

# Birch Bay Incorporation Proposal

Prepared For:

Whatcom County Boundary Review Board

Prepared By:

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# **Birch Bay Incorporation Proposal**

## **Introduction**

The following is a data oriented report that attempts to reveal all of the pertinent information required by the Whatcom County Boundary Review Board to render a decision on the matter of the proposed incorporation of Birch Bay. All of the matter contained in this document was reviewed by members of the Birch Bay Incorporation Committee. A listing of the members of this committee is contained in the following section.

The committee wishes to thank all of the individuals at Whatcom County, and at the other special districts and municipalities, who have taken their time and provided us with considerable information required for this report.

More importantly, the Committee would like to say thank you to the members and staff of the Boundary Review Board for dedicating yourselves to this complex and time consuming task. We feel confident that you will give us the opportunity to answer the many questions that will arise and ultimately allow the voters of the affected region to decide for themselves the manner in which they shall be governed.

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## Acknowledgements

The Birch Bay Incorporation Committee gratefully acknowledges the assistance of the following individuals. Their assistance has improved the quality of this document and has given the Committee a broad range of perspectives on the incorporation of Birch Bay.

Patrick Allesse, Budget & Boundaries

Floyd Anderson, Input on Bell-Bay Jackson Water Assoc.

Roland Behee, Cartography

Jerry Grable, Budget

Jerry Joubert, Budget & Input on Fire Dist. 13

Ed Lathers, Budget & Boundaries

Don Monfort, Special Districts

Gordon Pierson, Input on Birch Bay Villiage

Carl Reichardt, Boundaries

Pat Sizemore, Budget

Chuck Stirling, Budget

Michelle Torrey, Desktop Publishing

Please note: Appearance on this list is not intended to imply personal or professional views on incorporation.  
This list is provided in order to recognize the time and energies these individuals have given to the Committee.

# Reasons For Incorporation

## Introduction

The Committee to Incorporate Birch Bay has studied the concept of incorporation for over a year and has invited and considered citizen input in a number of meetings. While individual reasons for incorporation vary widely, the main reasons fall into four distinct categories:

1. Need for municipal type services
2. Need for logical service areas
3. Desire to have control over future destiny of the area.
4. Desire to maintain continuity of the neighborhoods and the Planning area.

## Need For Municipal Services

The proposed City of Birch Bay is a unique area lying within a beautiful geographical setting composed of permanent residences, summer homes, service type businesses and open areas.

These attributes, which have sparked the growth in this area are now threatened because of lack of municipal services. Services which city residents take for granted such as police protection, road and beach management, etc. are either understaffed, inadequate or unavailable at times, for the residents of the Birch Bay area.

Whatcom county and a number of other special service districts have attempted over the years to provide the area with quality services. The staff of the Whatcom County Sheriff's department and other County agencies have worked faithfully to try to meet the increasing needs of Birch Bay residents. Nevertheless, the County budget has not reflected these needs, nor is there indication that the County will be attempting to do so in the future.

With a current population of 3,062, Birch Bay can effectively provide necessary municipal services now and will be able to address other desires of Birch Bay residents in the future.

### **Need For Logical Service Areas**

Currently the Birch Bay area is served by a number of special districts that have jurisdiction within the area. Fire Districts 13 and 7, Birch Bay Water and Sewer District, Whatcom County Sheriff's Department and several other agencies share in the responsibility of providing service to the area's residents.

In the short term, it is not envisioned that the incorporation will materially impact these special districts. Creating a new city government will, however, be the first step in achieving the long term goal of consolidating a comprehensive set of municipal services in the most economical and logical fashion for the citizens of Birch Bay.

Birch Bay is not geographically located such that annexation by an already existing municipality would present a viable alternative to incorporation. Nor has any neighboring city seriously considered such an annexation.

The boundaries selected for the City of Birch Bay clearly conform to RCW 36.93.180(2). The physical boundary to the west is constituted of the Strait of Georgia (the bay of Birch Bay), winding north to Drayton Harbor; the boundary east follows the western boundary of the Bell-Bay Jackson Water Association, and the southern boundary consists of the Brown Road, Jackson Road and Grandview Road.

For a more complete understanding of proposed boundaries please see the Map of Incorporation, p.13.

## Control Over Future Destiny - Planning for the Future

For many living the Birch Bay area, the desire for more municipal type services is the primary reason for desiring incorporation. Nevertheless, it is important to acknowledge another reason incorporation should be seriously considered by the residents of Birch Bay. Through incorporation the residents of Birch Bay will be able to locally control land uses and thereby maintain the character and perspective of Birch Bay.

While Birch Bay is currently a part of the County, it is part of the new State Growth Management Act (I, II) and therefore subject to the intents of the act. One of the prime elements of the act is to maintain Counties in a rural setting and allow urban areas to host the growth and development that will occur within the county.

Since Birch Bay has for some time been developed in accordance with county zoning which allows for very high densities it is reasonable to conclude that it was the implied intent of Whatcom County that Birch Bay take on an urban character. If Birch Bay remains part of the County, the Sub-Area Comprehensive Plan for Birch Bay will have to be reviewed. Since the county is mandated by the state to limit growth in the county, it is reasonable to assume that the county will be looking to limit growth in Birch Bay. This can be accomplished in a variety of ways, the most likely approach being large lot zoning (ie, 5 acre lots), and a restrictive view of the subdivision of land.

Even if this type of growth management were to be implemented immediately in Birch Bay, the desire for services would continue to exist. The best mechanism to provide these services is to incorporate Birch Bay, and thereby eliminate the imposition of growth management controls in an area where their effectiveness would be extremely limited.

# Boundary Review Board Considerations

## Introduction

The Revised Code of Washington (RCW) stipulates the factors that are to be considered during the review of an incorporation proposal in section 36.93.170. In general, the factors are divided into three sub categories.

1. Population and Territory.
2. Municipal Services.
3. Effect on adjacent areas.

The Birch Bay Incorporation Committee hereafter states its position on each of these categories of concern.

## Population and Territory

### Population and Density

The population for the proposed incorporation area is 3,062 residents (according to U.S Census Bureau 1990, PL-171). It is estimated that the actual count is somewhat higher due to the housing count, which exceeds population.

The population of seasonal residents is approximately 10,000 (according to U.S. Census Bureau 1990, PL-71).

With 14.1 square miles of land, this places the population at 217 persons per square mile (based on permanent residents).

### Land Uses and Comprehensive Plans

The proposed incorporation area falls within the Birch Bay/Blaine Subarea of the Whatcom County Comprehensive Plan.



## Assessed Valuation

The proposed incorporation area has an assessed valuation of \$226,318,000 if the Arco is not included in the boundaries. With the Arco included in the boundaries total valuation of Birch Bay is \$586,318,000 (Whatcom County Assessors Office, 1991).

## Topography and Natural Boundaries

The topography of the area can be best described as a rolling plateau with various natural streams and drainage gulches generally running fro east to west. The boundaries chosed by the Committee are the Strait of Gerogia to the west, Drayton Harbor and California Creek to the north, Bell-Bay Jackson's western boundary for the east. Brown Road and Grandview Road for the South.

## Agricultural Lands and Uses

None of the land within the proposed boundaries is zoned for Agricultural uses (AG on the County Zoning Map). A small protion of the area included in the boundaries is zoned for R10A (Rural 1DU/10AC) and R5A (Rural 1DU/5AC). Full time exclusive inclome farming within the proposed boundaries is almost non-existent.

## Likelihood of Significant Growth

The Birch Bay area lies in close proximity to the U.S/Canadian border and has felt the effects, both beneficial and detrimental, of the dramatic increase in border traffic (primarily southbound Canadians) over the last 5 years. In addition to this impetus, Whatcom County as a whole is experiencine an unprecedented increase in population and business activity wich Birch Bay, as a desireable residential community, has shared. To the extent that economic growth continues and assuming the accompanying growth is adequately planned for, the area's quality of life should continue into the foreseeable future. This growth will require urban services to be provided, to insure the current standard of the living environment.

## Municipal Services

Incorporation by itself does not change the quality of services or the quantity of services that need to be provided to a given area. Incorporation merely changes the governing body that is responsible for providing those services. Taxes paid now to the State the then allocates those monies back to Whatcom County, will instead allocate a considerable amount back to the City. The net Revenue effect on the County and on the special districts will be neutral.

## Effect of Proposal on Adjacent Areas and Entities

This proposal foresees no detrimental effect on any adjacent area, any local or County governmental body or an any mutual economic or social interest. For most effected districts or bodies, the effect will be negligible in that lost revenues will result in attendantly diminished responsibilities. In districts or governments where there is revenue/expense imbalance, the Committee will tend towards recommending continuation of services via service contract.

For those municipalities, special districts, and agencies of County government that currently have interlocal agreements affecting the proposed incorporation area, the Committee foresees the likely continuation of all such agreements that are appropriate and which serve the mutual interests of its makers. Many such formal or informal agreements will need to be reestablished with the new government after the formation of the proposed city is complete.

Members of the Committee do not naively believe that an incorporation of this description will be simple, uneventful or transparent to the local governments and special districts of the area. Rather, it will be a long and complicated process requiring a cooperative determination of all participants to insure that the needs of all groups are met.

## Effect On Residents

If the Committee did not strongly believe that the incorporation of Birch Bay will ultimately benefit *all* of its residents, we would not in good conscience have proceeded to this stage of implementation. To any residents with reservations or questions, we would like to offer this document as an initial statement of our intentions and aspirations.

To those with specific concerns of increase in taxation, we can point to the fact that budget projections clearly indicate that Birch Bay can be a viable corporate entity with fewer taxes than comparable jurisdictions.

We sincerely believe that after incorporation of the City of Birch Bay, residents will be pleased to see these improvements. A vastly improved law enforcement service. Local control of local utilities, and land use decisions. The means for improving the local cultural and recreational services. In sum, a new municipal spirit and identity.

# **Boundary Review Board Goals**

## **Introduction**

The Revised Code of Washington (RCW) stipulates certain goals that are to be considered during the review of an incorporation proposal in section 36.93.180. The Birch Bay Incorporation Committee's position as to the attainment of these goals is outlined below.

### **Preservation of Natural Neighborhoods**

The proposed area of incorporation encompasses numerous individual neighborhoods and developments. The broad stroke of incorporation insures that no "gerrymandering" of boundaries takes place and that no neighborhoods are resultingly divided.

### **Use of Physical Boundaries**

Physical boundaries have been utilized to the extent feasible (the Strait of Gerogia to the east, Drayton Harbor to the north).

### **Creation and Preservation of Logical Service Areas**

**The proposed incorporation attempts to make no changes in the current utility service areas and, in most cases, in the actual service providers.**

### **Prevention of Abnormal Boundaries**

The boundaries to the east and to the north, due to their physical nature, are clear and unmistakable. The boundary to the west coincide consistantly with property parcels, and the boundary to the south follows arterial roads.

## Protection of Agricultural Lands

The boundaries of the proposed area of incorporation have been drawn such that logical borders terminate at the point where the land becomes consistently open, forested or agricultural. There are almost no areas within the proposed area of incorporation encompassing full time, consistent, for-profit agricultural uses.

# Boundaries For The Proposed City of Birch Bay

The boundaries proposed for incorporation of the new city of Birch Bay are shown on the following map (p. 13).

## Western Boundary

The western boundary is constituted of the shoreline of the Strait of Georgia beginning at Point Whitehorn and continuing north to the city limits of Blaine.

## Northern Boundary

The northern boundary follows the city limits of Blaine east along the mean low portion of Drayton Harbor to California Creek.

## Eastern Boundary

The eastern boundary follows California Creek to Blaine Rd. Proceeding South along the Blaine Road until intersecting with the boundary of the Birch Bay Water and Sewer Dist. The Boundary then proceeds east along the Water Dist. boundary, until the western boundary of the Bell-Bay Jackson Water Assoc. is reached. The Bell-Bay Jackson Western boundary, composes the remainder of the eastern boundary. Ther eastern boundary terminates at the Brown Road.

## Southern Boundary

The Southern boundary follows the Brown Road until reaching the Jackson Road. Continuing north along Jackson Road until reaching the Grandview Road until reaching the mean-low water portion of Point Whitehorn.

**Please Note: The official boundaries for the proposed incorporation are contained in the map on page 13.**

# BIRCH BAY INCORPORATION BOUNDARY

BLAINE

DRAYTON HARBOR

BIRCH POINT

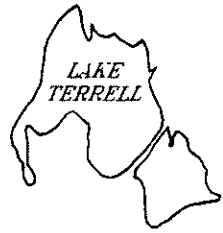
BIRCH BAY

POINT WHITEHORN

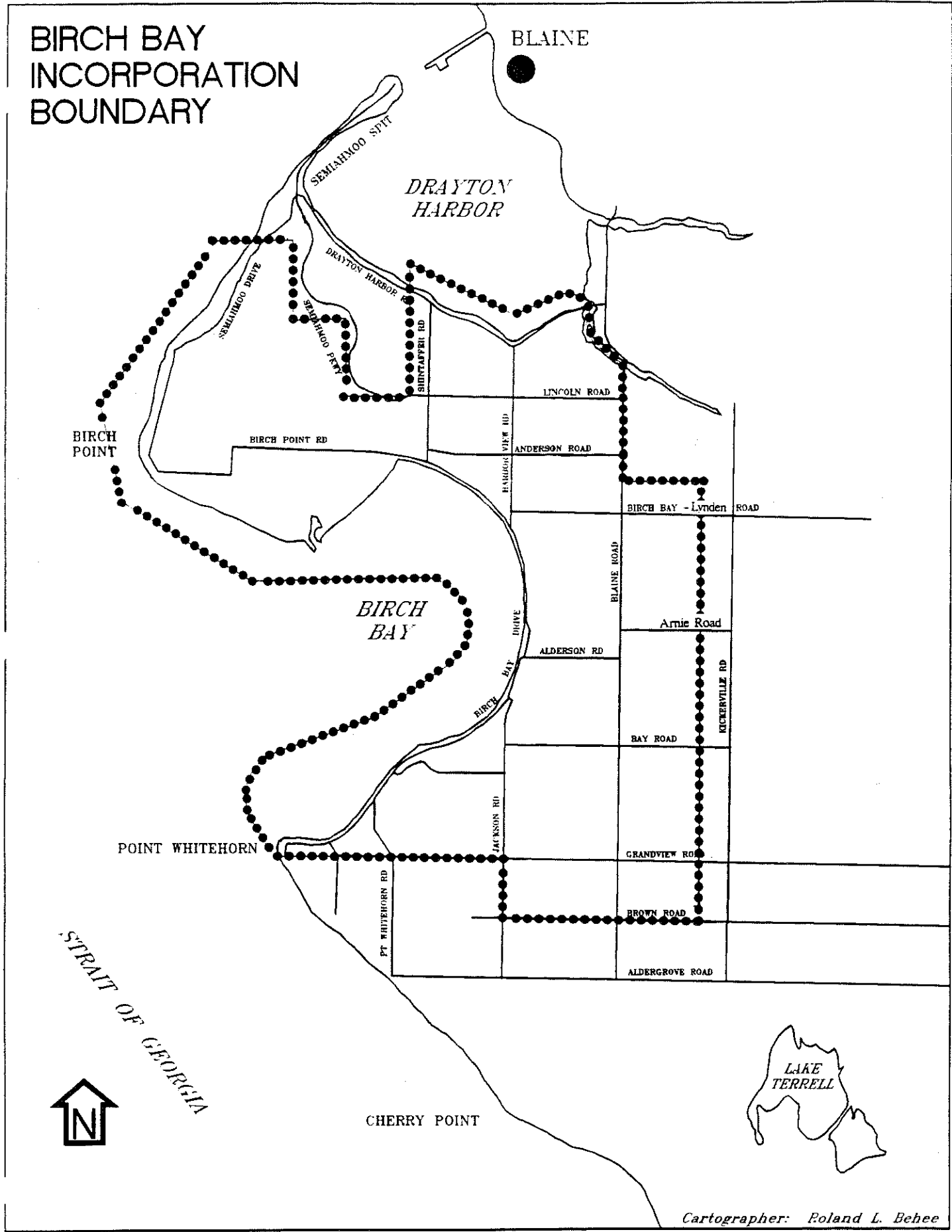
STRAIT OF GEORGIA



CHERRY POINT



Cartographer: Roland L. Behee



# LEGAL FRAMEWORK OF INCORPORATION

## Statutory Requirements

Municipal incorporation proceedings are provided for in Revised Code of Washington Section 35. The following information describes the incorporation process as amended, the purpose of which is "to provide a clear and uniform process for incorporation of cities and towns operating under either Title 35 RCW or RCW 35A". The process includes:

A petition for incorporation signed by at least 10% of the voters cast in the last state general election is submitted to the Whatcom County Boundary Review Board (BRB).

The petition is to contain:

1. an indication of city status:  
non charter code city Title  
35A or city or town under  
Title 35 RCW
2. a statement of the form of  
government: Council/Manager or  
Council/Mayor
3. the proposed boundaries
4. the name of the new city
5. the population
6. a request for incorporation

The County Auditor notifies the petitioners within 35 days if there should be sufficient valid signatures and issues of sufficiency to the County Council.



The Boundary Review Board notifies all affected districts, municipalities and agencies of government of the receipt of a notice of intent. Any of the above, or an organized citizens group, can request that the BRB invoke jurisdiction and call for public hearings.

The BRB must hold a public hearing and render a decision within 120 days of jurisdiction being invoked.

The BRB then evaluates the petition and may approve the proposal petitioned for or may make modifications to the proposal. If BRB approval is granted, elections are scheduled as follows:

1. Election on question of incorporation: to be held at least 60 days after the final public hearing and requires a majority of the total vote for passage.
2. Election to nominate city officials (i.e. primary): to be held at least 60 days after election on incorporation. (Candidates file notice of candidacy 30-45 days prior to primary.)
3. Election of city officials (i.e. final): to be held at least 30 days after certification of results of the primary election.

The new city is to become incorporated 180-360 days after the initial election on the question of incorporation.

Transition/Interim Period: 180-360 days.

Powers of Elected Officials:

1. Adopt ordinances and resolutions
2. Enter into contracts for services
3. Issue tax or revenue anticipation notes
4. Acquire facilities, supplies, insurance and staff

5. Submit ballot propositions to voters for taxes to be collected on or after official date of incorporation
6. Authorize an annexation to the city by a fire protection district or library district to be effective immediately upon the official date incorporation.

Ordinances, resolutions, contracts, agreements and tax collections to become effective on or after the official date of incorporation.

Elected officials hold office until the next general municipal election held after the official date of incorporation.

The boundaries of the new city become effective on the date the initial election results are certified or on January 1st of the following year if the new city does not impose property taxes in the same year as the incorporation election.

On the official date of incorporation, ownership of territory exchanges hands as follows:

1. Ownership of county roads revert to the new city.
2. Territory from fire protection districts and library districts becomes part of the newly incorporated city unless the fire protection districts and/or the library districts have annexed the city during the transition period. As long as the fire protection districts collects taxes levied in the incorporated area, it is required to provide fire protection services to that area. (For further discussion of the annexation process, please see the section on Special Purpose Districts.)

Services by the county are to continue at pre-incorporation levels through the transition period as follows:

1. Law enforcement is to be provided for up to 60 days after the official date of incorporation or until the new city could start receiving sales tax distributions, whichever is shorter.

2. Road maintenance is to be provided for up to 60 days after the official date of incorporation or until the new city receives road district tax distributions, whichever is shorter.

On the official date of incorporation, franchises are cancelled and forthwith reissued to continue business for a period not less than the remaining term of the original franchise or permit, or for five years, whichever is shorter. The new city may not grant new franchises or permits for similar or competing services unless it can be shown that the existing franchise is unable or refuses to adequately serve the incorporated territory at a reasonable price.

## Transition Process

Once the new city is formally established and city officials are sworn in, the transition process begins. The following steps are taken, which include:

- \* The new city council begins the selection process for a new city manager; the mayor and/or manager, as the case may be, begins the process of selection of city department heads.
- \* A city budget is prepared for both the transition phase and the first formal year of operation.
- \* A determination is made on temporary transitional housing of city offices and facilities.
- \* Key city departments are organized.
- \* A determination of the city's relationship to special districts is made.
- \* A determination is made of initial operating policies.
- \* A determination of initial fiscal policies is made.
- \* Decisions are legally established through the adoption of appropriate city ordinances by the new city council.

## Form of Government

There are three basic plans of municipal government utilized in Washington state: the commission form, the council-manager form, and mayor-council form. Chapter 35A RCW, however, states that cities which incorporate under the provisions of the Optional Municipal Code must operate under one of the plans authorized therein. The following is a brief description of the council-manager form, which is proposed in the petition for the incorporation of the City of Birch Bay.

Under the council-manager form of government, all legislative and policy making powers, including authorizing, levying and collection of taxes, making appropriations of revenue, and deciding how much money shall be spent, are vested in the city council. Members of the city council are usually elected at large, although they may be chosen on the basis of wards.

City administration, as such, is not within the province of the city council. The city council employs a city manager to carry out the policies it may adopt. The city manager, who serves as the chief administrative officer of the city, is appointed on the basis of administrative ability, training, experience, and other qualifications, and not for political reasons.

The administrative management of the city, including the actual expenditures of city revenue, the annual preparation of the budget, and the appointment and removal of department heads and other employees, with the exception of those whose appointment is entrusted to other officials by the city charter or by state law, is vested in the city manager, subject to applicable civil service provisions. The city council controls the city manager's tenure since he serves at the pleasure of the city council. The city manager is generally empowered to recommend for adoption by the city council such measures as he/she may deem necessary or expedient.

The mayor is usually selected by the city council from among its members, although it is recognized that in some council-manager cities (Tacoma, Spokane, and Vancouver), the mayor is elected as mayor by the voters. The mayor presides at meetings of the as the head of the city for all ceremonial purposes and for purposes of military law, and has the duty of preserving order in time of emergency. The mayor has the rights, privileges and immunities of a member of the city council, but does not possess the veto power.

# Functions of the Boundary Review Board

## Background

During the twenty years following World War Two, Washington and many other states, particularly in the west, experienced substantial population growth and demographic changes. The baby boom, a healthy economy, highway and freeway construction, the advent of federally insured mortgages (FHA) and amortizing home loans resulted in tremendous suburban growth, especially in metropolitan areas. The resulting demand for governmental services was answered by the rapid proliferation of cities, towns and special purpose districts. No method of critical analysis or control was in place, and many such entities were created unnecessarily. Numerous turf battles resulted and defensive incorporation moves were initiated. Cities were created to block out minorities, apartment developments, or other undesired development and there were cases of sewer district formations designed to prevent the construction of expensive but needed sewage systems. These and other factors hindered rational comprehensive planning and created costs necessarily borne by the entire community at large.

Following the lead of California and other western states, Washington created the boundary review board system in 1967. Such boards are mandatory in Class AA and A (more populous) counties, and optional in others. Nineteen of Washington's 39 counties now have boundary review boards.

The first section of the new law cited rapid proliferation of municipalities and other growing problems and how they "affect adversely the quality and quantity and cost of municipal services and the consistency of local regulations..." It also stated that "the competition among municipalities and the disorganizing effect thereon on land use, the preservation of property values and the desired objective of a consistent comprehensive land use plan...makes it appropriate that the legislature provide a method of guiding and controlling the creation and growth of municipalities..." (RCW 36.93.010)

## Procedures

The system created is quasi-judicial in character; that is, the boards act similarly to courts, evaluating proposals for compliance with specific objectives. (By contrast, legislative bodies initiate actions and design programs for their attainment.) Information is collected from proponents, affected governmental units and interested citizens. It may be submitted during or prior to a public hearing during which sworn testimony is taken.

When a public hearing is commenced, proponents are afforded the opportunity to present their case first. Opponents are then heard, followed by proponent rebuttal. The board may limit testimony.

## The Decision Process

Two of the most substantive parts of the boundary review board law (RCW 36.93) are subsections .170 (Factors to be Considered) and .180 (Objectives). Hearing participants are encouraged to provide information and testimony related to these sub-sections. It is usually more effective for citizens to form groups, select a spokesperson and present a carefully prepared statement, thereby avoiding repetitious testimony.

Typical factors to be considered include the probability of growth, existence of services and the future need of services, the effect of a proposal on the cost and adequacy of services in the area and the community, etc. Objectives pertinent to city incorporation include preservation of natural neighborhoods and communities, use of physical boundaries, creation of logical service areas, and the incorporation or annexation of areas which are urban in character.

When testimony is complete the board will close the public hearing. Often at the end of hearing the members will direct the staff to prepare one or more resolutions of decision for later consideration and debate. They then have forty days in which to adopt a decision, during which no new material may be placed in the record. As a State agency, the board is subject to the Open Public Meetings Act and the Appearance of Fairness doctrine and statute. All board actions and discussions on the proposal will be conducted in public session, but citizen participation will be limited to the hearing.



# Local Governments in Washington

## County Governments

There are no areas in Washington lacking county government. In all counties the governing body is the Board of County Commissioners, except those counties governed by a County Council. Counties are divided into classes according to population size.

## Municipal Governments

Municipal governments in Washington comprise the cities and towns. Municipalities are divided into classes according to population size as follows:

First Class	20,000 inhabitants+
Second Class	10,000 - 19,999 inhabitants
Third Class	1,500 - 9,999 inhabitants
Fourth Class	300 - 1,499 inhabitants

Change from one class to another occurs only after voter approval. Cities with a population of 10,000 or more may adopt a home-rule charter if the voters of the city so approve. In addition, since 1979 all municipalities may acquire statutory home rule by becoming an optional code non-charter municipality.

The minimum population requirement for incorporation is 300. However, if the proposed incorporation is within five air miles of a city with a population of 15,000 or more, the minimum population requirement is 3,000.

## **School District Governments**

The two basic classes of school districts in Washington included in the census count of government are first class, defined as those having 2,000 or more students, and second class, those having fewer than 2,000 students. A school district may include territory in more than one county; such districts are known as joint (intercounty) school districts, which are organized within the basic classification framework as first or second class districts. School districts are also divided into high school and non high school districts on the basis of whether or not they operate a high school.

In order to administer school affairs, each type of school district has an elected board of directors. In addition to the funds from State property tax levies for common schools, county real estate taxes, profits from school trust lands, and allocations from grants from State and Federal governments, a school district may submit special levy propositions to the voters for maintenance and operation, or bond issues for capital construction.

## **Special Districts**

Washington statutes authorize the creation of a variety of special districts or authorities that are counted as governments. Only selected districts that relate to the study are profiled here.

### **Fire Protection Districts**

Fire protection districts may be established in unincorporated areas upon petition of voters filed with the county auditor and after hearing and election called by the board of county commissioners. Each district is governed by an elected board of commissioners. The district may levy a property tax and benefit assessments and issue bonds with the approval of the voters. Local improvement districts are not counted as separate governments.

## **Sewer Districts**

Sewer districts are created upon petition of voters to the board of county commissioners followed by hearing and voter approval. The district governing body is an elected board of commissioners. The district may levy special benefit assessments, fix rates and charges and submit property tax levies to the voters. Comprehensive plans require the approval of the county engineer and the State Department of Ecology and Social and Health Services. Bond issues to finance the comprehensive plan require voter approval.

Districts may establish utility local improvement districts as dependent entities and levy special benefit assessments therein. Utility local improvement districts are not counted as separate governments.

## **Water Districts**

Water district may provide water supply, sanitary sewer systems, fire protection, and street lighting, are created on petition of voters to the board or county commissioners and after voter approval. Each district is governed by an elected board of commissioners. The district may levy special benefit assessments, fix rates and charges, issue bonds, and submit property tax levies to the voters.

Local improvement districts or utility local improvement districts may be created within a water district as dependent entities of the parent water district. They are not counted as separate governments.

## **Other Special Purpose Districts**

Other special purpose districts that are counted as governments in the State of Washington include:

- Air Pollution Control Authorities
- Cemetery Districts
- County Airport Districts
- Diking and Drainage Districts
- Ferry Districts
- Flood Control Districts
- Housing Authorities
- Irrigation or Reclamation Districts
- Metropolitan Park Districts
- Park and Recreation Districts
- Ports Districts
- Public Transportation Authorities
- Public Utility Districts

## **Subordinate Agencies and Areas**

The following Washington governmental designations have certain characteristics of governmental units but are classified in census statistics as subordinate agencies of the State or local governments and are not counted as separate governments.

Among the subordinate agencies and areas listed below, some represent "special taxing areas" within the territory of an established government. Although used by some municipal and township governments in a few states, this method of financing additional services in limited areas by property taxation is more widely used by county governments. Washington laws also provide for various types of local areas for election proposes and administration of justice.

## **County Agencies**

County airport districts  
County park and recreation service areas  
County improvement districts (roads and streets, road lighting, sanitary or storm sewers, water supply, safeguards from specified hazards)  
Emergency medical service districts  
Flood control districts  
Flood control zone districts  
Improvement districts for drainage, diking or sewage  
Local improvement districts (water and sewage systems)  
Public corporations  
Public waterway districts  
Road districts  
Solid waste collection districts  
Television reception districts  
Unincorporated transportation areas  
Weed control districts

## **Municipal Districts**

Flood Control Districts - 1935 Act.  
Improvement districts for drainage, diking or sewer  
Local improvement districts  
Public corporations (municipal)  
Urban renewal agencies

## Comparable Local Cities

### Introduction

The purpose of this section is to identify comparable cities that are similar to the proposed City of Birch Bay in population density, assessed valuation and assessed valuation per capita. Comparable cities were chosen for these similarities and also due to their geographical proximity within Whatcom County. These cities will be used as case studies to help estimate certain revenue and expenditure data for Birch Bay and also to serve as fiscal benchmarks.

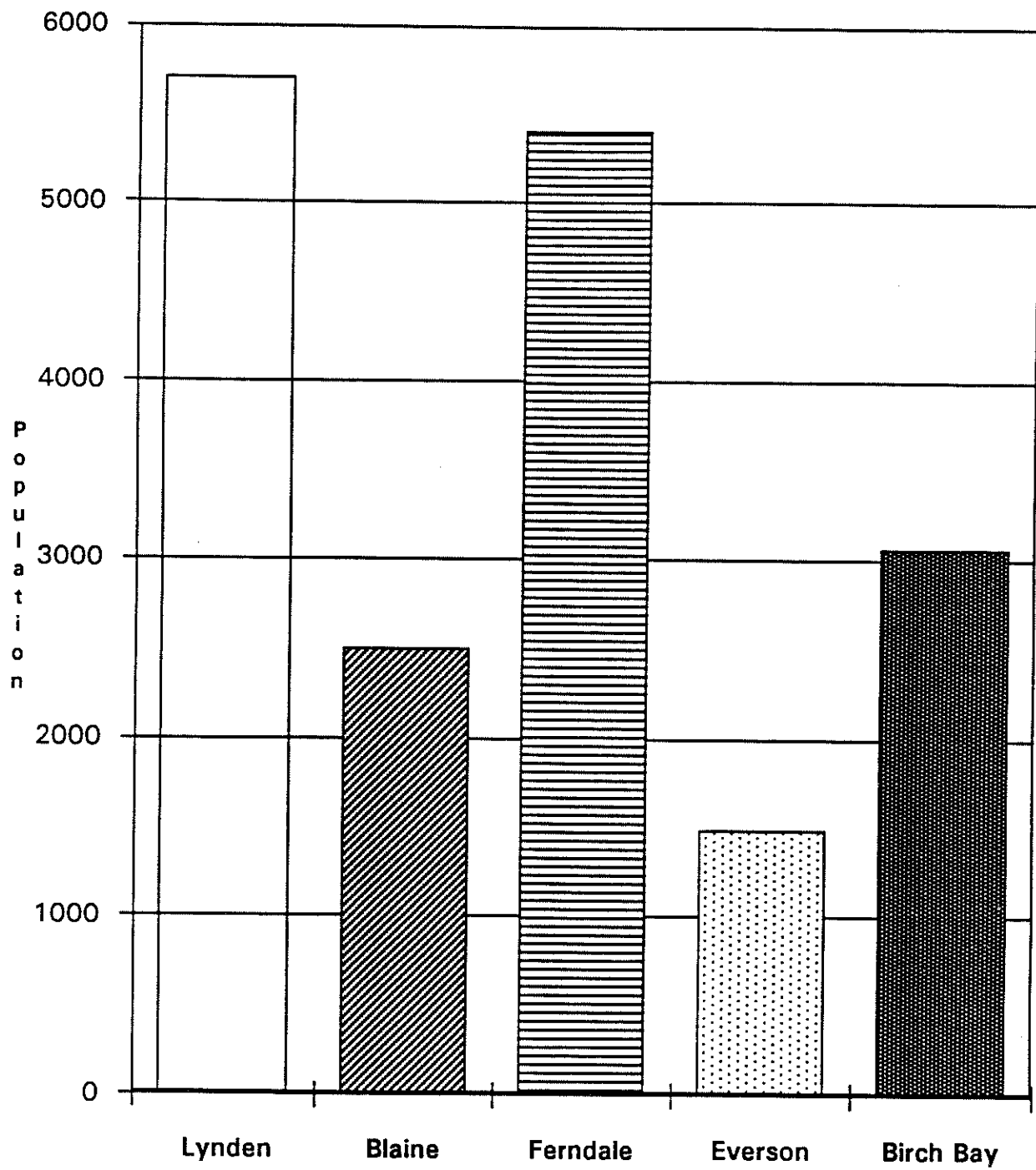
Comparable cities were first identified by selecting cities in the Whatcom County area with a population close to that of the proposed City of Birch Bay. The cities of Blaine, Everson, Lynden, and Ferndale were accordingly chosen.

Each of these cities has its own unique personality and situation reflecting some apparent anomalies within the data presented. These points of difference will assist in placing Birch Bay's own unique position into perspective.

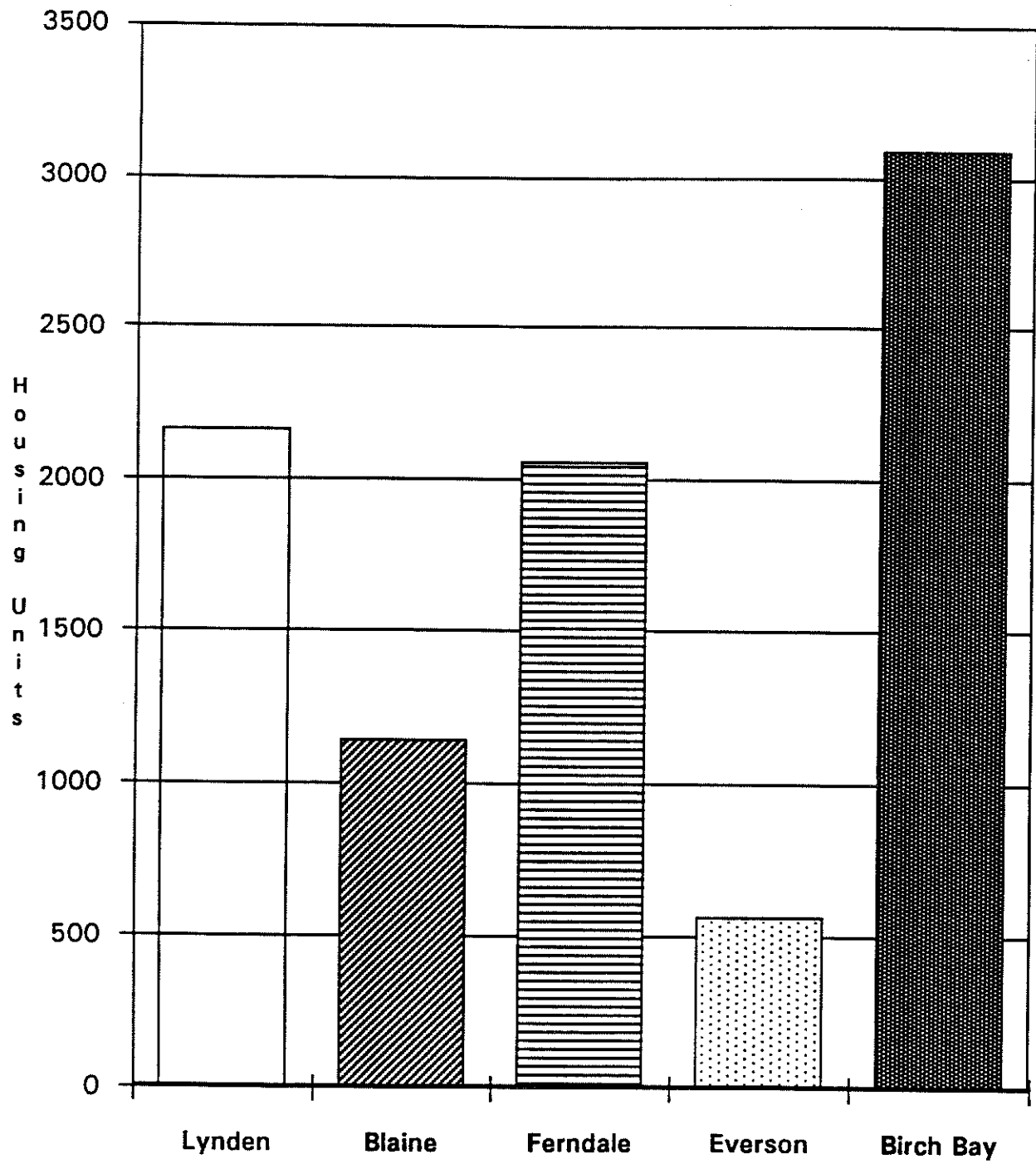
A quick glance at the comparable cities data will indicate at least two areas in which Birch Bay stands out:

1. Birch Bay possesses the greatest land area (14.1 sq. mi.) of all comparable cities. Coupled with a relatively small population (3,062), this results in the lowest population density (217) when compared to any other local city in the study.
2. Birch Bay has a relatively high assessed valuation 405,318,000 for it's population, resulting in a per capita valuation of 132,375 which makes it the study's leader in this area of analysis.

## Comparable Cities Analysis

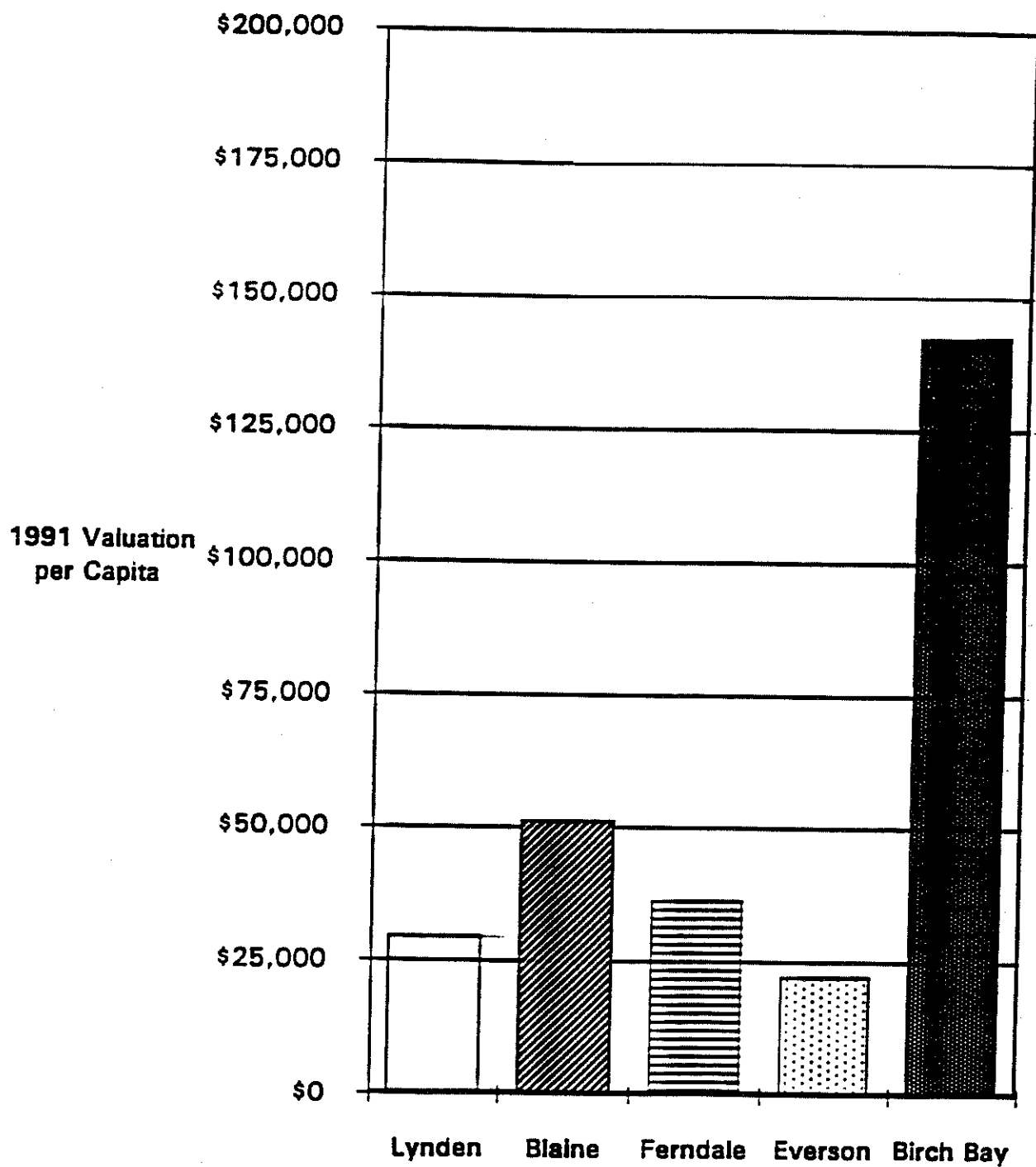


## Comparable Cities Analysis

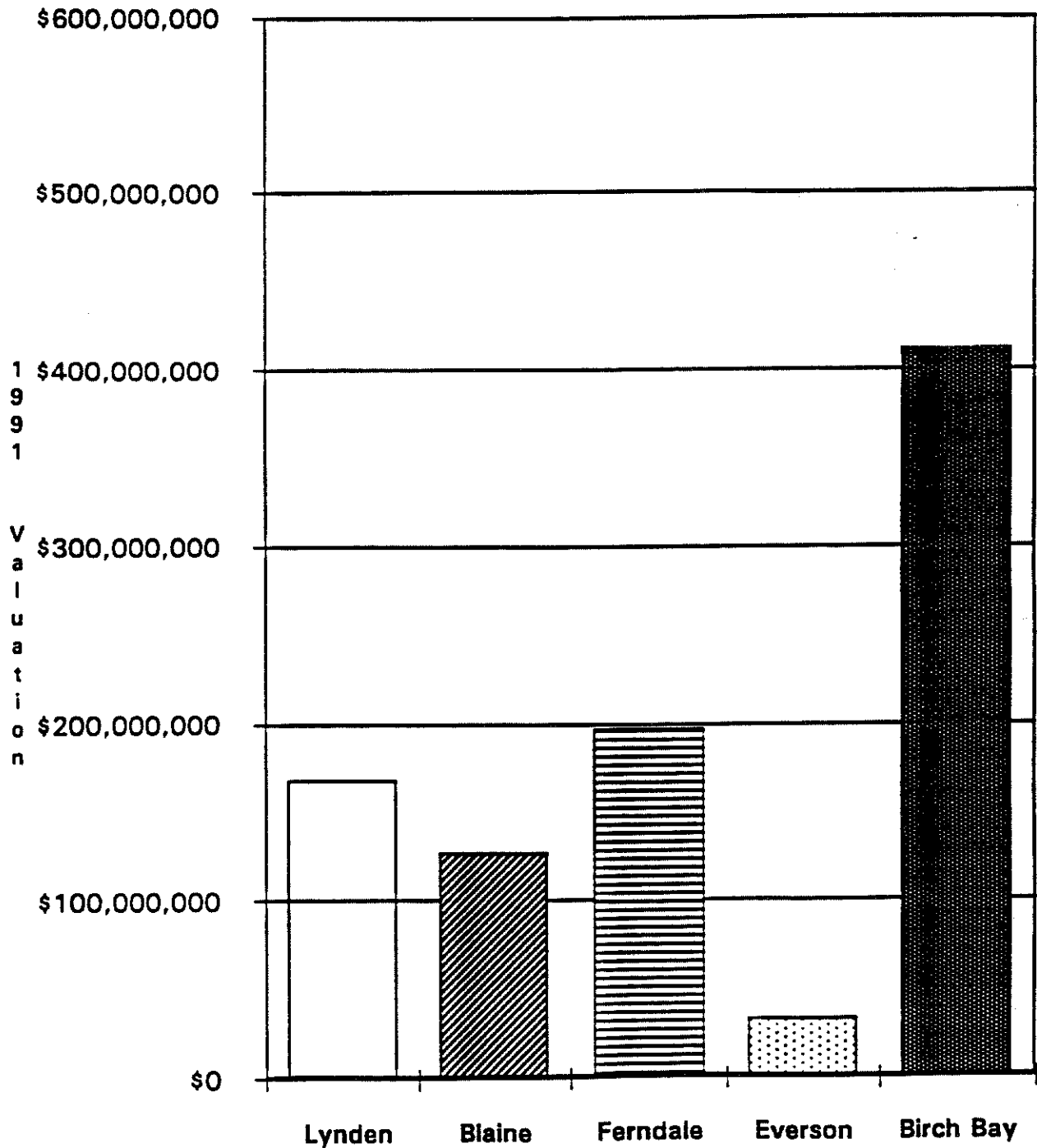




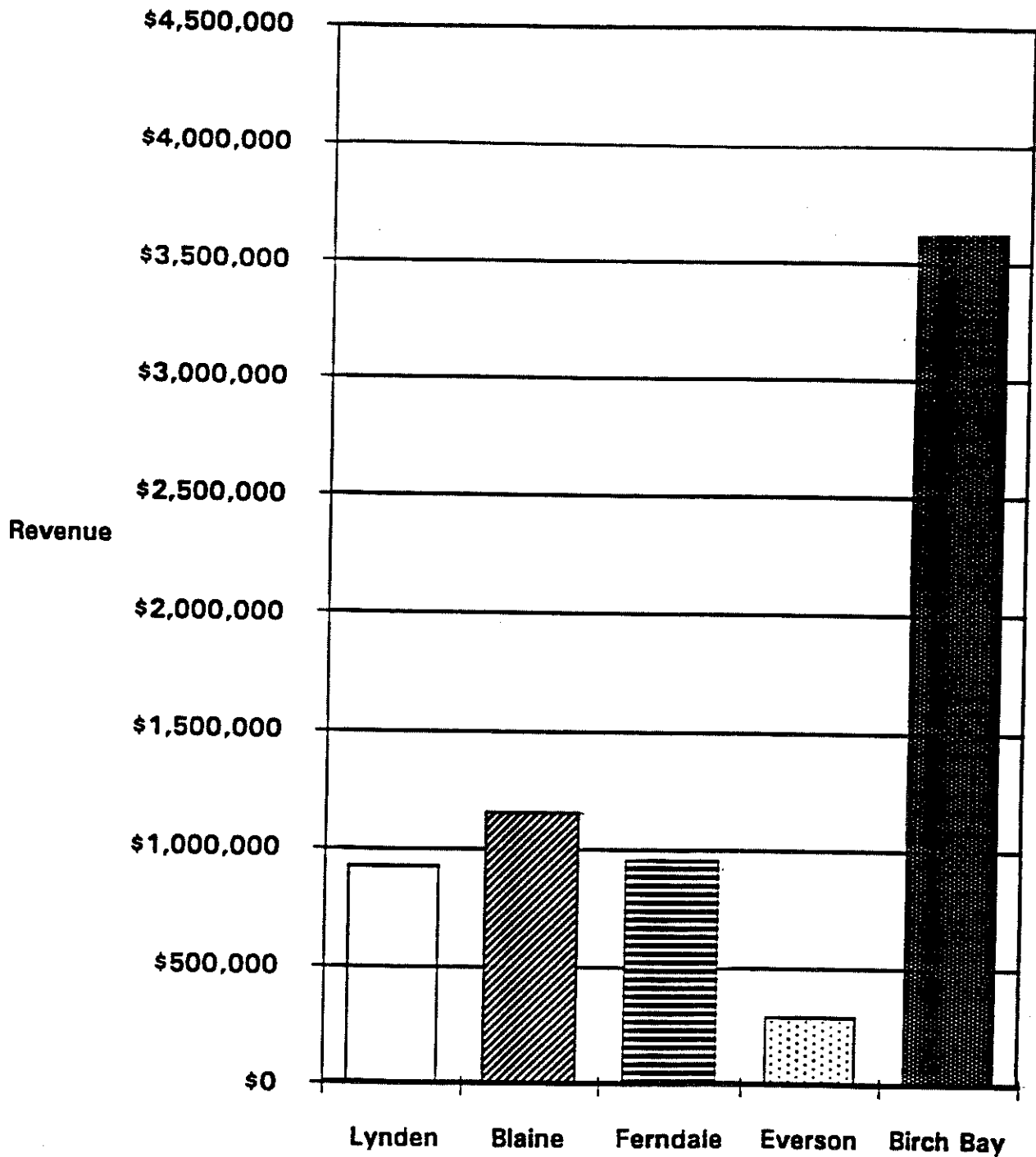
## Comparable Cities Analysis



# Comparable Cities Analysis



## Comparable Cities Analysis



## **Souce of Graph Data**

Washington State Data Book(s) 1988-1989

U.S. Census Bureau (PL-171) 1990 Census

Whatcom County Assessors Office 1990

## Conclusions

A low population density (the ratio of land to residents) highlights a desirable degree of "livability" in the Birch Bay area as well as indicating a capability for development well into the future. This latitude for growth makes Birch Bay an attractive focus for activity within the larger framework of a county-wide expansion.

As a means of fueling such municipal growth in the future, the dramatically high per capita assessed valuation of the Birch Bay area will provide a substantial revenue base and reliable fiscal foundation upon which to build.

## **Plan and Policy Effects of Incorporation**

Incorporation of the proposed City of Birch Ban would be conducted under the Revised Code of Washington Title 35A: Optional Municipal Code. The newly incorporated city would be required to develop specific plans and policies, such as a comprehensive plan, shoreline master program and environmental policies. In order to provide public services, agreements will be need to be developed with regional and special districts.

### **Development of Municipal Plans and Policies**

#### **Community Development and Planning**

##### **Comprehensive Plan**

Every city or municipality in Washington is directed by RCW Chapter 35A.63 to prepare a comprehensive plan for anticipating and influencing the orderly and coordinated development of land and building uses. The comprehensive plan is to include two elements: land use and circulation. The land use element is developed for designating the general distribution, location and extent of the uses of land (agricultural, residential, commercial, industrial, recreational, educational, public and others).

The land use element is to include estimates of future population growth, recommended standards of population density and building intensity for the area covered by the comprehensive plan. The element is also to provide for protection of the quality and quantity of groundwater used for public water supplies, to reduce drainage, flooding and stormwater runoff, and to provide guidance for mitigating those water discharges that could pollute Puget Sound.

The second required element, circulation, consists of the general location, alignment and extent of existing and proposed major thoroughfares, transportation routes, and terminal facilities. The circulation element is to be correlated with the land use element of the comprehensive plan.

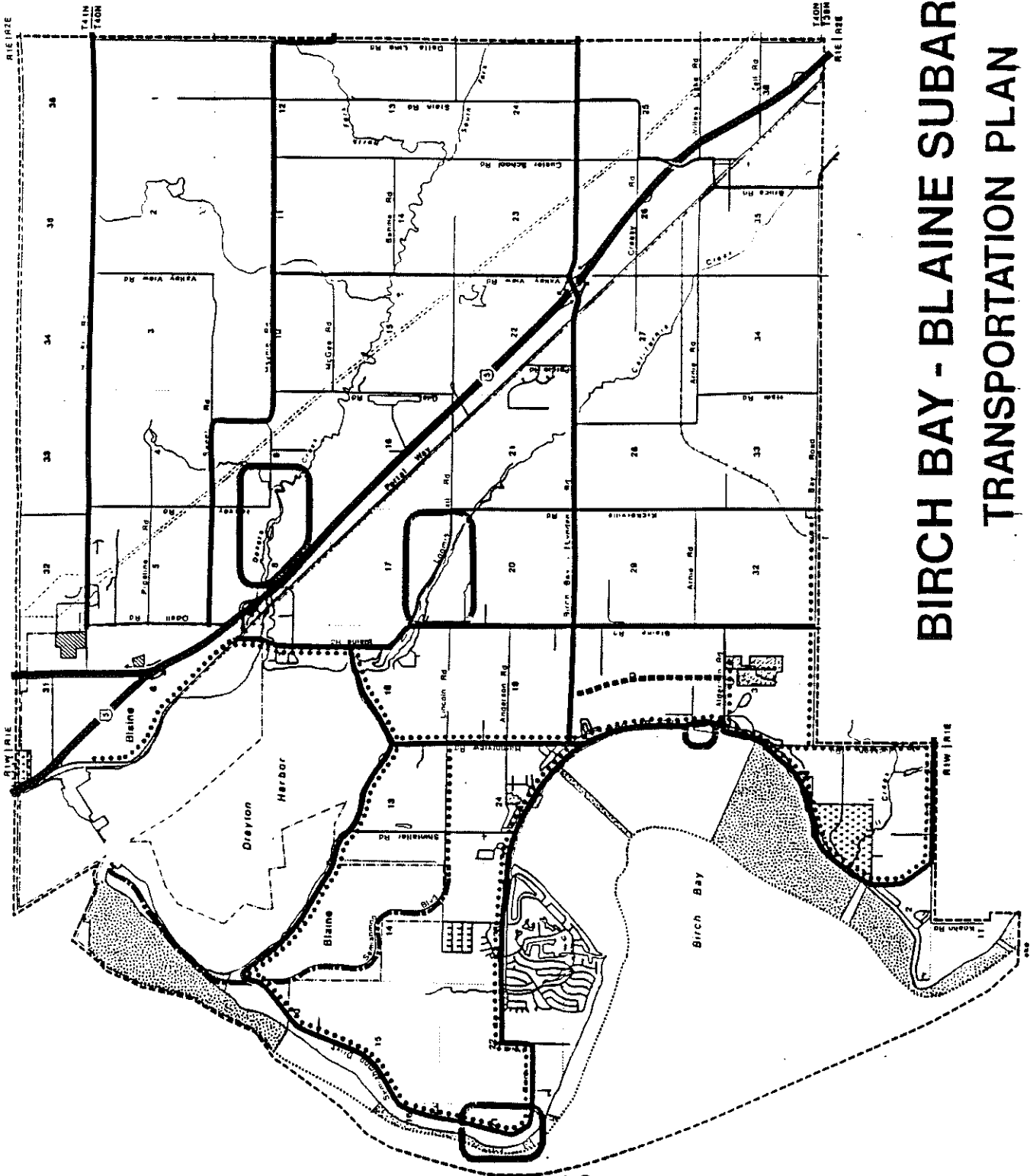
The comprehensive plan also may include the following optional elements:

- Conservation element for the conservation, development and use of natural resources.
- Open space, park and recreation element. (To qualify for State IAC grant funding a City Comprehensive Park Plan must be written.)
- Transportation element, showing a comprehensive system of surface, air, and water transportation routes and facilities.
- Public element showing general locations, designs and arrangements of public buildings and uses.
- Public utilities element showing general plans for public and franchised services and facilities.
- Redevelopment or renewal element showing plans improving blighted areas.
- Urban design element for general organization of the physical parts of the urban landscape.
- Solar energy element for encouragement and protection of access to direct sunlight for solar energy systems.
- Other elements dealing with subprojects that relate to the development of the municipality or to coordinate public services and programs.

Before the legislative body of a city (eg, City Council) can develop and implement ordinances to coordinate development of land and building uses, such as zoning ordinances, a comprehensive plan must be adopted. Incorporation procedures allow for newly formed municipalities to adopt the preceding comprehensive plan (in this case the Whatcom County Comprehensive Land Use Plan/Birch Bay-Blaine Subarea). The new municipality may elect to develop an original comprehensive plan that may or may not use other municipality or county elements as examples.

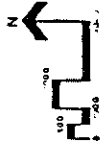
Developing the Comprehensive Plan is a lengthy process that is usually done by in-house planning department staff in conjunction with planning consultants. The typical time-frame varies from two to five years, depending on the number of elements included and the size of the jurisdiction. The plan is usually developed in stages by working on separate sub-area or community plans with overall comprehensive goals governing the process. There is a formal public hearing process that is required prior to adoption of any plan by the city council. A land use code is usually developed after the comprehensive plan and is used as an aid in implementing the goals and policies of the comprehensive plan.





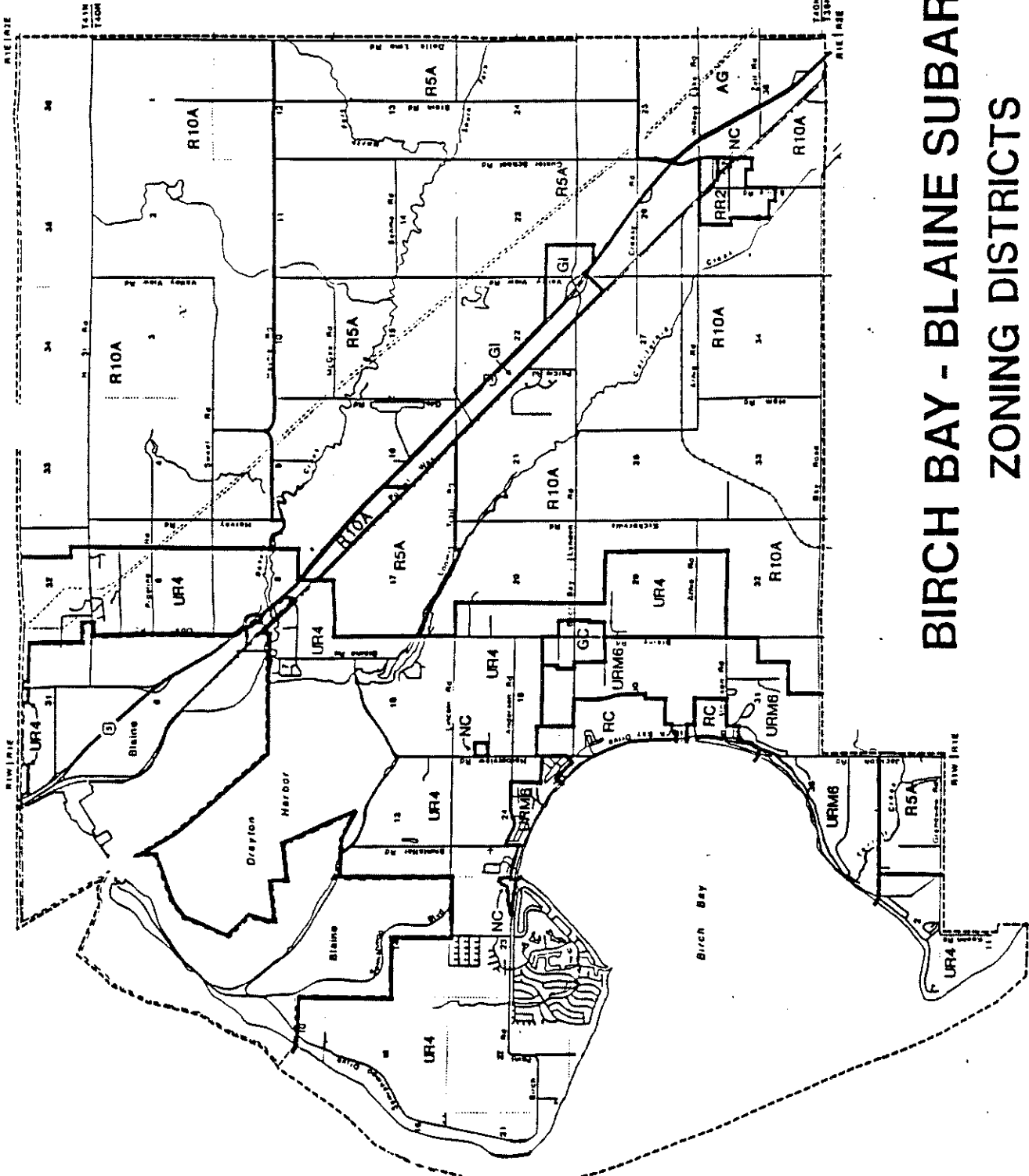
**LEGEND**

- Interstate Highway
- Major Collector
- Minor Collector
- Proposed Road
- Existing Bicycle Trail
- Proposed Bicycle Trails
- Whatcom County Park
- City of Blaine Park
- State / Federal Park
- Proposed Park Areas
- Public Tidelands
- Line of Extreme Low Tide



Whatcom County Planning  
Department  
August 1987

# BIRCH BAY - BLAINE SUBAREA TRANSPORTATION PLAN AND PARK PLAN



**LEGEND**

- URM6 Urban Res. Med. Density 6DU/AC.
- UR4 Urban Residential 4DU/AC.
- RR2 Residential Rural 2DU/AC.
- R5A Rural 1DU/5AC.
- R10A Rural 1DU/10AC.
- RC Resort Commercial
- NC Neighborhood Commercial
- GC General Commercial
- GI Gateway Industrial
- AG Agriculture

**BIRCH BAY - BLAINE SUBAREA**

**ZONING DISTRICTS**



Whitcomb County Planning  
Department  
November 1987

Approved this 3<sup>rd</sup> day of September, 1987  
Whitcomb County Planning Commission

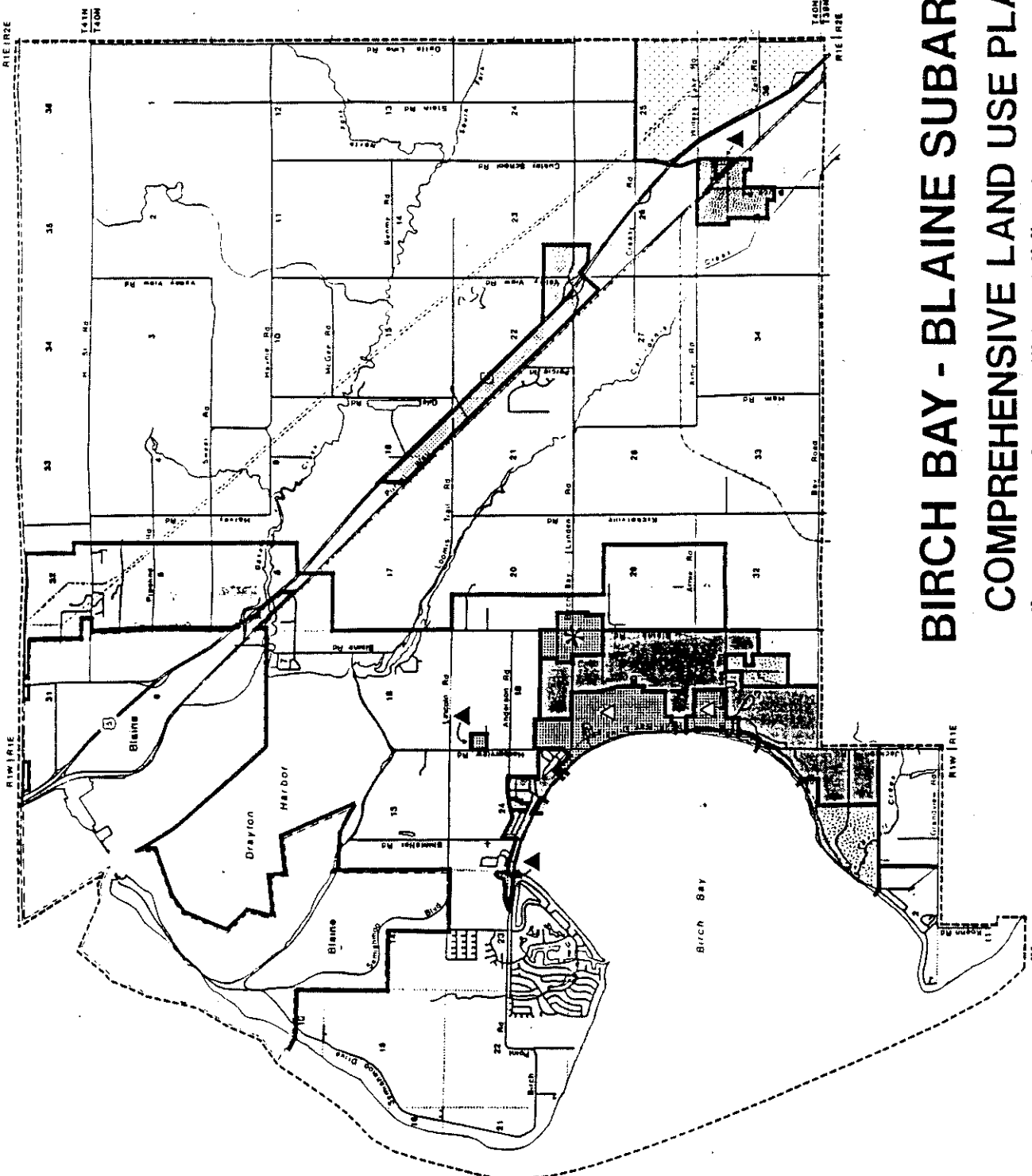
*W. H. Light*  
County Executive

*W. H. Light*  
County Executive

*W. H. Light*  
County Executive

*W. H. Light*  
County Executive

*W. H. Light*  
County Executive



**LEGEND**

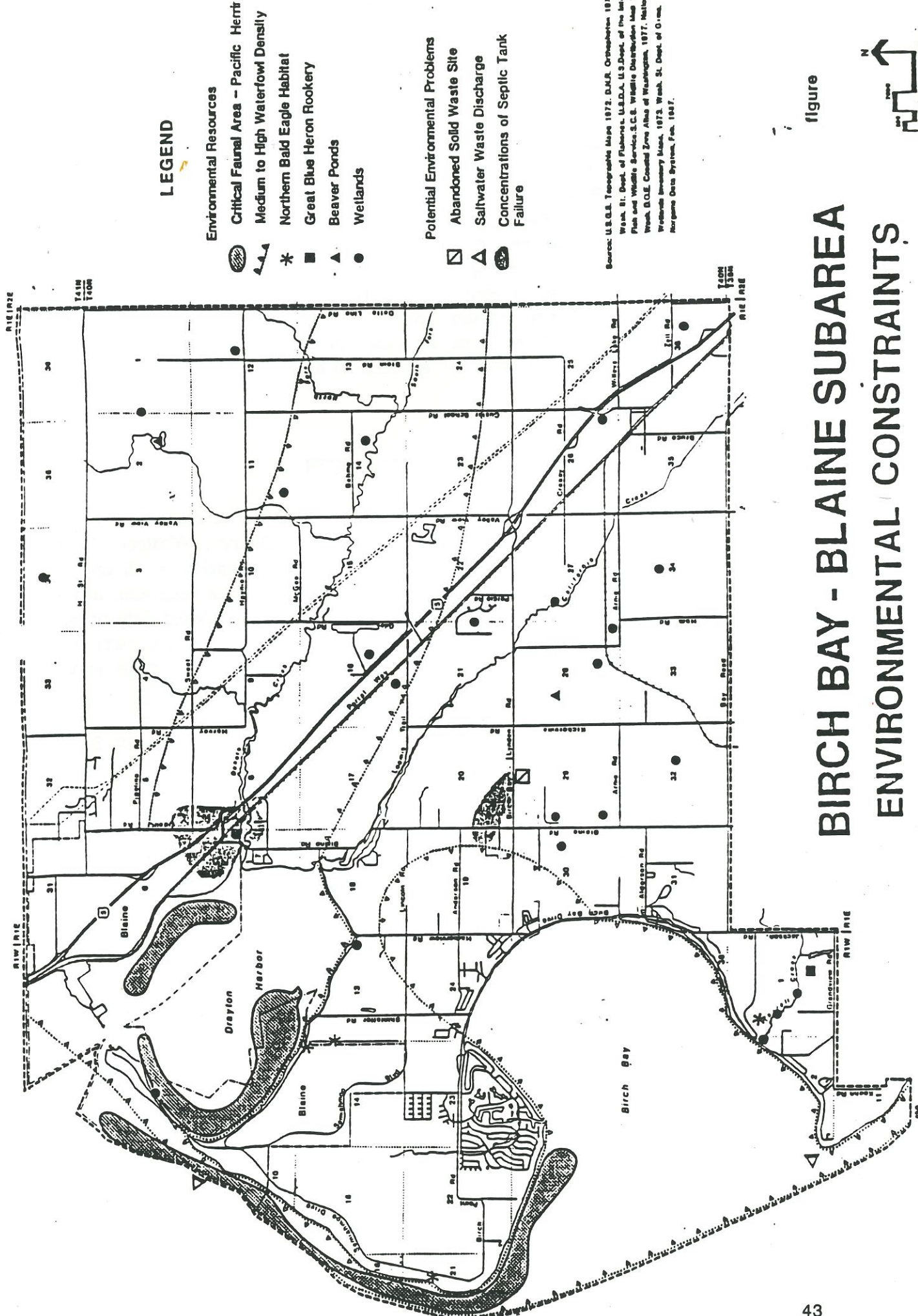
- Urban Reserve
- Low 4 DU/AC.
- Medium 6 DU/AC.
- Residential Rural 2DU/AC.
- Rural 1 DU/5, 10AC.
- Commercial
- General
- Neighborhood
- Resort
- Gateway Industrial
- Agriculture
- Public Parks and Recreation

# BIRCH BAY - BLAINE SUBAREA COMPREHENSIVE LAND USE PLAN

Approved the 21<sup>st</sup> day September, 1987  
 Whistcom County Planning Commission  
 Secretary: *[Signature]*

Approved the 6<sup>th</sup> day of Nov., 1987. Ordinance No. 87-85  
 Whistcom County Council, Whistcom Co., Wn  
 Chairperson: *[Signature]*  
 County Executive: *[Signature]*  
 Clerk of the Council: *[Signature]*

Whistcom County Planning  
 Department  
 November 1987



**LEGEND**

- Environmental Resources**
- Critical Faunal Area - Pacific Heron
  - Medium to High Waterfowl Density
  - Northern Bald Eagle Habitat
  - Great Blue Heron Rookery
  - Beaver Ponds
  - Wetlands
- Potential Environmental Problems**
- Abandoned Solid Waste Site
  - Saltwater Waste Discharge
  - Concentrations of Septic Tank Failure

Source: U.S.G.S. Topographic Maps 1972, D.M.R. Orthorectified 1977  
 Wash. St. Dept. of Fisheries, U.S.D.A. U.S. Dept. of the Int. Fish and Wildlife Service, S.C.E. Wildlife Distribution Map - Wash. D.C.E. Coastal Zone Atlas of Washington, 1977. Native Wetlands Inventory Maps, 1973, Wash. St. Dept. of Envir. Programs Data System, Feb. 1987.

**BIRCH BAY - BLAINE SUBAREA  
 ENVIRONMENTAL CONSTRAINTS**

figure



## **ENVIRONMENTAL POLICY**

The State Environmental Policy Act (SEPA) of 1971 (RCW 43.21 as amended January 1984 as 197-11 WAC) establishes uniform requirements for environmental review of projects and programs. The Act required each agency to develop its own SEPA procedures consistent with the state-wide rules. The proposed City of Birch Bay would be required to develop through ordinance SEPA procedures for environmental review of projects and programs within their incorporation boundaries. Birch Bay could adopt the SEPA procedures developed by the State in their entirety or could amend the State procedures provided the adopted ordinance is consistent with State requirements.

## **RELATIONSHIP WITH REGIONAL AND SPECIAL DISTRICTS**

The City of Birch Bay will be required to review relationships with Fire District 13, Birch Bay Water and Sewer District, Whatcom County Sheriffs Department and the nearby municipalities of Blaine and Ferndale. Review would proceed on a case by case basis and, in some instances, the working relationship between the proposed City of Birch Bay and these entities will require formal agreements or contracts, while with the others the formation of new working relationships may be informally agreed upon.

Other public services providing water and fire service to Birch Bay are under the administration of county-formed districts. Public services would need to be contracted with these agencies or provided by the newly formed municipality. (See the following Sections for further information on options and issues the new city would encounter with regard to Special Purpose Districts and current County services.)

Relationships with neighboring municipalities should be made to allow for smooth transitions of land uses across jurisdictions and to be aware of potential project affects that may cross local boundaries.

## **FIRE DISTRICT**

### **SERVICE AREA**

The proposed area of incorporation for the City of Birch Bay is currently served by Whatcom County Fire District 13 and 7. The fire hall for district 13 is located on Lynden-Birch Bay Road within the proposed boundaries of incorporation.

### **OPTIONS**

- 1.) Maintain current level of service under contract to County.
- 2.) Annexation of Fire District 13 and 7 pursuant to RCW 35.02.200.

### **RECOMMENDATIONS**

Due to statutory difficulties in annexation of a fire protection district under current applicable conditions as outlined in the above cited RCW section, it is recommended that the current level of service should be contracted for from the County. The annexation of the fire district might be more appropriately dealt with at a later date when municipal assets are in place and the residents of Birch Bay have had the opportunity to analyze the options available to them.

## **PUBLIC WORKS**

### **ROAD MAINTENANCE**

The Public Works Department is responsible for general, special and contract maintenance of all county roads and related assets. The maintenance activity includes:

#### **General Maintenance**

- pot hole patching
- shoulder grading
- street sweeping
- slope mowing
- ditching

#### **Special Maintenance**

- major drainage
- in-house paving (vs. contractor)
- brush control
- landscaping
- major new work

#### **Contracts**

- overlay asphalt
- oiling overlay
- seal coating
- bridge painting
- tree trimming

### **CONSIDERATIONS**

The city/state division of responsibility according to Chapter 47.24 of RCW list the city as being responsible for:

- Channelization
- Crosswalks
- Encroachments against R/W encroachments
- Guardrails
- Illumination
- Parking & Regulatory Signs
- Right of Way Clean-up
- Roadside Ditches
- Road Approach Culverts
- Regulation of Utility franchises
- Sand Cleaning and Sweeping
- Stripping
- Stability of Cuts and Fill Slopes
- Underground Facilities

## **OPTIONS**

- 1.) Expenditure of capital overlay, personnel costs and other associated expenses necessary to create a public works department sufficient to cover the proposed area of incorporation.
- 2.) Contract with Whatcom County Public Works Department to continue existing level of service to the area. The County has indicated an affirmative interest in such a relationship with the stipulation that the department may subsidize such efforts from the current pro rata share of County property tax.

## **RECOMMENDATIONS**

Option number two (contract with Whatcom County) would seem to represent the sensible alternative to a new municipality with a limited initial revenue base for expenditure on highly expensive capital structures such as public works departments. This would allow the growing city to allocate funds and take over such activities as it can afford in a gradual and measured manner.



## **WATER AND SEWER SERVICE**

### **SERVICE AREA**

The proposed area of incorporation lies within the Birch Bay Water and Sewer District.

### **OPTIONS**

- 1.) Birch Bay Water and Sewer District continues as independent utility under the auspices of the County with Birch Bay contracting with the district for services.
- 2.) The City of Birch Bay receives the Birch Bay Water and Sewer District pursuant to RCW 57.04.110.

### **RECOMMENDATIONS**

The Committee recommends option 2, dissolution and conveyance of Birch Bay Water and Sewer District in accordance with RCW provisions 57.04.110.

Water and sewer services are an integral part of the municipal services of the City of Birch Bay and an area in which the city should rightfully exert direct control. This function would ultimately fall under the Public Works department (it has been separated out for discussion purposes only).

Personnel of the Birch Bay Water and Sewer District have indicated that they foresee no undesirable repercussions resulting from absorption into city infrastructure.

## **LIBRARY SERVICES**

### **SERVICE AREA**

The Whatcom County Library System is a suburban/rural library system serving the residents of the unincorporated Whatcom County area as well as contracting with municipal areas of the County.

### **CURRENT SERVICE**

Services within the proposed Birch Bay boundaries are limited to:

Visitation twice a week of a Whatcom County Library Bookmobile.

Use of the City of Bellingham's library.

### **OPTIONS**

- 1.) Birch Bay could leave the Whatcom County Library System and retain all library tax revenue. Build and maintain it's own library and contract to use the City of Bellingham's Library.
- 2.) Remain part of Whatcom County Library System and continue current service with Whatcom County Library Service receiving all library tax revenues.
- 3.) Same as the above with the exception that Birch Bay would apply for a state grant (with the assistance and in association with the Whatcom County Library Service) for construction of a city library (staffed with Whatcom County Library Service personnel).

### **RECOMMENDATIONS**

Of the options listed above, option 3 would seem to offer the greatest level of service to the community without incurring additional expenditure of municipal funds.

## **POLICE SERVICES**

### **WHATCOM COUNTY SHERIFF'S DEPARTMENT**

#### **SERVICE AREA**

The Whatcom County Sheriff's Department provides police protection to all of the Birch Bay incorporation area, and all of the unincorporated Whatcom County.

#### **OPTIONS**

Continue Whatcom County police protection to the City of Birch Bay on a contract basis at a service level and cost negotiated between the City and Whatcom County.

Establish a new police department for the City of Birch Bay and offer a service level consistent with the community's needs and financial resources.

#### **CONSIDERATIONS**

For many local residents, police protection is possibly one of militating and persuasive subjects involved in the prospect of incorporation for the Birch Bay area. There has long been a growing perception among both permanent and seasonal residents that the level of police protection has not increased commensurately with overall influxes in population, traffic, seasonal visitors and the resulting increase in infractions and incidence of crime.

As an illustration of this concern, local business people have in the past actually hired private off-duty police to patrol the Birch Bay area at times when the County cannot provide adequate support.

Local control over local police protection services.

Availability of Whatcom County backup and investigative resources.

Economies of scale offered by a large organization such as the Whatcom County Sheriff's Department.

Current lack of a precinct within Birch Bay to handle community requests.

Start-up expenses of a new city's police department (station, cars, equipment, uniforms, supplies, etc.). Some of these, especially the initial need of a lock-up area may be met with contracting of such services from either the County Sheriff's or the Blaine Police Department (the latter organization having indicated that they would be favorably disposed to sharing lock-up space).

Availability of state liquor and gambling tax revenues made accessible from the state exclusively to cities for expenditure on police protection.

Liability insurance required by a new city police department.

Use of community service officers to handle "para-police" functions, as well as possible use of cadet, intern and reserve officers.

Continuity of police services.

## **IMPACTS**

If the new city were to form its own police department, Whatcom County police personnel may be reassigned to provide protection to other parts of their service area experiencing growth in population and criminal activity.

If the city contracts with the County for police service, the city will likely pay the complete cost of officers hired for the contract and the current number of officers would be available for the unincorporated area.

## **RECOMMENDATIONS**

The Committee has concluded that it would be highly desirable and effective to create a new police department to service the area of incorporation.

It is anticipated that the newly formed city council will consult with the public to constitute the police department in a representative manner. It is further anticipated that initial expenses relating to capital outlay for structural improvements (specifically lock-up facilities) will be kept to a minimum by contracting with neighboring police departments. Blaine P.D. has expressed a positive inclination to such a proposal.

# Fiscal Impact Analysis

## Proposed First Year Budget

One of the requirements for incorporation is the preparation of a first year budget. The intent of this aspect of the BRB requirements, is to allow members of the BRB and affected citizens the opportunity to examine the financial viability of the proposed city.

While the following budget does not contain *every* possible expense or revenue source, it is a realistic budget. The incorporation committee determined that the best way of reducing bias in developing the budget, was to create two independent committees. One to estimate possible revenue sources and one to estimate expenditures. After these two committees created their portion of the budget, their results were combined into the proposed first year budget found on the following pages.

The source material for this budget was a comparable analysis for expenditures taken from other cities (those used in the comparable cities analysis). The revenue projections are derived primarily from three sources: local share of state collected revenue (ie, liquor tax, based on population), analysis of local cities revenue, assessed valuation of properties and their associated property taxes.

# City of Birch Bay Proposed First Year Budget

## Projected Expenditures

### Current Expense Fund

Council	\$15,150
Court	\$51,700
City Manager	\$68,200
Clerk/Treasurer	\$75,400
City Attorney	\$80,000
Clerical Staff (Office)	\$52,300
Police Department	\$396,300
Fire Contract	\$205,412
Detention	\$20,000
Building Inspection	\$53,400
Department of Emergency Services	\$2,500
N.W. Air Pollution	\$1,200
Animal Control	\$8,500
Health Department	\$14,000
Planning Department	\$40,650
<b>TOTAL CURRENT EXPENSE</b>	<b>\$1,084,712</b>

### Public Works Fund

General Administration	\$416,200
Water M&O	\$329,900
Sewer M&O	\$356,000
Streets/Parks M&O	\$381,900
Equipment Purchases	\$71,400
Water/Sewer Improvements	\$216,255
<b>TOTAL CURRENT EXPENSE PUBLIC WORKS</b>	<b>\$1,771,655</b>

### Initial Start-Up Costs

Building Rent/Lease	\$48,000
Utilities	\$36,000
Equipment	
Phone System	\$8,000
Computers/Calculators/Typewriters	\$40,000
Software	\$12,000
Copy Machine Lease	\$4,800
Vehicle Lease	\$18,000
Furniture	\$18,000
Misc.	\$2,000
<b>Total Start-Up Costs</b>	<b>\$186,800</b>

**TOTAL EXPENSE: PUBLIC WORKS**

**\$1,958,455**

**TOTAL CITY EXPENSE - FIRST YEAR**

**\$3,043,167**

11/13/91 ACC NUMBER	DRAFT DRAFT Program Cbbr2 DESCRIPTION	POSSIBLE CITY BIRCH BAY (With Arco) 405,318,000 3,062
	Assessed Evaluation	
	Population Used	
308.0000	BEGINNING CASH	0
308.0002	INVESTMENT	0
311.1000	REAL & PERSONAL PROPERTY TAX	1,367,948
313.1000	RETAIL SALES & USE TAX	0
316.2000	ADMISSIONS TAX	0
316.3600	TV CABLE FRANCHISE	0
316.3700	TELEPHONE FRANCHISE	0
316.4100	UTILITY TAX - ELECTRIC	0
316.4300	UTILITY TAX - GAS	0
316.4500	UTILITY TAX - GARBAGE	0
316.4600	UTILITY TAX - CABLE TV	0
316.4700	UTILITY TAX - TELEPHONE	0
316.5200	UTILITY TAX - WATER	0
316.5400	UTILITY TAX - SEWER	0
318.3000	REAL ESTATE EXCISE TAX	50,000
318.5000	GAMBLING EXCISE TAX	192,000
321.6000	BUSINESS LICENSES & PERMITS	5,000
321.7000	AMUSEMENT DEVICE LICENSES	0
322.1000	BUILDING PERMITS	15,000
322.1100	PLUMBING, MECHANICAL PERMITS	1,000
322.1300	OTHER PERMITS & LICENSES	0
322.3000	ANIMAL LICENSES	0
334.0300	COASTAL ZONE MANAGEMENT GRANT	0
313.3000	HOTEL/MOTEL TAX	15,000
335.0081	MH/TT/CAMPER EXCISE TAX	0
335.0083	MOTOR VEHICLE EXCISE TAX	70,487
336.0085	SALES & USE EQUALIZER	288,992
336.0694	LIQUOR EXCISE TAX	10,043
336.0695	LIQUOR BOARD PROFITS	21,281
336.0088	GAS TAX 1	37,265
336.0087	GAS TAX 2	24,710
	GAS TAX BORDER TOWN	25,000
341.6000	GENERAL FEES AND CHARGES	0
345.8000	PLANNING AND ZONING FEES	0
345.8016	SERVICES-PROF.BUILDING INSP.	10,000
345.8017	SERVICES-PROF.-.-PLAN REVIEWS	7,000
345.8100	SERVICES- ZONE/PLANNING	0
345.8110	SERVICES- ENVIRONMENTAL	0
346.9000	SERVICES-MAPS,COPIES	400
349.3200	ENGINEERING SERVICES	0
350.0000	MUNICIPAL COURT FINES	0
351.5000	FINES & FORFEITS	35,000
357.3000	MUNICIPAL COURT RECOUPMENTS	0
357.3300	PUBLIC DEFENSE RECOUPMENTS	0
359.1000	MISCELLANEOUS FINES	0
361.1100	INTEREST EARNINGS	0
361.1101	RETURN ON INVESTMENT	0
	WATER-SEWER REVENUE (= to to wa & sew expence.)	1,364,755
	TOTALS	3,540,881

## **Sources and Contacts**

The following section contains data regarding the incorporation proposal and comments on this document by outside professionals.



NOTE: The Current Expense Fund does not include building accommodations, vehicles or other special equipment that will be required to start and continue a city operation. A closer review of these needs would need to be made in order to fund.

**PROPOSED CITY OF BIRCH BAY BUDGET**

CURRENT EXPENSE FUND	BUDGET	
<b>Council</b>		
Salaries (7 Council @ \$100/mo. ea.)	\$8,400	
Benefits	\$650	
Supplies	\$1,000	
Phone	\$300	
Travel	\$3,000	
Postage	\$400	
Insurance	\$900	
Miscellaneous	\$500	
Capital Outlay	\$0	
Subtotal		\$15,150
<b>Court</b>		
Salary/Court Clerk	\$20,000	
Salary/Judge	\$8,000	
Benefits/Court Clerk	\$5,400	
Benefits/Judge	\$2,100	
Supplies	\$1,700	
Indigent Defense	\$10,000	
Phone	\$1,100	
Postage	\$400	
Insurance	\$2,200	
Miscellaneous	\$800	
Capital Outlay	\$0	
Subtotal		\$51,700
<b>City Manager</b>		
Salaries/Wages	\$50,000	
Benefits	\$13,500	
Supplies	\$500	
Phone	\$300	
Travel	\$1,500	
Insurance	\$1,500	
R & M	\$500	
Miscellaneous	\$400	
Capital Outlay	\$0	
Subtotal		\$68,200

Clerk Treasurer		
Salaries/Wages	\$38,000	
Benefits	\$10,200	
Supplies	\$1,000	
Phone	\$800	
Travel	\$600	
Postage	\$300	
Insurance	\$2,000	
R & M	\$500	
Miscellaneous	\$1,000	
State Audit	\$10,000	
Professional Affiliation	\$10,000	
Election Services	\$1,000	
Capital Outlay	\$0	
Subtotal		\$75,400
City Attorney		
Professional Services	\$80,000	
Subtotal		\$80,000
Clerical Staff (Office)		
Salaries/Wages	\$40,000	
Benefits	\$10,800	
Office Supplies	\$1,000	
Miscellaneous	\$500	
C.O. Equipment	\$0	
Subtotal		\$52,300

Police Administration		
Salary/Chief	\$43,000	
Benefits	\$11,600	
Uniforms	\$500	
Training	\$600	
Miscellaneous	\$1,000	
Capital Outlay	\$0	
Police Facility		
Insurance	\$1,000	
Utilities	\$1,500	
Traffic Patrol		
Salary/Assistant Chief	\$36,000	
Salaries/4 Patrol Officers	\$125,000	
Salary/Patrol Clerk	\$20,000	
Benefits	\$49,000	
Maintenance of Equipment	\$5,000	
Uniforms	\$2,500	
Office Supplies	\$5,000	
Operating Services	\$12,500	
Professional Services	\$1,500	
Phone	\$3,700	
Training	\$1,200	
Postage	\$500	
Insurance	\$30,000	
Maintenance Supplies	\$4,200	
Miscellaneous	\$1,000	
Communications (911)	\$40,000	
Capital Outlay	\$0	
Subtotal (Total Police)		\$396,300

(Above staffing may have to be done over time, with needed capital purchases (vehicles, etc.).  
Perceived as a TOP PRIORITY, to be funded as soon as possible.)

Fire Contract		
Fire Contract (#13)	\$205,412	
Subtotal		\$205,412

(Would anticipate that the new city would contract with Whatcom County Fire District #13.)

Detention		
Probation	\$8,500	
Jail Contract	\$11,500	
Subtotal		\$20,000
Building Inspection		
Salary	\$32,000	
Benefits	\$8,600	
Equipment	\$1,500	
Office Supplies	\$2,500	
Operating Supplies	\$2,500	
Phone	\$1,200	
Travel	\$500	
Postage	\$600	
Insurance	\$2,000	
Repair & Maintenance	\$1,500	
Miscellaneous	\$500	
Capital Outlay	\$0	
Subtotal		\$53,400
(This function could be shared with other small cities in the county.)		
Department of Emergency Services		
Contract	\$2,500	
Subtotal		\$2,500
N.W. Air Pollution		
Contract	\$1,200	
Subtotal		\$1,200
Parks/Streets		
Salary (Supervisor)	\$32,000	
Salary (3 Workers)	\$66,000	
Salary (Clerk)	\$20,000	
Benefits	\$31,800	
Insurance	\$17,000	
Phone	\$1,500	
Professional Services (Eng.)	\$35,000	
Operating Supplies	\$45,000	
Rentals	\$5,000	
Office Supplies	\$1,000	
Publications	\$1,000	
Miscellaneous	\$3,000	
Capital Outlay - Building	\$0	
Capital Outlay - Improvements	\$0	
Subtotal		\$258,300
(This function may not be practical early on, but is envisioned as a HIGH PRIORITY, to fund as soon as possible.)		

Animal Control		
Contract	\$8,500	
Subtotal		\$8,500
Health Department		
Contract	\$14,000	
Subtotal		\$14,000
Planning Department		
Planning Administrator	\$35,000	
Legal	\$1,000	
Office Supplies	\$500	
Phone	\$200	
Travel	\$1,000	
Postage	\$200	
Insurance	\$250	
Printing	\$2,500	
Capital Outlay	\$0	
Subtotal		\$40,650
<b>PUBLIC WORKS</b>		
Roadway	\$40,000	
Salary/Director	\$10,800	
Benefits	\$500	
Phone	\$2,000	
Operating Supplies	\$3,500	
Insurance	\$4,000	
Professional Services	\$22,000	
Travel	\$1,000	
Postage	\$500	
Utilities	\$2,800	
Miscellaneous	\$1,000	
Capital Outlay	\$0	
Sanitation		
Contract	\$4,000	
Traffic Control Devices		
Contract	\$2,500	
Subtotal (Total Public Works)		\$94,600
<b>TOTAL CURRENT EXPENSE</b>		<b>\$1,437,612</b>

**WATER FUND**

**Mains**

- Maint. Supervision
- Maint. Labor
- Maint. Other
- Inspection

**Water Purchase**

- Contract

**Pumps & Tanks**

- Maint. Supervision
- Maint. Labor
- Maint. Other
- Fuel/Power

**Meters**

- Maint. Supervision
- Maint. Labor
- Maint. Other

**Plant**

- Maint. Supervision
- Maint. Labor
- Maint. Other
- Fuel/Power
- Telephone
- Equip. Maint.
- Ops. Supervision
- Ops. Labor
- Supplies
- Chemicals

Commercial  
Records/Supervision  
Meter Reading  
Records-Labor  
Supplies  
Computer Supplies  
Computer Repairs  
Postage & Meter Rent  
Program Support

General & Administrative

Salaries  
Office Supplies  
Freight & Postage  
Telephone  
Accounting  
Engineering  
Legal  
Insurance  
Injuries & Damages  
Payroll Benefits  
Advertising  
Training/Conference  
Utilities  
Maintenance  
Auto & Truck  
Taxes - Public Util.  
Taxes - Payroll  
Miscellaneous  
Dues & Subscriptions  
Fees & Permits

Equipment Purchases

3/4 Ton Pickup w/Service Box  
Radio Phone  
Safety Equipment

System Improvements

Project #1  
Developer Extensions (Inspection)  
New Services/Installations (Labor)  
Hydrants (Parts)  
Conservation Programs

TOTAL WATER FUND

\$329,900

**SEWER FUND**

**Mains**

Maint. Supervision  
Maint. Labor  
Maint. Other  
Inspection  
Subtotal

**Pumps & Tanks**

Maint. Supervision  
Maint. Labor  
Maint. Other  
Fuel/Power  
Subtotal

**Plant**

Maint. Supervision  
Maint. Labor  
Maint. Other  
Fuel/Power  
Telephone  
Equip. Maint.  
Sludge Hauling  
Ops. Supervision  
Ops. Labor  
Supplies  
Chemicals  
Subtotal

**Commercial**

Records-Supervision  
Records-Labor  
Supplies  
Computer Supplies  
Computer Repairs  
Postage & Meter Rent  
Program Support  
Subtotal



**General & Administrative**

- Salaries
- Office Supplies
- Freight & Postage
- Telephone
- Accounting
- Engineering
- Legal
- Insurance
- Injuries & Damages
- Payroll Benefits
- Advertising
- Training/Conference
- Utilities
- Maintenance
- Auto & Truck
- Taxes-Public Utilities
- Taxes-Payroll
- Miscellaneous
- Dues & Subscriptions
- Fees & Permits
- Subtotal

**Equipment Purchases**

- Radio (2) (Portable, 1 w/Convertacom)
- Aerator (West Cell)
- Safety Equipment
- Subtotal

**System Improvements**

- Pump Station #5
- Developer Extension (Inspection)
- Subtotal

**TOTAL SEWER FUND**

**\$356,000**

Clerk Treasurer		
Salaries/Wages	\$38,000	
Benefits	\$10,200	
Supplies	\$1,000	
Phone	\$800	
Travel	\$600	
Postage	\$300	
Insurance	\$2,000	
R & M	\$500	
Miscellaneous	\$1,000	
State Audit	\$10,000	
Professional Affiliation	\$10,000	
Election Services	\$1,000	
Capital Outlay	\$0	
Subtotal		\$75,400
City Attorney		
Professional Services	\$80,000	
Subtotal		\$80,000
Clerical Staff (Office)		
Salaries/Wages	\$40,000	
Benefits	\$10,800	
Office Supplies	\$1,000	
Miscellaneous	\$500	
C.O. Equipment	\$0	
Subtotal		\$52,300

<b>Police Administration</b>		
Salary/Chief		\$43,000
Benefits		\$11,600
Uniforms		\$500
Training		\$600
Miscellaneous		\$1,000
Capital Outlay		\$0
<b>Police Facility</b>		
Insurance		\$1,000
Utilities		\$1,500
<b>Traffic Patrol</b>		
Salary/Assistant Chief		\$36,000
Salaries/4 Patrol Officers		\$125,000
Salary/Patrol Clerk		\$20,000
Benefits		\$49,000
Maintenance of Equipment		\$5,000
Uniforms		\$2,500
Office Supplies		\$5,000
Operating Services		\$12,500
Professional Services		\$1,500
Phone		\$3,700
Training		\$1,200
Postage		\$500
Insurance		\$30,000
Maintenance Supplies		\$4,200
Miscellaneous		\$1,000
Communications (911)		\$40,000
Capital Outlay		\$0
Subtotal (Total Police)		\$396,300

(Above staffing may have to be done over time, with needed capital purchases (vehicles, etc.).  
Perceived as a TOP PRIORITY, to be funded as soon as possible.)

<b>Fire Contract</b>		
Fire Contract (#13)		\$205,412
Subtotal		\$205,412

(Would anticipate that the new city would contract with Whatcom County Fire District #13.)

Detention		
Probation	\$8,500	
Jail Contract	\$11,500	
Subtotal		\$20,000
Building Inspection		
Salary	\$32,000	
Benefits	\$8,600	
Equipment	\$1,500	
Office Supplies	\$2,500	
Operating Supplies	\$2,500	
Phone	\$1,200	
Travel	\$500	
Postage	\$600	
Insurance	\$2,000	
Repair & Maintenance	\$1,500	
Miscellaneous	\$500	
Capital Outlay	\$0	
Subtotal		\$53,400
(This function could be shared with other small cities in the county.)		
Department of Emergency Services		
Contract	\$2,500	
Subtotal		\$2,500
N.W. Air Pollution		
Contract	\$1,200	
Subtotal		\$1,200
Parks/Streets		
Salary (Supervisor)	\$32,000	
Salary (3 Workers)	\$66,000	
Salary (Clerk)	\$20,000	
Benefits	\$31,800	
Insurance	\$17,000	
Phone	\$1,500	
Professional Services (Eng.)	\$35,000	
Operating Supplies	\$45,000	
Rentals	\$5,000	
Office Supplies	\$1,000	
Publications	\$1,000	
Miscellaneous	\$3,000	
Capital Outlay - Building	\$0	
Capital Outlay - Improvements	\$0	
Subtotal		\$258,300
(This function may not be practical early on, but is envisioned as a HIGH PRIORITY, to fund as soon as possible.)		

Animal Control		
Contract	\$8,500	
Subtotal		\$8,500
Health Department		
Contract	\$14,000	
Subtotal		\$14,000
Planning Department		
Planning Administrator	\$35,000	
Legal	\$1,000	
Office Supplies	\$500	
Phone	\$200	
Travel	\$1,000	
Postage	\$200	
Insurance	\$250	
Printing	\$2,500	
Capital Outlay	\$0	
Subtotal		\$40,650
<b>PUBLIC WORKS</b>		
Roadway	\$40,000	
Salary/Director	\$10,800	
Benefits	\$500	
Phone	\$2,000	
Operating Supplies	\$3,500	
Insurance	\$4,000	
Professional Services	\$22,000	
Travel	\$1,000	
Postage	\$500	
Utilities	\$2,800	
Miscellaneous	\$1,000	
Capital Outlay	\$0	
Sanitation		
Contract	\$4,000	
Traffic Control Devices		
Contract	\$2,500	
Subtotal (Total Public Works)		\$94,600
<b>TOTAL CURRENT EXPENSE</b>		<b>\$1,437,612</b>

**WATER FUND**

**Mains**

- Maint. Supervision
- Maint. Labor
- Maint. Other
- Inspection

**Water Purchase**

- Contract

**Pumps & Tanks**

- Maint. Supervision
- Maint. Labor
- Maint. Other
- Fuel/Power

**Meters**

- Maint. Supervision
- Maint. Labor
- Maint. Other

**Plant**

- Maint. Supervision
- Maint. Labor
- Maint. Other
- Fuel/Power
- Telephone
- Equip. Maint.
- Ops. Supervision
- Ops. Labor
- Supplies
- Chemicals

**Commercial**

Records/Supervision  
Meter Reading  
Records-Labor  
Supplies  
Computer Supplies  
Computer Repairs  
Postage & Meter Rent  
Program Support

**General & Administrative**

Salaries  
Office Supplies  
Freight & Postage  
Telephone  
Accounting  
Engineering  
Legal  
Insurance  
Injuries & Damages  
Payroll Benefits  
Advertising  
Training/Conference  
Utilities  
Maintenance  
Auto & Truck  
Taxes - Public Util.  
Taxes - Payroll  
Miscellaneous  
Dues & Subscriptions  
Fees & Permits

**Equipment Purchases**

3/4 Ton Pickup w/Service Box  
Radio Phone  
Safety Equipment

**System Improvements**

Project #1  
Developer Extensions (Inspection)  
New Services/Installations (Labor)  
Hydrants (Parts)  
Conservation Programs

**TOTAL WATER FUND**

**\$329,900**

**SEWER FUND**

**Mains**

Maint. Supervision  
Maint. Labor  
Maint. Other  
Inspection  
Subtotal

**Pumps & Tanks**

Maint. Supervision  
Maint. Labor  
Maint. Other  
Fuel/Power  
Subtotal

**Plant**

Maint. Supervision  
Maint. Labor  
Maint. Other  
Fuel/Power  
Telephone  
Equip. Maint.  
Sludge Hauling  
Ops. Supervision  
Ops. Labor  
Supplies  
Chemicals  
Subtotal

**Commercial**

Records-Supervision  
Records-Labor  
Supplies  
Computer Supplies  
Computer Repairs  
Postage & Meter Rent  
Program Support  
Subtotal



**General & Administrative**

Salaries

Office Supplies

Freight & Postage

Telephone

Accounting

Engineering

Legal

Insurance

Injuries & Damages

Payroll Benefits

Advertising

Training/Conference

Utilities

Maintenance

Auto & Truck

Taxes-Public Utilities

Taxes-Payroll

Miscellaneous

Dues & Subscriptions

Fees & Permits

Subtotal

**Equipment Purchases**

Radio (2) (Portable, 1 w/Convertacom)

Aerator (West Cell)

Safety Equipment

Subtotal

**System Improvements**

Pump Station #5

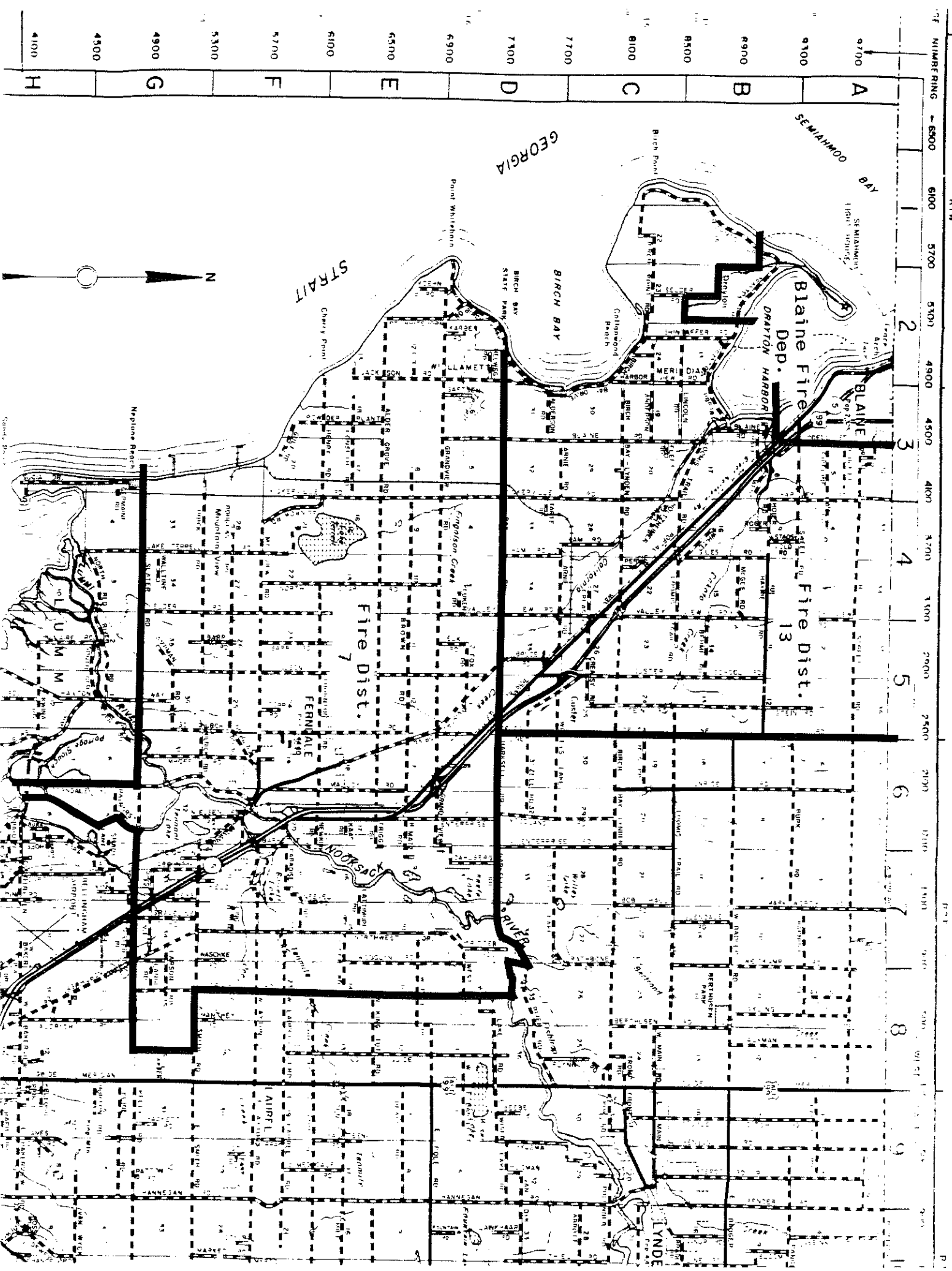
Developer Extension (Inspection)

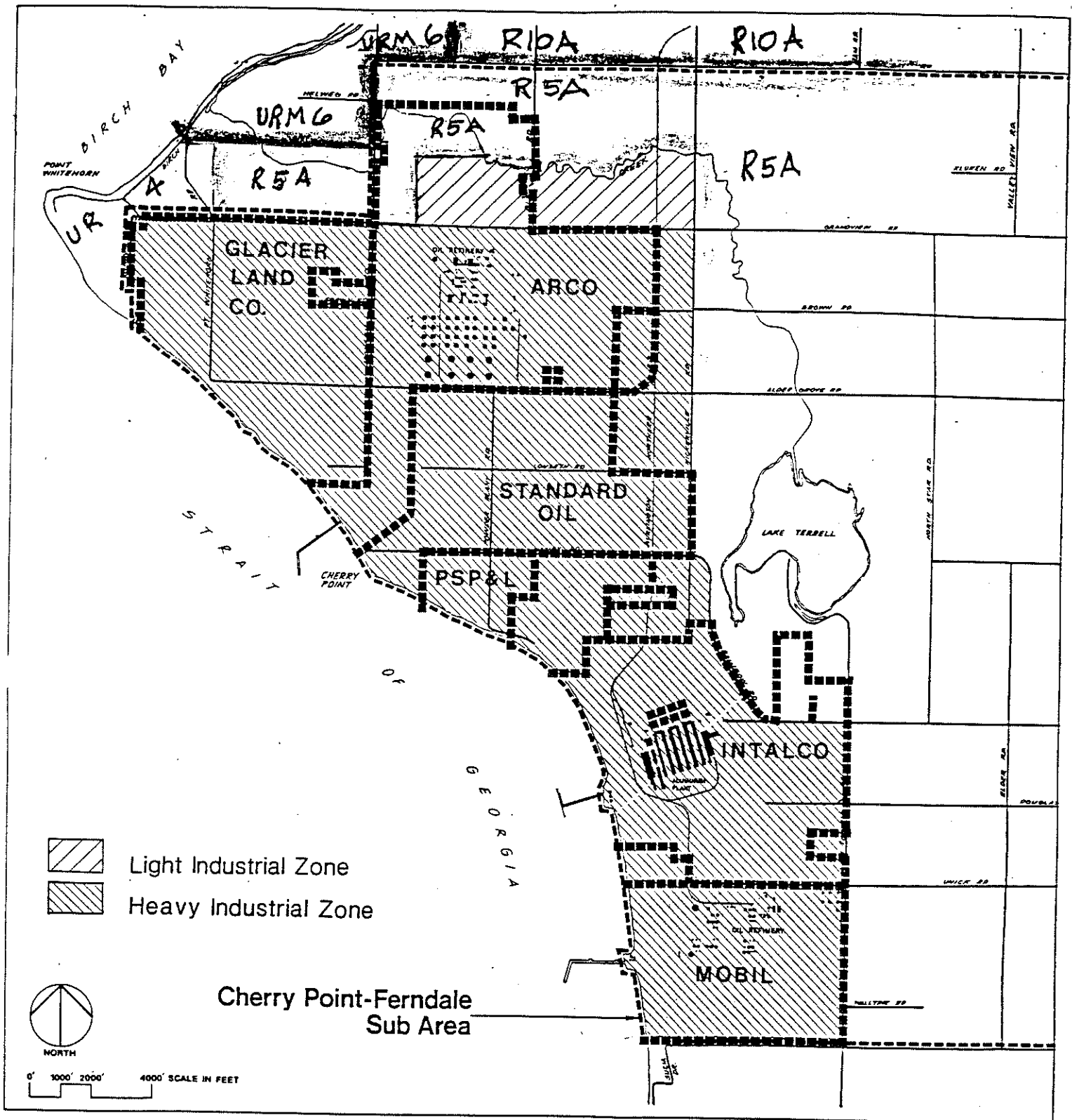
Subtotal

**TOTAL SEWER FUND**

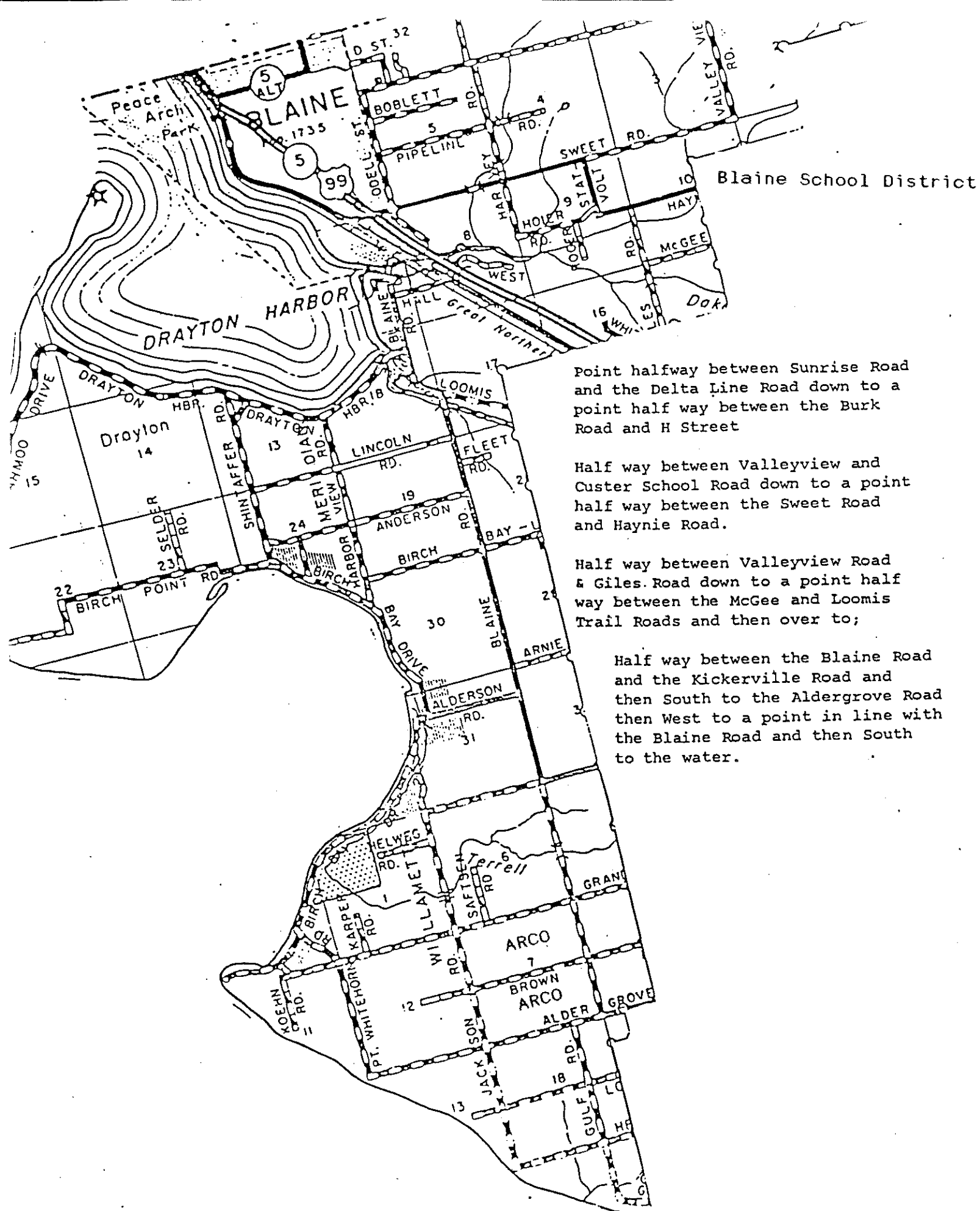
**\$356,000**

# Fire Districts & Blaine Fire Department





**CHERRY POINT INDUSTRIAL AREAS**



Blaine School District

Point halfway between Sunrise Road and the Delta Line Road down to a point half way between the Burk Road and H Street

Half way between Valleyview and Custer School Road down to a point half way between the Sweet Road and Haynie Road.

Half way between Valleyview Road & Giles. Road down to a point half way between the McGee and Loomis Trail Roads and then over to;

Half way between the Blaine Road and the Kickerville Road and then South to the Aldergrove Road then West to a point in line with the Blaine Road and then South to the water.