the jail commissary, a variety of goods are sold to inmates. The proceeds from these sales are returned to the jail as revenue.

## Performance / Activity Measures

	1997 Actual	1998 Projected	1999 Projected
Average Daily Population (ADP): Maintain Local, State and Federal standards while holding an increasing number of offenders in the main jail facility.	214	225	240
Alternative Participants: Continued growth in the number of offenders on jail alternatives, and the expansion of available programs in type and number.	1,093	1,476	1,676
Meals per day: Provide additional meals at the same per meal cost as 1998, adjusting for cost of living/inflation.	900	940	960
The creation of a complete billing system, and the generation of revenues to offset jail costs.	-	16,000	23,000

# Expenditures Summary

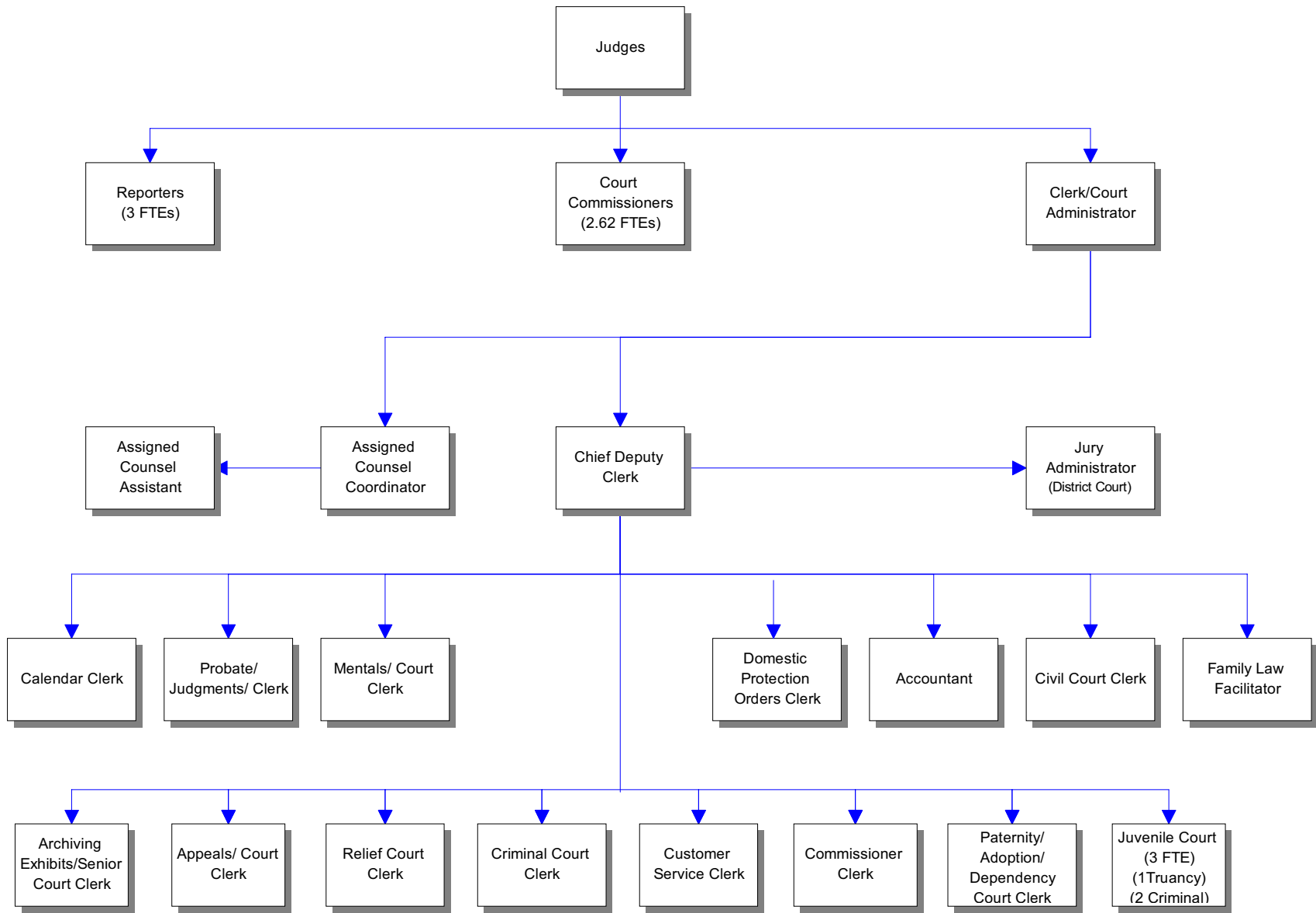
	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>GENERAL FUND</b>							
1800 Courthouse Jail							
Salaries & Wages	1,808,894	1,835,218	2,008,088	2,031,216	2,184,213	152,997	7.53%
Benefits	526,179	515,404	577,663	604,962	607,227	2,265	0.37%
Supplies	542,705	441,368	464,890	496,604	500,848	4,244	0.85%
Other Services & Charges	581,904	733,228	746,595	887,139	894,116	6,977	0.79%
Capital Outlay	3,649	8,004	9,512	59,100	50,000	(9,100)	-15.40%
Operating Transfers	143,423	-	-	5,000	22,000	17,000	340.00%
<i>Total Courthouse Jail</i>	3,606,754	3,533,222	3,806,748	4,084,021	4,258,404	174,383	4.27%
1810 Point Roberts Jail							
Supplies	53	57	22	150	150	-	0.00%
Other Services & Charges	24,730	22,404	22,755	23,331	23,331	-	0.00%
<i>Total Point Roberts Jail</i>	24,783	22,461	22,777	23,481	23,481	-	0.00%
1820 Off Site Work Release							
Supplies	10	-	-	-	-	-	0.00%
Other Services & Charges	255,500	281,192	318,640	408,800	255,500	(153,300)	-37.50%
<i>Total Involuntary Treatment</i>	255,510	281,192	318,640	408,800	255,500	(153,300)	-37.50%
1830 Local Law Enforce - Blk Grant							
Salaries & Wages	-	-	3,880	21,000	-	(21,000)	-100.00%
Benefits	-	-	503	2,217	-	(2,217)	-100.00%
Capital Outlay	-	-	2,760	-	-	-	0.00%
<i>Total Local Law Enforce - Blk Grant</i>	-	-	7,143	23,217	-	(23,217)	-100.00%

*continued on next page*

# Expenditures Summary continued

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
1840 Alternative Corrections							
Salaries & Wages	-	-	-	221,332	279,422	58,090	26.25%
Benefits	-	-	-	67,565	82,420	14,855	21.99%
Supplies	-	-	-	24,600	24,600	-	0.00%
Other Services & Charges	-	-	-	197,800	140,400	(57,400)	-29.02%
Capital Outlay	-	-	-	93,000	-	(93,000)	-100.00%
<i>Total Courthouse Jail</i>	-	-	-	604,297	526,842	(77,455)	-12.82%
<b>TOTAL JAIL</b>	<b>3,887,047</b>	<b>3,836,875</b>	<b>4,155,308</b>	<b>5,143,816</b>	<b>5,064,227</b>	<b>(79,589)</b>	<b>-1.55%</b>

# Superior Court



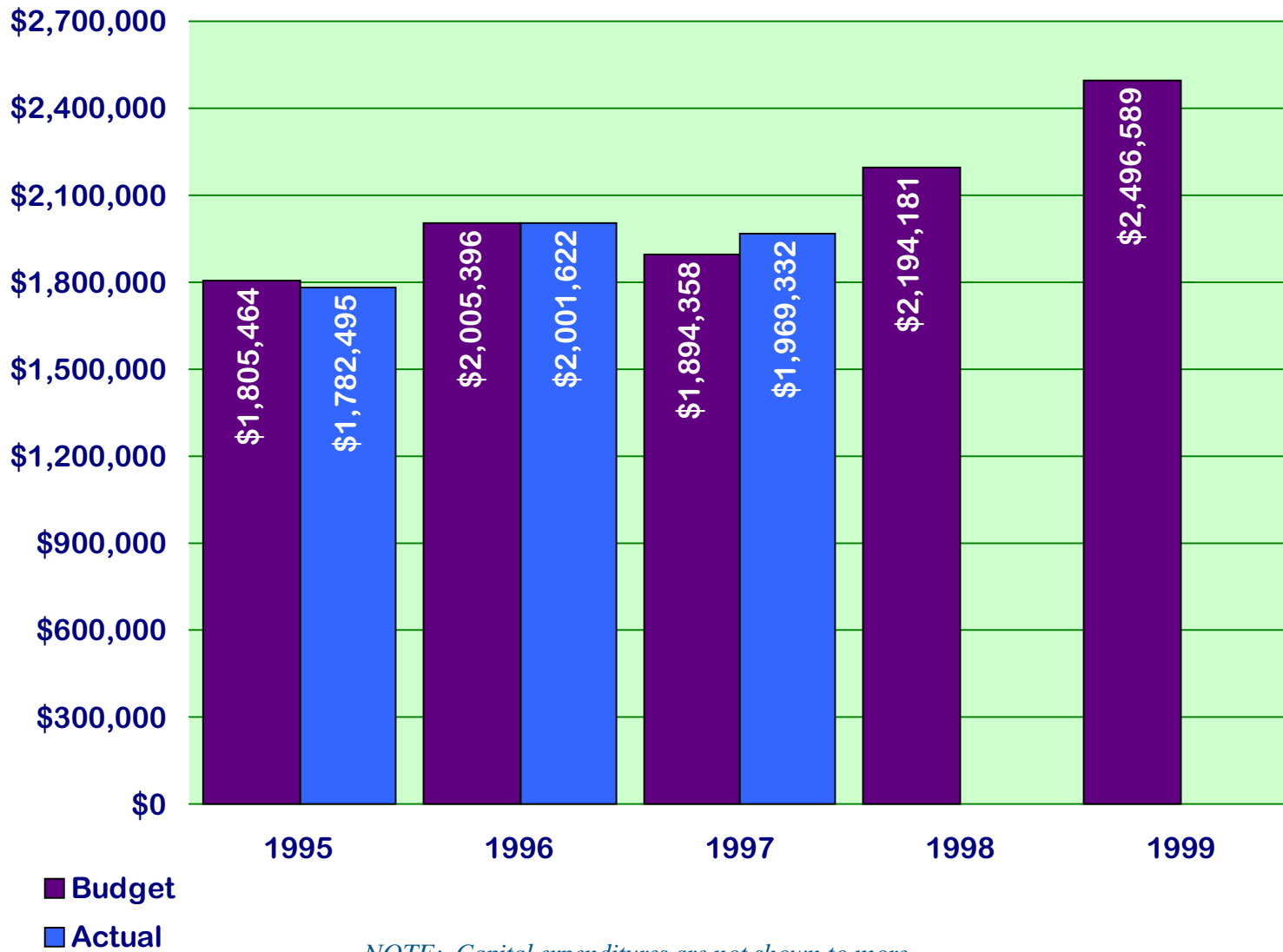
## Mission

- ▼ The mission of the Superior Court, Assigned Counsel, County Clerk and Family Court Services is to improve the quality and the perception of the quality of justice in Whatcom County by identifying deficiencies in and implementing measures to improve:
  - Access to justice.
  - Expedition and timeliness.
  - Equality, fairness and integrity.
  - Independence and accountability.
  - Public trust and confidence.

## Objectives

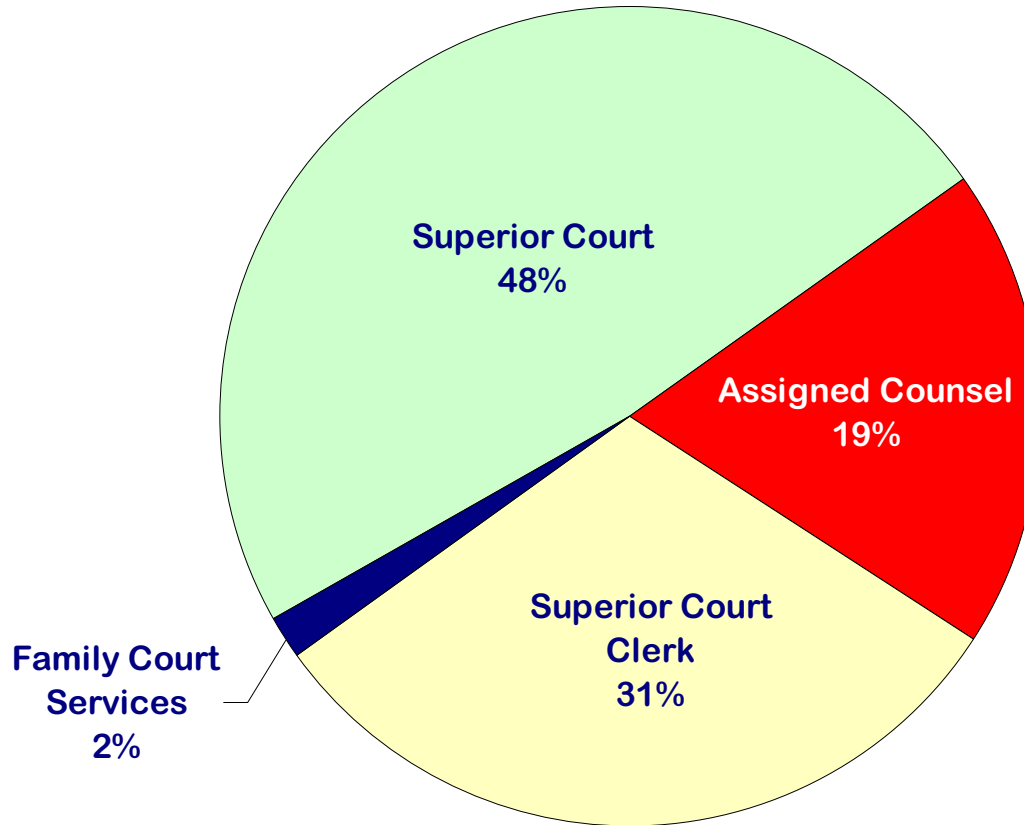
- ▼ At 57% staffing, prioritize services:
  1. Criminal cases.
  2. Domestic Violence protection.
  3. Abused/neglected children.
  4. Involuntary Mental Commitment.
  5. Child Custody.Other case types will be dealt with as/when able.
- ▼ Seek to implement "Children & Families First" re-engineering of domestic relations practice, dependent on additional services request, including:
  1. Case management - court mandates sequence/ deadlines in cases.
  2. Mandatory Mediation.
  3. Mandatory Parent Education.
  4. Supervised Visitation/Neutral Exchange Program.
  5. Managed Guardian ad Litem Services.

# Expenditure Trends



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

# 1999 Budget by Program

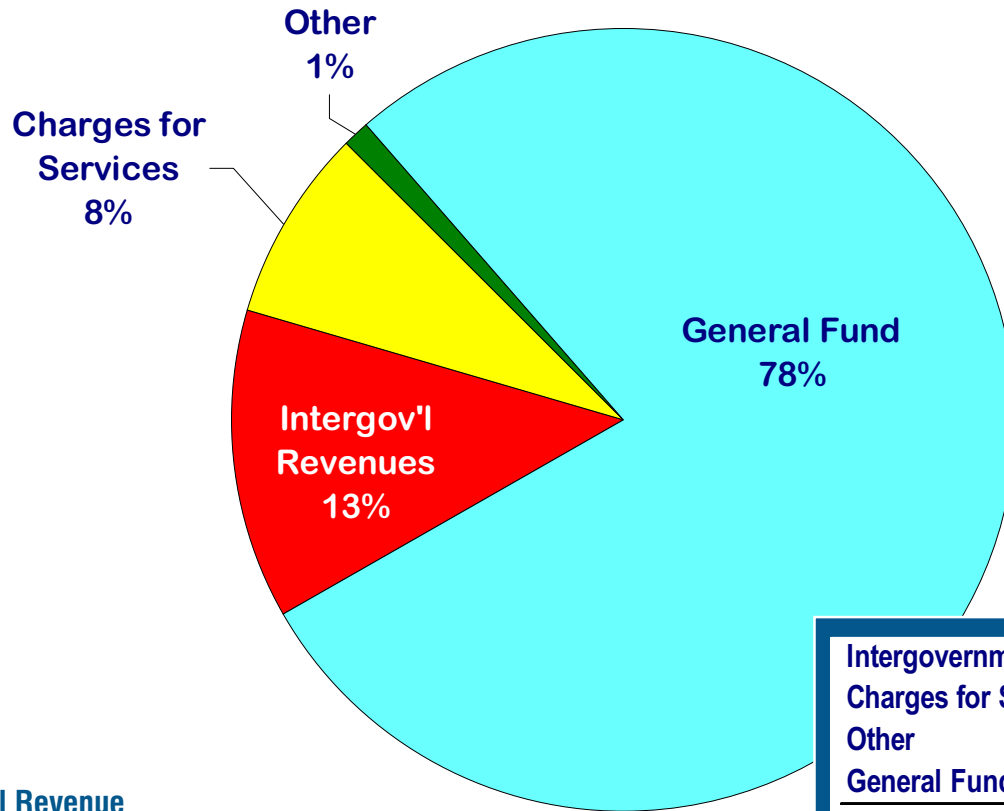


*NOTE: Capital expenditures are not shown to more accurately reflect ongoing operational costs.*

# Program Summary

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>OPERATIONS</b>							
<b>General Fund</b>							
3100 Superior Court	802,178	832,647	938,172	1,111,920	1,216,292	104,372	9.39%
3140 Assigned Counsel	398,409	564,236	400,991	398,846	469,486	70,640	17.71%
3150 Superior Court Clerk	550,699	561,098	588,834	641,181	768,252	127,071	19.82%
3160 Family Court Services	31,209	43,641	41,335	42,234	42,559	325	0.77%
<i>Total Superior Court Operations</i>	1,782,495	2,001,622	1,969,332	2,194,181	2,496,589	302,408	13.78%
<b>CAPITAL</b>							
<b>General Fund</b>							
3100 Superior Court	-	-	60,723	31,000	-	(31,000)	-100.00%
3150 Superior Court Clerk	2,154	825	-	-	11,500	11,500	0.00%
<i>Total Superior Court Capital</i>	2,154	825	60,723	31,000	11,500	(19,500)	-62.90%
<b>TOTAL SUPERIOR COURT</b>	1,784,649	2,002,447	2,030,055	2,225,181	2,508,089	282,908	12.71%

# 1999 Funding Sources



Intergovernmental Revenues	321,300
Charges for Services	197,500
Other	30,000
General Fund	1,947,789
<b>Total Funding</b>	<b>2,496,589</b>

## Intergovernmental Revenue

- ▼ The court receives reimbursement from the state for county-paid criminal witness fees in cases where the defendant is found guilty and for county employee salaries, benefits and administrative costs associated with court proceedings relating to the recovery and enforcement of child support. Also money received from the state based on the Becca Bill funding model.

## Charges for Services

- ▼ The Superior Court charges for filings and various other services. Judicial fines and forfeits are not included as Superior Court revenue.

## Other

- ▼ The Superior Court collects a surcharge on marriage licenses, as well as revenue from other miscellaneous sources.

## General Fund

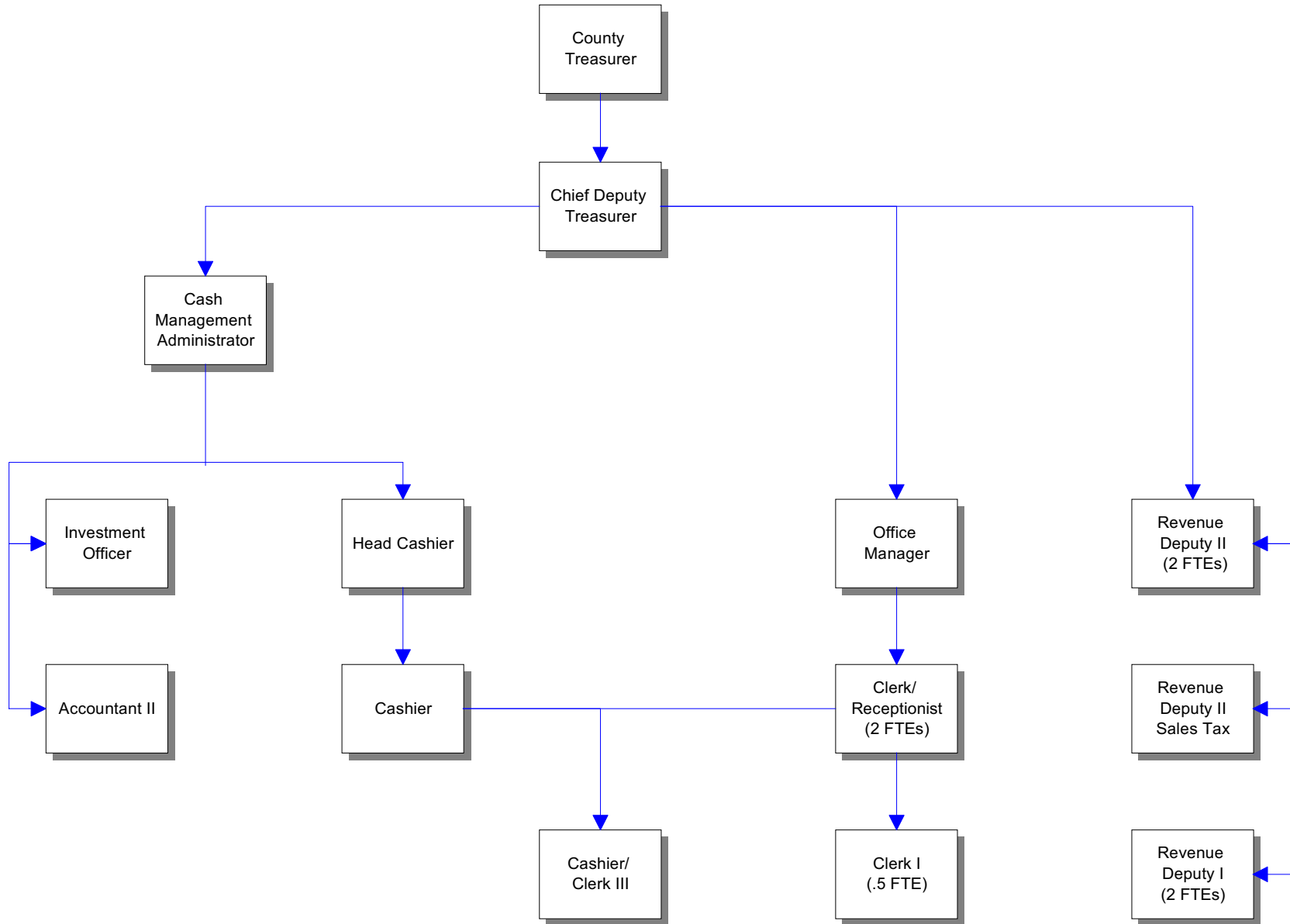
- ▼ Undesignated General Fund resources.

## Performance / Activity Measures

	1997 Actual	1998 Projected	1999 Projected
AVERAGE State Court Staffing per Judicial Officer	5.36	5.43	5.5
WHATCOM Court Staffing per Judicial Officer	3.78	3.78	3.78
TOTAL SHORTFALL in staffing compared to average Superior Court, based on actual caseload (1.25 FTE Judge more required)	(10.45 FTE)	(14.02 FTE)	(14.48 FTE)
% of courtroom work criminal	46%	49%	46%
% of courtroom work civil	40%	37%	40%
% of courtroom work domestic	14%	14%	14%
Cases filed	9,546	11,156	13,041
Documents filed	151,586	174,160	200,110
Computer records entered	1,689,116	1,194,564	1,700,000
Computer entry increase since last FTE added (1990)	60%	83%	111%
Hearings/trials per year	18,200	19,100	22,000
Facilitator contacts ('98: no longer taking phone calls)	8,052	12,481	8,808
Time to trial once ready, civil	9-12 months	12-15 months	12-15 months

# Expenditures Summary

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>GENERAL FUND</b>							
3100 Superior Court							
Salaries & Wages	497,705	536,376	573,858	588,558	649,159	60,601	10.30%
Benefits	84,015	107,256	106,885	106,618	123,679	17,061	16.00%
Supplies	10,085	5,689	3,074	5,530	6,030	500	9.04%
Other Services & Charges	210,373	183,326	254,355	411,214	437,424	26,210	6.37%
Capital Outlay	-	-	60,723	31,000	-	(31,000)	-100.00%
<i>Total Superior Court</i>	802,178	832,647	998,895	1,142,920	1,216,292	73,372	6.42%
3140 Assigned Counsel							
Salaries & Wages	59,387	61,959	66,128	65,882	68,432	2,550	3.87%
Benefits	16,798	17,914	19,015	19,421	20,011	590	3.04%
Supplies	344	489	-	1,500	1,500	-	0.00%
Other Services & Charges	321,880	483,874	315,848	312,043	379,543	67,500	21.63%
<i>Total Assigned Counsel</i>	398,409	564,236	400,991	398,846	469,486	70,640	17.71%
3150 Superior Court Clerk							
Salaries & Wages	364,936	368,605	383,873	424,725	504,368	79,643	18.75%
Benefits	110,976	110,259	115,722	128,040	156,869	28,829	22.52%
Supplies	14,508	20,045	22,299	22,500	22,500	-	0.00%
Other Services & Charges	60,279	62,189	66,940	65,916	84,515	18,599	28.22%
Capital Outlay	2,154	825	-	-	11,500	11,500	0.00%
<i>Total Superior Court Clerk</i>	552,853	561,923	588,834	641,181	779,752	138,571	21.61%
3160 Family Court Services							
Salaries & Wages	23,280	33,543	31,872	32,736	32,796	60	0.18%
Benefits	7,892	9,171	9,208	9,498	9,763	265	2.79%
Other Services & Charges	37	927	255	-	-	-	0.00%
<i>Total Family Court Svcs</i>	31,209	43,641	41,335	42,234	42,559	325	0.77%
<b>TOTAL SUPERIOR COURT</b>	1,784,649	2,002,447	2,030,055	2,225,181	2,508,089	282,908	12.71%



# Mission & Objectives

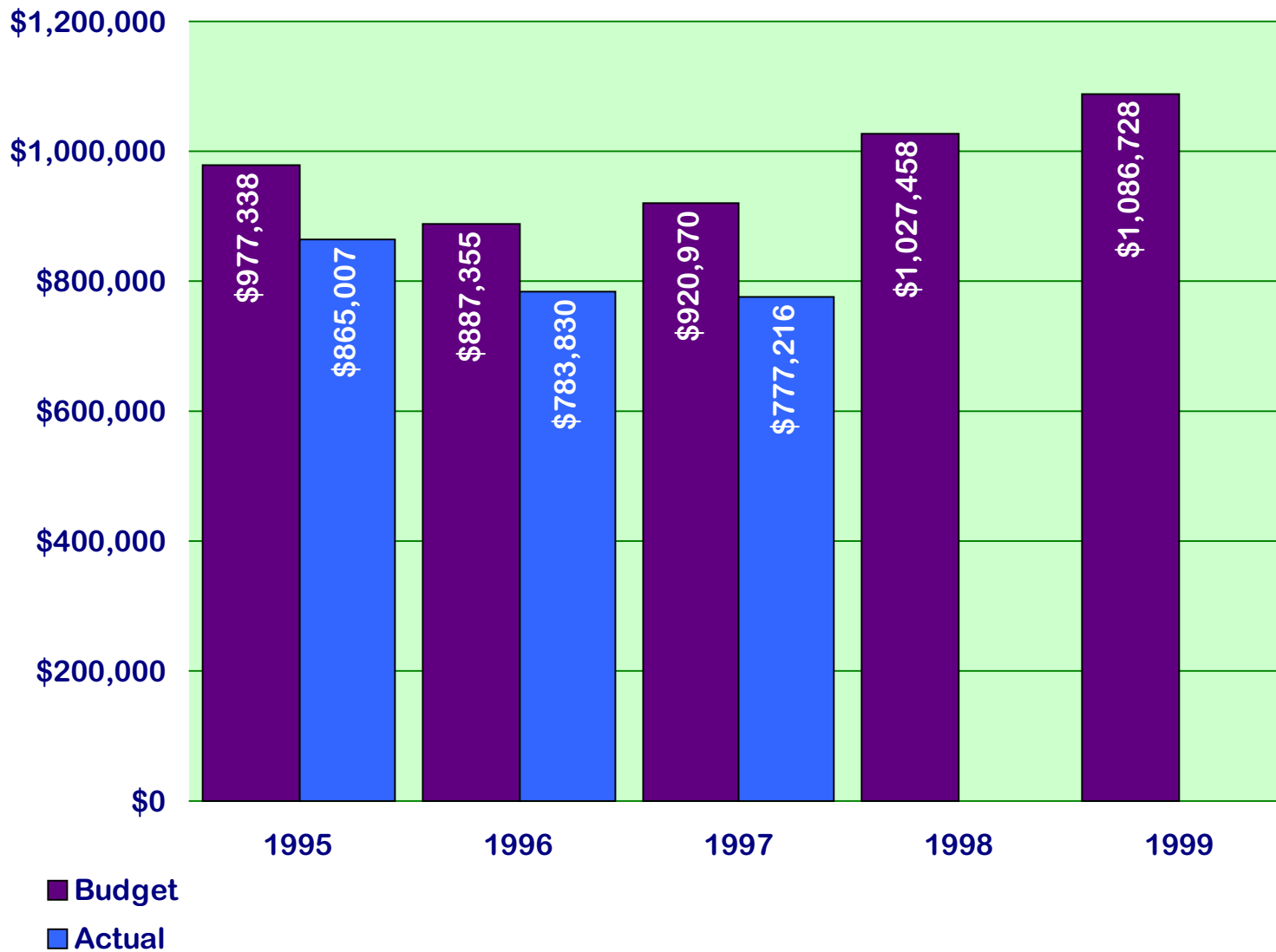
## Mission

- ▼ Efficiently and resolutely collect, report, invest and manage all monies and debt for Whatcom County and all other junior and special purpose districts. As the Treasurer's Office is a service provider, the department's customers are of prime importance. All efforts are made to provide valuable and usable information in a courteous, efficient manner.

## Objectives

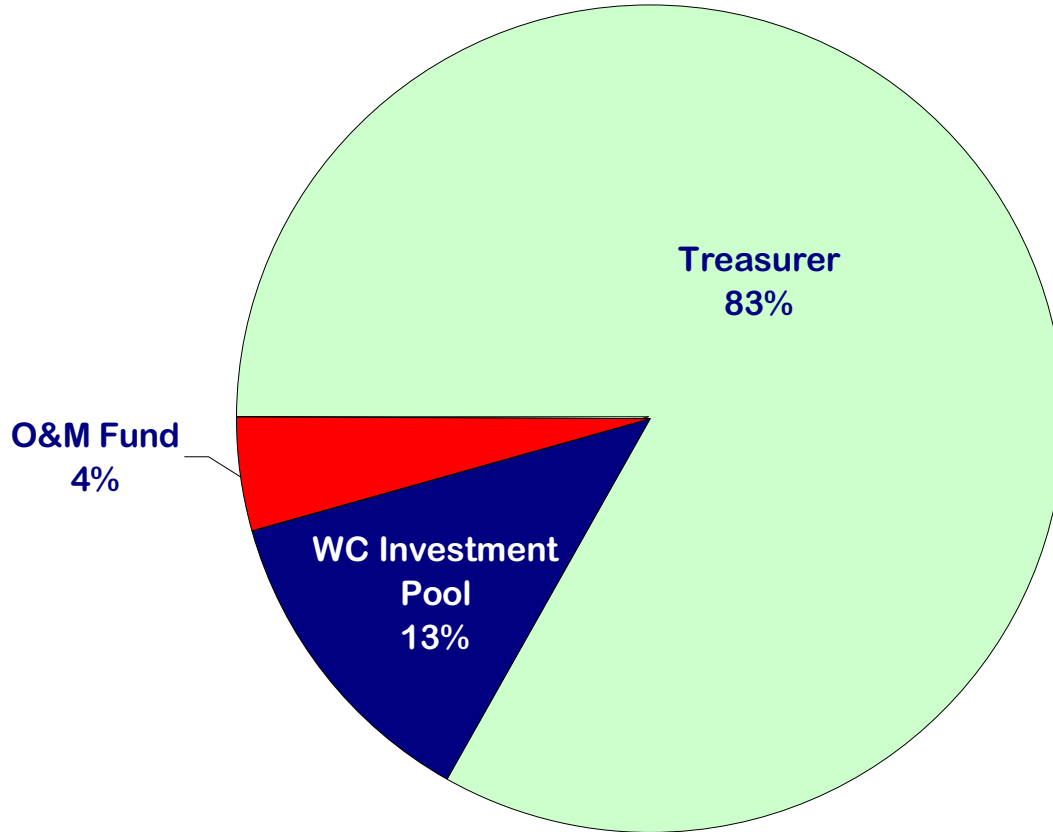
- ▼ Maintain property tax revenues at current peak collection rates. Although not required by statute, it is the policy of the Treasurer to mail delinquent statements twice each year after the first and second half deadlines. The Treasurer believes this has contributed to the high collection rates.
- ▼ Manage all cash to achieve maximum potential with safety and public trust of primary concern. Achieve an overall rate of return on investments which is higher than the Washington State Investment Pool.
- ▼ Develop cash handling policies and procedures and train all County cash handlers.
- ▼ Convert all payments and deposits to investable funds as quickly as possible. Deposit "material" revenues the same day received and deposit all property tax revenues within five working days of the deadline.
- ▼ Provide valuable and timely information to all customers in a courteous and efficient manner. Mail tax statements by February 14th to insure consistent cash flow for the county and other taxing districts and provide all departments and districts with understandable financial reports by the 10th business day each month.
- ▼ Road Improvement District General Debt: Provide infrastructure in the Cordata area. Property owners pay an assessment on an amortized schedule which in turn pays the loans or bonds.
- ▼ General Obligation Bonds: Provide funds for capital improvement projects. Revenue for annual payments obtained by reimbursements from the appropriate districts or funds.

# Expenditure Trends



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

# 1999 Budget by Program



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

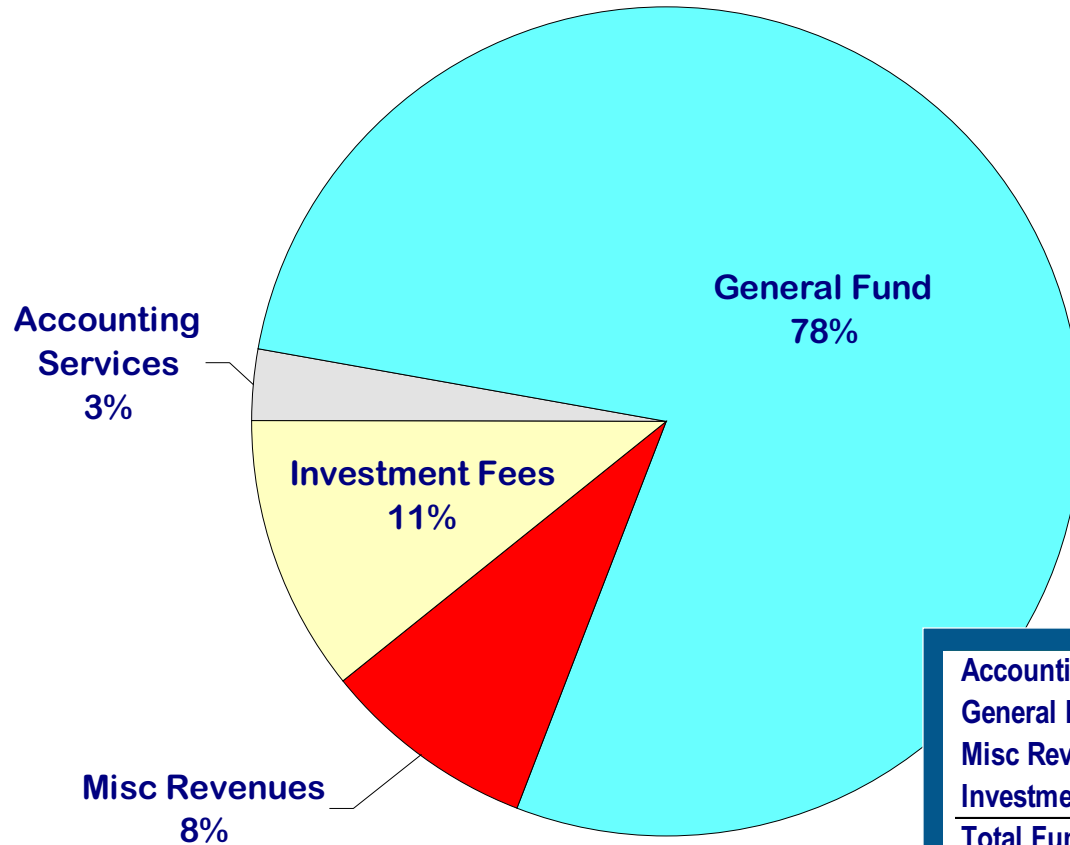
# Program Summary

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>OPERATIONS</b>							
<b>General Fund</b>							
3300 Treasurer	744,576	649,204	605,304	842,864	902,854	59,990	7.12%
3310 WC Investment Pool	96,582	113,801	82,319	116,622	136,527	19,905	17.07%
3320 Treasurer Tax Audit	-	-	29,938	37,494	-	(37,494)	-100.00%
<b>116 Treasurer's O&amp;M Fund</b>	<b>23,849</b>	<b>20,825</b>	<b>59,655</b>	<b>30,478</b>	<b>47,347</b>	<b>16,869</b>	<b>55.35%</b>
<i>Total Treasurer Operations</i>	<i>865,007</i>	<i>783,830</i>	<i>777,216</i>	<i>1,027,458</i>	<i>1,086,728</i>	<i>59,270</i>	<i>5.77%</i>
<b>CAPITAL</b>							
<b>General Fund</b>							
3300 Treasurer	1,835	5,452	10,927	10,450	88,000	77,550	742.11%
3310 WC Investment Pool	-	-	2,098	-	-	-	0.00%
<b>116 Treasurer's O&amp;M Fund</b>	<b>2,581</b>	<b>6,615</b>	<b>2,294</b>	<b>5,100</b>	<b>2,049</b>	<b>(3,051)</b>	<b>-59.82%</b>
<i>Total Treasurer Capital</i>	<i>4,416</i>	<i>12,067</i>	<i>15,319</i>	<i>15,550</i>	<i>90,049</i>	<i>74,499</i>	<i>479.09%</i>
<b>TRANSFERS</b>							
<b>General Fund</b>							
<b>116 Treasurer's O&amp;M Fund</b>	<b>29,715</b>	<b>27,109</b>	<b>24,927</b>	<b>25,000</b>	<b>25,000</b>	<b>-</b>	<b>0.00%</b>
<i>Total Treasurer Transfers</i>	<i>29,715</i>	<i>27,109</i>	<i>24,927</i>	<i>25,000</i>	<i>25,000</i>	<i>-</i>	<i>0.00%</i>
<b>TOTAL TREASURER</b>	<b>899,138</b>	<b>823,006</b>	<b>817,462</b>	<b>1,068,008</b>	<b>1,201,777</b>	<b>133,769</b>	<b>12.53%</b>

**NOTES:**

1. See Appendix for a complete list of county bond funds managed by the County Treasurer.
2. Treasurer's O & M Fund is not subject to County Council approval.

# 1999 Funding Sources



Accounting Services	30,000
General Fund	847,952
Misc Revenues	91,000
Investment Fees	117,776
<b>Total Funding</b>	<b>1,086,728</b>

# 1999 Funding Sources continued

*The Treasurer's Office manages the Whatcom County Investment Pool. Investment pool participants include the county and local school districts, ports, fire districts, cemetery districts and water districts. By utilizing the less fluid capital needs of the pool participants, the Treasurer's Office is able to use longer term and less liquid investments which produce higher returns than the State Local Government Investment Pool. Interest income from the pool's investments are not shown in the department's funding sources graph, however it is important to acknowledge the Treasurer's Office's performance does impact Whatcom County's investment income. Proceeds generated from investment fees charged for managing the pool are included in the departments funding sources graph.*

## Accounting Services

- ▼ The Treasurer's Office is reimbursed for collection services it provides to the Flood Control Zone District.

## Investment Fees

- ▼ The department collects a fee equal to .12% of the annualized total, calculated on the average daily balance of funds invested in the Whatcom County Investment Pool.

## General Fund

- ▼ Undedicated General Fund resources.

## Miscellaneous Revenue

- ▼ The Treasurer collects small amounts of revenue from a variety sources, such as charges on returned checks, tax collection fees, and printing and duplicating charges.

## Performance / Activity Measures

	1997 Actual	1998 Projected	1999 Projected
Address Changes	25,000	27,000	35,000
Cancellations & Supplementals	5,550	7,000	6,000
Excise Documents	8,852	9,500	9,500
Foreclosure Parcels	478	300	500
Investments	1,500	4,900	5,000
Miscellaneous Receipts	5,800	6,000	5,500
Segregations	700	900	900
Special Assessment Accounts	98,500	98,000	105,000
Tax Accounts	100,500	102,500	103,500
Warrants Redeemed	98,000	101,000	105,000

# Expenditures Summary

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>GENERAL FUND</b>							
3300 Treasurer							
Salaries & Wages	484,714	409,572	384,926	417,098	455,151	38,053	9.12%
Benefits	137,952	117,231	109,958	124,413	138,221	13,808	11.10%
Supplies	18,885	18,251	18,154	22,100	23,000	900	4.07%
Other Services & Charges	103,025	104,150	92,266	279,253	286,482	7,229	2.59%
Capital Outlay	1,835	5,452	10,927	10,450	88,000	77,550	742.11%
<i>Total Treasurer</i>	746,411	654,656	616,231	853,314	990,854	137,540	16.12%
3310 W C Investment Pool							
Salaries & Wages	68,958	86,228	58,650	83,754	83,598	(156)	-0.19%
Benefits	17,338	20,017	15,763	21,224	21,266	42	0.20%
Supplies	1,952	310	521	1,400	1,400	-	0.00%
Other Services & Charges	8,334	7,246	7,385	10,244	30,263	20,019	195.42%
Capital Outlay	-	-	2,098	-	-	-	0.00%
<i>Total W C Investment Pool</i>	96,582	113,801	84,417	116,622	136,527	19,905	17.07%
3320 Treasurer Tax Audit							
Salaries & Wages	-	-	22,307	27,165	-	(27,165)	-100.00%
Benefits	-	-	7,631	9,679	-	(9,679)	-100.00%
Other Services & Charges	-	-	-	650	-	(650)	-100.00%
<i>Total Treasurer Tax Audit</i>	-	-	29,938	37,494	-	(37,494)	-100.00%
<i>Total General Fund</i>	842,993	768,457	730,586	1,007,430	1,127,381	119,951	11.91%

*continued on next page*

# Expenditures Summary continued

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>116 TREASURER'S O &amp; M FUND</b>							
11600 Treasurer's O & M							
Salaries & Wages	-	20	829	-	700	700	0.00%
Benefits	-	2	70	-	100	100	0.00%
Supplies	4,111	2,053	3,584	5,250	2,850	(2,400)	-45.71%
Other Services & Charges	19,738	18,750	55,172	25,228	43,697	18,469	73.21%
Capital Outlay	2,581	6,615	2,294	5,100	2,049	(3,051)	-59.82%
Operating Transfers	29,715	27,109	24,927	25,000	25,000	-	0.00%
<i>Total Treasurer's O &amp; M Fund</i>	56,145	54,549	86,876	60,578	74,396	13,818	22.81%
<b>TOTAL TREASURER</b>	899,138	823,006	817,462	1,068,008	1,201,777	133,769	12.53%

*NOTE: Treasurer's O & M Fund is not subject to County Council approval.*

*RCW 73.08.080 provides for a property tax to be levied at not less than one and one eighth cents per thousand dollars of assessed valuation for the care of indigent veterans and their families.*

# Mission & Objectives

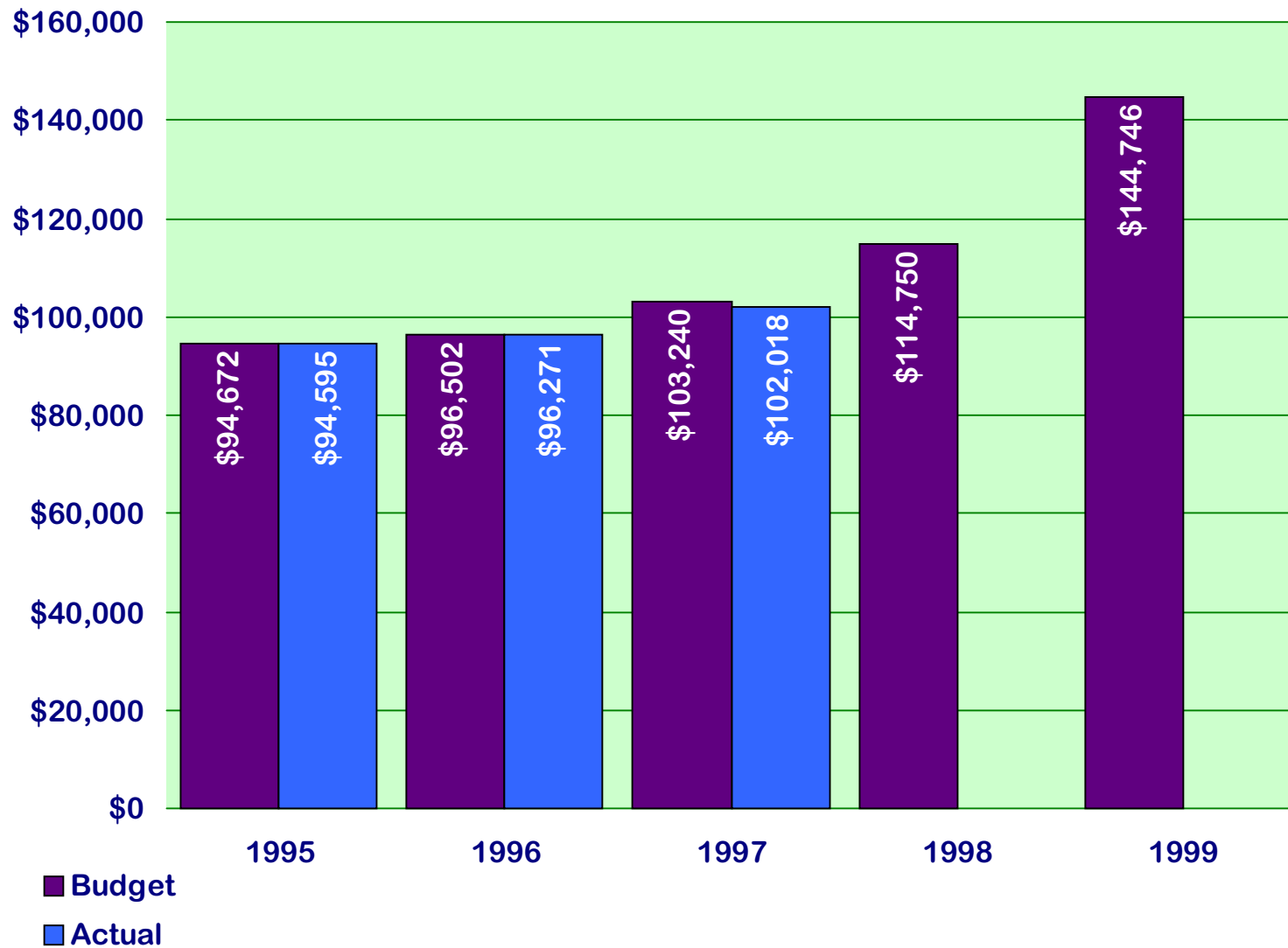
## Mission

- ▼ Provide relief to indigent veterans who served in a period of war, and provide relief to their families.

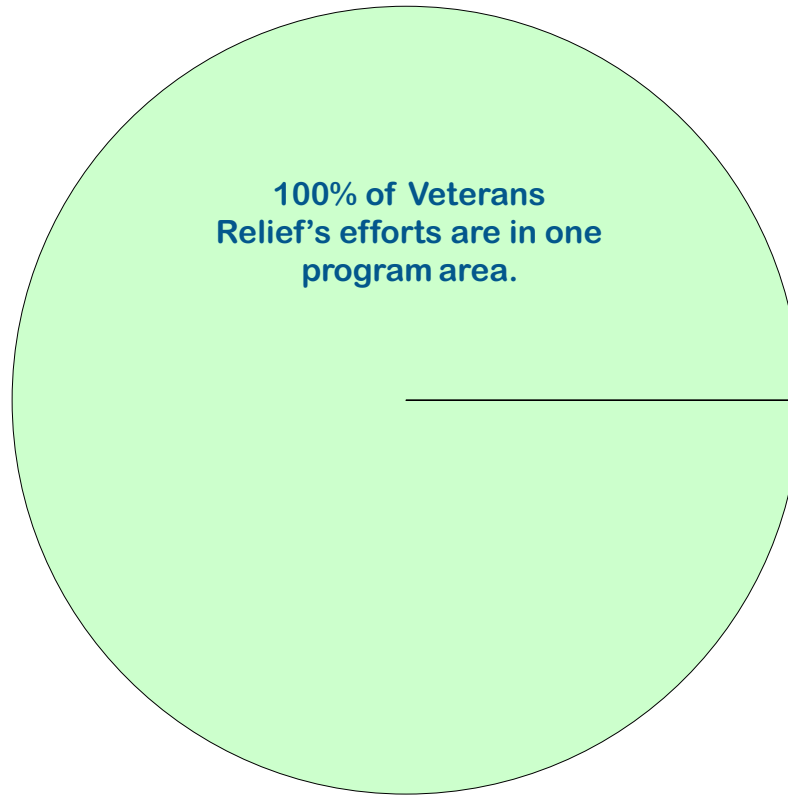
## Objectives

- ▼ Provide financial assistance to veterans and their families for the following:
  - Rent.
  - Utilities.
  - Telephone service when medically required or for work search.
  - Some medical costs.
  - Wood or propane for heating.
  - Food.
  - Clothing (on occasion).

# Expenditure Trends



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

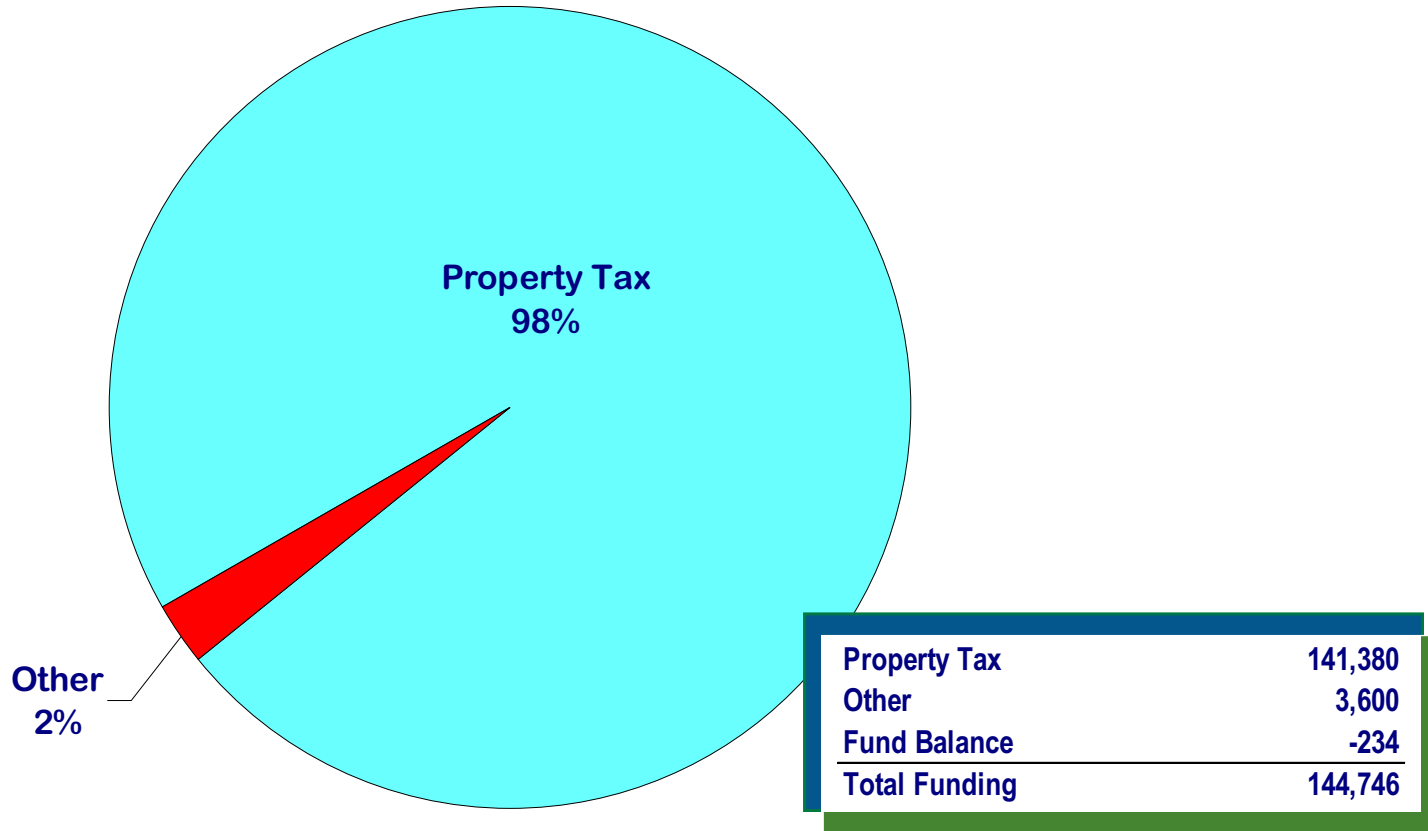


*NOTE: Capital expenditures are not shown to more accurately reflect ongoing operational costs.*

# Program Summary

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>OPERATIONS</b>							
114 Veterans Relief Fund	94,595	96,271	102,018	114,750	144,746	29,996	26.14%
<i>Total Veterans Relief Operations</i>	94,595	96,271	102,018	114,750	144,746	29,996	26.14%
<b>CAPITAL</b>							
114 Veterans Relief Fund	-	3,657	-	-	-	-	0.00%
<i>Total Veterans Relief Capital</i>	-	3,657	-	-	-	-	0.00%
<b>TOTAL VETERANS RELIEF</b>	94,595	99,928	102,018	114,750	144,746	29,996	26.14%

# 1999 Funding Sources



## Property Tax

- ▼ RCW 73.08.080 provides for a property tax to be levied at not less than one and one eighth cents per thousand dollars of assessed valuation for the care of indigent veterans and their families.

## Other

- ▼ State Forest Board revenues which are distributed in the same proportion as property taxes.

## Fund Balance

- ▼ Veteran's Relief will add \$234 to their fund balance during 1999.

# Expenditures Summary

	Actual 1995	Actual 1996	Actual 1997	Budget 1998	Budget 1999	\$ Change 98 to 99	% Change 98 to 99
<b>114 VETERANS RELIEF FUND</b>							
Veterans Relief							
Supplies	327	135	444	500	550	50	10.00%
Other Services & Charges	94,268	96,136	101,574	114,250	144,196	29,946	26.21%
Capital Outlay	-	3,657	-	-	-	-	0.00%
<b><i>TOTAL VETERANS RELIEF</i></b>	<b>94,595</b>	<b>99,928</b>	<b>102,018</b>	<b>114,750</b>	<b>144,746</b>	<b>29,996</b>	<b>26.14%</b>

# Administrative Services

## Facilities Management

Facilities Management

ADS 8

Provide management of all aspects of property management including acquisition, construction, maintenance, custodial, security, parking and other related services.

Mandate(s): None

Purpose: Provides the county with prompt, cost-effective facilities management including property acquisition and construction, facilities maintenance and repair and custodial services.

*Notes: Facilities Management is primarily an "in & out" operation. The revenue generated by the Facilities square footage charge is expended dollar for dollar to perform those services listed on the Basic Service Fee list.*

## Accounts Payable

Finance

ADS 4

Audits accounts payable transactions and generates warrants that are distributed to vendors.

Mandate(s): WCC 3.02.03 section 5

Purpose: Processing accounts payable transactions is a necessary part of government operations. Central administration ensures consistency, accountability and access to management information.

## Budget Development

Finance

ADS 2

Prepares the county's annual budget.

Mandate(s): Whatcom County Charter 3.22 d

Purpose: The annual budget provides a rational systematic process for planning for the needs of county residents and it provides an effective means of allocating scarce county resources.

## District Accounting/ Disbursements

Finance

ADS 40

Staff reviews the district accounts payable claims and enters them into the computer.

Mandate(s): RCW 36.22.090

## District Accounting/ Payroll

Finance

ADS 39

Process payroll for special purpose districts within the county.

Mandate(s): None

# Administrative Services

## General Ledger & Annual Financial Report

Finance

ADS 1

Maintain the general ledger, establish and maintain internal accounting controls, and prepare year end financial statements.

Mandate(s): RCW 43.09.200; WCC 6.41; WCC 3.02.030

Purpose: Provides timely accurate financial reports to best administer and enables the public to hold government accountable for use of tax dollars.

## Management/ Disposition of Personal Property

Finance

ADS 6

Manages property inventory.

Mandate(s): RCW 39.32.01 -39.32.02; WCC 1.10.140-.260

Purpose: Ensures that property is used for its maximum life and then disposed of in an open and fair manner that complies with both state and local regulations.

## Payroll

Finance

ADS 3

Processing payroll for the county.

Mandate(s): None

Purpose: Preparing payroll in-house enables the county to integrate cost accounting systems and employee benefits with the payroll system. This provides accountability, cost effective operations and good access to management information.

## Purchasing

Finance

ADS 5

Provides purchasing information and assistance to departments.

Mandate(s): RCW 36.32.240; WCC 3.08.010-140; Executive Orders 95-030 & 04

Purpose: Provides a central location for vendors and public to obtain information about county bids and purchasing policies and procedures.

## Quarterly Financial Reports

Finance

ADS 272

Compiles and distributes a Whatcom County financial report four times a year.

Mandate(s): WC Charter

Purpose: In compliance with the Whatcom County Charter, quarterly reports are generated to provide critical financial information.

*Notes: Quarterly financial reports are submitted by the Executive's Office to the County Council on February 15, May 15, August 15 and November 15 of each year. These reports are available to the public at the Council office.*

## Classification & Compensation

Human Resources

ADS 246

Administer compensation system to recruit, motivate, evaluate and retain employees with those skills and attributes which support the county's mission and strategic plan for services.

Mandate(s): Fed Fair Labor Standards Act, Equal Pay Act, Americans with Disabilities Act; Collective Bargaining Agreements

Purpose: System for classifying work, assigning pay, defining work and performance expectations, complying with applicable laws.

## Employee & Labor Relations

Human Resources

ADS 245

Administer personnel policies; negotiate and administer nine collective bargaining agreements covering 86% of county employees; investigate complaints; resolve grievances; assure good employee relations across groups.

Mandate(s): RCW 41.56 Public Empl Collective Bargaining Act; RCW 49.60, 42.40, 43.88/Whistleblower's Act

Purpose: Resolution of employee relations & work place issues; reduced liability for costly legal processes; enhanced employee morale and retention.

## Employee Services

Human Resources

ADS 249

Coordinate benefit programs (health & welfare, paid and unpaid leave, workers' compensation, unemployment), conduct new employee orientations, exit interviews, and promote employee training and skill development.

Mandate(s): Fed Family Medical Leave Act; Fed Americans with Disabilities Act; Fed COBRA re: right to extend med benefits; RCW 51 Workers' Compensation

Purpose: Fosters favorable employment climate by providing benefits, income protection, training and skill development opportunities for employees.

## Employment & Recruitment

Human Resources

ADS 247

Coordinate the employment process to ensure selection of the best qualified employees to meet the County's needs and compliance with all applicable laws.

Mandate(s): Fed Title VII/Civil Rights Acts; Fed Executive Orders 11246 and 11375; Fed Age Discrimination in Employment Act; Fed Americans with Disabilities Act

Purpose: Effective recruitment, fair & legal process; reduced liability for costly legal actions through centralized, systematic, legally defensible approach.

## Human Resources Information

Human Resources

ADS 251

Enhance and upgrade use of computer and other technology to make operations more efficient, cost effective, and to make Human Resources management information more readily accessible to supervisors.

Mandate(s): All federal and state laws include reporting requirements

Purpose: Provides system for initiating and tracking personnel actions, objective data for policy and administrative decisions, and documentation and record-keeping to meet legal requirements.

## Management Services

Human Resources

ADS 248

Provide consistent information and recommendations to supervisors on labor, employment, performance, benefits and other issues through individual and group consultation and training.

Mandate(s): RCW 50.010 Unemployment; RCW 43.22.270 Family Care Act; RCW 41.40 Retirement System; RCW 48.62 Self-Insurance

Purpose: Improves skills and expertise of county supervisory staff and assures consistent application of policies and collective bargaining agreements across departments.

## Risk Management: Employee Health & Safety

Human Resources

ADS 250

Promote a safe and healthy workplace through accident and hazard investigations, training, preventive measures and wellness programs.

Mandate(s): Fed Occupational Safety Health Act (OSHA); RCW 49.17 Industrial Safety & Health Act; WAC 296.24.020

Purpose: Reduces injuries and illness to save costs for medical and workers' compensation claims, and lost productivity. Improves morale.

## Strategic Planning & Budgeting

Human Resources

ADS 244

Assure that resources, systems and strategies focus on priority organizational goals in the management of Whatcom County's 700+ employee workforce.

Mandate(s): WC Charter

Purpose: Strategic management of county staffing and personnel practices. Salaries and benefits account for nearly \$40 million of General Fund expenses.

## ADA Compliance

Information Services

ADS 7

Make all programs and facilities compliant with ADA by removing any barriers to disabled citizens.

Mandate(s): Federal Americans with Disabilities Act of 1990; Whatcom Co Ordinance 92-048; Whatcom County Ordinance 96-010; Whatcom County ADA Transition Plan

Purpose: Comply with the law and provide accessible facilities and programs to citizens and employees.

*Notes: Whatcom County is mandated to complete the transition plan as adopted by Council. Additional projects may be added when deemed necessary by the Compliance Committee.*

# Administrative Services

## Computer Support

Information Services

ADS 243

AS/400, local and wide area networks and personal computer hardware/software support.

Mandate(s): None

Purpose: Provides rapid on-site support to all users at a lessor cost than private industry providers.

*Notes: Increased demand for this service is anticipated. With technology changing rapidly and greater utilization of it by departments to complete daily tasks, dependency on reasonable service and support levels is expected.*

## Courier Service

Information Services

ADS 15

Daily pickup and delivery of packages, mail and supplies from the Courthouse mailbox area to State St. Health, Forest St. Annex, Northwest Annex, Central Shop and Girard St. Health.

Mandate(s): None

Purpose: Provide necessary link between the courthouse and other County facilities.

## Mailing Services

Information Services

ADS 14

Collect, weigh, meter, sort and bundle all outgoing County mail and send by most cost effective means, process all UPS and FedEx outgoing letters/packages and bill departments for usage.

Mandate(s): None

Purpose: By having a centralized county-wide operation, the County saves money in postage costs by taking advantage of savings that result from larger volumes of mail.

## Microfilming

Information Services

ADS 10

Prepping, filming, film processing, editing, indexing and film duplicating of various county records for the purposes of meeting state storage and preservation requirements.

Mandate(s): None

Purpose: Citizens may immediately access microfilmed records without waiting for staff to locate paper files.

*Notes: The Microfilm Center has the equipment to serve the entire county; however, because of staffing limitations, it cannot serve all departments.*

## Paper Sales

Information Services

ADS 13

Paper is stocked in the Print Shop so departments have immediate access to copy and computer paper when it is needed.

Mandate(s): None

Purpose: Centralized paper purchasing enables county departments to take advantage of substantial price discounts.

## Printing Services

Information Services

ADS 12

Printing services; designing and ordering county envelopes and business cards; coordinating print orders requiring vendor services.

Mandate(s): None

Purpose: By consolidating orders, Whatcom County departments are able to take advantage of price breaks available through volume buying.

## Records Management

Information Services

ADS 11

A centralized County Records Management Program provides efficient records management services to comply with state and federal laws regarding storage, protection and disposal of all county records.

Mandate(s): RCW 40.14.040

Purpose: By having a records management program, taxpayers are ensured that the county's records will be available, accessible and preserved in accordance with the state's guidelines.

## Telecommunication Support

Information Services

ADS 9

Troubleshoot and repair telephone system problems, including voice mail. Coordinate services with local telephone

Mandate(s): None

Purpose: Service is provided in a more timely manner with less cost.

*Notes: Data and voice communications play an important part in each and every employee's work day. It is essential that these systems remain operational in order to accomplish the county's services to the public.*

## Assessor - Public Assistance

ASR 34

Provide assistance to public inquiries by phone and at office counter. Also provide outreach program of public educational seminar presentations to interested groups on property tax related topics.

Mandate(s): RCW 42.17.290 and other various sections

Purpose: Assist and provide public with requested information.

*Notes: Certain costs for supplies, paper, and maintenance (wear and tear) on copying machinery is recovered.*

## Assessor's Database Management

ASR 32

Maintains an accurate property ownership/taxpayer, parcel inventory data, taxing district boundary definitions, land use definition, assessed valuation data and mapping for all properties and accounts.

Mandate(s): RCW 84

Purpose: Support operational function of Assessor's Office.

*Notes: The Data Base's integrity and utility are critically important to numerous governmental entities supported by downloads. i.e. GIS, Health, Planning, etc.*

## New Construction Valuation

ASR 31

Inspects, processes new/update record and determines value of new construction.

Mandate(s): RCW 36.21.071

Purpose: Provides fair distribution of property tax responsibilities. Generates additional property tax revenue.

*Notes: The Assessor's Office does not receive revenue. The revenue indicated is the amount of revenue generated for the taxing districts. Revenues continue year after year from these process accounts. They increase as well by the regular levy increase capability.*

## Real Property Revaluation

ASR 29

Physically inspects and revalues real property parcels on a continuous systematic cycle, at least once every four years to re-establish a 100% assessed value to market value relationship.

Mandate(s): RCW 84.41.030

Purpose: Fair distribution of property tax responsibilities

*Notes: The Assessor's Office does not receive revenue. The revenue indicated is the amount of revenue generated for the taxing districts.*

## Valuation Defense

ASR 35

Answers to valuation and procedures before a distinct and separate administrative appeals mechanism. Board of Equalization / Tax Appeals

Mandate(s): RCW 84 various sections

Purpose: Provide the public with a well defined and accountable mechanism for review of Assessor's valuations. Protect the public's right to a fair and citizen balanced due process.

## Flood Control Assessment

All

ASR 36

Administrative support to the Whatcom County Flood Control District Special Assessment Roll, including verification, audit control, data entry and report.

Mandate(s): WCC

Purpose: Provide a cost effective mechanism to generate needed revenue to operate and answer Flood Zone District's budget requirements.

*Notes: Many Assessor's Office property tax assessment roll components are utilized in the FCZD roll. The costs to maintain this same data for property tax functions was not calculated in the FCZD cost. Sub Flood Zone District support is now being added as an office responsibility.*

## Personal Property Valuation

All

ASR 30

Businesses must report their equipment and asset listings annually. These assets are appraised and valued at 100% assessed value to market value relationships.

Mandate(s): RCW 84.40.020

Purpose: Provide fair distribution of individual property tax responsibilities and establish the tax roll.

*Notes: The Assessor's Office does not receive any revenue. The revenue indicated is the amount of revenue generated for the taxing districts.*

## Taxroll Processing

All

ASR 33

Process assessment roll to certification as a Property Tax receivable collection roll for the Treasurer's billing, collection and distribution. Reports and audit verification are required by statute and accurate calculations and distributions must be

Mandate(s): RCW 84, various sections

Purpose: Taxing Districts rely on the revenue generated from property tax to provide the services that the public need and demand.

*Notes: The Assessor's Office does not receive revenue. The revenue indicated is the amount of revenue generated for the taxing districts.*

## Document Recording

AUD 41

The County Auditor is the official recorder of property liens within the county. Deeds, mortgages and other property contracts are recorded in this office and an official copy is maintained for public research and historical purposes.

Mandate(s): RCW 65.04

Purpose: This service provides the official record of the legal status of real property within the county.

*Notes: The annual revenue is variable depending on local and national economic conditions. This is an activity that generates surplus revenue for the county.*

## Elections

AUD 44

Register voters and conduct elections held within the county.

Mandate(s): RCW, Title 29 & federal laws

Purpose: Provides open and fair elections within the county.

*Notes: Revenue varies depending on the number of elections held during a year. Voter registrations are reimbursable by cities for registered voters living within cities. Election costs are reimbursable for every election held for local jurisdictions and for elections held in odd-numbered years of the State of Washington (amount varies depending on election activity for the year).*

## Internal Audit

AUD 38

Evaluate, make recommendations and report on county operations.

Mandate(s): County Charter 3.52

Purpose: Increased efficiency and effectiveness in government, providing taxpayers more value for their tax dollars through internal audit's recommendations. In addition, internal audit programs can have an impact in reducing and controlling State Auditor fees.

*Notes: While this service does not generate revenue, it does result in increased efficiency and effectiveness in government. The taxpayer receives more value for their tax dollar because of the recommendations made by internal audit. In addition, internal audit programs can have an impact in reducing and controlling State Auditor fees.*

## Licensing

AUD 43

License and process title transfers for vehicles and vessels; monitor licensing subagents.

Mandate(s): RCW 42.01.130

Purpose: Provide locations for payment of legally mandated vehicle and vessel licensing & registration fees.

*Notes: Transaction fees generate a net annual surplus of \$442,000.*

## Marriage Licenses

AUD 42

Issue, record and maintain marriage licenses as public records.

Mandate(s): RCW 26.04

Purpose: Provide mandated marriage license issuance and records service.

*Notes: Licenses are currently \$52 resulting in revenue of \$62,400. Of this fee, \$15 from each license is remitted to the state, \$23 is for use in Superior Court programs and the remainder is general county revenue.*

## 4-H/ Youth Development

COOP 48

Organizes and supports 4-H educational activities that teach life skills to 4-H members and other school age youth through direct education and through volunteers.

Mandate(s): None

Purpose: The county benefits from the cost effective method of training volunteers who in turn work with groups of youth to do youth development.

*Notes: This is not a mandated service. Cooperative Extension is a publicly funded educational system that links the education and research resources of 74 land-grant institutions, the U.S. Department of Agriculture and 3,150 counties, as authorized by the Smith-Lever Act of 1914 and companion legislation in each state. 243 adult volunteers invest their time to teach the 876 youth enrolled in the 71 4-H clubs across the county. These volunteers invested over 42,000 hours during the 1997-98 4-H year. Based on time allocation, this has a total direct cost of \$ 6,442.50; per unit costs are \$ 7.62/youth or \$0.14/volunteer hour. 42 Challenge volunteers worked with 76 groups of youth doing Challenge activities with 1,661 youth. Based on time allocation this has a direct cost of \$ 5,798.25; per unit costs are \$3.49/youth. Cooperative Extension organized 10 community businesses and organizations to sponsor the Forest Conservation Tour for 1,058 5th and 6th grade youth in county schools. Based on time allocation this has a direct cost of \$ 644.25; per unit costs are \$0.61/youth.*

## Ag & Natural Resources - Dairy

COOP 46

Provides education and technical assistance to dairy producers to help them protect the environment and remain economically viable production units.

Mandate(s): None

Purpose: The dairy industry is a core element of our economy. Helping producers maintain economically and environmentally sustainable operations is essential for the health of Whatcom County's economy.

*Notes: This is not a mandated service. Cooperative Extension is a publicly funded educational system that links the education and research resources of 74 land-grant institutions, the U.S. Department of Agriculture and 3,150 counties, as authorized by the Smith-Lever Act of 1914 and companion legislation in each state. Among counties across the U.S. Whatcom ranks in the top 15 for total number of milking cows, and in the top 10 for dollar value of milk produced.*

*"Farm gate" value of milk produced in Whatcom County is in the range of \$180 million annually.*

## Ag & Natural Resources - Environment

COOP 264

Provides factual information and community capacity building to appreciate, protect, and conserve our natural resources through local efforts.

Mandate(s): None

Purpose: Government can provide natural resource protection either through regulation or education. This program provides a respected alternative to regulation.

*Notes: This is not a mandated service. Cooperative Extension is a publicly funded educational system that links the education and research resources of 74 land-grant institutions, the U.S. Department of Agriculture and 3,150 counties, as authorized by the Smith-Lever Act of 1914 and companion legislation in each state. Washington State University (state & federal funds) contributes 65% of the total costs for Cooperative Extension in Whatcom County. A portion of this service is also funded by grants.*

## Ag & Natural Resources - Horticulture

COOP 45

Provides educational technical assistance to growers of all economic crops grown in the county. This assistance includes pest, disease, and cultural problem diagnosis and control recommendations.

Mandate(s): None

Purpose: Farmers must have the most current and reliable research based production information possible to remain competitive and viable.

*Notes: This is not a mandated service. Cooperative Extension is a publicly funded educational system that links the education and research resources of 74 land-grant institutions, the U.S. Department of Agriculture and 3,150 counties, as authorized by the Smith-Lever Act of 1914 and companion legislation in each state. Washington State University (state & federal funds) contributes 65% of the total costs for Cooperative Extension in Whatcom County. A portion of this service is also funded by grants.*

# Cooperative Extension

## Family Living Education

COOP 47

Helps families and individuals acquire knowledge and learn skills to become more self-reliant in today's changing world.

Mandate(s): None

Purpose: Benefits include more nutritious meals for families, less food borne illness, higher level of money and resource management. In summary, enhance self-reliance skills.

*Notes: This is not a mandated service. Cooperative Extension is a publicly funded educational system that links the education and research resources of 74 land-grant institutions, the U.S. Department of Agriculture and 3,150 counties, as authorized by the Smith-Lever Act of 1914 and companion legislation in each state. Home food preservers look to Cooperative Extension to provide information on preserving food that is safe and economical, through avoidance of food spoilage or the development of toxic organisms.*

## Appeals, Hearing Examiner

COUN 58

Process appeals of any final decision of the Whatcom County Hearing Examiner. The applicant, any party of record, or any county department may appeal the Hearing Examiner's decisions.

Mandate(s): WCC 20.92.60

Purpose: The appeal process gives an applicant, any party of record, or any county department an opportunity to be heard when he/she does not agree with the decision of the Hearing Examiner.

*Notes: Net cost: \$6,975 (annual cost) minus \$2,800 (revenue) equals \$4,175 (net cost)*

## Board of Equalization

COUN 54

This service provides the taxpayer with an appeal for process to challenging the Assessor's determination of real property

Mandate(s): RCW 84-48.028

Purpose: The taxpayer is given the chance to challenge the assessed value of his/her property. In turn, if the assessment is lowered, the taxpayer's annual taxes may decrease.

*Notes: Requests for petitions and assessment appeal requests come in daily. Activity increases when assessment notices and tax payment notices are sent out. Usually the volume of work load is from July through April. Approximately 30 hours per week is spent on this service during the hearing season, which begins July 15 and runs through April 30. Annual cost includes: \$27,290 from 1100 (Council) and \$14,139 from 1120 (Board of Equalization). Approximate staff hours per year include 1456 hours for the Board of Equalization Clerk and 1571 hours for Board of Equalization members.*

## Boards and Commissions Administration and Staffing of Forestry Forum

COUN 53

Insures all positions are filled and members are appointed in an appropriate and legal manner and provides staff support for the Forestry Forum.

Mandate(s): WCC 2.03, WCC 2.02.180

Purpose: This services provides insurance of equal and legal representation on all Whatcom County Boards and Commissions.

## Council Agenda Scheduling, Meeting Attendance, and Follow-up

COUN 56

Scheduling of items for Council review and action, proper notification, agenda packet preparation and distribution, attendance/ recording of meetings, all after meeting processing, and minutes preparation.

Mandate(s): RCW 36.22.010, 36.22.020, 36.32.135, 36.32.110, 36.32.140, 42.30.010 through 42.30.920, 42.17.010 through 42.17.340, WCC 2.02.010 through 2.02.240,

Purpose: This service is provided to keep the public and county personnel informed of issues of interest and importance, and to aid in the conduct of the people's business" (RCW.42.30.010)

*Notes: Other mandates include: Whatcom County Charter Sec. 2.30, 2.60; Whatcom County Code 2.02.070; RCW 42.17.260 (3) through 42.17.260 (3)(f), 42.17.290*

## Legal & Public Notices (Council)

COUN 59

Draft and process legal notices, alerting the public to proposed and/or adopted legislation and scheduled public hearings.

Mandate(s): Whatcom County Charter, Article 2.3; WCC 1.10.190, 2.02.120, 2.02.120; RCW 36.87.050, 36.55.040, 42.30.920

Purpose: The public is kept informed of proposed and adopted legislation, including legislation that may assess fees or result in a penalty.

*Notes: Total Annual Cost Includes: \$10,438 (Labor) and \$14,000 (Advertising - 1100.6810)*

## Ordinances & Resolutions, Drafting of

COUN 49

Council Clerk and staff conduct research and draft ordinances and resolutions to assist Council members, citizens, and county departments in setting policy and law for Whatcom County.

Mandate(s): WCC 2.02, WCC 9.32.010 through 9.32.320, RCW 36.32.120, RCW 36.87, Whatcom County Charter 2.30 through 2.60

Purpose: Through citizen inquiries, requests, and petitions, the public has the opportunity to have a say in county laws, procedures, etc.

*Notes: Irrigation Districts: RCW 87.03; Fire Districts: RCW 52.02; Water Districts: RCW 57.04; Lake Management: RCW 36.61 Shellfish Prot. Districts: RCW 90.72 Park & Recreation Districts: RCW 36.69 Diking Districts: RCW 85.05; Flood Control Districts: RCW 86.09; Sewer Districts: RCW 56.04*

# District Court

## **Criminal & gross misdemeanor (DUI, Criminal Traffic)**

DC 224

Trials, probation, collection of fines and fees, jury coordination, criminal orders for protection, warrants for arrest.

Mandate(s): Titles 3,9,10, 26,46,69 of RCW

Purpose: Protect society.

## **District Court Civil Cases**

DC 226

Small Claims Trials & Post Judgment Filings; Civil Trials & Post Judgment Hearings & Filings; Name Change Orders; Civil Orders for Protection, Domestic & Anti Harassment

Mandate(s): Title 3,12,& 26 of RCW

Purpose: Provide a forum for the resolution of civil disputes.

## **District Court Infractions**

DC 225

Contested hearings and collection of penalties.

Mandate(s): RCW 46.63

Purpose: Provide safety on the roadways.

# District Court Probation

## Deferred Prosecution (Probation)

DCP 228

Supervise compliance with conditions of deferred prosecution. Make recommendations to the courts when changes in conditions are needed. Assist offenders with problems. Coordinate treatment requirements with community resources. Bring offenders before the court when non-compliance needs court attention.

Mandate(s): None

Purpose: Provide cost effective, successful alternative to prosecution, incarceration and probation.

*Notes: Deferred Prosecution is 23% of the workload. Approximately 74% of this annual cost is paid for by user fees.*

## Pre Trial Probation

DCP 229

Supervise conditions of release pending trial date. These cases are usually intensive supervision requiring contact once a

Mandate(s): None

Purpose: Provide an alternative to jail though pre-trial supervision, freeing up jail space and reducing operating costs.

*Notes: Provides cost savings.*

## Probation Supervision

DCP 227

Conduct pre-sentencing and post-sentencing background investigations, including sentencing recommendations to the court regarding jail terms, alternatives to incarceration, and conditions of release and provide ongoing supervision and assessment of offender's needs and the risk they pose to the community.

Mandate(s): None

Purpose: Probation is one of the cheapest alternatives to jail time. Probation supervision places control on an offender while in the community.

*Notes: Probation supervision is 60% of the department's workload. Approximately 40% of this cost is paid by user fees.*

## Probation, City Contracts

DCP 230

Probation and deferred prosecution services are provided by contract. The primary users are the municipal courts of Sumas, Lynden, Everson-Nooksack and Bellingham.

Mandate(s): None

Purpose: The cities contracting for services help reduce duplication between the cities and the county.

## Administration of County Departments

EXEC 231

Administration and supervision of county departments to assure coordinated delivery of services to the citizens of Whatcom County at acceptable levels and through appropriate methods.

Mandate(s): Charter article 3 sec. 3.22

Purpose: Provides efficient management of government operations.

## Budget Administration

EXEC 232

Oversee annual development of budgets for all county operations. Ensure that the County Council is presented with balanced budgets that meet established policies regarding the funding of public services through county government. The Executive is responsible for ensuring that yearly budgets are properly administered in conformance with legal mandates and the policy direction of the Council.

Mandate(s): Charter article 3 sec. 3.22d & article 6

Purpose: Provides efficient management of government operations.

## County Contracts & Agreements

EXEC 234

Ensure that all contracts and agreements are properly formulated, negotiated, approved and administered so that the intent of said agreements may be properly and fully realized.

Mandate(s): Charter article 3 sec. 3.22h

Purpose: Provides efficient management of government operations.

## Financial Administration

EXEC 233

Provide for proper administration and oversight of all financial matters and aspects of county government at all levels of county organization.

Mandate(s): Charter article 3 sec. 3.22d

Purpose: Provides efficient management of government operations.

## Personnel Administration

EXEC 235

Ensure that all aspects of the county's personnel policies are properly drafted, distributed and applied within the workforce of county government. Administer and oversee all department head administrative personnel in selection, hiring supervision and where necessary, separation.

Mandate(s): WC Charter- article 7

Purpose: Provides efficient management of government operations.

## Public Service, Executive

EXEC 236

Ensure appropriate response to a wide variety of requests, expressions of concern and complaints from persons, organizations and other governments regarding all facets of the county's operations.

Mandate(s): None

Purpose: Provides efficient management of government operations.

## Breast & Cervical Health Program

HLTH 93

Contracted agencies provide outreach activities including local public education and community involvement.

Mandate(s): None

Purpose: Early detection is the best way to combat breast and cervical cancer. By providing this service, we will be able to increase women's survival from breast and cervical cancer.

*Notes: This is not a mandated service. Congress recognized the lifesaving potential offered through early detection when it passed the Breast & Cervical Cancer Mortality Prevention Act which was enacted in 1990. Because low income women are less likely to receive cancer screening than other women, they have higher mortality rates. The funding from CDC will make it possible to save lives by offering cancer screening more women in Washington.*

## Chemical/ Physical Hazards

HLTH 84

Public health response to chemical releases and public exposure to toxic substances.

Mandate(s): RCW 64.44 (Illegal Drug Lab Investigations)

Purpose: Improper management of toxic substances affect public health. Timely local response reduces impact on public health.

## Children with Special Needs

HLTH 73

Family centered, coordinated and comprehensive services for children with special health care needs.

Mandate(s): Public Health Improvement Plan (PHIP) (see notes)

Purpose: Children with special health care needs are able to function at the highest level possible and participate in community activities.

*Notes: The Public Health Improvement Plan mandates local public health departments to: #49 "Assure provision of services which enhance healthy family relationships and child growth and development." #59 Assure the provision of Public health services which affect the community and high risk populations, including: Consultation and education services to day care centers and schools; Intervention with high risk families to provide standardized screening and assessment, education, counseling and referral (such as Region X Child Health Standards)." #74 "Assure that prevention and intervention efforts for communicable diseases and other public health conditions, are being appropriately implemented." #76 "Collaborate with the community generally, and health care providers specifically, to reduce barriers to accessing health care and assure individuals and families are linked with health services."*

## Community Health Assessment

HLTH 91

Regular and systematic process of collecting, analyzing and making available information on the health of a community, including statistics on health status and community health needs, and the conduct of epidemiological and other studies of health problems.

Mandate(s): the Public Health Improvement Plan (PHIP)

Purpose: Provide meaningful data in the development of policy, procedures and various programs.

*Notes: Community Health Assessment is a Core Public Health component and is mandated by the Public Health Improvement Plan (PHIP). The Washington State Health Services Act of 1993 prescribed that statewide health system reform be developed to control costs, ensure universal access and improve the health of the states population. The development of a biennial PHIP was mandated as part of the same legislation.*

## Food Safety

HLTH 83

Prevention of food borne disease through inspection of food services and education of food workers. Investigation of food borne illness and complaints.

Mandate(s): RCW 43.20.050 & WAC 246-215 & 246-100

Purpose: Ensuring safe food handling practices decreases the risk of food borne illness. Prompt comprehensive investigation of complaints and disease can prevent large outbreaks.

## HIV / AIDS

HLTH 78

This program conducts health promotion activities to decrease the behaviors that place individuals at risk for developing HIV/AIDS and protects the health of persons who are HIV positive by assuring access to appropriate services.

Mandate(s): RCW 70.24 and PHIP Chapter 3

Purpose: To assure prevention and education to populations at greatest risk for HIV/AIDS.

## Immunization Program

HLTH 75

Administration of vaccine to target populations; distribution and oversight of state-supplied vaccines; education and consultation to health care providers and the community; response to vaccine preventable disease outbreaks.

Mandate(s): WAC 246-100

Purpose: Immunizations work! Diseases are prevented. Public health response to disease outbreaks is essential to the health of a community; the private sector does not have the capacity to provide this response.

*Notes: The Washington State Immunization Law (see WAC 246-100) requires that each child in school or a child care facility have a Certificate of Immunization Status on file. Although local health departments are not mandated to provide immunization services, vaccines should be available if required. The Washington State Public Health Improvement Plan notes that all local health jurisdictions must: "assure that individuals, especially children, are immunized according to recommended public health schedules" (standard #57); "assure that prevention and intervention efforts for communicable diseases . . . are being appropriately implemented" (standard #74).*

## Living Environment Program

HLTH 85

Drowning prevention, injury prevention and investigation of exposures to diseases like rabies, Hanta Virus and Lyme Disease and investigation of complaints.

Mandate(s): 246-260 WAC, 246-366 WAC, 246-100 WAC and WCC 24.04

Purpose: Prevention of unintentional drowning, unintentional injury and investigation of human exposure to potentially rabid animals usually bats.

*Notes: Investigation of rabies exposure, school and pool inspections.*

## Maternal & Infant

HLTH 259

Comprehensive health promotion and support services for pregnant women, infants and their families.

Mandate(s): Public Health Improvement Plan (PHIP)

Purpose: Reduced infant and maternal mortality.

*Notes: Public Health Improvement Plan (PHIP) mandates local public health departments to: #49 "Assure provision of services which enhance healthy family relationships and child growth and development." #59 "Assure the provision of public health services which affect the community and high risk populations, including: Consultation and education services to day care centers and schools; Intervention with high risk families to provide standardized screening and assessment, education, counseling and referral (such as Region X Child Health Standards); Out reach to individuals not accessing care." #74 "Assure that prevention and intervention efforts for communicable diseases and other public health conditions, are being appropriately implemented." #76 "Collaborate with the community generally, and health care providers specifically, to reduce barriers to accessing health care and assure individuals and families are linked with health services."*

## Other Communicable Disease

HLTH 79

Case investigation, contact notification, and surveillance for certain reportable communicable disease. Education and consultation to the health care community, as well as the general public.

Mandate(s): WAC 248-100

Purpose: These services are critical for assuring the control of communicable diseases in Whatcom County especially where the potential for spread of a disease is great, such as child care centers, schools, or nursing homes.

*Notes: WAC 248-100 mandates laboratories and health care providers to report certain communicable diseases to local health departments. The Communicable Disease Program is responsible for investigating these reports (Environmental Health Program investigates some of the diseases). The purpose of the service is to prevent the spread of certain communicable diseases to others in the community. The Washington State Public Health Improvement Plan notes, "the public health infrastructure needs to be maintained and enhanced in order to more effectively prevent infectious disease and to respond to yet unidentified diseases." Local health jurisdictions must: "Provide education and information to the general public about communicable and non-communicable diseases of public health importance." (Standard #50); "Assure that communicable disease contact investigation and follow-up is performed in a timely and appropriate manner, in adherence to guidelines of the federal Centers for Disease Control and Prevention." (Standard #56);*

## Sexually Transmitted Disease

HLTH 76

Screening, diagnosis and treatment for sexually transmitted disease; surveillance of disease incidence; community education and outreach on risk and harm reduction behavior. Consultation and technical assistance to primary care

Mandate(s): RCW 70.24

Purpose: Training for primary providers, monitoring access to services, and providing treatment to eliminate or reduce exposure to sexually transmitted disease.

*Notes: RCW 70.24 - local health department responsible to assure STD/HIV services are provided per the regulations. PHIP Chapter 3 Core Functions Capacity stipulates local public health jurisdictions responsibilities re: STD - Page 39 #56, 58, 59 & 60 includes: Training, Monitoring and interventions to eliminate/reduce exposure to STDs, assure surveillance, diagnosis and treatment; community education and outreach on risk and harm reduction behavior and assure provision of reproductive health services in the community.*

## Travel Clinic

HLTH 92

Provide consultation to travelers on health issues pertinent to the country they will visit. Administer vaccines to prevent diseases endemic to the area of travel.

Mandate(s): None

Purpose: To prevent vaccine preventable illnesses; to prevent travelers bringing illnesses back to the U.S.; to decrease overall cost of disease investigation.

## Tuberculosis Program

HLTH 77

Screening, diagnosis, treatment, and prevention of tuberculosis; consultation and education of health care providers and the public; surveillance; and contact follow-up.

Mandate(s): RCW 70.28, 70.30, 70.32, and 70.33; WAC 248-99, WAC 248-100-530 and 532

Purpose: One person with infectious tuberculosis can expose hundreds of individuals who may also get TB. Through multiple interventions, the TB program decreases the likelihood of transmission of TB in Whatcom County.

*Notes: In 1996, 1674 skin tests were given; 8 cases of active TB were diagnosed and treated; 147 individuals began preventive therapy in 1996 for TB; homeless shelter staff and residents were screened quarterly).*

## Vital Records

HLTH 87

The Vital Records program is responsible for the registration of all deaths occurring in Whatcom County, the issuance of burial permits, and the issuance of certified death certificates for Whatcom County deaths.

Mandate(s): WAC Chapters 246-490 and 246-491, and RCW Chapter 70.58

Purpose: Accurate recording of birth and death information is crucial to the process of health assessment and health planning at the local, state and national level.

## WIC—Public Nutrition Program

HLTH 74

Supplemental foods, nutrition assessment and intervention, nutrition education and community referrals are provided to participants of WIC and to clients referred by physicians for consultation. Services include assessment and intervention for children with special health care needs who have feeding problems.

Mandate(s): None

Purpose: This program benefits individuals by reducing fetal deaths, infant mortality and premature death. It also benefits the community by using WIC vouchers that are redeemed in local grocery stores.

*Notes: WIC saves lives. A recent study completed by the National Bureau of Economic Research showed the WIC program to be the second most cost effective program for reducing infant mortality in the United States. Research has also shown that not being on WIC independent of any other factor, increased the chances of having a low birth weight baby by 60%. Low birth weight is one of the most common causes of infant mortality. This is not a mandated service. Section 17 of the Child Nutrition Act of 1966 states in part that the Congress finds that substantial numbers of pregnant, postpartum, and breast-feeding women, infants and young children from families with inadequate income are at special risk with respect to their physical and mental health by reason of inadequate nutrition or health care, or both. The purpose of the program is to provide supplemental foods and nutrition education through payment of cash grants to state agencies which administer the program through local agencies at no cost to eligible persons.*

## Youth Tobacco Prevention Program

HLTH 89

In addition to the compliance checks, presentations are given in schools educating students on the hazards of smoking.

Mandate(s): None

Purpose: The community received education on the hazards of smoking, environmental tobacco smoke. Retailers are also monitored to assure that tobacco is not sold to youth under 18 years of age.

*Notes: This is not a mandated service. The Youth Tobacco Prevention Program began in 1993 with the passage by the Washington State Legislature of the Youth Access Bill. This legislation made it illegal for retailers to sell tobacco to youth under the age of 18 and for youth to buy. The contract with the Washington State Department of Health requires random compliance checks at least once per year with the sites identified by DOH.*

## Substance Abuse Evaluations

Combined Treatment

HLTH 262

Chemical dependency diagnostic assessments.

Mandate(s): None

Purpose: Provide consistency among substance abuse evaluations and eliminate the perceived conflict of interest in an evaluating agency that my benefit financially from the assessment outcome.

## Substance Abuse Prevention

Combined Treatment

HLTH 261

The Human Services Division provides direct service and subcontracts prevention programs. All prevention activities must incorporate the risk and protective factor model.

Mandate(s): RCW 70.96A

Purpose: Prevention activities improve the health and safety of individuals and families in our community. Effective prevention can not only improve the quality of life in our area, it will save the taxpayers dollars spent on health care cost and property damage.

## Substance Abuse Treatment

Combined Treatment

HLTH 260

Through subcontracts with local private and non-profit treatment providers, Whatcom County offers a comprehensive continuum of substance abuse treatment and crisis services.

Mandate(s): RCW 70.96A

Purpose: Every \$1 invested in chemical dependency treatment saves taxpayers \$7 in future health care and criminal justice costs.

## Developmental Disabilities

Developmental Disabilities

HLTH 223

Contracted employment and training for persons with developmental disabilities.

Mandate(s): RCW 71A.10.015 & 71A.12..010

Purpose: The provisions of this service are vital in assisting persons with developmental disabilities in acquiring and maintaining life skills and raising their levels of physical, mental, social and vocational functioning.

## Drinking Water Protection

Environmental Health

HLTH 80

Ensures safe drinking water for public through approval of water sources, public water supplies, well construction, data management, public education and investigation of disease and complaints.

Mandate(s): 246-293 WAC, 19.27.097 RCW 246-291 WAC

Purpose: Good sources of drinking water prevent waterborne disease. Investigation of disease and complaints coupled with adequate intervention prevents additional illness.

*Notes: A public water supply serves the equivalent of more than 2 residential connections or the number of inspections and approvals.*

## On-Site Sewage System

Environmental Health

HLTH 82

Permitting and inspection of on-site sewage systems.

Mandate(s): RCW 43.20.050

Purpose: Prevention of disease through effective management of sewage.

## Solid Waste Control

Environmental Health

HLTH 81

Regulation of solid waste management and disposal practices through public education and enforcement.

Mandate(s): RCW 70-95

Purpose: Prevention of public health and environmental impacts resulting from improper solid waste handling and disposal.

## Mental Health

Mental Health

HLTH 258

Contracted mental health services include: crisis response, intervention & respite; Involuntary Commitments; community support services; residential services.

Mandate(s): Senate Bill 5400, RCW 71.24, Community Mental Health Services Act; RCW 71.34 ; RCW 71.05

Purpose: Ensure provision of appropriate and adequate mental health services.

*Notes: 1983 Advisory Ballot = 73% yes for Whatcom County to provide tax/millage revenue over and above the state mandated amount to mental health services.*

# Hearing Examiner

## Public Hearings

HEAR 72

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.

Mandate(s): WCC 20.92

Purpose: Gives citizens the opportunity to appeal decisions of the Planning and Development Services Department.

*Notes: Revenue connected with this service is collected by Planning and Development Services as part of land use application fees.*

## Becca Bill Grant

JUV 285

Provide support to family to resolve problems, conflicts. Services may include, but are not limited to suicide prevention's, psychiatric, medical care, psychological, legal, educational or other social services as appropriate for the needs of the

Mandate(s): RCW 13.32.A; Family Reconciliation Act (At-Risks and CHINS); RCW 28A

Purpose: Reduce or eliminate the risk behaviors of children so they can be responsible, productive citizens and present no harm to themselves or their families.

*Notes: Estimates of 500 Truants, 100 At-Risk kids, 10 CHINS kids for 1999. Unit costs would be \$1562.11 for each At-Risk and CHINS case; \$291.51 for each Truancy case. The unit cost may vary monthly as more direct services are provided directly to these youth (example family counseling services for At-Risk cases).*

## Community Building Program

JUV 67

Mediation services for groups, individuals, and families, communication, skill building, conflict management training, in-service training.

Mandate(s): None

Purpose: Reduces violence, improvement in school atmosphere, parental involvement, conflict resolution skill building.

*Notes: This is the third and final year of the Community Building Grant, and as such, will terminate on March 31, 1999. On July 1, 1998, Whatcom County received an enhancement in the amount of \$40,000.00 to cover costs of a new project entitled "Community Justice Building". The source of funds is the same as the "Community Building" grant. This new grant can be renewed up to three years, and we anticipate that we will continue to contract out the work to the Whatcom Dispute Resolution Center.*

## Community Commitment Program

JUV 65

Assessment, case planning, coordination with the community, accountability, skill development, training, education, structured transition back to the community.

Mandate(s): None

Purpose: Coordination accountability, individual treatment, cost savings.

*Notes: Cost of program depends on the fill rate of the beds. Whatcom County is guaranteed \$109.85 per day for 3 beds which totals \$120, 285, up to a maximum of \$240,571.*

## Consolidated Juvenile Services

JUV 63

Frequent contact with offenders and parents, coordinated case planning, certified sex offender treatment, community involvement, accountability, skill building, planned reintegration.

Mandate(s): RCW 13.06, 13.40.080, 1340.085, 13.40.160(5); WAC 375-35

Purpose: Saves court time, case planning, community involvement, accountability, service delivery, skill building, cost savings.

## Early Intervention

JUV 68

Effective efficient service delivery, accountability to the victim and community, competencies and pro-social skills for offenders, family and school involvement and level of public safety increased.

Mandate(s): None

Purpose: Intensive supervision, accountability, coordinated case planning, necessary service sought out and delivered, community involvement, public safety.

## Juvenile Detention

JUV 71

The Detention Center provides a safe and secure environment for youth who have been arrested and require detention pending court adjudication and for youth who are serving sentences pursuant to court orders.

Mandate(s): RCW 13.20.010 and 13.40.010

Purpose: Protects the community from the juvenile offender and provides direct consequences for the offenders' actions.

## Juvenile Detention Medical

JUV 287

As custodians of incarcerated offenders, the county is responsible for providing medical treatment and medications when needed to these offenders. The county provides this service to offenders and bills the offenders' parents. Though most of them pay, some parents are unable or unwilling to pay for this service and the county covers those costs.

Mandate(s): RCW 13.40.010 and 13.20.010

Purpose: By providing medical service to offenders, the county makes sure that the youth is cared for while in the county's custodial care. This provides mandated services and ensures youths are treated immediately by professional staff.

*Notes: The Health Department of Whatcom County currently budgets for 30 hours per week for the Juvenile Detention Medical Program. In review of the current program, where we have only minimal coverage on Mondays and Fridays, we need an addition of 10 hours per week (4 hours nurse practitioner time; 6 hours of general nursing time) to address the needs of consistent nursing coverage. Adding these 10 hours would bring us to 40 hours per week of nursing time, which will bring us closer to a standard that is required by ACA (American Creditation Association).*

## Juvenile Detention Mental Health

JUV 69

Provide on-call mental health professional for emotionally disturbed youth in the detention center.

Mandate(s): None

Purpose: Provides suicide prevention and alleviates confrontations. Provides a valuable resource to staff.

*Notes: This is an on-call contracted position that sees youth when suicidal, destructive to self, physically out of control, etc.*

## Juvenile Diversion

JUV 286

Following screening by the Prosecuting Attorney, eligible minor and first time offenders are referred to Northwest Youth Services and offered a diversion agreement in lieu of prosecution in court. A diversion agreement is a contract whereby the juvenile agrees to fulfill specific conditions and/or requirements.

Mandate(s): RCW 13.40.080, 13.40.085; WAC chapter 375-35

Purpose: Saves money by contracting this service out to a community agency. Furthers community involvement. Youths understand affects of crime and reconnect with community. Saves court time.

## Juvenile Education Unit

JUV 282

Provides educational assessment and case planning for serious juvenile offenders aimed at remediation and reintegration. Provides liaison between the Juvenile Court and the school system.

Mandate(s): None

Purpose: Reduces school dropout rate; increases public safety, juvenile skill development; provides coordination between Court and schools, resulting in long range cost savings.

*Notes: Grant from DSHS that pays for this service was reduced.*

## Juvenile Parole Detention

JUV 284

Custody, supervision, education, recreation and care of all JRA youth.

Mandate(s): Juvenile Rehabilitation Administration - Parole Standards.

Purpose: Public safety, accountability, efficiency, cost savings.

## Juvenile Probation

JUV 64

Makes recommendations to the Court for continued detention or shelter care, arranges and supervises diversion agreements, supervises Court Orders of disposition and prepares predisposition reports.

Mandate(s): RCW 13.04

Purpose: Youth are held accountable, victims are made whole for their loss, public safety and protection in the community is a direct result of rehabilitative services.

# Non-Departmental

## Air Pollution Control

ND 94

The Northwest Air Pollution Authority is responsible for prevention, abatement and control of air pollution within its jurisdiction. RCW 70.94 authorizes the Authority to levy assessments on a per capita basis on all jurisdictions within its Mandate(s): RCW 70.94

## Ambulance Services

ND 95

Whatcom County contracts with the City of Bellingham to provide ambulance services to the residents of unincorporated Whatcom County.  
Mandate(s): RCW 36.01.100  
Purpose: Saves lives.

## Animal Control

ND 96

Animal housing and control services, and enforcement of related ordinances is provided by contract for unincorporated areas of Whatcom County.  
Mandate(s): RCW 9.08, 16.04, 16.08, 16.10, 16.24, 16.54, 16.68, 16.70; WCC 6.04, 6.08  
Purpose: Enforce animal control laws, protecting lives and property of inhabitants of unincorporated portions of county.

## Annual State Audit

ND 97

As mandated by state law, the county submits to an annual audit for compliance with professional governmental accounting standards and finance-related legal requirements. Payment for services is to the State Auditor.  
Mandate(s): RCW 36.40.220

## Boundary Review Board

ND 98

All corporate boundary changes such as incorporations, annexations or extension of services proposed by cities or special purpose districts are reviewed by the Board which considers the effects of such actions on area residents.  
Mandate(s): None

# Non-Departmental

## Civil Service Commission

ND 99

Pursuant to RCW 41.14, the Commission is required to oversee the administration of the civil service for the Sheriff's Office. The county must pay for the services provided by the Civil Service Commission.  
Mandate(s): RCW 41.14

## Council of Governments

ND 100

The Whatcom County Council of Governments is an intergovernmental agency supported by the jurisdictions it includes. It was formed to coordinate planning and community development within the county.  
Mandate(s): None

## County Morgue

ND 101

The county pays for the lease, utilities, and operating supplies for the morgue, for use by the medical examiner to perform autopsy services.  
Mandate(s): none

## Domestic Violence

ND 102

Whatcom County contracts with Womenscare Shelter to provide temporary shelter and assistance to women in violent domestic situations.  
Mandate(s): None

## Economic Development

ND 103

A portion of the county budget is allocated to support economic development and job creation. The county contracts with the Fourth Corner Economic Development Group for this activity.  
Mandate(s): None

# Non-Departmental

## Emergency Communication - 911

ND 104

A county-wide emergency communication system is operated by the City of Bellingham with the support of all jurisdictions within the county. The county pays proportionately for the services provided to residents of the unincorporated area.

Mandate(s): RCW 38.52.510

Purpose: Provide essential life saving, emergency services.

## Horticulture Inspection

ND 105

The county contracts with the State Department of Agriculture for horticulture inspection services in support of the agriculture industry in Whatcom County.

Mandate(s): None

## Indigent Burial

ND 106

Provide payment of burial costs for people who die without resources to cover this expense.

Mandate(s): RCW 36.39.030

Purpose: Per state law, counties must pay for the disposition of indigent human remains.

*Notes: In 1993 the state stopped supporting burial of people who died without resources to cover their own burial costs and shifted that expense to county government.*

## Lake Whatcom Management Plan

ND 114

Funding to begin implementation of Lake Whatcom Management Committee plans to preserve and protect the Lake Whatcom watershed.

Mandate(s): None

## LEOF'F Board

ND 107

RCW 41.26.110 requires a board to act on all claims for disability to be paid by the Law Enforcement Officers' and Fire Fighters' (LEOFF) retirement system plan.

Mandate(s): RCW 41.26.110

# Non-Departmental

## Medical Examiner

ND 108

Provides medical examiner services to the county.

Mandate(s): RCW 36.24.190, 68.50

## Nooksack Water

ND 115

Funding for professional services to assist the Nooksack Water Steering Committee in addressing water supply issues in Whatcom County.

Mandate(s): None

## Northwest Regional Council

ND 109

The Northwest Regional Council (NWRC) is an intergovernmental agency which provides certain specific law enforcement-related support regionwide (i.e. radio repeater sites, etc.), and services for the aging. Costs are shared by 4

Mandate(s): None

## Public Health/Home Health

ND 110

Whatcom County has an agreement with the Visiting Nurse/NWRC for reimbursement to compensate uncompensated Home Health Care Services and Nursing Services for the Well Adult Clinic.

Mandate(s): None

## Senior Support

ND 111

The county provides support for the Whatcom Volunteer Center (formerly RSVP) which places seniors who wish to volunteer their services in county offices and agencies.

Mandate(s): None

## Cultural Arts and Outdoor Recreation Programs

PARK 238

Provide cultural arts and indoor/outdoor recreation classes to the citizens of Whatcom County.

Mandate(s): None

Purpose: Parks and recreation plays a major role in improving the quality of life and vitality of the entire community.

*Notes: RCW 36.68.010 authorizes counties to establish a park and recreation system.*

## Parks

PARK 240

Provide maintenance and operations of 9 developed parks, trails additional properties owned by the department, maintenance of 3 senior activity centers, and coordinate and organize community events.

Mandate(s): None

Purpose: Parks operations plays an important role in improving the quality of life and vitality of Whatcom County and economic benefits through tourism and relocation.

*Notes: The Parks and Recreation Department has been very successful at forming many public/private partnerships in the community. Examples of this include: The partnership with the Whatcom Soccer Association which provides the Northwest Soccer Complex at Smith and Northwest; A partnership with the Camp Horizon Foundation (Lions Clubs) allowing for use of Bay Horizon Park to run the Camp Horizon Program for the developmentally disabled; county equestrian groups co-sponsor the Sunset Farm Equestrian Center, and the Friends of Tennant Lake have grouped together to keep that program in operation; The partnership with the Whatcom County Council on Aging means that human services can be provided at the senior/community center facilities. Additionally, the Outside Workers Program operated by the Parks Department allows offenders to work off jail time in a constructive fashion. The cost of incarceration is contained and the many labor intensive projects are completed in the parks and senior/community centers at little expense to the county.*

## Senior Services

PARK 241

Recreation, education and human services for the elderly and other members of the community living in Whatcom County.

Mandate(s): None

Purpose: Senior services allow older county residents to maintain their independence and quality of life. The centers are a focal point in eight Whatcom County communities.

*Notes: Whatcom County senior/community centers are respected throughout the State of Washington. Attendance totals are higher in Whatcom County than other areas. Senior citizens in Whatcom County actively work to support these facilities and programs through their volunteer and fund-raising efforts. These extra efforts reduce the overall operating cost for the department.*

# Planning & Development Services

## Building Inspections

Building Services

PLDS 198

Provides enforcement of mandated codes. Provides inspections during different phases of constructions, assist in resolving construction related issues in the field.

Mandate(s): RCW 19.27, WCC 15.04, WAC 51-30, 51-35, 51-26, 51-31

Purpose: Inspections provide consistent code enforcement so construction projects meet minimum codes, thus ensuring the safety of homeowners and general public.

*Notes: Building inspectors assist in plan check review and data entry. Revenues are not shown here.*

## Fire Inspection Services

Building Services

PLDS 199

Provides fire code on-site inspections, including new construction, fire alarm & sprinkler system installations, fire extinguisher placements, emergency exiting, storage and handling of hazardous materials, plan review for fire code. Partners with Sheriff's Office fire cause investigations.

Mandate(s): RCW 19.27, WAC 51.34 & 35

Purpose: Prevents loss of life or property from fires or hazardous materials by enforcing the latest recommended fire safety practices.

*Notes: Staffed by two positions: Deputy Fire Marshall and Public Service Inspector.*

## Permit Coordination

Building Services

PLDS 196

Permit services include development permit intake, permit routing and tracking, permit issuance and research at request of public or staff and cashiering.

Mandate(s): Title 20, Title 21, Shoreline Master Program, SEPA, RCW 36.70

Purpose: Assist the public by promoting timely permit review process.

## Plan Review

Building Services

PLDS 197

Provides structural and non-structural review of residential and commercial plans.

Mandate(s): RCW 19.27, WCC 15.04, WAC 51-30, WAC 51-21 & 27, 51-31, 51-32, 51-35

Purpose: In-house plan review provides user friendly customer service, assists new home builders with directions, generic code compliance remedies and is less expensive to the public than private industry for the same services.

*Notes: Cost of providing service is covered entirely by fee revenue that it generates.*

# Planning & Development Services

## Critical Areas Review & Surface Mines

Land Use

PLDS 193

Review and approval of development activity within or near regulated critical areas. Review and approval of regulated surface mines.

Mandate(s): RCW 36.70A, WCC 16.16, WCC Title 20

Purpose: Protects the public health, safety and welfare by reducing potential losses to property and human life.

## Land Clearing / Fill & Grading Review

Land Use

PLDS 195

Reviews for approval of grading and clearing permits to ensure that these activities are undertaken utilizing best management practices and in accordance with sound engineering practices.

Mandate(s): WCC Title 20

Purpose: Protects public health, safety and welfare.

## Land Use Code Compliance

Land Use

PLDS 194

The services provided are education and enforcement of land use, development and building regulations. The enforcement program is compliance base. This provides a means to address complaints generated by citizens, property owners and taxpayers and ensure application of county development regulations.

Mandate(s): RCW 36.70, WCC Title 20, 21, 23, 16.16

Purpose: Provides a means to address complaints from citizens, property owners and taxpayers. Ensures uniform application of county development regulations.

## SEPA Review

Land Use

PLDS 191

Provides review of threshold determination on all projects, public and private subject to Whatcom County jurisdiction and which do not qualify for a SEPA exemption. Provides supervision of writing of Environmental Impact Statements.

Mandate(s): RCW 43.21C, WAC 197-11, WCC 16.08

Purpose: Protects public health, safety and welfare by helping to ensure that development projects are undertaken without creating significant adverse impacts to the natural and built environment.

# Planning & Development Services

## Shoreline Program

Land Use

PLDS 192

Review and permitting for all development proposals within 200 feet of the ordinary high water mark of regulated shorelines.

Mandate(s): RCW 90.58, Shoreline Management Act, WCC Title 23

Purpose: While recognizing and protecting private property rights, protect the public interest by coordinating planning and use of county shorelines.

## Subdivision Review

Land Use

PLDS 190

Review and approval/ recommendation of short plat/ long plat applications and other permits and approvals authorized by Title 21.

Mandate(s): RCW 36.70 & 58.17 WCC Title 21

Purpose: Promotes public health safety and welfare by ensuring that land is divided in accordance with mandated standards and facilitates adequate provision of services.

## Zoning Code Administration

Land Use

PLDS 189

Review, make recommendations regarding approval of permits authorized under the zoning code. Review and approve building permits for compliance with zoning code. Provides information to public and includes pre-application review, consultation and customer service.

Mandate(s): RCW 36.70, 36.70A, 36.70B; WCC Title 20, WCC 2.24

Purpose: Protects the public health, safety and welfare in the use and development of land. Provides predictability in land development, protects and helps to stabilize property values.

## Comprehensive Plan Update & Implementation

Planning

PLDS 121

Evaluate and process public input, along with the requirements of state and county regulations to maintain and update a plan implementing regional goals and objectives for growth within the County.

Mandate(s): WCC Title 16, 20, 21, 22, SEPA, WSHB 1724, RCW 36.70, 76.70A, 36.70B, WAC 118-\*30-060, 165-190, 197-11, 365-195

Purpose: To comply with State Growth Management Act requirements and promote orderly development of land and efficient provisions for public services.

*Notes: While comprehensive planning has been mandated by the state, it is designed to reflect the will of our community. Quality planning efforts may appear to be a costly up-front assessment upon the taxpayers, but poor planning will result in a decrease in land values for the citizens as a whole and will not allow our communities to grow in an orderly and cost effective manner. These initial costs will have long term benefits including harmonious, community conscious development and efficient service provisions, job creation and retention which retain Whatcom County's unique rural character.*

## Development Codes, Review and Update of

Planning

PLDS 269

Review and update of Planning and Development Codes related to zoning, subdivisions and environmental regulations to reflect changing state and federal laws, practices and technology.

Mandate(s): WCC 16, 20-23, 33; RCW 36.70, 36.70A, 58.17; WAC 197-11, 365-195

Purpose: Well written codes are easier for citizens to understand and for staff and public officials to interpret and administer.

## Forest Practice Act Applications

Planning

PLDS 267

Monitor, track and comment on Forest Practice Applications.

Mandate(s): RCW 76.0A

Purpose: Provides a state mandated process for citizens, elected and appointed officials to obtain information on Forestry applications and conversions.

*Notes: Service needs vary year to year.*

# Planning & Development Services

## Geographic Information System

Planning

PLDS 125

Develop and maintain digital administrative boundary, environmental feature, and basemap layers for Geographic Information System.

Mandate(s): None

Purpose: Provide access to and maintain GIS datasets including administrative: Zoning, Comprehensive Plan, Special District boundaries, environmental and basemap layers.

## Open Space Taxation Application Processing

Planning

PLDS 268

Processing of citizen applications for open space taxation.

Mandate(s): RCW 84.34, 76.09, WCC 3.28, WAC 458-30

Purpose: Provides a state mandated process whereby citizens who conserve lands for agriculture, forestry or open space are taxed in accordance with state laws.

*Notes: Service needs varies from year to year.*

## Public Information - Planning Services

Planning

PLDS 127

Provides day to day response to inquiries from the public, elected and appointed officials and other local, state and federal agencies regarding planning and zoning projects, laws procedures and background information compiled in support of comprehensive plans.

Mandate(s): RCW 42.17

Purpose: Facilitates public involvement and provide tools for land use related decisions.

# Planning & Development Services

## Water Resource Program

Planning

PLDS 124

Provide public education and increase awareness regarding county water resources and related issues. Identifies and prioritizes problems and issues, develops non-regulatory and regulatory programs to address these, ensures implementation and provides analysis of programs.

Mandate(s): RCW 56, 57, 900-72; WAC 246-290, 246-293 & 400-12

Purpose: Provide long term and equitable allocation of water in Whatcom County as mandated by State and local legislation.

*Notes: Program, staffed by one FTE, has achieved wonderful results by providing public education and awareness of our valuable water resources. Clean and available water resources are essential to the continued livelihood of this region.*

## Zoning, Rezoning & Comp Plan Map Amendment Processing

Planning

PLDS 123

Processes citizen applications, Council and Planning Commission requests for changes to zoning maps and text.

Mandate(s): RCW 36.70, 36.70A, WAC 365-195 & 20.90, WCC 20

Purpose: Provides a state mandated process for citizens, elected and appointed officials to initiate changes in plans and zoning regulations in order to respond to changing community needs and conditions.

*Notes: Service needs vary from year to year.*

## **Paternity / Support Enforcement Unit**

PROS 263

Administers the Paternity Action Program and provides assistance in the enforcement of child support.

Mandate(s): None

Purpose: Providing these contract services benefits the taxpayer by reducing the dollars spent by the State in support of children when one parent is absent from the household.

*Notes: These services are not mandatory, however, are provided pursuant to an interagency agreement with the Department of Social and Health Services at no cost to the county. Staff hours vary according to the position and what must be accomplished within the week. Generally, work performed by the support staff is completed in forty hours. However, based on our current workloads, comp time hours and overtime pay have been authorized with greater frequency. Some of the attorneys and the administrator are spending 50-70 hours per week performing their assigned duties.*

## **Victim/ Witness Unit**

PROS 132

Provides information, assistance and advocacy to victims, primarily of domestic violence and sexual assault.

Mandate(s): RCW Title 7.68 and 7.69

Purpose: Assist victims of crime.

*Notes: Fund receives .0175% of the 68% of a Victim Fund Assessment ordered paid by an offender upon conviction. This assessment is mandatory and the Courts have no jurisdiction to waive its collection. Felony Assessment is \$500 per case, misdemeanor assess is \$250 per case, and juvenile assessment is \$100 per case. 1.19% of the total of all fees, fines and forfeitures assessed by any court in the county, including the Municipal Courts. \$19,404 STOP Grant funding received from Crisis Center on a monthly reimbursement basis. Staff hours vary according to the position and what must be accomplished within the week. Generally, work performed by the support staff is completed in forty hours. However, based on our current workloads, comp time hours and overtime pay have been authorized with greater frequency. Some of the attorneys and the administrator are spending 50-70 hours per week performing their assigned duties.*

# Prosecuting Attorney

## Civil Practice, Prosecuting Attorney

Civil

PROS 129

Provide legal counsel and representation to all county departments, the Executive's Office and the County Council.

Mandate(s): RCW 36.27

Purpose: Providing effective legal representation of all county departments is critical in order to limit exposure to legal liabilities. Paying for these services on a contract basis would be much more expensive.

*Notes: Staff hours vary according to the position and what must be accomplished within the week. Generally, work performed by the support staff is completed in forty hours. However, based on our current workloads, comp time hours and overtime pay have been authorized with greater frequency. Some of the attorneys and the administrator are spending 50-70 hours per week performing their assigned duties.*

## Criminal Prosecution

Criminal

PROS 128

Represent the State of Washington in the prosecution of crimes. Assist authorities in determining probable cause, obtaining search warrants, interpretation and application of the law, and case investigation issues.

Mandate(s): Titles 9, 9A, 10, 13, 46, & 69; WAC; RCW 36.27

Purpose: Providing effective prosecution of individuals committing criminal acts is mandatory if offenders are to be held accountable for their actions and behaviors.

*Notes: These prosecution efforts also generate funds for District and Superior Court in the form of fees, fines and forfeitures of which the county retains a share. Staff hours vary according to the position and what must be accomplished within the week. Generally, work performed by the support staff is completed in forty hours. However, based on our current workloads, comp time hours and overtime pay have been authorized with greater frequency. Some of the attorneys and the administrator are spending 50-70 hours per week performing their assigned duties.*

## Law Library

Law Library

PROS 116

Provides public access to and assistance in using legal research materials needed by all citizens to adequately prepare for participation in the justice system.

Mandate(s): RCW 27.24

Purpose: Serves as an access point for citizens in Whatcom County to obtain whatever legal research information they need to be adequately informed of current laws.

*Notes: Per RCW 27.24.067, in a county this size, the Board of Trustees is not required to provide free public access to the Law Library, however, in recognizing the critical need for all citizens to have access to current legal research materials, the Board decided several years ago to make the library open to the general public a minimum of 20 hours per week, to support public access to the justice system.*

## Public Defender

PDEF 133

Provides criminal defense for indigents in Whatcom County, and representation for parents in dependency cases, children in Becca Bill cases, and individuals undergoing involuntary mental health and alcohol commitment proceedings.

Mandate(s): RCW 36.26.070 &.36.26.080, the 6th Amendment of the US Constitution, Washington State Constitution

Purpose: Provides the most cost effective way to provide mandated criminal defense services.

*Notes: Our Annual Cost of \$1,681,238 as indicated above assumes the inclusion of \$181,190 in FTE Additional Services requests for four staff. The revenues include \$2,800 for Drug Court, \$71,424 for Becca Bill and an estimated \$112,440 for payments made by the City of Bellingham for misdemeanor cases. Without these staff we will be unable to manage the projected caseload of 6,930 cases. All of the above calculations are based on a staff of 26 FTE's.*

# Public Works

## Address & Road Naming

Engineering

PW 144

Provides address for properties and road names in the county.

Mandate(s): None

Purpose: Safety and efficiency for the community.

## Bridge Inspection

Engineering

PW 142

Assures the safety of the traveling public through regular inspection of all county bridges.

Mandate(s): Nat'l Bridge Inspctn Stds (NBIS)

Purpose: To provide safe bridges for the traveling public, through regular inspection for repairs or replacement.

*Notes: The total annual costs and revenue received for this program includes bridge reconstruction costs, as well as bridge inspection costs.*

## Encroachment Permits

Engineering

PW 134

Provides initial right of way determination for applicability and safety of permit, reception and processing of application and fee, issuing of permit and coordination of inspection.

Mandate(s): RCW 36.75.130 & WCC 12.16

Purpose: Provides administrative and procedural guidance for the installation or relocation of any road approaches, utilities, structures or facilities within the County Road right of way.

## Oversize and Overweight Permits

Engineering

PW 138

Provides reception, assistance with applications, safety review of proposed routes, certification of licensing, regulation of hours of operation and traffic control for overweight or oversized vehicles.

Mandate(s): RCW 36.75.270, WAC 468-38 & WCC 10.32

Purpose: This service saves money from damage to the road and facilities and makes the roads safer.

## Pavement Management

Engineering

PW 145

Reviews county roads for condition and funding.

Mandate(s): WAC 136-320 & 136-60

Purpose: Pavement Management provides a cost effective method of preserving and improving the county roadway system.

# Public Works

## Public Information - Public Works

Engineering

PW 136

Respond in person, on the phone and in writing to the staff and public concerning all areas of responsibility for Public Works.

Mandate(s): RCW 42.17

Purpose: This is a statutory responsibility that mandates that Public Works provide not only copies and information, but that experienced staff interpret and explain highly technical documents and intertwined relationships.

## Records Management & Archiving

Engineering

PW 139

Provides record for all matters concerning public roads, highways, bridges, ditches, or other surveys, complete with the original papers, documents, petitions, surveys, repairs and other papers.

Mandate(s): RCW 36.75.040 & 36.80.040

Purpose: This service is a statutory responsibility that provides present and future owners of property with information's.

## Road Construction

Engineering

PW 141

Prioritizes, designs and administers the construction of roads and bridges, including necessary acquisition of right-of-way.

Mandate(s): RCW 36.32.120 (2), 36.75, 36.77, 36.75.050, 36.80

Purpose: Roads and bridges in good condition ensure efficient, safe and reliable transportation corridors for commerce and the public.

*Notes: Structural overlays cost in the range of \$300,000 per mile.*

## Road Restrictions and Road Closures

Engineering

PW 135

Determines, announces, notifies and monitors road closures and restrictions necessary for protecting the safety of the public or to prevent significant damage to road or facilities.

Mandate(s): RCW 44.46.080 & WCC 12.06

Purpose: Statutory responsibility, preservation of public resources, health and safety.

## Road Vacations

Engineering

PW 137

Processes and reports on applications for vacation or abandonment of all county roads or parts thereof.

Mandate(s): RCW 36.87, 58.17 & WCC 12.20

Purpose: Facilitates transportation planning, tax revenue and due process for the public.

## Surface Drainage Review

Engineering

PW 143

Provides assistance in coordinating and managing district meetings, operations, assessments and finances; obtains environmental and hydraulic permit approvals and assists public and county government in resolving drainage problems.

Mandate(s): RCW 85.38 & 85

Purpose: Improves drainage and flood control.

## Traffic Mitigation

Engineering

PW 147

Reviews proposed developments and construction projects within county public right of way.

Mandate(s): WCC 12.08.035

Purpose: Provides for safety of the public, as well as consistency in development activities in Whatcom County.

*Notes: Definition of Development Section: Review projects for Long Plats, Binding Site Plans, Short Plats, Lot Line Adjustments, Lot Consolidation, Conditional User, Accessory Units, Planned Unit Development, Trail Permits, Lot consolidation Relief and Shoreline Development.*

## Central Stores

ER&R

PW 162

Provides professional and competitive procurement of goods and services and maintain material inventories for various Whatcom County departments.

Mandate(s): RCW 36.33A

Purpose: Provide goods and services to all county departments as needed with cost efficient procurement that meets local, state policies and laws governing procurement.

*Notes: The annual cost providing this service includes costs for the movement of material and other services for the equipment rental section which are not associated with material and are recovered through equipment rental rates.*

## Equipment Maintenance and Repair

ER&R

PW 163

Provides maintenance for county road department equipment and maintenance for other county departments in professional, competitive and safe manner.

Mandate(s): RCW 36.33A

Purpose: Maintaining equipment in good operating condition by using preventative maintenance scheduling, new technology and other methodology which keeps operating cost at the lowest possible level.

## Equipment Rental

ER&R

PW 161

Provides procurement, equipment & vehicle maintenance, disposal, fueling, parts and training.

Mandate(s): RCW 36.33A, WCC 2.10.020.

Purpose: Services are provided to county departments at a lower cost than is available from the private sector.

*Notes: The annual cost providing this service includes overhead costs of \$327,968 that are not otherwise allocated to other Equipment Rental divisions and capital expenditures for current year vehicle and equipment replacement totaling \$1,843,300.*

## Pits & Quarries

ER&R

PW 164

Provides chip seal rock, sand and other materials needed by the county road department in the performance of their duties.

Mandate(s): RCW 36.33A

Purpose: This allows the Maintenance & Operations Division to obtain materials on a timely basis to complete road projects in a cost efficient manner.

## Ferry & Docks

Ferry & Docks

PW 149

Provides passenger and vehicle transportation from the mainland to Lummi Island 365 days per year. It is the only means of transportation to reach county roads on Lummi Island.

Mandate(s): None

Purpose: Provide transportation to residents of Lummi Island.

*Notes: The ferry rates are designed to recover 55 % of operating costs (\$150,000 from punch card fares and \$290,000 from cash fares).*

## Comprehensive Flood Hazard Management Plan

Flood Control

PW 152

The Comprehensive Flood Hazard Management Plan (CFHMP) provides an understanding of flood causes and behaviors, evaluation of available flood hazard management options and strategies for achieving consistent long term flood hazard reduction.

Mandate(s): RCW 86.16 & 86.26

Purpose: Directs future flood hazard management expenditures in the most efficient and cost effective manner.

## Comprehensive Flood Hazard Management Plan Implementation

Flood Control

PW 270

Implements flood projects as designated by the Comprehensive Flood Hazard Management Plan (CFHMP) and studies.

Mandate(s): RCW 86.16, 86.26

Purpose: Without the adoption and implementation of the CFHMP, county residents would not be eligible for the additional Department of Ecology grant funding available to the county.

## Early Flood Warning

Flood Control

PW 155

Maintains flood warning equipment and provides warning information to the public.

Mandate(s): None

Purpose: Informs citizens impacted by floods.

## Flood Control Technical Assistance

Flood Control

PW 153

Provides flood control technical assistance in planning, design, prioritization, funding research, permitting, construction and supervision.

Mandate(s): RCW 85.05

Purpose: Reduce damages due to flooding.

*Notes: R.C.W. Title 85.05 Diking Districts requires the county Engineer to act as the Engineer for Diking Districts providing assistance in design, prioritization, funding research and permitting. Although not mandated Public Works also consistently supplies technical assistance to individuals, communities and other entities seeking flood relief.*

## Flood Damage Reduction

Flood Control

PW 156

Plans, designs, oversees flood control projects for the protection of public and private property.

Mandate(s): None

Purpose: Provides prior mitigation to inevitable flood damage rather than suffering and paying for the damage after it occurs.

*Notes: This is not a mandated service, however Whatcom County has elected through the Flood Control Zone District to provide this service as authorized in Whatcom County Ordinance 84-59 in accordance with R.C.W. Chapter 86.12, Flood Control By Counties, and R.C.W. Chapter 86.26, State Participation in Flood Control Maintenance.*

## Flood Response and Damage Recovery

Flood Control

PW 151

Coordinates local, state and federal response to floods.

Mandate(s): None

Purpose: Provides locally coordinated immediate flood response and maximizes the amount of federal and state financial assistance.

*Notes: This is not a mandated service. The River and Flood Control Section assists in coordinating the flood preparation, flood response, and flood fight activities. Immediately after a declared disaster, this section serves as the county's lead agency for damage recovery for federal and state financial assistance.*

## National Flood Insurance Program - FEMA

Flood Control

PW 154

Implements the National Flood Insurance Program.

Mandate(s): WCC 17

Purpose: Compliance with NFIP makes Whatcom County eligible for FEMA funding.

## Roadway Maintenance

Maintenance & Operations

PW 148

Provides all necessary labor, equipment and materials, either public or private, to maintain and prevent deterioration of county roads.

Mandate(s): RCW 36.80.030, WAC 136-11

Purpose: Preserve all county roads to allow safe and efficient vehicle travel throughout Whatcom County.

## Noxious Weed Management

Noxious Weed

PW 118

Provides information to the public regarding the management and spread of exotic pest plants (noxious weeds) and their impacts on the environment and economy.

Mandate(s): RCW 17.10

Purpose: Public outreach results in earlier detection of noxious weeds. Earlier detection reduces economic losses as well as losses to biodiversity by managing weed populations while they are still small.

## Hazardous Waste Management

Solid Waste

PW 157

Provides education and recycling opportunities to separate hazardous and moderate-risk waste products from general waste.

Mandate(s): RCW 70.105

Purpose: Provides mandated service that protects and preserves public safety.

*Notes: In compliance with RCW 70.105 (Hazardous Waste Management), Whatcom County is required to establish a comprehensive document to provide for the planning, regulation, control and management of hazardous waste which will prevent land, air and water pollution and conserve the natural, economic, and energy resources of the state. To this end, Whatcom County has established a Hazardous Waste Management Plan (HWMP) (May, 1991) to address these issues.*

## Landfill Closure Monitoring

Solid Waste

PW 159

Monitors closed landfill sites.

Mandate(s): WAC 173-304 & WCC 8.10-8.15

Purpose: To minimize liability due to landfill sites.

## Waste Reduction & Recycling

Solid Waste

PW 158

Provides education and recycling opportunities for general waste and composting.

Mandate(s): RCW 70.95

Purpose: Reduces community waste.

*Notes: In accordance with RCW 70.95 (Solid Waste Management-Reduction and Recycling) : Achieve a fifty percent recycling rate by 1995, provide comprehensive education, implement aggressive waste reduction and recycling programs, provide for the safe and efficient operation of solid waste disposal facilities through training and certification and to encourage market development for recyclable materials. Through this and the Comprehensive Solid Waste Management Plan, the county is mandated to plan and implement such a strategy. The contents of the plan include various discretionary activities. Real benefits are measured by the success of the award-winning programs provided. Some of Solid Waste's successes include: (1) one of the highest recycling rates in the state, (2) high citizen response to informational newsletters, (3) raised level of awareness in our communities' young people.*

## Sheriff - Civil Division

Administration

SHRF 166

Provides service of court papers.

Mandate(s): 36.26.010

Purpose: Provides for cost effective service of process for civil actions.

## Alert & Warning

Emergency Management

SHRF 181

This service involves the issuance of warnings to selected areas or to the public. These warnings may involve weather, flood, hazardous materials or evacuation instructions.

Mandate(s): RCW 38.52

Purpose: Timely notifications and warnings save lives, prevent injury, and protect property and the environment.

*Notes: The DEM issues approximately 70 weather bulletins a year and issues an unknown number of messages and message updates on our Incident Hotline. During the November 1995 flood episodes, the Incident Hotline received over 4000 calls that are billed at a rate of 16-cents a minute. In addition, a large number of incidents require multiple notifications of local, regional, state, federal and Canadian government and non-government parties.*

## Chemical Inventory

Emergency Management

SHRF 175

Maintenance of the chemical inventory in Whatcom County, 10 billion pounds of hazardous materials at 100 facilities. The DEM provides this information to the public on request.

Mandate(s): Superfund Amendment Reauthorization Act (SARA Title III) & WAC 118

Purpose: The chemical inventory is a database for responders who require chemical locations to improve their response decision making and enhance incident pre-planning.

## DEM Administration

Emergency Management

SHRF 183

Administrative management and planning of all day-to-day and long term operations of the DEM.

Mandate(s): None

Purpose: The DEM would be unable to perform any services in a timely or effective manner without this administrative management function in place.

*Notes: This service is not specifically mandated, however, it is functionally necessary to meet requirements that are specifically mandated by RCW 38.52 and the Whatcom County Interlocal Agreement for Emergency Management Services. \$0 annual revenue is generated by this service. Grant funds, however, do produce some funding for administrative overhead, but this is not usually an annually reoccurring source of dependable funding.*

## Disaster & Emergency Exercises

Emergency Management

SHRF 174

Exercises familiarize responders, assess plans or test specific functions. They are a key element in building response teams and developing coordinated disaster/emergency plans.

Mandate(s): RCW 38.52

Purpose: Exercises test plans and train the response community. The public ultimately benefits from the training, tested plans and coordinated response.

## Disaster Planning

Emergency Management

SHRF 169

This service applies the four functions (planning, response, recovery and mitigation) of Emergency Management to the hazard vulnerabilities threatening Whatcom County.

Mandate(s): RCW 38.52

Purpose: Eliminating or reducing death and destruction during a disaster through planning and hazard mitigation is a priceless commodity provided to Whatcom County.

*Notes: \$0 annual revenue is generated, however, in instances such as the 1994 El Nino Economic Fishing Disaster approximately \$2 million was returned to impacted citizens and in excess of half a million dollars were made available to local government/organizations for disaster mitigation projects. Every declared disaster potentially returns millions of dollars back to the community in recovery and mitigation funds.*

## Disaster/ Emergency Recovery

Emergency Management

SHRF 180

This service is incident specific; involving damage assessment, recovery efforts, promulgation of emergency proclamations, initiating requests assistance and coordination of assistance.

Mandate(s): RCW 38.52

Purpose: The DEM staff is trained or equipped to provide recovery assistance. This assistance minimizes further injuries and damages and speeds the entire community's return to normal.

## Disaster/ Emergency Response

Emergency Management

SHRF 179

The DEM serves as the coordination and resource agency for large emergencies or disasters; and may activate the Emergency Operations Center or respond to an incident.

Mandate(s): RCW 38.52

Purpose: The DEM provides an organized, coordinated response to disasters; eliminating duplication of services that would fail to meet the emergency needs and expectations of taxpayers.

## Emergency Management Database

Emergency Management

SHRF 182

The DEM maintains critical emergency resource databases on: volunteers, facilities, materials and equipment. The DEM also maintains typical business databases, with failsafe redundancies.

Mandate(s): RCW 38.52

Purpose: This information represents the backbone of the DEM capability to perform its mandated functions as a coordination and resource procurement agency.

## Emergency Operations Center, Maintenance & Operations

Emergency Management

SHRF 171

During a disaster, the EOC becomes the hub of: information gathering and dissemination; strategic decision making; resource allocation; and incident coordination.

Mandate(s): RCW 38.52

Purpose: The value to taxpayers may best be examined by considering the result of a disorganized disaster response that would result without centralized coordination.

## Hazard Identification & Vulnerability Analysis

Emergency Management

SHRF 170

A Hazard Identification and Vulnerability Analysis (HIVA) is a prelude to emergency management planning and it involves identifying the risks and the impact of those risks.

Mandate(s): RCW 38.52

Purpose: The benefit is the emergency/disaster plan. The HIVA is necessary to identify and prioritize community risks before initiating the planning effort.

## Hazardous Materials Planning

Emergency Management

SHRF 176

Developing general and specific hazardous materials response plans and Standard Operating Procedures for Whatcom

Mandate(s): Superfund Amendment Reauthorization Act (SARA Title III) & WAC 118

Purpose: Hazardous materials planning provides a coordinated response to any hazardous materials incident. This planning improves safety for responders and citizens.

## Hazardous Materials Response

Emergency Management

SHRF 177

The DEM staff are certified hazardous materials technicians and may provide tactical response in a hazardous material incident. The DEM may activate the Emergency Operations Center.

Mandate(s): None

Purpose: Citizens benefit from trained DEM staff responding to advise Incident Command and coordinate tactical operations.

## Local Emergency Planning Committee

Emergency Management

SHRF 178

The DEM facilitates the Local Emergency Planning Committee and provides the mechanism to achieve the Community Right-to-Know provisions of SARA Title III.

Mandate(s): Superfund Amendment Reauthorization Act (SARA Title III) & WAC 118

Purpose: The LEPC determines how the county will address hazardous materials issues and serves as the hazardous materials focal point and information repository.

*Notes: A LEPC ad hoc Needs Assessment Committee once calculated that to achieve its maximum potential, the DEM should devote approximately 1.5 FTE's toward fulfilling the spirit and intent of SARA Title III.*

## Public Education

Emergency Management

SHRF 172

Public education is provided on various risks in Whatcom County and preparedness for those risks.

Mandate(s): None

Purpose: Residents of Whatcom County learn the local risks and prepare to mitigate, respond to and recover from those risks, becoming community assets instead of liabilities during a disaster.

## Responder Training

Emergency Management

SHRF 173

The DEM acts as a clearing house for a variety of responder training opportunities. The DEM conducts training when it is needed due to a change in procedures, personnel, or equipment.

Mandate(s): RCW 38.52 & WAC 118, CFR 1910.120

Purpose: Responders are kept up-to-date with new techniques, procedures and skills. Taxpayers ultimately receive the benefits of all responder training.

## Investigations Division

Investigations

SHRF 167

Handles the vast majority of major case investigations that require numerous hours of follow-up contacts and documentation prior to criminal charging or criminal trials.

Mandate(s): RCW 36.28, Titles 9, 9A, 10, 13, 46 & 69.

Purpose: It is necessary to follow-up cases to bring them to a conclusion. The maintaining of legal documents and records is a mandated operation.

## Cooperative Transport - Jail

Jail

SHRF 281

A Whatcom County Jail van, staffed by a Corrections Officer, picks up and delivers inmates at county jails between Bellingham and Seattle daily. This a small segment of the Cooperative Network which serves Idaho, Oregon and Washington.

Mandate(s): None

Purpose: Participation in the Cooperative Transport network saves the county money by reducing the costs for extradition.

*Notes: This service plays in important part in assuring quality law enforcement, statewide. it makes it more difficult for fugitives to avoid punishment, especially when cost is a significant factor.*

## Drug Testing - Jail

Jail

SHRF 274

Randomly screens work release, work program offenders and offenders on probation for drug or alcohol use to assure their compliance with program rules.

Mandate(s): None

Purpose: The drug testing program assists the Jail in identifying those individuals who violate rules of the various out of custody and probation programs.

*Notes: It is essential for participants of the corrections options programs be drug and alcohol free. This helps inmates obey the rules and also prevents them from committing offenses (under the influence of drugs or alcohol). Regulating the inmates in this manner reduces liability to the county.*

## Electronic Home Monitoring (Jail)

Jail

SHRF 275

Program participants, outfitted with an anklet which interacts with a unit connected to his/her phone, allows corrections staff to monitor inmates' movement while out of jail custody. Program also allows the jail to place some inmates on in-home custody, a less expensive form of incarceration.

Mandate(s): None

Purpose: Electronic Home Monitoring is an effective and low cost alternative to jail time. Participants pay a user fee which supports the cost of the program.

*Notes: By screening offenders, the Jail is able to adequately confine and inconvenience them in order to provide the necessary degree of punishment intended by the court. Many participants of this program are not likely candidates for jail.*

## Inmate Commissary

Jail

SHRF 273

Through their commissary purchases, jail inmates are supplied with a variety of goods such as toiletries, medications, packaged drinks, candy, clothing and stationary.

Mandate(s): WCC 51.22

Purpose: Operation of a commissary is required by law, it operates at a profit and reduces changes of contraband being smuggled into the jail.

*Notes: The commissary manager has been resourceful and innovative in planning and operating this service. Items are provided which supplement the jail budget. The commissary also provides gifts and cards to inmates which they send to loved ones on special occasions, which helps them keep their families together.*

## Inmate Medical

Jail

SHRF 278

Through contracted professional health care services, provides a full range of medical, dental and psychiatric care to jail

Mandate(s): WCC 51.28

Purpose: This service reduces the spread of communicable disease and provides a healthier working environment for corrections officers and inmates as well as reducing the chance of litigation.

*Notes: In August of 1997 the Whatcom County Jail initiated a part time medical account clerk position which is funded by a grant. This position screens inmates and determines if they have alternate sources with which to fund their medical care. This position has been very successful in diverting the cost of treatment for several inmates to private insurance, DSHS and private parties. An agreement has been developed the Jail's medication provider whereby they bill any insurance first and Whatcom County will be responsible for the remainder of costs.*

## Juvenile Meals - Jail

Jail

SHRF 277

Provides three nutritionally balanced meals per day to inmates of the Whatcom County Juvenile Detention facility.

Mandate(s): None

Purpose: It is most cost effective for Whatcom County to provide meals to Juvenile Detention from its existing kitchen in the

*Notes: Providing meals for juvenile detention makes the jail eligible for free commodities from the US Government. This offsets the meal costs to a great degree.*

## Prisoner Housing

Jail

SHRF 276

Booking, Inmate Services, Bail/Fine Receipt, Release/Transfer, Court Escorts, Transportation, Surveillance, Meals, Laundry, Correspondence, Education Programs, Library, Recreation, Religious Services, Mail, Visiting.

Mandate(s): WCC 51.28

Purpose: This provides a local centralized jail service to all Whatcom County Law Enforcement and courts.

*Notes: This jail operates at near capacity most of the time with a minimum of staff. We provide the least expensive per deim cost in the state.*

## Telephone Service, Inmate

Jail

SHRF 280

Provides telephone communication for inmates in jail. The system is able to gather statistical information, as well as block outgoing calls, such as those to victims and witnesses.

Mandate(s): WCC 51.28

Purpose: There is no cost to this mandated service, it requires little staff time and generates revenue for the county.

*Notes: As part of our agreement with US West to provide this service, US West provides the jail with a prisoner video imaging system and computer software for commissary and prisoner trust fund accounting.*

## Work Release

Jail

SHRF 279

Through Work Release, offenders are allowed to work at their regular jobs to provide family support and pay bills. When they are not working, offenders remain in the work release facility.

Mandate(s): None

Purpose: This cost saving program allows offenders to keep jobs, support families and pay bills, while satisfying their obligation to the community. Retention of family and community support improves their chance of rehabilitation.

*Notes: This program allows the inmate to support a family, continue to maintain a job and his financial responsibilities and serve his sentence at the same time. It also frees jail bed space for use by offenders who are a higher risk to the community.*

## Sheriff - Criminal Division

Patrol

SHRF 168

Provides Whatcom County law enforcement response to calls via personal contact, telephone or dispatch from 911 center.

Mandate(s): RCW 36.28

Purpose: Provide for a peaceful coexistence for all members of our community and those who pass through our community.

# Superior Court

## Assigned Counsel

Assigned Counsel

SUP 208

Provide indigency screening, Superior/ District Court's criminal actions, parents in dependencies, alleged incompetents, juveniles, GAL applicants and conflict counsel.

Mandate(s): Title 10

Purpose: To provide for constitutionally and statutorily mandated indigent defense services.

## Domestic Violence

Assigned Counsel

SUP 209

Provide protection order processing for both Superior and District Courts, domestic violence and anti-harassments and training satellite processors at Crisis Center.

Mandate(s): Title 26

Purpose: Emergency protection for victims of domestic violence and harassment.

## Mandatory Arbitration

Assigned Counsel

SUP 210

Provide arbitration for certain civil cases with limited amounts in dispute. Maintain strike-list of 47 arbitrators.

Mandate(s): Supreme Court Rules

Purpose: To provide for local option non-judicial resolution of certain cases.

## Appeals

County Clerk

SUP 212

Criminal and civil appeals to Court of Appeals and Supreme Court, appeals from District and Municipal Courts and administrative agencies.

Mandate(s): Titles 3, 4, 28A, 34 & 51

## Civil Cases

County Clerk

SUP 185

Index and file documents, temporary orders, preliminary hearings, trials, supplemental examinations, garnishments and foreclosures, trust accounting and respond to phone and mail research requests.

Mandate(s): Various

# Superior Court

## **Criminal Cases**

County Clerk

SUP 184

Services include indexing and filing documents, probable cause determinations, first appearances, preliminary hearings, trials, sentencing, issuing warrants of arrest, certifying and mailing J&S's weekly, responding to research requests, taking finger prints, probation violations, collecting and disbursing restitution/fines.

Mandate(s): Title 9, 10

## **Domestic Relations**

County Clerk

SUP 201

Index and file documents; respond to phone and mail research requests, temporary orders, preliminary hearings, trials, support, custody and visitation modification, contempt actions, copying tapes of proceedings and preparing monthly DSHS

Mandate(s): Title 26

## **Exhibit Management**

County Clerk

SUP 216

Catalog and monitor release of exhibits, transfer to Archives, monitor for hazards, coordinate destruction and/ or return.

Mandate(s): Various

## **Judgments**

County Clerk

SUP 207

Index and file documents, respond to research requests. Provide official index of all debts reduced to enforceable judgment, entry required within 24 hours and partial and full satisfaction of judgments.

Mandate(s): Title 4

## **Juvenile Dependency**

County Clerk

SUP 205

Provide indexing and filing of documents, and research requests. Attorney General-filed cases of abused or neglected children, 6-month reviews until 18; hearings and trials.

Mandate(s): Title 13

## **Juvenile Offenders**

County Clerk

SUP 206

Provide indexing and filing of documents, respond to research requests, first appearances, hearings, trials, probation violations, truancies and children at risk/ in need of supervision.

Mandate(s): Title 13

# Superior Court

## **Paternity & Adoptions**

County Clerk

SUP 203

Index and file documents, respond to research requests, generate notices; hearings, trials, monitor sealed and unsealed portions of files.

Mandate(s): Title 26

## **Probate & Guardianship**

County Clerk

SUP 202

Index and file documents; respond to phone and mail research requests; estate settlement; guardianship monitoring; hearings; trials; issuing Form K's; Letters Testamentary/ Administration.

Mandate(s): Title 11

## **Restitution and Probation Accounting**

County Clerk

SUP 218

Provide accounting services to receipt \$250,000 monthly, bank deposits, restitution disbursements, manage investment accounts for minors, coordinate multi-register operations with Juvenile Probation, payroll, accounts payable and accounts receivable.

Mandate(s): Various

## **Mental Commitments**

County Clerk & Superior Court

SUP 204

Hearings and trials at hospital courtroom.

Mandate(s): Title 71

## **Family Law Courthouse Facilitator**

Family Law Facilitator

SUP 211

Provide assistance with domestic relations matters for those without attorneys. Clerk is required to provide assistance and the use of a Facilitator is optional.

Mandate(s): Title 26

Purpose: To help people help themselves through domestic relations case processing, without the assistance of an attorney.

# Superior Court

## Court Interpretation

Superior Court

SUP 217

Arrange for in-court foreign language and American Sign Language interpreter services, maintain library of certified and qualified interpreters and coordinate services with other offices and agencies.

Mandate(s): Various

## Dispute Resolution Center

Superior Court

SUP 214

Provide family law dispute resolution services and small claims dispute resolution.

Mandate(s): Title 26

*Notes: 100% of funding is from filing fee surcharges*

## Guardians ad Litem

Superior Court

SUP 213

Provide court ordered independent investigations regarding alleged incompetents, abused children and children whose parents are in dispute.

Mandate(s): Titles 11, 13, 26

## Jury Administration

Superior Court

SUP 215

Summons 24,000 jurors per year. (80% for Superior Court, 20% District Court)

Mandate(s): Various

## Investments and Cash Management

TRS 221

Provide portfolio management, safekeeping, policy development and reporting.

Mandate(s): RCW 36.29

Purpose: Provides increased revenues without increasing taxes.

*Notes: This is one of the few programs Whatcom County has that is full funded by the participants in the program.*

## Real, Personal & Special Assessment Tax Collection

TRS 220

Billing, collection, receipting and distribution of all property taxes and special assessments for all taxing districts.

Mandate(s): RCW 84.56 - 84.69

Purpose: Provides cost savings through centralized tax collections and consistency in assessment and collection for the taxpayer.

## Tax Collection of Excise, Gambling, Gas, 911 Taxes

TRS 222

Tax collection and review of all property transfer documents and enforcement of state and county rules are provided.

Mandate(s): RCW 82.45, 9.46.110, 82.148; Title 82; WC Ord 81-14, 82-92

## Taxes & Bonds Accounting

TRS 219

Record all revenue for all taxing districts and report all financial transactions for junior taxing districts, including warrant and bond payment activities and banking activities.

Mandate(s): RCW 39.29

Purpose: Provides cost savings through centralized service.

INTRODUCED BY: Consent  
PROPOSED BY: County Executive  
DATE: October 27, 1998

**ORDINANCE NO. 98-081**  
**AN ORDINANCE IN THE MATTER OF**  
**THE ADOPTION OF THE FINAL BUDGET OF**  
**WHATCOM COUNTY FOR THE YEAR 1999**  
**AND RESTRICTING THE EXPENDITURE OF**  
**CERTAIN FUNDS THEREIN**

**WHEREAS**, pursuant to and in conformity with the provisions of the Whatcom County Home Rule Charter, Section 6.10, relating to the County budget process, the Whatcom County Executive did complete and place on file a Preliminary Budget for Whatcom County for the fiscal year of 1999; and,

**WHEREAS**, following the completion of the Preliminary Budget, which was presented to the Council on October 16, a notice was published in the County's official newspaper; and,

**WHEREAS**, several meetings of the Council's Finance and Personnel Committee took place in the ensuing weeks to analyze the amounts set forth for each department in the budget and to make recommendations for changes; and

**WHEREAS**, the County Council and its Finance and Personnel Committee have analyzed the amounts set forth in the budget in reference to deciding whether the amounts were proper and necessary amounts to be used by the various departments of Whatcom County for the year 1999; and

**WHEREAS**, notice was published in the County's official newspaper that the Council would have a hearing to further consider the preliminary budget as presented by the Executive and the recommended changes from the Council Finance and Personnel Committee, together with the Committee's proposed restrictions on the expenditure of certain appropriations, and said public hearing took place.

NOW, THEREFORE, BE IT ORDAINED by the Whatcom County Council:

**Section I. Adoption of Budget**

The amounts set forth below are adopted as the Whatcom County Budget for the year 1999:

<u>FUND/DEPT.</u>	<u>1999 Appropriation</u>
<b>GENERAL FUND</b>	
Assessor	1,702,698
Auditor	735,754
Council	499,387
Executive	379,824
Planning & Development	2,650,126
Treasurer	1,127,381
Sheriff	6,869,660
Jail	5,064,227
District Court	1,023,474
District Court Probation	816,813
Hearing Examiner	140,952
Juvenile Administration	3,434,571
Prosecuting Attorney	2,937,586
Public Defender	1,700,888
Superior Court/Clerk	2,508,089
Cooperative Extension	233,713
Non-Departmental	6,103,394
Parks and Recreation	2,652,765
Public Health	7,839,644
<b>TOTAL GENERAL FUND</b>	<b>48,420,946</b>

**OTHER FUNDS**

County Road	24,438,381
Election Reserve	713,146
Veteran's Relief	144,746
Whatcom County Convention Center	106,525
Victim/Witness Assistance	91,386
C.E.R.B.	184,216
Community Development	17,000
Flood Control Zone District	3,857,645
Flood Sub-Zones	430,650
Auditor's O & M	16,050
Emergency Management	303,325
Pt. Roberts MV Fuel Tax	80,000
Conservation Futures	75,000
Lake Management District #1	5,000
Sewer Fund	12,425
Road Improvement Districts	25,940
Drug Fund	429,600
G.O. Bond Debt Service	2,122,548
RID Debt Service Fund	415,816
R.E.E.T.	648,879
LRID #10 Construction Fund	8,000
Parks Improvement Levy	52,000
Solid Waste Management	952,045
Equipment Rental & Revolving	6,309,042
Administrative Services	8,702,795
<b>TOTAL OTHER FUNDS</b>	<b>50,142,160</b>
<b>TOTAL APPROPRIATION</b>	<b>98,563,106</b>

## Section II. Provisions Restricting Expenditures

Pursuant to Section 6.60 of the Whatcom County Home Rule Charter, the following provisions restricting the expenditure of certain appropriations are enacted for the 1999 fiscal year. These provisions are an integral part of the official budget of Whatcom County and shall be published therewith, and are adopted as the Whatcom County Budget for the year 1999:

(A) This department/fund level appropriation is based upon the backup detail budget, as attached, and as contained in the volume titled Whatcom County 1999 Budget, Exhibit A (although labeled as Exhibit A to this ordinance, it is not attached herewith; rather it is kept on permanent file in the Whatcom County Council Office). Authorized Personnel positions cannot be increased during the year except by approval of the County Council. Positions approved at less than a full-time equivalent may be increased subject to the availability of funds and the consent of the County Executive, but shall not be considered a permanent change in authorized levels. The monies allocated to Salaries and Wages, Personnel Benefits and Capital Outlay can be transferred only with the prior approval of the County Executive.

(B) All construction work funded herein for which the estimated cost is over \$25,000 shall be bid out to private contractors, pursuant to the bid procedures contained in the Whatcom County Code, Chapter 3.08, and applicable state laws, except as the Council may specifically authorize by exception.

(C) Appropriation authority for any budgeted personnel position which becomes vacant during 1999 shall continue unless the Council by motion identifies the position as one in need of review.

(D) Any monies appropriated for senior services programs within the Parks and Recreation Fund budget may not be transferred to any other activity or program.

(E) The administrators of the Veterans' Relief Fund shall be allotted no more than 8.33% of the total non-capital appropriations each month during 1999. Any unencumbered appropriation authority of less than the 8.33% allotment may be carried forward and expended in subsequent months.

(F) Administration of the budget is the responsibility of the County Executive and therefore the County Executive is authorized to manage County budgets by transferring appropriation authority between departments within the General Fund.

(G) It shall be the policy of Whatcom County to levy the state surcharge on all fines (RCW 46.63.110(3)), in addition to all fines set by District Court, rather than deducting the surcharge from the County's share of such fines.

(H) No appropriated funds may be expended for permanent staffing except for those positions specifically identified in Exhibit B, Authorized Positions.

(I) \$1,000,000 of the adopted Undesignated Ending Fund Balance as provided for in this ordinance shall be maintained in a Rainy Day Reserve Account, and such monies shall only be appropriated upon a two-thirds affirmative vote of the entire County Council. In administering this Rainy Day Reserve Fund:

- (1) The County Treasurer shall be empowered to use the Rainy Day Reserve Fund to manage the cash flow needs of all County Funds by making short-term loans (less than six months) without interest, and without the need to get Council/Executive permissions.
- (2) Longer term loans (more than six months) can be made to other funds, but only with County Council approval.
- (3) Any investment income earned as a result of the Rainy Day Reserve Fund shall be credited to the General Fund general revenues.

**BE IT FURTHER ORDAINED**, to authorize the County Council staff to make such clerical, scrivener, or mathematical changes necessary to correct inadvertent errors that may have occurred.

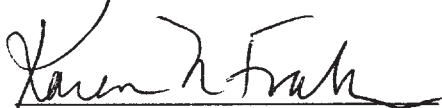
ADOPTED this 24 day of November, 1998.

ATTEST:



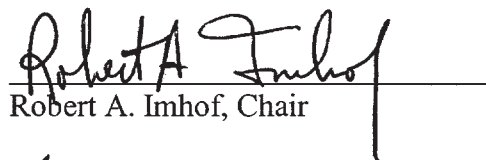
Dana Brown-Davis, Council Clerk

APPROVED as to form:



Civil Deputy Prosecutor

WHATCOM COUNTY COUNCIL  
WHATCOM COUNTY, WASHINGTON

  
Robert A. Imhof, Chair

Approved ( ) Denied



Pete Kremen, Executive

Date: 12-4-98

# Exhibit B - Authorized Positions

	1998	1998(S)	Adjusted 1998	County Funded 1999	Partially County Funded 1999	Externally Funded 1999	1999
<b>ADMINISTRATIVE SERVICES</b>							
<b><u>Administration</u></b>							
Assistant Administrative	1.00		1.00	1.00			1.00
<b><u>Finance</u></b>							
Manager Finance	1.00		1.00	1.00			1.00
Supervisor Accounting	1.00		1.00	1.00			1.00
Analyst Budget/ Financial Systems	1.00		1.00	1.00			1.00
Accountant I	3.00		3.00	3.00			3.00
Accountant II	1.00		1.00	1.00			1.00
Coordinator Payroll	1.00		1.00	1.00			1.00
Coordinator Purchasing	1.00		1.00	1.00			1.00
Account Clerk III	1.00		1.00	1.00			1.00
Assistant Finance	1.00		1.00	1.00			1.00
<b><u>Facilities Management</u></b>							
Manager Facilities	1.00		1.00	1.00			1.00
Specialist Electrical/ Electronic	1.00		1.00	1.00			1.00
Specialist Facilities Maintenance	1.00		1.00	1.00			1.00
Maintenance Electrician	1.00		1.00	1.00			1.00
Carpenter/Repair Maintenance			0.00	1.00			1.00
Assistant Facilities Maintenance	1.00		1.00	1.00			1.00
Technician Facilities	1.00		1.00	1.00			1.00
Custodian II	1.00		1.00	1.00			1.00
Custodian	10.00		10.00	9.00			9.00

## Exhibit B - Authorized Positions continued

	1998	1998(S)	Adjusted 1998	County Funded 1999	Partially County Funded 1999	Externally Funded 1999	1999
<b><u>Information Services</u></b>							
Manager Information Services	1.00		1.00	1.00			1.00
Programmer/ Analyst	1.00		1.00	1.00			1.00
Analyst/Prog. - Systems	1.00		1.00	1.00			1.00
Technician I PC/LAN	2.00		2.00	2.00			2.00
Technician II PC/LAN	1.00		1.00	0.00			0.00
Technician III PC/LAN	2.00		2.00	3.00			3.00
Administrator Web Site	0.50		0.50	0.50			0.50
Administrative Clerk	0.50		0.50	0.50			0.50
Clerk Information (Kiosk)	1.00		1.00	1.00			1.00
Supervisor Records Services	1.00		1.00	1.00			1.00
Coordinator Microfilm	1.00		1.00	1.00			1.00
Clerk III (Printer)	1.00		1.00	1.00			1.00
Clerk II (Microfilm)	1.00		1.00	1.00			1.00
Clerk I (Mail)	0.75		0.75	0.75			0.75
<b><u>Human Resources</u></b>							
Manager Human Resources	1.00		1.00	1.00			1.00
Senior HR Representative	2.00		2.00	2.00			2.00
Human Resources Representative II	2.00		2.00	2.00			2.00
Human Resources Representative I	1.00		1.00	1.00			1.00
Human Resources Assistant	1.00		1.00	1.00			1.00
<b>TOTAL ADMINISTRATIVE SERVICES</b>	<b>50.75</b>	<b>0.00</b>	<b>50.75</b>	<b>50.75</b>	<b>0.00</b>	<b>0.00</b>	<b>50.75</b>

## Exhibit B - Authorized Positions continued

	1998	1998(S)	Adjusted 1998	County Funded 1999	Partially County Funded 1999	Externally Funded 1999	1999
<b>ASSESSOR</b>							
Assessor	1.00		1.00	1.00			1.00
Assessor Deputy	1.00		1.00	1.00			1.00
Assistant Administrative - Senior	1.00		1.00	1.00			1.00
Supervisor Data Property	1.00		1.00	1.00			1.00
Secretary Administrative	1.00		1.00	1.00			1.00
Clerk IV	1.00		1.00	1.00			1.00
Clerk III	5.00		5.00	5.00			5.00
Clerk/Receptionist	2.00		2.00	2.00			2.00
Clerk - Personal Property	2.00		2.00	2.00			2.00
Drafter III	1.00		1.00	1.00			1.00
Drafter II	1.00		1.00	1.00			1.00
Drafter I	0.00		0.00	0.00			0.00
Appraiser IV	2.00		2.00	2.00			2.00
Appraiser III	1.00		1.00	1.00			1.00
Appraiser II	10.00		10.00	10.00			10.00
<b>TOTAL ASSESSOR</b>	<b>30.00</b>	<b>0.00</b>	<b>30.00</b>	<b>30.00</b>	<b>0.00</b>	<b>0.00</b>	<b>30.00</b>
<b>AUDITOR</b>							
Auditor	1.00		1.00	1.00			1.00
Auditor Chief Deputy	1.00		1.00	1.00			1.00
Auditor Internal	1.00		1.00	1.00			1.00
Accountant I	0.50		0.50	0.50			0.50
Supervisor Public Services	1.00		1.00	1.00			1.00
Coordinator	1.00		1.00	1.00			1.00
Clerk III	7.50		7.50	7.50			7.50

## Exhibit B - Authorized Positions continued

	1998	1998(S)	Adjusted 1998	County Funded 1999	Partially County Funded 1999	Externally Funded 1999	1999
<b>Elections</b>							
Supervisor Elections	1.00		1.00		1.00		1.00
Secretary Senior	1.00		1.00		1.00		1.00
Clerk Supervising	1.00		1.00	1.00			1.00
Clerk III	2.00		2.00	1.00	1.00		2.00
<b>TOTAL AUDITOR</b>	<b>18.00</b>	<b>0.00</b>	<b>18.00</b>	<b>15.00</b>	<b>3.00</b>	<b>0.00</b>	<b>18.00</b>
<b>COOPERATIVE EXTENSION</b>							
Chairman/ Extension Agent	1.00		1.00		1.00		1.00
Agent Extension	3.00		3.00		3.00		3.00
Clerk II	1.00		1.00	1.00			1.00
Clerk IV	1.00		1.00	1.00			1.00
Coordinator Master Gardener	0.20		0.20	0.20			0.20
Coordinator Master Food Safety Adv.	0.07		0.07	0.07			0.07
Coordinator Master Composter/ Recycler	0.52		0.52	0.52			0.52
<b>TOTAL COOPERATIVE EXTENSION</b>	<b>6.79</b>	<b>0.00</b>	<b>6.79</b>	<b>2.79</b>	<b>4.00</b>	<b>0.00</b>	<b>6.79</b>
<b>COUNTY COUNCIL</b>							
Clerk of the Council	1.00		1.00	1.00			1.00
Clerk Deputy	1.00		1.00	1.00			1.00
Clerk Confidential	1.00		1.00	1.00			1.00
Council Members	3.50		3.50	3.50			3.50
Secretary Senior	0.60	0.40	1.00	1.00			1.00
Clerk IV	0.00		0.00	0.00			0.00
Clerk Administrative	1.00		1.00	1.00			1.00
<b>TOTAL COUNTY COUNCIL</b>	<b>8.10</b>	<b>0.40</b>	<b>8.50</b>	<b>8.50</b>	<b>0.00</b>	<b>0.00</b>	<b>8.50</b>

## Exhibit B - Authorized Positions continued

	1998	1998(S)	Adjusted 1998	County Funded 1999	Partially County Funded 1999	Externally Funded 1999	1999
<b>COUNTY EXECUTIVE</b>							
Executive	1.00		1.00	1.00			1.00
Deputy Administrator	1.00		1.00	1.00			1.00
Assistant Executive	1.00		1.00	1.00			1.00
Administrative Secretary	1.00		1.00	1.00			1.00
Clerk Administrative	0.50		0.50	0.50			0.50
<b>Non-Departmental</b>							
Watershed Program Analyst		1.00	0.00			1.00	1.00
<b>TOTAL COUNTY EXECUTIVE</b>	<b>4.50</b>	<b>1.00</b>	<b>5.50</b>	<b>4.50</b>	<b>0.00</b>	<b>1.00</b>	<b>5.50</b>
<b>DISTRICT COURT PROBATION</b>							
Director	1.00		1.00	1.00			1.00
Probation Officer II	8.00		8.00	8.00			8.00
Probation Officer I	0.40		0.40	0.40			0.40
Aide Administrative	1.00		1.00	1.00			1.00
Clerk IV			0.00	1.00			1.00
Clerk III	3.00		3.00	2.00			2.00
<b>TOTAL DISTRICT COURT PROBATION</b>	<b>13.40</b>	<b>0.00</b>	<b>13.40</b>	<b>13.40</b>	<b>0.00</b>	<b>0.00</b>	<b>13.40</b>

## Exhibit B - Authorized Positions continued

	1998	1998(S)	Adjusted 1998	County Funded 1999	Partially County Funded 1999	Externally Funded 1999	1999
<b>DISTRICT COURT</b>							
Judge	2.00		2.00	2.00			2.00
Commissioner District Court	1.00		1.00	1.00			1.00
Administrator District Court	1.00		1.00	1.00			1.00
Coordinator Jury	1.00		1.00	1.00			1.00
Accountant I	1.00		1.00	1.00			1.00
Clerk Supervising	2.00		2.00	2.00			2.00
Account Clerk II	1.00		1.00	1.00			1.00
Account Clerk IV	1.00		1.00	1.00			1.00
Clerk III	2.00		2.00	2.00			2.00
Court Clerk	3.00		3.00	3.00			3.00
<b>TOTAL DISTRICT COURT</b>	<b>15.00</b>	<b>0.00</b>	<b>15.00</b>	<b>15.00</b>	<b>0.00</b>	<b>0.00</b>	<b>15.00</b>
<b>HEALTH</b>							
Officer Health	0.60		0.60		0.60		0.60
Director Health Department	1.00		1.00		1.00		1.00
Manager Personal Health Svcs	1.00		1.00		1.00		1.00
Manager Environmental Health	1.00		1.00		1.00		1.00
Manager Human Services	1.00		1.00		1.00		1.00
Manager Maternity Case	0.80		0.80		0.80		0.80
Office Administrator	1.00		1.00		1.00		1.00
Supervisor Public Hlth Nurse	3.00		3.00		3.00		3.00
Supervisor Enviro Hlth	2.00		2.00		2.00		2.00
Supervisor Nutrition	1.00		1.00		1.00		1.00
Assistant Administrative	1.00		1.00		1.00		1.00

## Exhibit B - Authorized Positions continued

	1998	1998(S)	Adjusted 1998	County Funded 1999	Partially County Funded 1999	Externally Funded 1999	1999
Assistant Medical	2.50		2.50		2.50		2.50
Coordinator Financial Services	1.00		1.00		1.00		1.00
Coordinator Support Services	1.00		1.00		1.00		1.00
Coordinator Program	2.00		2.00		2.00		2.00
Clerk/Typist II	16.55		16.55		17.55		17.55
Clerk/Typist III	2.00		2.00		2.00		2.00
Clerk/Typist IV	1.00		1.00		1.00		1.00
Educator Public Health	1.00		1.00		1.00		1.00
Nurse Practitioner	1.20		1.20		1.20		1.20
Nurse Registered	1.00		1.00		1.00		1.00
Nurse Public Health	11.25		11.25		11.25		11.25
Worker Registered Social	1.60		1.60		1.60		1.60
Specialist II Enviro Hlth	6.00	1.00	7.00		6.00		6.00
Specialist I Enviro Hlth	4.00		4.00		2.50	0.50	3.00
Specialist I Enviro Hlth Water			0.00		1.00		1.00
Technician II Enviro Health			0.00		1.00		1.00
Nutritionist	2.40		2.40		2.40		2.40
Account Clerk I	3.00		3.00		3.00		3.00
WIC Certifier	3.00		3.00		3.00		3.00
Specialist Developmental Disabilities Program	0.50		0.50			0.50	0.50
Specialist Mental Health Program	0.50		0.50		0.50		0.50
Specialist Substance Abuse Program	0.50		0.50			0.50	0.50
Specialist I Substance Abuse	1.00		1.00		1.00		1.00
Coordinator Substance Abuse Prevention	1.00		1.00			1.00	1.00
<b>TOTAL HEALTH</b>	<b>77.40</b>	<b>1.00</b>	<b>78.40</b>	<b>0.00</b>	<b>76.90</b>	<b>2.50</b>	<b>79.40</b>

## Exhibit B - Authorized Positions continued

	1998	1998(S)	Adjusted 1998	County Funded 1999	Partially County Funded 1999	Externally Funded 1999	1999
<b>HEARING EXAMINER</b>							
Coordinator	1.00		1.00	1.00			1.00
<b>TOTAL HEARING EXAMINER</b>	<b>1.00</b>	<b>0.00</b>	<b>1.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>
<b>JAIL</b>							
<b><u>Courthouse Jail</u></b>							
Corrections Officer - Chief	1.00		1.00	1.00			1.00
Corrections Lieutenant	1.00		1.00	1.00			1.00
Corrections Sergeant	5.00		5.00	6.00			6.00
Corrections Officer	35.00		35.00	34.00			34.00
Coordinator Administrative	1.00		1.00	1.00			1.00
Cook	2.00		2.00	2.00			2.00
Manager Food Service	1.00		1.00	1.00			1.00
Specialist Records (Civil)	3.00		2.00	2.00			2.00
Account Clerk (Civil)			1.00	1.00			1.00
<b><u>Alternative Corrections</u></b>							
Corrections Sergeant	1.00		1.00	1.00			1.00
Corrections Officer	3.00	1.00	4.00	4.00			4.00
Specialist Records (Civil)		1.00	1.00	1.00			1.00
Crew Supervisor		1.00	0.00			1.00	1.00
<b>TOTAL JAIL</b>	<b>53.00</b>	<b>3.00</b>	<b>56.00</b>	<b>55.00</b>	<b>0.00</b>	<b>1.00</b>	<b>56.00</b>

## Exhibit B - Authorized Positions continued

	1998	1998(S)	Adjusted 1998	County Funded 1999	Partially County Funded 1999	Externally Funded 1999	1999
<b>JUVENILE COURT/DETENTION</b>							
Director	1.00		1.00	1.00			1.00
Assistant Director	1.00		1.00	1.00			1.00
Assistant Administrative	1.00		1.00	1.00			1.00
Case Aide/ Monitor	1.00		1.00			1.00	1.00
Clerk/Receptionist	1.00		1.00	1.00			1.00
Clerk		1.00	1.00			1.00	1.00
Community/ Court Liason		1.00	1.00			1.00	1.00
Coordinator	1.00		1.00	1.00			1.00
Coordinator Accounting/Victim Asst.	1.00		1.00	1.00			1.00
Secretary III - Legal	2.00		2.00	2.00			2.00
Secretary II - Legal	2.00		2.00	1.00		1.00	2.00
Secretary I - Legal		1.00	0.00			1.00	1.00
Probation Officer III	1.00		1.00	1.00			1.00
Probation Officer II	7.00		7.00	4.00		3.00	7.00
Probation Officer I	3.00	2.00	5.00	2.00		3.00	5.00
Specialist Education/ Vocational	1.00	-0.25	0.75			0.75	0.75
Instructor/Student Monitor Vocational	0.00	0.75	0.75			0.75	0.75
Supervisor Detention	1.00		1.00	1.00			1.00
Juvenile Detention Officer III	4.00		4.00	4.00			4.00
Juvenile Detention Officer II	9.00		9.00	9.00			9.00
Juvenile Detention Officer I	4.00		4.00	4.00			4.00
Work Crew	0.00		0.00	1.00			1.00
<b>TOTAL JUVENILE COURT/DETENTION</b>	<b>41.00</b>	<b>5.50</b>	<b>46.50</b>	<b>35.00</b>	<b>0.00</b>	<b>12.50</b>	<b>47.50</b>

# Exhibit B - Authorized Positions continued

	1998	1998(S)	Adjusted 1998	County Funded 1999	Partially County Funded 1999	Externally Funded 1999	1999
<b>PARKS &amp; RECREATION</b>							
<b><u>Administration</u></b>							
Director	1.00		1.00	1.00			1.00
Accountant II	1.00		1.00	1.00			1.00
Coordinator Purchasing	1.00		1.00	1.00			1.00
Secretary Administrative	1.00		1.00	1.00			1.00
<b><u>Cultural Arts Program</u></b>							
Coordinator Recreation & Arts	1.00		1.00	1.00			1.00
<b><u>Senior Citizen's Program</u></b>							
Manager IV Senior Center			0.00	2.00			2.00
Manager III Senior Center	2.00		2.00	1.00			1.00
Manager II Senior Center	1.00		1.00	0.00			0.00
Secretary Division	1.00		1.00	1.00			1.00
Maintenance Worker I	1.00		1.00	1.00			1.00
Coordinator Facilities	1.00		1.00	1.00			1.00
Supervisor Rec & Senior Svs	1.00		1.00	1.00			1.00
<b><u>Park Facilities</u></b>							
Supervisor Park Operations	1.00		1.00	1.00			1.00
Manager III Park	4.00		4.00	4.00			4.00
Manager II Park	3.00		3.00	3.00			3.00
Horticulturist	1.00		1.00	1.00			1.00
Supervisor III Maint/Constr	1.00		1.00	1.00			1.00
Coordinator Outside Maintenance	2.00		2.00	2.00			2.00
Operator Lead - Equipment	1.00		1.00	1.00			1.00
Operator Maint/Constr Equipment	1.00		1.00	1.00			1.00
Repair/Maint III	1.00		1.00	1.00			1.00

## Exhibit B - Authorized Positions continued

	1998	1998(S)	Adjusted 1998	County Funded 1999	Partially County Funded 1999	Externally Funded 1999	1999
Carpenter Repair/Maint III	1.00		1.00	1.00			1.00
Maintenance Worker III	1.00		1.00	1.00			1.00
Maintenance Worker I	1.75		1.75	1.75			1.75
Clerk II	0.80		0.80	0.80			0.80
<b><u>Outdoor Recreation</u></b>							
Coordinator Outdoor	1.00		1.00	1.00			1.00
<b>TOTAL PARKS &amp; RECREATION</b>	<b>32.55</b>	<b>0.00</b>	<b>32.55</b>	<b>32.55</b>	<b>0.00</b>	<b>0.00</b>	<b>32.55</b>
<b>PLANNING &amp; DEVELOP. SVCS.</b>							
<b><u>Administration</u></b>							
Director	1.00		1.00	1.00			1.00
Administrative Aide	1.00		1.00	1.00			1.00
<b><u>Planning</u></b>							
Manager Division	1.00		1.00	1.00			1.00
Water Resources Planner	1.00		1.00	1.00			1.00
Planner Senior	2.00		2.00	2.00			2.00
Planner I	1.00		1.00	1.00			1.00
Planner II	2.00		2.00	2.00			2.00
Technician Planning	1.00		1.00	1.00			1.00
Clerk III	1.00		1.00	1.00			1.00
Secretary Administrative	1.00		1.00	1.00			1.00

## Exhibit B - Authorized Positions continued

	1998	1998(S)	Adjusted 1998	County Funded 1999	Partially County Funded 1999	Externally Funded 1999	1999
<b><u>Building Services</u></b>							
Manager Division	1.00		1.00	1.00			1.00
Inspector III Public Svs	1.00		1.00	1.00			1.00
Inspector II Public Svs	3.00		3.00	3.00			3.00
Inspector II Public Svs-Fire	1.00		1.00	1.00			1.00
Marshall Deputy Fire	1.00		1.00	1.00			1.00
Examiner IV Plans	1.00		1.00	1.00			1.00
Examiner II Plans	1.00		1.00	1.00			1.00
Permit Coordinator	1.00		1.00	1.00			1.00
Clerk III	2.00		2.00	2.00			2.00
<b><u>Land Use</u></b>							
Manager Division	1.00		1.00	1.00			1.00
Specialist Natural Resources - Senior			0.00	1.00			1.00
Specialist Natural Resources	2.00		2.00	1.00			1.00
Specialist Senior Land Use	3.00		3.00	3.00			3.00
Specialist II Land Use	2.00	1.00	3.00	3.00			3.00
Specialist I Land Use	2.00	1.00	3.00	3.00			3.00
Technician Land Use	1.00		1.00	1.00			1.00
Technician Records	1.00		1.00	1.00			1.00
Inspector Development	1.00		1.00	1.00			1.00
Clerk Permit/Land Use	2.00		2.00	2.00			2.00
Clerk III	3.75		3.75	3.75			3.75
<b>TOTAL PLANNING &amp; DEVELOPMENT SERVICES</b>	<b>42.75</b>	<b>2.00</b>	<b>44.75</b>	<b>44.75</b>	<b>0.00</b>	<b>0.00</b>	<b>44.75</b>

# Exhibit B - Authorized Positions continued

	1998	1998(S)	Adjusted 1998	County Funded 1999	Partially County Funded 1999	Externally Funded 1999	1999
<b>PROSECUTING ATTORNEY</b>							
Attorney Prosecuting	1.00		1.00		1.00		1.00
Deputy Chief Criminal	1.00		1.00	1.00			1.00
Deputy Chief Civil	1.00		1.00		1.00		1.00
Deputy Senior Civil	4.00		4.00	2.00		2.00	4.00
Deputy II PA Exempt	1.00						
Deputy PA Assistant Chief	1.00		1.00	1.00			1.00
Deputy Senior	7.00		7.00	5.00	2.00	1.00	8.00
Deputy II	3.00		3.00	1.00			1.00
Deputy I	1.00	2.00	3.00	1.00		2.00	3.00
Secretary III Legal	7.00		7.00	4.00		3.00	7.00
Secretary II Legal	0.00		0.00	2.00			2.00
Secretary I Legal	2.00	1.00	3.00	2.00		1.00	3.00
Secretary Administrative	1.00		1.00	1.00			1.00
Secretary Confidential	1.00		1.00	1.00			1.00
Secretary II	2.00		2.00	1.00		1.00	2.00
Investigator	1.00		1.00			1.00	1.00
Assistant Administrative Legal	1.00		1.00		1.00		1.00
Administrator Office	1.00		1.00	1.00			1.00
Coordinator Domestic Relations	2.00		2.00			2.00	2.00
<b><u>Victim Witness</u></b>							
Coordinator Victim Witness	1.00		1.00	1.00			1.00
Secretary III Legal	1.00		1.00			1.00	1.00
Specialist Sexual Assault	1.00		1.00		1.00		1.00
Specialist Domestic Violence	1.00		1.00		1.00		1.00
<b><u>Law Library</u></b>							
Librarian	0.50		0.50	0.50			0.50
<b>TOTAL PROSECUTING ATTORNEY</b>	<b>42.50</b>	<b>3.00</b>	<b>45.50</b>	<b>24.50</b>	<b>7.00</b>	<b>14.00</b>	<b>45.50</b>

## Exhibit B - Authorized Positions continued

	1998	1998(S)	Adjusted 1998	County Funded 1999	Partially County Funded 1999	Externally Funded 1999	1999
<b>PUBLIC DEFENDER</b>							
Public Defender	1.00		1.00	1.00			1.00
Deputy Chief	1.00		1.00	1.00			1.00
Deputy Senior	2.00		2.00	5.00			5.00
Deputy II	5.00		5.00	1.00			1.00
Deputy I	1.00		1.00	3.00			3.00
Administrator Office	1.00		1.00	1.00			1.00
Investigator - Senior			0.00	1.00			1.00
Investigator	3.00		3.00	3.00			3.00
Secretary III - Legal	4.00		4.00	5.00			5.00
Secretary II	2.00		2.00	2.00			2.00
Coordinator Social Services	1.00		1.00	1.00			1.00
Clerk IV	1.00		1.00	1.00			1.00
<b>TOTAL PUBLIC DEFENDER</b>	<b>22.00</b>	<b>0.00</b>	<b>22.00</b>	<b>25.00</b>	<b>0.00</b>	<b>0.00</b>	<b>25.00</b>

# Exhibit B - Authorized Positions continued

	1998	1998(S)	Adjusted 1998	County Funded 1999	Partially County Funded 1999	Externally Funded 1999	1999
<b>PUBLIC WORKS</b>							
<b><u>Administration/Accounting</u></b>							
Director	1.00		1.00	1.00			1.00
Director Assistant/Administration			1.00	1.00			1.00
Accountant I	2.50		2.50	2.50			2.50
Account Clerk III	1.00		1.00	1.00			1.00
Account Clerk II	1.00		1.00	1.00			1.00
Secretary Administrative	1.00		1.00	1.00			1.00
Specialist Safety/Training	1.00		1.00	1.00			1.00
Clerk II	1.00		1.00	1.50			1.50
Accountant Senior	1.00		1.00	1.00			1.00
<b><u>Engineering Administration</u></b>							
Director Assistant/Deputy County Eng	1.00		1.00	1.00			1.00
Engineer Design	1.00		1.00	1.00			1.00
Manager Office	1.00		1.00	1.00			1.00
Clerk IV	1.00		1.00	1.00			1.00
Clerk III	1.00		1.00	1.00			1.00
Assistant Records	1.00		1.00	1.00			1.00
<b><u>Engineering/Design/Const/Survey</u></b>							
Manager Engineer. Svcs.	1.00		1.00		1.00		1.00
Engineer Design Senior	0.50		0.50		0.50		0.50
Engineer	3.50		3.50		3.50		3.50
Technician Eng IV	4.00		4.00		4.00		4.00
Technician Eng III	3.00		3.00		3.00		3.00
Technician Eng II	3.00		3.00		3.00		3.00

## Exhibit B - Authorized Positions continued

	1998	1998(S)	Adjusted 1998	County Funded 1999	Partially County Funded 1999	Externally Funded 1999	1999
<b><u>Engineering Traffic &amp; Development</u></b>							
Manager Traffic & Dev. Engineer	1.00		1.00	1.00			1.00
Engineer			0.00	1.00			1.00
Engineer II	1.00		1.00	1.00			1.00
Technician Eng IV	4.00		4.00	4.00			4.00
Technician Eng III	1.00		1.00	1.00			1.00
Technician Eng II	3.00		3.00	3.00			3.00
Technician Eng I Road Addressing	1.00		1.00	1.00			1.00
<b><u>Engineering River &amp; Flood</u></b>							
Engineer Special Projects Manager	1.00		1.00		1.00		1.00
Engineer	1.00		1.00		1.00		1.00
Technician Eng III	1.00		1.00		1.00		1.00
Clerk IV	1.00		1.00		1.00		1.00
<b><u>Maintenance &amp; Operations</u></b>							
Assistant Director/Operations	1.00		1.00	1.00			1.00
Superintendent Assistant	1.00		1.00	1.00			1.00
Leader Road Crew	5.00		5.00	5.00			5.00
Leader Senior Sign	1.00		1.00	1.00			1.00
SW II/Technician Sign	2.00		2.00	2.00			2.00
Operator Heavy Equip.	9.00		9.00	9.00			9.00
Service Worker III	24.00		24.00	24.00			24.00
Service Worker II	13.00		13.00	13.00			13.00
Service Worker I	6.00		6.00	6.00			6.00
Secretary Administrative	1.00		1.00	1.00			1.00
Clerk III	2.00		2.00	2.00			2.00
SW II Coordinator Outside Maint.	1.00		1.00	1.00			1.00

## Exhibit B - Authorized Positions continued

	1998	1998(S)	Adjusted 1998	County Funded 1999	Partially County Funded 1999	Externally Funded 1999	1999
<b><u>Weed Board</u></b>							
Coordinator Weed Control	0.50		0.50	0.50			0.50
Inspector Weed Compliance	1.00		1.00	1.00			1.00
<b><u>Ferry</u></b>							
Senior Master	1.00		1.00	1.00			1.00
Master	1.00		1.00	1.00			1.00
Master Engineer	1.00		1.00	1.00			1.00
Purser/ Deckhand	3.00		3.00	3.00			3.00
Deckhand	3.00		3.00	3.00			3.00
<b><u>Solid Waste</u></b>							
Division Secretary	1.00		1.00		1.00		1.00
Solid Waste Specialist	0.50		0.50		1.00		1.00
<b><u>Equipment Rental</u></b>							
Manager ER & R	1.00		1.00	1.00			1.00
Leader Shop Crew	1.00		1.00	1.00			1.00
Mechanic Heavy Duty	5.00		5.00	6.00			6.00
Mechanic III	2.00		2.00	2.00			2.00
Mechanic II	1.00		1.00	1.00			1.00
Mechanic I	1.00		1.00	0.00			0.00
Agent Assistant Purchasing	1.00		1.00	1.00			1.00
Assistant Purchasing	2.00		2.00	3.00			3.00
Clerk III	1.00		1.00	0.00			0.00
Clerk II			0.00	0.50			0.50
<b>TOTAL PUBLIC WORKS</b>	<b>139.50</b>	<b>0.00</b>	<b>139.50</b>	<b>121.00</b>	<b>21.00</b>	<b>0.00</b>	<b>142.00</b>

## Exhibit B - Authorized Positions continued

	1998	1998(S)	Adjusted 1998	County Funded 1999	Partially County Funded 1999	Externally Funded 1999	1999
<b>SHERIFF</b>							
<b><u>Sheriff Administration</u></b>							
Sheriff	1.00		1.00	1.00			1.00
Undersheriff	1.00		1.00	1.00			1.00
Deputy Chief	1.00		1.00	1.00			1.00
Deputy Civil	1.00		1.00	1.00			1.00
Lieutenant	1.00		1.00	1.00			1.00
Assistant Administrative	1.00		1.00	1.00			1.00
Accountant	1.00		1.00	1.00			1.00
Coordinator Administrative	3.00		3.00	3.00			3.00
<b><u>Investigations</u></b>							
Lieutenant	1.00		1.00	1.00			1.00
Sergeant	2.00		2.00	2.00			2.00
Deputy	5.00		5.00	5.00			5.00
Manager Records/ ID	1.00		1.00	1.00			1.00
Technician ID	3.00		3.00	3.00			3.00
Clerical/Warrants			0.00	1.00			1.00
Secretary Civil	3.00		3.00	3.00			3.00
<b><u>Patrol</u></b>							
Sergeant	6.00		6.00	5.00	1.00		6.00
Deputy	44.00	2.00	46.00	37.00	9.00		46.00
<b><u>Emergency Management</u></b>							
Deputy Director	1.00		1.00			1.00	1.00
Program Specialist	1.00		1.00			1.00	1.00
Coordinator Administrative	1.00		1.00			1.00	1.00
<b>TOTAL SHERIFF</b>	<b>78.00</b>	<b>2.00</b>	<b>80.00</b>	<b>68.00</b>	<b>10.00</b>	<b>3.00</b>	<b>81.00</b>

## Exhibit B - Authorized Positions continued

	1998	1998(S)	Adjusted 1998	County Funded 1999	Partially County Funded 1999	Externally Funded 1999	1999
<b>SUPERIOR COURT/CLERK</b>							
<b><u>Superior Court</u></b>							
Judges	3.00		3.00		3.00		3.00
Administrator Court	1.00		1.00	1.00			1.00
Commissioners Court	2.00	0.62	2.62	1.00	1.00	0.62	2.62
Reporters Court	3.00		3.00	3.00			3.00
<b><u>Assigned Counsel</u></b>							
Coordinator Assigned Counsel	1.00		1.00		1.00		1.00
Clerk III	1.00		1.00	1.00			1.00
<b><u>Superior Court Clerk</u></b>							
Clerk Chief Deputy	1.00		1.00		1.00		1.00
Clerk Senior Court	1.00		1.00	1.00			1.00
Clerk Calendar	1.00		1.00		1.00		1.00
Clerk Appeals/Court	1.00		1.00	1.00			1.00
Clerk Court	6.60	0.40	7.00	7.00	3.00		10.00
Clerk IV	1.00		1.00	1.00			1.00
Clerk III	1.00		1.00	1.00			1.00
Accountant I	1.00		1.00	1.00			1.00
<b><u>Family Court Services</u></b>							
Facilitator Family Law Court	1.00		1.00			1.00	1.00
<b>TOTAL SUPERIOR COURT/CLERK</b>	<b>25.60</b>	<b>1.02</b>	<b>26.62</b>	<b>18.00</b>	<b>10.00</b>	<b>1.62</b>	<b>29.62</b>

# Exhibit B - Authorized Positions continued

	1998	1998(S)	Adjusted 1998	County Funded 1999	Partially County Funded 1999	Externally Funded 1999	1999
<b>TREASURER</b>							
Treasurer	1.00		1.00	0.75		0.25	1.00
Deputy Chief - Treasurer	1.00		1.00	1.00			1.00
Deputy II Revenue	1.00		1.00	1.00			1.00
Deputy I Revenue	2.00		2.00	2.00			2.00
Deputy I Sales Tax			0.00	1.00			1.00
Administrator Cash Management	1.00		1.00		0.25	0.75	1.00
Accountant II	1.00		1.00	1.00			1.00
Officer Investment	1.00		1.00	0.50		0.50	1.00
Manager Office	1.00		1.00	1.00			1.00
Clerk IV	1.00		1.00	1.00			1.00
Clerk/Receptionist	2.00		2.00	2.00			2.00
Clerk I	0.50		0.50	0.50			0.50
Cashier - Head	1.00		1.00	1.00			1.00
Cashier /Clerk III	1.00		1.00	1.00			1.00
<b>TOTAL TREASURER</b>	14.50	0.00	14.50	13.75	0.25	1.50	15.50
<b>COUNTY TOTAL STAFFING</b>	716.34	18.92	735.26	578.49	132.15	37.12	747.76

# Budget Development Guidelines

On June 22, 1998, the Executive and County Council met to discuss and establish general policy for the development of the 1999 fiscal budget for all county government operations. The following represents the policy direction for County departments to follow in developing budget requests for the 1999 budget:

1. **Service Levels** – Service levels are to be maintained at current levels by all County departments.
2. **Expanded Office Hours** – Departments are to evaluate the impact of expanding hours of operation from the current 8:30 a.m. to 4:30 p.m. to 8:00 a.m. to 5 p.m., beginning January 1, 1999. Additionally, all departments are to provide for operation during the noon hour. Projected impact analysis should be submitted to the Executive’s Office by August 31, 1998.
3. **Revenues** - Departments are to review all fees charged and revenue generated by departmental operations to ensure all appropriate fees have been implemented and are at the correct level. The Council requests the submission of relevant information that will enable the fullest receipt of tax revenues due the County under existing tax levies without implementing new taxes or increasing existing levies or rates. It is the duty of the Administration and all departments to ensure that every reasonable effort is made to collect all revenues due the County.
4. **Consolidations & Programs** – The Administration and all departments are to evaluate and consider consolidation of departments, functions and operational activities, wherever possible. Further, departments are directed to provide information to the Administration of any programming that may warrant termination. Departments are also directed to provide requests for additional programming that may better serve the public interest.
5. **Efficiencies** – The Administration and all departments are directed to make every effort to conserve public funds and resources and to develop and pursue every reasonable efficiency strategy.
6. **Tax Considerations** – The Council will determine the level of the property tax levy for the 1999 budget year during the budget review and approval process. The property tax levy will include the establishment of the levy amount, plus an amount equal to new construction.

## Budget Development Guidelines continued

7. **Ending Fund Balance and Reserves** - The 1999 General Fund Budget shall be developed to incorporate the ending fund balance of the previous fiscal year into established cash reserves or one-time capital or program expenditures. Combined general fund reserve balances shall be maintained at a level of 8.3 percent of the projected general fund budget.
8. **Strategic Planning** - The Administration's budget recommendations shall be consistent with goals developed during the 1998 strategic planning process for 1999. Sufficient funding shall be provided in the budget to enable the continuation of the strategic planning process.
9. **Inventory of Services and Performance Measurements** - The Council desires that the Administration and all departments continue to develop and refine a complete, well-defined inventory of all services provided. The Council also desires that meaningful performance measures and evaluation procedures be developed and consistently implemented that are sufficient to enable reasonable assessment of departmental operations and employees' work performance.
10. **Position Control** - It is the desire of the Council that the Administration plan to maintain the county funded workforce at the 1998 level, except where increases are necessary to provide additional services or service enhancements that are approved by the Council. The Council will consider the addition of positions that are supported by additional funding from external funding sources, through specific revenue enhancement programs or through internal cost saving efforts. The continuation of positions supported by external sources shall be contingent on the continuation of such funding.
11. **Privatization** - The Administration is encouraged to continue to pursue the contracting of services where both private and public sector providers may competitively bid to provide services in the most cost effective manner that is consistent with the public interest.

# 1999 Bond Fund Expenditures

Fund	Cost Center	1999 Budget
215	215000 1982 WC Ltd Tax GO Bond	\$153,650
219	219000 CRID #9 General Debt	\$184,216
220	220000 LRID #10 General Debt	\$231,600
240	240000 1991 Ltd Tax GO Bond	\$520,175
241	241000 1993 Ltd Tax GO Bond	\$805,205
242	242000 1997 Ltd Tax GO & Refunding Bond	<u>\$643,518</u>
	<b>Total</b>	<b><u><u>\$2,538,364</u></u></b>

# 1999 Beginning & Ending Fund Balances

Fund	Description	Estimated Beginning 1999 Balance	Approved Expenditures 1999	Approved Revenues 1999	Estimated Ending 1999 Balance
001	General Fund	(7,876,689)	48,420,946	(46,630,486)	(6,086,229)
108	County Road	(5,541,215)	24,438,381	(23,145,357)	(4,248,191)
109	Election Reserves	(76,881)	713,146	(672,357)	(36,092)
114	Veterans Relief	(93,350)	144,746	(144,980)	(93,584)
141	WC Convention Center	(149,227)	106,525	(80,000)	(122,702)
142	Victim Witness	(54,365)	91,386	(83,306)	(46,285)
148	CERB	(61)	184,216	(184,216)	(61)
151	Community Development	(22,333)	17,000	-	(5,333)
154	Road Improve #1	(33,919)	22,117	(21,785)	(33,587)
155	Road Improve #2	(2,160)	1,571	(1,520)	(2,109)
159	Road Improve #7	(2,432)	2,252	(1,903)	(2,083)
162	Road Improve Guarantee	(96,487)	-	(5,000)	(101,487)
165	WC Drug Fund	(481,176)	429,600	(315,600)	(367,176)
166	Auditor's O&M	(148,598)	16,050	(93,000)	(225,548)
167	Emergency Management	(106,833)	303,325	(219,109)	(22,617)
169	Flood Control Zone	(6,088,216)	3,857,645	(3,555,938)	(5,786,509)
170	Pt. Robert's Fuel Tax	(1,782)	80,000	(80,000)	(1,782)
175	Conservation's Future	(2,553,977)	75,000	(600,000)	(3,078,977)
180	Lake Management	(20,310)	5,000	(1,200)	(16,510)
213	1978 Ltd Tax GO Bond	(22,312)	-	-	(22,312)
215	1982 Ltd Tax GO Bond	-	153,650	(153,650)	-
219	CRID #9 Gen Debt	(16,172)	184,216	(184,216)	(16,172)
220	LRID #10 Gen Debt	(198,398)	231,600	(68,396)	(35,194)
240	1991 Ltd Tax GO Bond	(1,893)	520,175	(520,175)	(1,893)

*continued on next page*

# 1999 Beginning & Ending Fund Balances continued

Fund	Description	Estimated Beginning 1999 Balance	Approved Expenditures 1999	Approved Revenues 1999	Estimated Ending 1999 Balance
241	1993 Ltd Tax GO Bond	(74)	805,205	(805,205)	(74)
242	1997 Ltd Tax GO & Refund Bond	(39)	643,518	(643,518)	(39)
325	1983 Sewer Const.	(11,725)	12,425	(700)	-
326	REET	(509,121)	648,879	(750,000)	(610,242)
329	LRID #10 Construction Fund	(7,897)	8,000	(400)	(297)
330	Parks Improvement	(86,422)	52,000	(3,500)	(37,922)
401	Solid Waste	(1,128,682)	952,045	(917,363)	(1,094,000)
501	ER&R	(12,194,633)	6,309,042	(5,509,851)	(11,395,442)
507	Administrative Services	(2,963,589)	8,832,435	(7,970,007)	(2,101,161)
16921	Lynden/Everson Sub-Zone	(56,550)	170,000	(120,000)	(6,550)
16922	Sumas/Nooksack/Everson Sub-Zone	(35,225)	195,000	(160,000)	(225)
16923	Acme/Van Zandt Sub-Zone	(19,650)	65,650	(46,000)	-
<b>Total</b>		<b>(40,602,393)</b>	<b>98,513,951</b>	<b>(93,665,363)</b>	<b>(35,753,805)</b>

# General Fund Expenditures by Department

Department	Description	1999 Budget
010	Assessor	1,702,698
015	Auditor	735,754
021	County Council	499,387
024	County Executive	379,824
026	Planning & Development Svcs	2,650,126
030	Treasurer	1,127,381
035	Sheriff	6,869,660
041	Jail	5,064,227
045	District Court	1,023,474
050	District Court Probation	816,813
055	Hearing Examiner	140,952
060	Juvenile	3,434,571
065	Prosecuting Attorney	2,937,586
066	Public Defender	1,700,888
070	Superior Court	2,508,089
075	Cooperative Extension	233,713
100	Non - Departmental	6,103,394
106	Park	2,652,765
153	Public Health	7,839,644
	<b>Total General Fund</b>	<b><u>48,420,946</u></b>

# General Fund Non-Departmental Expenditures by Cost Center

Cost Center	Description	1999 Budget
2100	Medical Examiner	240,975
4010	Microfilming	200,000
4015	Imaging	300,000
4025	Indigent Burial	15,000
4035	County Morgue	54,050
4040	Strategic Planning	3,000
4045	Cable Television	1,200
4050	Domestic Viloence	41,000
4055	Starling program	10,000
4060	Public Health/Home Health	10,000
4065	Forestry Forum	1,200
4070	Annual State Audit	80,000
4075	Leave Pay Out	304,073
4080	Short Term Interest	10,000
4085	Employee Recognition	3,000
4090	Association Dues	50,745
4095	Wide Area Network Impl.	150,000
4100	Criminal Justice Data Inte	67,828
4110	Computer Training Center	25,000

Cost Center	Description	1999 Budget
4120	Civil Service Commission	12,000
4130	Horticultural Inspections	10,000
4135	Pest Control	5,000
4140	Economic Development	15,000
4160	LEOFF Board	4,020
4240	Northwest Regional Council	67,133
4250	Emergency Communications	469,981
4270	Ambulance Services	994,439
4290	Air Pollution Control	25,341
4300	Animal Control	300,000
4440	Senior Support / RSVP	30,000
4450	Planning / Com Dev	30,293
4470	Nooksack Water	21,063
4490	Water Resource Inventory Area	250,000
4520	Boudry Review Board	10,201
4530	Transfers to Other Funds	1,819,956
4540	Capital Acquisitions	35,980
4900	Misc Non - Departmental	435,916
	<b>Total Non - Departmental</b>	<b>\$ 6,103,394</b>

# Accounting period / Capital budget

**Accounting period** - A period at the end of which and for which financial statements are prepared.

**Accrual basis** - The basis of accounting under which transactions are recognized when they occur, regardless of the timing of related cash receipts and disbursements.

**Annual budget** - A budget applicable to a single fiscal year.

**Appropriation** - A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be used.

**Assessed valuation** - A valuation set upon real assets or other property by a government as a basis for levying taxes.

**Assessment** - The process of making the official valuation of property for purposes of taxation.

**Assets** - Resources owned or held by a government which have monetary value.

**Budget** - A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. The term “budget” is used in two senses in practice. Sometimes it designates the financial plan presented to the appropriating body for adoption and sometimes the plan finally approved by that body. It is usually necessary to specify whether the budget under consideration is preliminary and tentative or whether it has been approved by the appropriating body.

**Budget document** - The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating body. The budget document usually consists of two parts. The first part contains a message from the budget-making authority, together with a summary of the proposed expenditures and the means of financing them. The second consists of schedules supporting the summary. These schedules show in detail the information as to the past years actual revenues, expenditures and other data used in making the estimates. In addition to the budget document, an appropriation ordinance or resolution and revenue and borrowing measures will be necessary to put the budget into effect.

**Budget message** - A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body. The budget message should contain an explanation of the principal budget items, an outline of the government experience during the past period and its financial status at the time of the message, and recommendations regarding the financial policy for the coming period.

**Budgetary accounts** - Accounts used to enter the formally adopted annual operating budget into the general ledger as part of the management control technique of formal budgetary integration.

**Budgetary control** - The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

**Capital budget** - A plan of proposed capital outlays and the means of financing them.

# Capital program / Fixed assets

**Capital program** - A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs arising from the long-term work program or otherwise. It sets forth each project or other contemplated expenditure in which the government is to have a part and specifies the full resources estimated to be available to finance the projected expenditures.

**Capital projects fund** - A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities.

**Cash basis** - A basis of accounting under which transactions are recognized only when cash is received or disbursed.

**Continuing appropriations** - An appropriation which, once established, is automatically renewed without further legislative action, period after period, until altered, revoked or expended.

**Debt limit** - The maximum amount of gross or net debt which is legally permitted.

**Debt service fund** - A fund established to account for the accumulation of resources for, and the payment of, general long-term principal and interest.

**Deficit** - The excess of expenditures over revenues during an accounting period.

**Double entry** - A system of bookkeeping which requires an entry to the debit side of an account or accounts for the corresponding amount or amounts of the entry to the credit side of another account or accounts.

**Encumbrance** - Commitments for unperformed contracts for goods or services.

**Enterprise fund** - A fund established to account for operations that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

**Expenditures** - Decreases in net current assets. Expenditures include debt service, capital outlays, and those current-operating costs which require the use of current assets. The difference between expenditure and an expense is a difference in what is being measured. Expenditures measure current outlays, while expenses measure total costs.

**Expenses** - Decreases in net total assets. Expenses represent the total cost of operations during a period regardless of the timing of related expenditures.

**Fiscal year** - A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and results of its operations.

**Fixed assets** - Assets which are intended to be held or used for a long term, such as land, buildings, improvements, machinery and equipment. In common usage, the term refers only to operating facilities and equipment, not to long-term investments and other non-current assets.

# Fund / Interfund transfers

**Fund** - A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

**Fund balance** - The fund equity of governmental funds and trust funds.

**General fund** - The fund used to account for all financial resources except those required to be accounted for in another fund.

**Generally accepted accounting principles (GAAP)** - Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the financial statements of an entity. GAAP encompass the conventions, rules and procedures necessary to define accepted accounting practice at a particular time. They include not only broad guidelines of general application, but also detailed practices and procedures. GAAP provide a standard by which to measure financial presentations. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board.

**Governmental Accounting Standards Board** - The authoritative accounting and financial reporting standard-setting body for government entities.

**Governmental fund types** - Funds used to account for the acquisition, use and balances of expendable financial resources and the related current liabilities – except those accounted for in proprietary funds and fiduciary funds. The measurement focus in these fund types is on the determination of financial position rather than on net income determination. Under current GAAP, there are four governmental fund types: general, special revenue, debt service and capital projects.

**Grants** - External contributions or gifts of cash or other assets to be used or expended for a specified purpose, activity, or facility.

**Interfund transfers** - Interfund transfers are a type of interfund transaction. There are two types of interfund transfers. Both types involve the permanent movement of resources between funds. For any one transaction, the transfer-in and the transfer-out must be classified in the same way, so that the total operating transfers-in for the entire municipality equal the total operating transfers-out and the total residual equity transfers-in equal the total residual equity transfers-out.

**Residual equity transfers** - These transfers are the nonrecurring or non-routine transfers of equity between funds.

**Operating transfers** - All other interfund transfers are operating transfers. These transactions are often the interfund equivalent of operating subsidies. As such, their purpose is to support the normal level of operations in the recipient fund.

# Intergovernmental revenues / Unencumbered appropriation

**Intergovernmental revenues** - Revenues from other governments in the form of grants, entitlements, shared revenues, or payments in lieu of taxes.

**Internal service fund** - A fund used to account for the financing of goods or services provided by one department of agency to other departments or agencies of a governments, or to other governments, on a cost reimbursement basis.

**Liabilities** - Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.

**Long-term debt** - Debt with a maturity of more than one year after the date of issuance.

**Modified accrual basis** - The accrual basis of accounting adapted to the governmental fund type spending measurement focus. Under it, revenues are recognized when they become booth measurable and available to finance expenditures of the current period. Expenditures are recognized when the related fund liability is incurred except for: (1) prepaid insurance and similar items which need not be reported; (2) accumulated unpaid vacation, sick pay, and other employee benefit amounts which need not be recognized in the current period, but for which larger-than-normal accumulations must be disclosed in the notes to the financial statements; and (3) principal and interest on long-term debt which are generally recognized when due. All governmental funds and expendable trust funds are accounted for using the modified accrual basis of accounting.

**Proprietary fund types** - Sometimes referred to as income determination or commercial-type funds, the classification used to account for a government's ongoing organizations and activities that are similar to those often in the private sector.

**Revenues** - (1) Increases in governmental fund type net current assets other than expenditure refunds and residual equity transfers. (2) Increases in proprietary fund type net total assets from other than expense refunds, capital contributions, and residual equity transfers.

**Special revenue fund** - A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.

**Taxes** - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those who pay, for example, sewer service charges.

**Unencumbered appropriation** - That portion of an appropriation not yet expended or encumbered.