



City of Bellingham

City Council Regular Meeting Agenda

January 2, 2024, 3:00 PM

Mayor: Kim Lund
Council Members: Hannah Stone, Hollie Huthman,
Daniel Hammill, Edwin H. "Skip" Williams, Lisa Anderson,
Michael Lilliquist and Jace Cotton
Legislative Assistant: Jackie Lassiter

Contact: (360) 778-8100, mayoroffice@cob.org
Contact: (360) 778-8200, ccmail@cob.org
<https://cob.org/council>

Watch Council Meetings Live

The City Council Regular meetings are conducted in a hybrid setting: both in-person and remote access are available.

In Person:

The Reorganization Meeting will convene in Council Chambers, where the first item of business will be discussed, then move to the Mayor's Boardroom for the second item. Both locations are on the second floor of City Hall, 210 Lottie Street, Bellingham.

Live on YouTube and Comcast:

Council meetings are streamed live via the City's website at <https://cob.org/meetings> and on the City's YouTube channel at <https://cob.org/btv>. Meetings are also broadcast in high definition on BTV on Comcast channel 321 and in standard definition on Comcast channel 10.

Via Telephone:

Members of the public who do not have cable or Internet access may listen to the meeting via telephone by calling (253) 215-8782 and entering Meeting ID: **841 2712 6967** and Password: **9**

Provide your Input

Advance written Public Hearing testimony and general written Public Comment can be presented:

- By mail addressed to: City Council, 210 Lottie Street, Bellingham, WA 98225
- Online:
 - For a public hearing: <https://cob.org/publichearing>
 - For general public comment: <https://cob.org/ccpubliccomment>

Regular Meeting

Call to Order

Roll Call

- | | | | |
|--------------|-----------|--|--------------|
| 23971 | 1. | An Ordinance of the City Of Bellingham, Washington, Suspending All Future Meetings of the Immigration Advisory Board (IAB) and Its Subcommittees Until City Council Adopts an Ordinance Rescinding the Suspension | p. 3 |
| 23970 | 2. | 2024 City Council Reorganization | p. 16 |

Adjournment

Agenda Information

Council Committee and Regular Meeting agendas and agenda packets, which contain the supporting documentation for agenda items, are available to the public Wednesday afternoon prior to the meeting. They are posted at <https://cob.org/meetings>. A hard copy of the agenda packet is available for review from the reference desk at the Central Library or the Finance office at City Hall.

Meeting Live Broadcasts and Recordings

The Bellingham City Council Committee Meetings are broadcast live on BTV Bellingham at the times listed on the agenda. Committee session start times between 9:00 AM and 5:00 PM are estimated. A specific Committee may start later than the time published but will not begin earlier than its published time.

Television:

BTV can be found on cable systems as follows: Comcast channels 10 (standard) and 321 (high definition), and CenturyLink channels 40 (standard) and 1040 (high definition). Meetings are rebroadcast on the following schedule:

- Tues. 12 PM: Repeat broadcast of Monday afternoon Committee meetings
- Tues. 7 PM: Repeat broadcast of Monday night regular meeting
- Wed. 8 AM: Repeat broadcast of Monday night regular meeting
- Sat. 12 PM: Repeat broadcast of Monday afternoon Committee meetings
- Sat. 7 PM: Repeat broadcast of Monday night regular meeting

Online Streaming:

The meetings are streamed live at <https://cob.org/btv>. Online viewers will see exactly what cable customers would see.

DVD:

The Bellingham Public Library also has DVD's available for checkout. Video and audio files are available on the Internet at <https://cob.org/meetings> within 5 business days following each meeting.

Accessibility

The Council Chambers is fully accessible. Elevator access to the second floor is available at City Hall's west entrance. Hearing assistance is available, and a receiver may be checked out through the Deputy City Clerk prior to the evening session. For additional accommodations, contact the Legislative Assistant at 778-8200 in advance of the meeting. Thank you.

**Next City Council Meeting
Monday, January 8, 2024**

Deadline to submit material for any public hearing for inclusion in the published agenda packet is 10:00 a.m. on Wednesday prior to the meeting.



City Council Agenda Bill

23971

Bill Number

Subject: An Ordinance of the City Of Bellingham, Washington, Suspending All Future Meetings of the Immigration Advisory Board (IAB) and Its Subcommittees Until City Council Adopts an Ordinance Rescinding the Suspension

Summary Statement: The attached ordinance relates to the Immigration Advisory Board and would temporarily suspend all future meetings of the board and its subcommittees until the Council adopts an ordinance rescinding the suspension. The purpose of this proposed action is to provide an opportunity for the Council, the Mayor and designated staff to realign its work with the immigrant community in Bellingham.

Previous Council Action: Council adopted Ordinance No. 2019-11-033 which established an Immigration Advisory Board. Council adopted Ordinance No. 2021-03-009 which made changes to the composition of the board to include alternate members and to allow for non-City residents to become members.

Fiscal Impact: N/A

Funding Source: N/A

- Attachments:
1. DRAFT PROPOSED ORDINANCE
 2. ORDINANCE AMENDING ORIGINAL ORDINANCE
 3. ORIGINAL ORDINANCE ESTABLISHING IAB
 4. BMC CHAPTER 2.26

Meeting Activity	Meeting Date	Recommendation	Presented By	Time
Council Briefing - Information and Discussion	01/02/2024	Information/Discussion	Council Member Hannah Stone	5 minutes

Recommended Motion:

Council Committee:

Agenda Bill Contact:
Council Member Hannah Stone, 360-778-8211

Reviewed By	Department	Date
<i>Jackie A. Lassiter</i>	Council Administration	12/28/2023
<i>Alan A. Mawner</i>	Legal	12/28/2023
<i>Janice L. Keller</i>	Executive	12/29/2023

Council Action:

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF BELLINGHAM, WASHINGTON, SUSPENDING ALL FUTURE MEETINGS OF THE IMMIGRATION ADVISORY BOARD AND ITS SUBCOMMITTEES UNTIL CITY COUNCIL ADOPTS AN ORDINANCE RESCINDING THE SUSPENSION.

WHEREAS, the Charter of the City of Bellingham, Article VII, Section 701 (the Charter) states: “The Council may, by ordinance, establish advisory boards with such functions and number of members as it may determine.”; and

WHEREAS, the Charter also states: “Unless otherwise provided in this Charter, or by state law, all boards, commissions, committees or other such bodies (herein referred to as “Boards”) shall be advisory only, and shall be for the purpose of assisting the Mayor or Council in the performance of their duties.”; and

WHEREAS, pursuant to the Charter, the City of Bellingham adopted Ordinance No. 2019-11-033, which established the Immigration Advisory Board (IAB) and codified the rules for the IAB in Bellingham Municipal Code (BMC) Chapter 2.26; and

WHEREAS, the City of Bellingham adopted Ordinance No. 2021-03-009, which made changes to the composition of the IAB to include alternate members and to allow non-City residents to become members; and

WHEREAS, the IAB is required to comply with the State Public Records and Open Public Meetings Acts; and

WHEREAS, IAB board members are required by City policy and State law to participate in periodic training on the Public Records and Open Public Meetings Acts. An attempt to provide this training to the IAB in December 2022 was unsuccessful; and

WHEREAS, since its creation in 2019, the IAB has not functioned as other City advisory boards and commissions, which assist the Mayor and City Council in the performance of their duties by providing advice, information, insights, and recommendations; and

WHEREAS, the IAB has sought a co-governance model of advocacy which is inconsistent with the City’s Charter and BMC Chapter 2.26; and

WHEREAS, although the Charter holds that members of boards shall be appointed and removed by the Mayor, the IAB has sought a lead role in the review and selection of Board Members; and

WHEREAS, the IAB has no By-Laws to govern its meetings and procedures, and the board actively includes non-board members in its meetings and decision-making process; and

WHEREAS, the IAB has created multiple subcommittees, including the Federal Contacts Data Subcommittee, Immigrant Resource Center Subcommittee, Outreach Subcommittee, and Process Subcommittee, which meet without City staff; and

WHEREAS, IAB Members who establish the meeting agendas have resisted allowing some City presentations to come forward, limiting the City's ability to provide comprehensive information and answer questions posed by IAB Members on topics such as City law enforcement operations and affordable housing initiatives; and

WHEREAS, the IAB has sought to lead outward engagement efforts with the immigrant community throughout Whatcom County and the region, not just within the city limits of Bellingham; and

WHEREAS, the IAB lacks any autonomy independent of the City; however, IAB Members have visited government facilities outside the City, presenting themselves as representatives of the City of Bellingham without City authorization or adequate public notice; and

WHEREAS, the City does not typically provide direct service to individual residents and instead utilizes interlocal agreements, public private partnerships, and community contracts to provide services; and

WHEREAS, the level of conflict at IAB meetings has been high and frequent enough that key City staff will no longer attend meetings, and volunteers and potential government, non-profit and community partners decline joint projects and activities with the IAB; and

WHEREAS, the number and scope of requests and expectations generated by the IAB exceed City financial resources and staff capacity currently allocated to support the IAB; and

WHEREAS, the City's advisory boards and commissions do not have budget authority; however, the resources needed to facilitate the IAB's regular meetings and annual retreats have constituted a significant portion of the City Council budget; and

WHEREAS, the City is investing approximately \$100,000 annually in the Whatcom Racial Equity Commission, which will have some overlap with the work of the IAB; and

WHEREAS, when the IAB was created the City administration expressed reservations about the purpose, operations, resources required, and other aspects of establishing the IAB, and the concerns were not adequately addressed at the time nor have the concerns been fully addressed to date; and

WHEREAS, the IAB has required more resources and staff time than anticipated, necessitating a pause in IAB meetings to evaluate the City’s purpose, goals, and objectives for maintaining this advisory board, and the level of City resources needed to achieve them.

NOW THEREFORE, THE CITY OF BELLINGHAM DOES ORDAIN:

Section 1. Findings of Fact. City Council adopts the above “WHEREAS” recitals as findings of fact in support of its action.

Section 2. Suspension of Meetings. City Council suspends all future meetings of the Immigration Advisory Board and its sub-committees until City Council adopts an ordinance rescinding the suspension. City staff and Immigration Advisory Board Members are directed to not attend any currently scheduled meetings or meetings that may be scheduled in the future prior to City Council adopting an ordinance rescinding the suspension. The terms of the current Immigration Advisory Board Members will continue to run during the suspension.

Section 3. Purpose. The purpose of this suspension is to allow the City Council and the City administration adequate time to evaluate the City’s purpose, goals, and objectives for maintaining the Immigration Advisory Board, and the level of City resources needed to achieve them; and make any necessary changes to Bellingham Municipal Code (BMC) Chapter 2.26.

Section 4. Conflict with Other BMC Provisions. If the provisions of this ordinance are found to be inconsistent with other provisions of the Bellingham Municipal Code, this ordinance shall control.

Section 5. Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be unconstitutional or unlawful by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

PASSED by the Council this _____ day of _____, 2024.

Council President

APPROVED by me this _____ day of _____, 2024.

Mayor

ATTEST: _____
Finance Director

APPROVED AS TO FORM:

Office of the City Attorney

Published:

DRAFT

ORDINANCE NO. 2021-03-009

AN ORDINANCE OF THE CITY OF BELLINGHAM AMENDING ORDINANCE NO. 2019-11-033 WHICH ESTABLISHED AN IMMIGRATION ADVISORY BOARD AND AMENDING THE BELLINGHAM MUNICIPAL CODE TO CODIFY THE ESTABLISHMENT, FUNCTION, AND MEMBERSHIP OF THE BOARD

WHEREAS, the City of Bellingham adopted ordinance No. 2019-11-033 which established an immigration advisory board; and

WHEREAS, the City Council wishes to codify the establishment of the immigration advisory board, make changes to its composition to include alternate members, allow for non-City residents to become members, and make additional procedural changes.

NOW THEREFORE, THE CITY OF BELLINGHAM DOES ORDAIN:

Section 1. Chapter Created. There is hereby created a Chapter 2.26 of the Bellingham Municipal Code entitled "Immigration Advisory Board" which shall read as follows:

Section 2.26.010 - Board Established. Pursuant to Bellingham City Charter Section 7.01, there is established an Immigration Advisory Board. The purpose of the board is to review and evaluate existing policies and make specific recommendations regarding City policy related to immigration matters. This evaluation will include, but is not limited to, analysis of City data to determine compliance with E2SSB 5497. The board will make recommendations for further data to be compiled in order to facilitate its recommendations. In addition, the board shall support community involvement in and discussion of regional issues and decisions about our City's future as it relates to immigration.

Section 2.26.020 - Membership and Appointment. The board will consist of no more than 12 members excluding alternate members. Individuals will complete an application process to seek appointment to the board. Members will be appointed by the mayor and confirmed by city council to serve two-year terms. After the board is constituted, a member who anticipates periodic conflicts with the meeting schedule may request to have an alternate member appointed by the mayor. When appointing alternates, the mayor will consider individuals recommended by the board and other eligible applicants. Alternates shall not function as board members unless the primary member is unable to attend a particular meeting. When not serving as replacements for a member, alternates are encouraged to listen to meeting proceedings or to otherwise remain informed on the business before the board. Alternates who are serving in the place of an absent board member shall be counted if needed to establish a quorum and shall be entitled function as a primary member for the duration of the meeting. In order to provide for staggered

terms, the mayor shall initially assign a one-year term for four members, with the remaining members assigned a two-year term. Members may serve for no more than two full two-year terms. Those serving as alternates shall serve for terms that are identical to those of the board members for whom they are alternates. Members shall be residents of Whatcom County for at least one year prior to appointment or reappointment as a member of the board. Any vacancy in the membership of the board or among alternates shall be filled in the same manner as the original appointment, with the replacement serving the remainder of the unexpired term. Membership will include at least one representative from each of the following sectors of the community:

- (a) Directly Impacted Individual or Liaison
- (b) Advocacy – Human Rights
- (c) Legal – Immigration Law / Civil Rights
- (d) Youth / Education
- (e) Faith / Religion
- (r) Healthcare / Medical
- (g) Labor – Service Industry
- (h) Labor – Agricultural Industry
- (i) Business / Economic Development

Section 2.26.030 - Organization and Meetings. The board will meet once a month. Interpretation and translation services will be provided by the City of Bellingham as needed to facilitate the work of the board. The meetings will be open to the public with agendas and minutes, maintained per the City’s record retention schedules. The members of the board will elect or otherwise identify a pair of cofacilitators to preside over meetings, set the agenda, and oversee the work of the board. The body of rules, ethics and customs that govern meetings and other operations of the board will be adopted by the membership. The board will be supported by city council-designated staff for ongoing meeting support. Mayor-designed staff will provide information to the board as needed.

Section 2.26.040 - Data Collection. The city shall collect data regarding any and all contact between the City of Bellingham and Immigration and Customs Enforcement or Customs and Border Protection. The data collection will be used to help in monitoring compliance with RCW 10.93.160 and Washington State Session Law 2019 c 440 § 6.

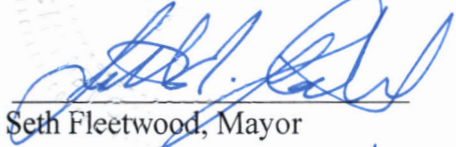
Section 2.26.050 - Periodic Updates to Immigration Advisory Board. The city administration shall provide the data compiled pursuant to Section 2 of this Ordinance to the council and the board on a monthly basis.

Section 2. Severability. Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

PASSED by the Council this 8th day of March, 2021.


Hannah Stone, Council President

APPROVED by me this 15th day of March, 2021.


Seth Fleetwood, Mayor

ATTEST: 
Andy Asbjornsen, Finance Director

APPROVED AS TO FORM:

Peter Ruffatto, City Attorney

PUBLISHED:
March 12, 2021

ORDINANCE NO. 2019-11-033

AN ORDINANCE OF THE CITY OF BELLINGHAM ESTABLISHING AN IMMIGRATION ADVISORY BOARD TO REVIEW AND EVALUATE POLICIES REGARDING COMPLIANCE WITH ENGROSSED SECOND SUBSTITUTE SENATE BILL 5497 AND TO MAKE SPECIFIC RECOMMENDATIONS REGARDING POLICIES RELATED TO IMMIGRATION MATTERS AND PROVIDING FOR DATA COLLECTION

WHEREAS, it is the policy of the City of Bellingham that all people are valued, have inherent liberty interests, and should be afforded dignity and respect regardless of status or identity including race, gender, sexual orientation, religion, immigration status, national origin or ethnic origin; and

WHEREAS, on February 13, 2017 the Bellingham City Council passed Resolution #2017-10, a Resolution Affirming the Safety of All People Residing in Bellingham; and

WHEREAS, on February 27, 2017 the Bellingham City Council passed Ordinance # 2017-02-008, an Ordinance of the City of Bellingham, Washington Relating to City Policy with Respect to Immigration Enforcement, Equal Protection, and Equal Provision of City Services Regardless of Immigration Status and Creating a New Chapter of the Bellingham Municipal Code Regarding Such Matters; and

WHEREAS, the Bellingham Municipal Code includes Chapter 2.25, Equal Protection and Provision of Services Regardless of Immigration Status; and

WHEREAS, City policies related to immigration matters can benefit public health and safety, education, and the economic wellbeing of our community; and

WHEREAS, on May 21, 2019 the Governor of the State of Washington signed Engrossed Second Substitute Senate Bill 5497 (E2SSB 5497), an Act Relating to Establishing a Statewide Policy Supporting Washington State's Economy and Immigrants' Role in the Workplace ("Keep Washington Working Act"); and

WHEREAS, E2SSB 5497 specifically prohibits local law enforcement from taking certain actions related to enforcement of federal immigration law, including, but not limited to, inquiring or collecting information about an individual's immigration or citizenship status, except in limited circumstances; providing information pursuant to notification requests from federal immigration authorities for the purposes of civil immigration enforcement, except as required by law; detaining someone solely for the purpose of determining immigration status or based solely on a civil immigration warrant, or an immigration hold request; and

WHEREAS, E2SSB 5497 protects the privacy and civil rights of all residents; and

WHEREAS, the Mayor, as the chief executive officer of the City shall ensure compliance with E2SSB 5497, which may include alignment of departmental policies, procedures, and practices of the City; and

WHEREAS, the City Council has a substantial and compelling interest in ensuring the City of Bellingham is a place where the rights and dignity of all residents are maintained and protected regardless of status or identity including immigration status, national origin or ethnic origin.

NOW THEREFORE, THE CITY OF BELLINGHAM DOES ORDAIN:

Section 1: Creation of an Immigration Advisory Board

A. Board Established

Pursuant to Bellingham City Charter Section 7.01, there is established an Immigration Advisory Board (“Board”). The purpose of the Board is to review and evaluate existing policies and make specific recommendations regarding City policy related to immigration matters. This evaluation will include, but is not limited to, analysis of City data to determine compliance with E2SSB 5497. The Board will make recommendations for further data to be compiled in order to facilitate its recommendations. In addition, the Board shall support community involvement in and discussion of regional issues and decisions about our city’s future as it relates to immigration.

B. Membership and Appointment.

The Board will consist of no more than 12 members. Individuals will complete an application process to seek appointment to the Board. Under the City Charter, members will be appointed by the Mayor and confirmed by the City Council to serve two-year terms. However, in order to provide for staggered terms, the Mayor shall initially assign a one-year term for four members, with the remaining members assigned a two-year term. Members may serve for no more than two full two-year terms. Any vacancy in the membership of the Board shall be filled in the same manner as the original appointment, with the replacement serving the remainder of the unexpired term.

Membership will include at least one representative from each of the following sectors of the community:

1. Directly Impacted Individual / Liaison
2. Advocacy – Human Rights
3. Legal – Immigration Law / Civil Rights
4. Youth / Education
5. Faith / Religion
6. Healthcare / Medical
7. Labor – Service Industry
8. Labor – Agricultural Industry
9. Business / Economic Development

C. Organization and Meetings.

The Board will meet once a month. Interpretation and translation services will be provided by the City of Bellingham as needed to facilitate the work of the Board. The meetings will be open to the public with agendas and minutes, maintained per the City's records retention schedules. The Members of the Board will elect a Chair and Vice Chair to preside over the meetings, set the agenda, and oversee the work of the Board. The body of rules, ethics and customs that govern meetings and other operations of the Board will be adopted by the membership. The Board will be supported by Mayor-designated staff and City Council-designated staff as needed. The Chair of the Justice Committee will act as liaison between the Board and City Council.

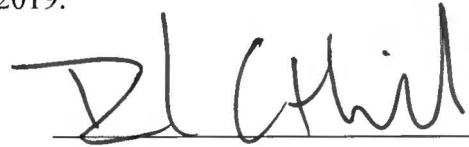
Section 2: Data Collection

The City shall collect data regarding any and all contact between the City of Bellingham and Immigration and Customs Enforcement (ICE) or Customs and Border Protection (CBP). This data collection will be used to help in monitoring compliance with E2SSB 5497.

Section 3: Periodic Updates to Immigration Advisory Board

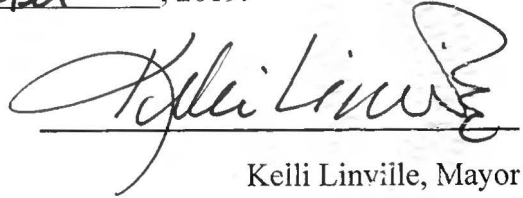
The City administration shall provide the data compiled pursuant to Section 2 of this Ordinance to the Council and the Board on a monthly basis.

PASSED by the Council this 4th day of November, 2019.



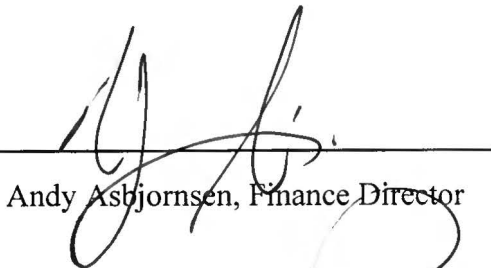
Dan Hammill, Council President

APPROVED by me this 18th day of November, 2019.



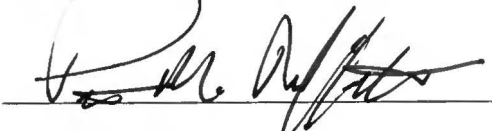
Keili Linville, Mayor

ATTEST:



Andy Asbjornsen, Finance Director

APPROVED AS TO FORM:



Peter Ruffatto, City Attorney

Chapter 2.26

IMMIGRATION ADVISORY BOARD

Sections:

- 2.26.010 Board established.**
- 2.26.020 Membership and appointment.**
- 2.26.030 Organization and meetings.**
- 2.26.040 Data collection.**
- 2.26.050 Periodic updates to immigration advisory board.**

2.26.010 Board established.

Pursuant to Bellingham City Charter Section [7.01](#), there is established an immigration advisory board. The purpose of the board is to review and evaluate existing policies and make specific recommendations regarding city policy related to immigration matters. This evaluation will include, but is not limited to, analysis of city data to determine compliance with E2SSB 5497. The board will make recommendations for further data to be compiled in order to facilitate its recommendations. In addition, the board shall support community involvement in and discussion of regional issues and decisions about our city's future as it relates to immigration. [Ord. 2021-03-009 § 1].

2.26.020 Membership and appointment.

The board will consist of no more than 12 members excluding alternate members. Individuals will complete an application process to seek appointment to the board. Members will be appointed by the mayor and confirmed by city council to serve two-year terms. After the board is constituted, a member who anticipates periodic conflicts with the meeting schedule may request to have an alternate member appointed by the mayor. When appointing alternates, the mayor will consider individuals recommended by the board and other eligible applicants. Alternates shall not function as board members unless the primary member is unable to attend a particular meeting. When not serving as replacements for a member, alternates are encouraged to listen to meeting proceedings or to otherwise remain informed on the business before the board. Alternates who are serving in the place of an absent board member shall be counted if needed to establish a quorum and shall be entitled to function as a primary member for the duration of the meeting. In order to provide for staggered terms, the mayor shall initially assign a one-year term for four members, with the remaining members assigned a two-year term. Members may serve for no more than two full two-year terms. Those serving as alternates shall serve for terms that are identical to those of the board members for whom they are alternates. Members shall be residents of Whatcom County for at least one year prior to appointment or reappointment as a member of the board. Any vacancy in the membership of the board or among alternates shall be filled in the same manner as the original

appointment, with the replacement serving the remainder of the unexpired term. Membership will include at least one representative from each of the following sectors of the community:

- A. Directly impacted individual or liaison;
- B. Advocacy – human rights;
- C. Legal – immigration law/civil rights;
- D. Youth/education;
- E. Faith/religion;
- F. Healthcare/medical;
- G. Labor – service industry;
- H. Labor – agricultural industry;
- I. Business/economic development. [Ord. 2021-03-009 § 1].

2.26.030 Organization and meetings.

The board will meet once a month. Interpretation and translation services will be provided by the city of Bellingham as needed to facilitate the work of the board. The meetings will be open to the public with agendas and minutes, maintained per the city's record retention schedules. The members of the board will elect or otherwise identify a pair of co-facilitators to preside over meetings, set the agenda, and oversee the work of the board. The body of rules, ethics and customs that govern meetings and other operations of the board will be adopted by the membership. The board will be supported by city council-designated staff for ongoing meeting support. Mayor-designated staff will provide information to the board as needed. [Ord. 2021-03-009 § 1].

2.26.040 Data collection.

The city shall collect data regarding any and all contact between the city of Bellingham and Immigration and Customs Enforcement or Customs and Border Protection. The data collection will be used to help in monitoring compliance with RCW [10.93.160](#) and Washington State Session Law 2019 c 440 § 6. [Ord. 2021-03-009 § 1].

2.26.050 Periodic updates to immigration advisory board.

The city administration shall provide the data compiled pursuant to BMC [2.26.040](#) to the council and the board on a monthly basis. [Ord. 2021-03-009 § 1].



City Council Agenda Bill

23970

Bill Number

Subject: **2024 City Council Reorganization**

Summary Statement: The Bellingham City Council is meeting to take the following actions for the 2024 calendar year: (1) nominate and elect City Council officers; (2) appoint City Council members to Council committees; and (3) appoint City Council members to boards, task forces, other committees, and work groups.

Previous Council Action: **N/A**

Fiscal Impact: **N/A**

Funding Source: **N/A**

Attachments: 1. REORGANIZATION PACKET

Meeting Activity	Meeting Date	Recommendation	Presented By	Time
Reorganization Meeting	01/02/2024	N/A	Michael Lilliquist, Council President	60 minutes

Recommended Motion:

Council Committee:

Agenda Bill Contact:
Jackie Lassiter, Council Staff

Council Action:

Reviewed By	Department	Date
<i>Jackie A. Lassiter</i>	Council Administration	12/20/2023
<i>Alan A. Marniner</i>	Legal	12/20/2023
<i>Janice L. Keller</i>	Executive	12/21/2023

Bellingham City Council



2024 Reorganization Meeting

January 2, 2024

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Procedures and General Council Information



Bellingham City Council Rules of Procedure

Section 1. Introduction

The City Council rules of procedure adopted herein and those adopted by other ordinance, resolution, or motion, are adopted for the sole benefit of the members of the Bellingham City Council ("Council") to assist in the orderly conduct of Council business. These rules of procedure do not grant rights or privileges to members of the public or third parties. Failure of the Council to adhere to these rules shall not result in any liability to the City of Bellingham ("City"), its officers, agents, or employees, nor shall failure to adhere to these rules result in invalidation of any Council act. Implicitly or by a majority vote of the membership, the Council may decide to waive temporarily any of the provisions herein. Council action taken in disregard or non-conformity with these rules shall be construed as an implicit waiver thereof. Only a sitting councilmember is entitled to enforce these rules.

Section 2. Parliamentary Rules of Order, Generally

The Council hereby adopts the Robert's Rules of Order Newly Revised, as in effect at any given time, ("Robert's Rules") for the conduct of all meetings of the Council and standing committee meetings, with the modifications and clarifications set forth herein.

As set forth in Article III, Section 3.02 of the Charter of the City of Bellingham ("Charter"), a majority of the entire Council shall constitute a quorum at all Council meetings. Council decisions shall require the affirmative vote of at least the majority of the Council membership.

The officers of the Council shall be the president, president pro tempore, and mayor pro tempore, elected annually according to the procedures in Section 4, below. The duties of secretary or clerk, such as recording of votes and actions taken, are assigned to a nonmember on the City staff as set forth in the Charter.

Section 3. Special Rules of Order

A. Meetings, Generally

In order to facilitate transparency, open deliberation, and full participation by all members of the Council, the following modifications and clarifications to Robert's Rules are hereby adopted:

1. The presiding officer of the Council has the same rights as all other members to vote on matters before the Council, to participate in deliberations, to make motions, and to second motions. As a matter of custom, the presiding officer may refrain from making motions and may choose to let other members speak before taking the floor.
2. Subject to the presiding officer's discretion, informal discussion may occur when no motion is pending. Such informal discussion shall be limited, subject to the discretion of the presiding officer.

3. It is preferable that all members of the Council be given the opportunity to speak before a member is given the floor more than once. Members are typically recognized in the order in which they make a request for the floor, subject to the presiding officer's discretion.
4. All voting is by counted votes, and the votes of each member are recorded. Voting is by voice, or by a show of hands, at the discretion of the presiding officer, with the exception of third and final vote on ordinances, which is voted by roll call.
5. A motion for reconsideration can be made only at the same meeting the vote to be reconsidered was taken or at the next succeeding regular Council meeting.
6. The consent agenda shall contain routine, non-controversial items that require Council action but need little or no Council deliberation. Agenda items removed from the consent agenda by the request of a member or staff will be considered after approval of the entire consent agenda. Any item that has a fiscal impact greater than \$250,000 shall not be placed on the consent agenda.

B. Standing Committee Operating Rules

1. Committees are recommending bodies to the full Council. Committees, except for committee of the whole, are comprised of three members and do not require a quorum to be present. The Council shall not delegate final legislative authority to a committee.
2. Motions in committee meetings, except for meetings of the committee of the whole, do not require a second.
3. Committee chairs will summarize the votes on recommendation(s) during the committee meeting prior to taking up the next agenda item.
4. When the president or a committee chair first introduces an agenda item to the full Council, it is preferable that the introduction be done in a neutral manner.
5. Committee chairs will report out to the full Council the recommendations of the committee, based on a majority vote of committee members, on matters under its consideration.
6. In the event of a conflict of interest or an excused absence, another Council member may sit in the member's place, including in place of the committee chair.
7. Committee chairs may choose the format for their meetings. If prior notice has been provided to the public, the committee chair has the option of asking for public input during the committee meeting.

8. Committee chairs have control over the agenda of their committees; provided, however, that all agenda items referred by the Council must be accepted.
9. Unless specific provision is made to place a matter before the committee of the whole and approved by the Legal Department, all matters requiring an affirmative vote by Council shall be voted upon by the Council during a regular or special meeting of the Council.

Section 4. Procedures for Large Public Audiences

Staff assigned to Council will maintain a memorandum, approved by the presiding officer, that describes the procedures to follow when large public audiences are expected for a specific council meeting. The memorandum will address such items such as overflow rooms, BTV broadcast arrangements, and extra staff needed to assist with the meeting.

Section 5. Election of Officers, Appointment of Committees, and Ex-Officio Board Assignments.

- A. Election of officers and appointment of committees will occur annually at the first meeting of the new year, according to the following procedure.
 - 1 The president or president pro tempore of the previous year shall open the meeting and shall preside until the new president is elected.
 - 2 Nominations for the office of Council president for the year are accepted from any member. Nominations do not require a second, and members may nominate themselves. The number of nominations shall not exceed three.
 - 3 After nominations have been closed, a vote will be taken to choose one of the nominees. At the discretion of the Council, voting may be by voice vote or by ballot. If a tie results, the name with the least votes will be eliminated from the ballot, and the remaining two will be voted upon. The newly elected president will preside during the remainder of the meeting.
 - 4 The president is to serve for the year and cannot be removed from the office unless a majority plus one of all members of the Council cast a vote to remove the president from the position.
 - 5 Following election of the Council president, the Council shall follow the same procedure to elect Council president pro tempore and mayor pro tempore.
 - 6 The title, function, and membership of Council committees and liaison positions deemed necessary for the year will be moved by the Council and decided upon by a vote. Those committees approved by a majority vote will be established as Council standing committees for the year.

7 After determination of the committees deemed necessary, nominations for committee chairs and committee membership will be opened in a sequence determined by the president. Committee chairs will be nominated separately from committee members. Nominations do not require a second and members may nominate themselves. Following nominations, votes will be taken to determine any committee chairs or committee membership when nominations exceed positions. When voting for committee membership, each member may vote in the affirmative for as many nominees as there are positions. Those names receiving the most affirmative votes shall be designated as committee chair or committee members.

B. When a Council member is appointed as an ex-officio board member for a non-profit entity, that member shall not become an officer of the board during the ex-officio assignment. This prohibition shall not apply to Council members appointed as ex-officio board members for the Whatcom Transit Authority or other governmental entities.

Section 6. Signing Authority and Designation of Officers During Absences.

The line of succession for signing contracts and other administrative documents on behalf of the City when the Mayor is absent is as follows: Mayor Pro Tempore, Council President, and President Pro Tempore. The Council president is authorized to designate, in writing, a Council member to sign such documents on behalf of the City in the absence of the Mayor Pro Tempore, the Council President, and the President Pro Tempore. The designation shall be limited to the time period necessary to cover the absence.

Section 7. Written Record In Legislative Process.

Following a public hearing on a legislative matter pending before the Council, the written record will remain open until Council makes a final decision. In the event that circumstances warrant closing the written record prior to final decision as determined in the sole discretion of the Council, the Council may do so during any open meeting of the full Council. This procedure will not apply if there is a statute, code provision, or other legal mandate that precludes leaving the written record open.

Section 8. Guidelines for Public Comment, Public Hearings, and Public Participation.

The public comment period will be placed on the agenda immediately following any public hearings and special presentations, unless otherwise determined by majority approval of the council. The presiding officer is authorized to enforce the Guidelines for Public Comment Period, Public Hearings, and Public Participation attached hereto as Exhibit A ("Guidelines") to ensure orderly meetings and minimize disruptions. Options for enforcing the Guidelines include.

A. Warning any person engaging in speech or behavior contrary to the guidelines to refrain from such speech or behavior;

B. Directing such person to be orderly and silent following a warning on the record;

- C. Ordering a person who persists in disturbing or disrupting the meeting to leave the Council meeting following a warning on the record;
- D. Barring a person who persists in disturbing or disrupting the meeting from further audience before the Council during that meeting following a warning on the record,
- E. Taking a recess;
- F. When the meeting is interrupted by a group so as to render the orderly conduct of the meeting unfeasible and order cannot be restored by the removal of individuals interrupting the meeting, the meeting may be adjourned and reconvened at another location selected by majority vote of the members under RCW42.30.050; and
- G. Setting other reasonable, viewpoint-neutral limits to public comment to prevent disruption of necessary Council business.

Section 9. Reading of Ordinances.

A reading of an ordinance or resolution at a Council meeting shall be deemed complete by reading a brief synopsis of the measure, by reading the subject of the measure, or by reading the title of the measure. The reading of legislation in full shall not be required except as required by Article III, Section 3.04 of the Charter. Any revisions to legislation not included in the Council packet shall be read in full prior to adoption of the revisions. As required in Article III Section 3.04 of the Charter, the title of every ordinance and resolution shall be read in full at a Council meeting before a third and final vote is taken thereon. If any revisions other than formatting or correction of clerical errors are made to an ordinance between inclusion in the packet for the second reading and inclusion in the packet for the final reading, the committee of the whole shall review the changes prior to final consideration.

Section 10. Rule Conflicts.

These rules are intended to update and replace prior special operating and procedural rules which have been adopted by Council and which relate to the matters addressed herein. In the event of any conflict or inconsistency between applicable rules, the order of precedence to determine the governing rule shall be: (1) the Charter, (2) City Ordinances, (3) the modification and clarifications set forth herein; (4) any rule or procedure adopted by council resolution prior to adoption of these modifications and clarifications; and (5) Robert's Rules of Order.

Section 11. Open Public Meetings Requirements.

Meetings of the Council, including committee meetings, shall meet the requirements of the State of Washington Open Meetings Act (RCW42.30).

Section 12. Code of Conduct - Conflict of Interest.

This Code of Conduct applies to all elected officials engaged in the selection, award or administration of contracts related to the agencies with projects listed in the H.U.D.

Bellingham City Council Rules of Procedure
Last updated 12/20/2022

Annual Action Plan. No elected official of the City of Bellingham shall participate in the selection, award or administration of such a contract, if a conflict of interest, real or apparent, would be involved. Further, no elected official shall solicit or accept gratuities, favors or anything of monetary value from contractors or applicants related to the selection, award or administration of such a contract.

Such a conflict would arise when:

- the elected official;
- any member of his/her immediate family;
- his/her partner; or
- an organization which employs or is about to employ any of the above, has a financial or other interest in the firm selected for award.

With regard to federal funds, the above rules apply during the tenure of the elected official and for one year thereafter. To the extent permitted by federal, state or local laws or regulations, violation of these standards may cause corrective action to be taken against the member.

Section 13. Procedure for Filling City Council Vacancies.

A Council position shall be officially declared vacant upon the occurrence of any of the causes of vacancy set forth in RCW 42.12.010, including resignation, recall, forfeiture, written intent to resign, or death of a Councilmember. Per section 2.06 of the City of Bellingham Charter, a vacancy shall be filled for the remainder of the unexpired term, if any, at the next municipal general election. By a majority vote, the Council shall appoint a qualified applicant to fill the vacancy until a person is elected in the next municipal general election. Applicants shall be a registered voter of the City of Bellingham and a resident of the City for one year. Applicants shall not hold any other office or employment with in the City government. The Council has 30 days to appoint for the vacancy. If the Council is unable to agree upon a person to be appointed, the Mayor shall make the appointment from among the persons nominated by the members of the Council.

Appointment Process

1. Upon declaration of a vacancy, the Council President shall direct Council staff to begin the appointment process.
2. The Council President will work with Council staff and the City Attorney's Office to develop the appointment schedule to include application, application opening and deadline, meeting schedule and nomination process. The meeting scheduled for the applicants to present their qualifications to City Council may be a regularly scheduled City Council meeting or a special City Council meeting. All information and materials will be available on the City Council's website.
3. The Council President will announce appointment schedule at the next regularly scheduled Council meeting. The appointment schedule must be adopted by the majority of City Councilmembers.

Bellingham City Council Rules of Procedure
Last updated 12/20/2022

4. Upon adoption of the appointment process, the City Council Office shall publish the required public notice(s) for the meeting scheduled where applicants will present to the City Council.
5. The City Council Office shall prepare an application form which requests appropriate information for City Council consideration of the applicants. Applications will be available at the City Council Office, emailed to ccmail@cob.org or on the City's official website.
6. The City Council Office shall prepare and submit a display advertisement to the City's official newspaper, which announces the vacancy consistent with the requirements necessary to hold the vacated public office.
7. Upon closing of acceptance of applications, the City Council Office will verify all applicants meet the minimum requirements of the Charter, as well as copy and distribute qualified applicants to the Mayor and City Councilmembers in the form of a meeting packet.
8. The City Council Office shall notify qualified applicants of the location, date and time he/she will present to the City Council and when the appointment will take place.

Meeting Process

1. Applicants will present their qualifications at noticed Council meeting.
2. The order of the presentations will be alphabetical.
3. Applicants will be given 3 minutes to address the Council.
4. Upon completion of the candidate presentations, Councilmembers may convene into Executive Session to discuss the qualifications of the applicants. However, all presentations, nominations, and votes taken by the Council shall be in open public session.
5. The Council President will call a short recess for Councilmembers to individually identify their top candidates. The number of individuals to be identified will be determined by the Council President.
6. The Council President will reconvene the Council meeting and Councilmembers will report out their selected top applicants to the City Clerk through roll call.
7. The City Clerk will record the top selections of each Councilmember and display them on the Council projector.

8. The Council President will call for discussion.
9. Upon close of discussion, nominations and voting will take place.

Nomination Process

1. The Council President shall ask for nominations from Councilmembers for the purpose of creating a group of candidates for further consideration. Nominations do not require a second.
2. The nomination period will be closed by motion and vote. There is no limit on Councilmember nominations.
3. The Council President may allow Councilmembers opportunity for discussion on such matters as criteria for selection and qualifications of the nominated group of candidates.
4. City Council will use ranked-choice voting (RCV) to help identify the top candidate for filling a City Council vacancy. Under RCV, City Council members will rank the nominated candidates in order of preference. The City Clerk will then do a roll call where each Council member will announce his/her ranking of the nominated candidates, and the City Clerk shall tally the results.
5. If a candidate wins a majority of first-preference votes, he or she is declared the top candidate. If no candidate wins a majority of first-preference votes, the candidate with the fewest first-preference votes is eliminated. First-preference votes cast for the failed candidate are eliminated, lifting the second-preference choices indicated on those ballots. The City Clerk conducts a new tally to determine whether any candidate has won a majority of the adjusted votes. The process is repeated until a candidate wins an outright majority.
6. Once a candidate wins an outright majority of votes under RCV, City Council must then appoint the top candidate to fill the vacancy by a majority vote. If the top candidate does not receive a majority vote, City Council may adjourn to executive session to further discuss the qualifications of the candidates before repeating the RCV process in open session until a top candidate receives a majority vote by City Council to fill the vacancy.
7. The City Clerk shall declare the nominee receiving the majority vote as the new Councilmember who shall be sworn into office at the earliest opportunity or no later than the next regularly scheduled City Council meeting.

8. If, after 30 days following the effective date of the vacancy, the City Council cannot agree on an appointee, the Mayor shall select from those candidates nominated by members of the City Council [per City of Bellingham Charter Chapter 2.06](#).

Section 14. Procedures for Remote Attendance at Meetings

From time to time, it is not possible for a Councilmember to attend a City Council meeting. In limited instances, the City would benefit by a Councilmember's participation by means of remote communication. Remote attendance is for the benefit of the City of Bellingham and not for the benefit of an individual Councilmember. The Council recognizes the benefits of fullest practicable attendance and participation by its members. Attendance from remote locations is intended to be an alternative and relatively infrequently used method for participation by Councilmembers. Remote attendance may occur as follows:

- a) The Council President may approve a Councilmember's appearance at a Council meeting via remote communication when action on a measure to be voted on cannot be delayed but rather requires immediate action or remedy and one or more of the following circumstances exists:
 - i. An emergency exists, such as a natural disaster or pandemic
 - ii. A vote of the Council of the whole is required for action
 - iii. A unanimous vote of the whole Council is required for passage
- b) In no event shall the Council President approve a Councilmember's remote attendance unless satisfactory equipment is available. Satisfactory equipment shall mean any telephone or other device equipped with a speaker function capable of broadcasting the Councilmember's voice clearly and sufficiently enough to be heard by those in attendance at the meeting. The Councilmember participating remotely must be able to hear the entire proceedings including all participants, and all participants at the meeting must be able hear the Councilmember appearing by telephone or other electronic means.
- c) During any meeting that a Councilmember is attending via remote communication, the Council President or presiding officer shall state for the record that a particular Councilmember is attending via remote communication and the reasons for such attendance. This information shall be reflected in the meeting minutes.
- d) Councilmembers appearing via remote communication may participate and vote during the meeting as if they were physically present at the meeting. A roll call vote shall occur.
- e) Councilmembers appearing by remote communication shall comply with all rules and procedures as if they were physically present at the meeting.
- f) In the case of executive sessions, the Council may permit participation from remote location(s) only when the Council on a case-by-case basis considers such

participation to be necessary and the Council is confident in the security of such remote communications.

- g) Remote attendance shall not be allowed during any quasi-judicial, legislative or appeal hearing, although such attendance may be allowed for the remainder of the meeting.

Section 15. Mobile Phone Use

- a) A member of the Bellingham City Council may use City-issued electronic communications devices to read and take notes on the agenda for any current Council meeting and to access documents electronically that are pertinent to the business of the meeting.
- b) All current ("live") electronic communication between Council Members and any party relating to City business shall be prohibited during a Council meeting.
- c) Use of electronic communications devices for non-emergency personal communication is prohibited during the duration of a City Council meeting. Members may monitor communications devices during the meeting regarding a family or work emergency. Members who wish to communicate regarding a family or business emergency during meetings shall do so outside the Council Chambers or other meeting room during recesses, or the member may excuse him or herself to conduct such communication.

Section 16. Absences

- a. Excused Absences
- b. Members of City Council may be excused from a meeting by notifying the Council President prior to the meeting and providing the reason for the inability to attend. The Council President shall excuse the absence if it is for: (a) the death of a family member, (b) family or personal illness, (c) inclement weather, (d) accident, (e) scheduled vacation, (f) family or personal emergency, (g) City related business, or (h) unusual or unforeseen circumstances. Following or prior to roll call, the Council President shall inform the Council of the member's absence and whether it is excused.
- c. Leave of Absence
- d. City Councilmembers who want to miss more than two consecutive meetings should request a leave of absence from the full City Council. The City Council shall vote to approve the leave of absence if it is for: (a) a serious health or physical condition, (b)

birth, adoption, or foster placement of a new child, or (c), some unusual and unforeseen circumstances that warrant approval of the leave.

- e. Appointment of a pro-tem Councilmember
- f. If a City Councilmember's excused leave of absence will exceed 90 days in duration, City Council may vote to select a pro-tem Councilmember to fill in for the Councilmember on leave. City Council shall follow the procedure for filling City Council vacancies in Section 13 of the City Council Rules of Procedure to select the pro-tem Councilmember.

EXHIBIT A - GUIDELINES FOR PUBLIC COMMENT PERIOD, PUBLIC HEARINGS, AND PUBLIC PARTICIPATION

1. The presiding officer has discretion in enforcing these guidelines for the orderly and civil conduct of City Council meetings. The guidelines below apply to both the public comment period and legislative public hearings before Council unless noted otherwise.
 2. Public comment period is provided at the discretion of the City Council.
 3. Sign-up sheets for speaking during the public comment period and public hearings will be available 30 minutes before the start of the meeting. People may not sign up on behalf of others.
 4. For the public comment period, each speaker is allowed three minutes, unless time is extended by the presiding officer. The public comment period may be limited to 15 minutes. A time limit may be imposed for individual testimony at a public hearing.
 5. Meeting attendees cannot "donate" their speaking time to another person.
 6. Speakers are not permitted to comment during the public comment period on topics that come up later as a public hearing item. Comments made during the public comment period are not considered part of the official record of any public hearing.
 7. All remarks should be addressed to the Council as a whole, rather than to individual Council members or to the public.
 8. Speakers shall refrain from comment or behavior that involves:

- a. Disorderly speech or action; name-calling or personal attacks; obscene or indecent remarks; profanity; and derogatory comments on personalities;
 - b. Advertising or promoting the sale of products, services, or private enterprise,
 - c. Promoting any contest or lottery; and
 - d. Promoting candidates for public office or promoting or opposing upcoming ballot measures. No person may hold or place a banner or sign in the Council Chamber in a way that endangers others or obstructs the free flow of pedestrians or the view of others attending a Council or Committee meeting.
9. Any person who engages in speech or action as described in Section 8.a when such speech or action disrupts, disturbs or otherwise impedes the orderly conduct of any Council meeting may, at the discretion of the presiding officer, be barred from further audience before the Council during that meeting.
 10. Any person who engages in speech or action as described in Sections 8.b-d may, at the discretion of the presiding officer, be barred from further audience before the Council during that meeting.
 11. In addition to the limits specified above, the presiding officer may set other reasonable, viewpoint neutral limits, to prevent disruption of Council business.

“We are working today so future generations will benefit from...”

Clean, Safe Drinking Water

- Protect & improve drinking water sources
- Limit development in Lake Whatcom watershed
- Use efficient, ecological treatment techniques
- Maintain reliable distribution system
- Promote water conservation

Healthy Environment

- Protect & improve the health of lakes, streams & bay
- Protect & restore ecological functions & habitat
- Reduce contributions to climate change
- Conserve natural & consumable resources

Vibrant Sustainable Economy

- Support a thriving local economy across all sectors
- Promote inter-dependence of environmental, economic & social interests
- Create conditions that encourage public & private investment
- Foster vibrant downtown & other commercial centers
- Preserve farmland & the agricultural economy

Sense of Place

- Support sense of place in neighborhoods
- Encourage development within existing infrastructure
- Preserve historic & cultural resources
- Protect natural green settings & access to open space
- Support people-to-people connections

Safe & Prepared Community

- Prevent and respond to emergencies
- Prevent and respond to crime
- Ensure safe infrastructure
- Increase community readiness and resilience

Mobility & Connectivity Options

- Provide safe, well-connected mobility options for all users
- Maintain & improve streets, trails & other infrastructure
- Limit sprawl
- Increase infrastructure for bicycles, pedestrians & non-single-occupancy vehicle modes of transportation
- Reduce dependence on single-occupancy vehicles

Access to Quality of Life Amenities

- Maintain & enhance publicly owned assets
- Foster arts, culture & lifelong learning
- Provide recreation & enrichment opportunities for all ages & abilities
- Ensure convenient access to & availability of parks & trails citywide

Quality, Responsive City Services

- Deliver efficient, effective & accountable municipal services
- Use transparent processes & involve stakeholders in decisions
- Provide access to accurate information
- Recruit, retain & support quality employees

Equity & Social Justice

- Provide access to problem-solving resources
- Support safe, affordable housing
- Increase living wage employment
- Support services for lower-income residents
- Cultivate respect & appreciation for diversity

Legacies and Strategic Commitments

**Adopted by Bellingham City Council
July 13, 2009**



CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: CITY COUNCIL PRESIDENT

DEPARTMENT: City Council

**SG:
CS:N
FLSA:
EEO4CODE:
FULL-TIME/PART-TIME**

JOB SUMMARY:

As provided in the City Charter, the City Council sets citywide policies and exercises general ordinance-making powers and has final authority over city finances and properties. The president of the City Council does not administer or become involved in the day-to-day administration of city affairs. The City Council President supervises only City Council office staff members, including the Legislative Assistant and Senior Legislative Policy Analyst.

SUPERVISORY RELATIONSHIP:

Reports to Citizens, the Mayor and other Councilors. Supervises Legislative Assistant and Senior Legislative Policy Analyst.

ESSENTIAL SUPERVISORY FUNCTIONS OF THE JOB:

1. Hires and supervises Council office staff.
2. Evaluates quality and quantity of work and job performance of Council office staff.
3. Coaches and prepares performance reviews, and takes appropriate corrective action with council office staff.
4. Assigns work, provides direction and training to Council office staff.
5. Reviews and approves employee timesheets and time-off requests for Council office staff.

OTHER FUNCTIONS OF THE JOB:

1. Performs City Council member functions as outlined by City Charter.
2. Presides at all City Council meetings and has the authority to enforce the rules of the City Council, as provided by section 3.02 of the City Charter.
3. Approves personal expenditures and reimbursements for other City Council Members and the Mayor.
4. Signs ordinances and resolutions as approved by affirmative City Council votes.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

- Strong management skills including leadership and supervisory skills, problem analysis and decision-making, planning and organizing, management control, adaptability/flexibility and time management.
- Thorough technical knowledge of the functional area of supervision.
- Good supervisory skills including the ability to plan and organize the work of others and train employees in work processes and techniques.
- Good oral communications skills and interpersonal sensitivity for developing and maintaining effective working relationships with employees, other Department and City personnel and citizens.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.

WORKING ENVIRONMENT:

- Work is performed primarily in an office setting with extensive time spent at a computer workstation. Works in an environment with frequent interruptions. May be required to work evening and weekend hours, as assigned.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Elected to City Council by City of Bellingham residents.
- Elected to Presidency by City Council members.

PREPARED BY: A.Faria 3/17
Edits M. Lilliquist 3/10/17

REVIEWED BY: _____
Mayor Kelli Linville

Process and Timeline for Council-Initiated Agenda Bills and President's Role in the Council Packet and Signing of Ordinances

A Councilmember may begin the agenda bill (AB) process by requesting agreement from the full Council to put the topic/issue on the Council agenda. This is typically done by a committee recommendation, or during Old/New Business. If a matter comes up urgently, Councilmembers should consult with the Council President.

A Councilmember who initiates an AB should ensure that an AB is prepared either personally, or by seeking the assistance of a staff person. Depending on the topic, this could be a member of the Council staff, a person in the Mayor's Office, a city attorney, or a department lead. The person drafting the AB (the person with whom the Councilmember is working) will need to follow the timeline below and ensure that it is entered into OnBase, which is typically done by the Legislative Assistant (LA), when directed. ABs can be entered into OnBase weeks in advance of this timeline; *early submission is encouraged*.

The signing protocol for a Council-initiated AB is as follows: Reviewed by Council LA (or department head/Admin); approved by Council President; reviewed by Legal; reviewed by the Mayor.

➔ *Indicates President's role. In addition to these tasks, the President should be available on packet Tuesdays and Wednesdays for communication with the LA via email, phone or text to problem-solve, discuss matters with the Deputy Administrator, if necessary, and to make decisions that are not within the purview of Council staff to make.*

Monday:

- 10:00 a.m. All ABs have been entered into OnBase and routed to the Legal Department.

Tuesday:

- 12:00 p.m. Mayor's Office prints ABs for the Administration's Agenda Bill Review Committee.
- 1:30 p.m. Admin Agenda Bill Review Committee meeting, after which the Administration presents its desired agenda in full to the Council President. At this point, it becomes the Council's agenda.
- Late-afternoon: LA sends the 'Agenda Bill Report' (agenda bills, along with estimated committee times) to the President for his/her consideration.

- ➔
- Council President reads the Agenda Bill Report and communicates any changes to the LA and authorizes agenda; LA begins the electronic compilation process.

Wednesday:

- ➔
- 8:00 a.m. Deadline for Council President to communicate desired changes and approval to LA.
 - 10:00 a.m. Final deadline for City staff to submit ABs through OnBase and for changes in language and attachments to be made (this late of submissions/changes is infrequent and not preferred); deadline for public comment related to a public hearing to be added.
 - LA compiles packet then sends to review team between approximately 11:30-12:30, depending on various factors related to the software and the packet. This team consists of the City Clerk Representative, City Council Legislative Analyst, and the Mayor's Office Administrative Assistant. The team responds to the LA by 1:30 p.m.

- • Council President may choose to be part of the packet review team, but then must be available to review the document and respond by 1:30 p.m.
- 2:00 p.m. Approximate time that packet is posted to www.cob.org/meetings and emailed to Council, stakeholders, media, and printer
- Meeting times posted to the COB web calendar and City Council Facebook Page.

Thursday:

- 11:00 a.m. Hard copy packets distributed and agenda posted at City Hall.

Signing of Ordinances

- • Here is the signing guidance for ordinances per the City Attorney's interpretation of the Charter:

Within **five** days total:

1. Start in Finance Department, then present to Legal Department
2. Legal Department, then present to Council President
3. Council President, then present to Mayor

After which:

4. Mayor has **ten** days to sign or veto

The City Charter reads: 'All ordinances enacted by the Council, except as otherwise provided in this Charter, shall take effect **15 days** after the date of their final passage unless a later date is fixed therein, in which event they shall take effect at such later date.'

- • Council President will sign on **Friday (before 4:30)** the week ordinances are passed so that s/he can present the ordinances to the Mayor's Office in the timeframe prescribed by law.

(In the President's box to sign are also minutes, Mayor's expense approvals, and other time-sensitive documents. The LA can notify the President when documents are awaiting signature.)

Meeting Dates and Contact Information





CITY COUNCIL REGULAR MEETING SCHEDULE 2024

Resolution No. 2023-28 fixes the dates and times of regular meetings of the Bellingham City Council for 2024. The regular meetings of the City Council have been fixed on each of the following days, with each meeting starting at 7:00 p.m.:

2024

January 8 and 29*
February 12 and 26
March 11 and 25
April 8 and 15
May 6 and 20
June 3 and 17
July 1 and 15
August 12 and 26
September 16 and 30
October 7 and 21
November 4 and 18
December 9 and 16

***Council will hold an additional special meeting on January 2nd, 2024 to conduct their annual reorganization. This meeting will be held at 2:30 PM in the Mayor's Boardroom on the second floor of City Hall.**

Unless otherwise announced, all regular and committee meetings are held in the City Council Chambers in City Hall, 210 Lottie Street, Bellingham, WA 98229.

Agendas, including committee schedules, are published five days prior to Council meetings at www.cob.org/meetings.

Special meetings of the City Council may be called at any time as provided by the Charter of the City of Bellingham and the laws of the State of Washington.

COUNCIL STANDING COMMITTEES

The standing committees will be held on an as-needed basis on the same days as regular meetings occur.

The standing committees for 2024 are:

1. Climate Action
2. Community and Economic Development
3. Parks and Recreation
4. Planning
5. Public Health, Safety, Justice, and Equity
6. Public Works and Natural Resources
7. Committee of the Whole

The City Council may change or amend standing committees at any time upon a vote of the majority of the body.

2024 Bellingham City Council Calendar

January						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
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March						
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31						

April						
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28	29	30				

May						
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June						
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July						
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August						
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25	26	27	28	29	30	31

September						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
S	M	T	W	Th	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Key			
 Council Day	 Council Reorganization	 Packet Prep Day	 City Holiday

City Holidays		
<p>January:</p> <p>1 New Year's Day</p> <p>15 MLK Day</p> <p>February:</p> <p>19 Presidents Day</p> <p>May:</p> <p>27 Memorial Day</p> <p>June:</p> <p>19 Juneteenth</p>	<p>July:</p> <p>4 Independence Day</p> <p>September:</p> <p>2 Labor Day</p> <p>November:</p> <p>11 Veterans Day</p> <p>28 Thanksgiving</p> <p>29 Day After Thanksgiving</p>	<p>December:</p> <p>24 Christmas Eve</p> <p>25 Christmas Day</p>



BELLINGHAM CITY COUNCIL

210 Lottie Street, Bellingham, Washington 98225
(360) 778-8200 ccmil@cob.org www.cob.org

2024 COUNCIL MEMBER CONTACT LIST

<u>WARD</u>	<u>NAME AND ADDRESS</u>	<u>TERM</u>
1 st	HANNAH STONE 210 Lottie Street Bellingham, WA 98225 360-778-8211 hestone@cob.org	1/24 – 12/27
2 nd	HOLLIE HUTHMAN 210 Lottie Street Bellingham, WA 98225 360-778-8216 hahuthman@cob.org	1/22 – 12/25
3 rd	DANIEL HAMMILL 210 Lottie Street Bellingham, WA 98225 360-778-8213 dchammill@cob.org	1/24 – 12/27
4 th	EDWIN H. “SKIP” WILLIAMS III 210 Lottie Street Bellingham, WA 98225 360-778-8215 ehwilliams@cob.org	1/22 – 12/25
5 th	LISA ANDERSON 210 Lottie Street Bellingham, WA 98225 360-778-8217 laanderson@cob.org	1/24 – 12/27
6 th	MICHAEL LILLIQUIST 210 Lottie Street Bellingham, WA 98225 360-778-8212 mlilliquist@cob.org	1/22 – 12/25
AT LARGE	JACE COTTON 210 Lottie Street Bellingham, WA 98225 360-778-8214 jacotton@cob.org	1/24 – 12/25

COUNCIL PRESIDENT: _____

COUNCIL PRESIDENT PRO TEMPORE: _____

MAYOR PRO TEMPORE: _____

Committee Lists and Descriptions



2023 COUNCIL COMMITTEE AND OTHER ASSIGNMENTS

Council President: Michael Lilliquist
President Pro Tempore: Daniel Hammill
Mayor Pro Tempore: Hannah Stone

Climate Action

Chair Kristina Michele Martens
 Daniel Hammill
 Hannah Stone

Community & Economic Development

Chair Hollie Huthman
 Kristina Michele Martens
 Hannah Stone

Parks & Recreation

Chair Edwin H. "Skip" Williams
 Lisa Anderson
 Hollie Huthman

Planning

Chair Lisa Anderson
 Daniel Hammill
 Edwin H. "Skip" Williams

Public Health, Safety, Justice, and Equity

Chair Daniel Hammill
 Edwin H. "Skip" Williams
 Hollie Huthman

Public Works & Natural Resources

Chair Hannah Stone
 Lisa Anderson
 Kristina Michele Martens

OTHER ASSIGNMENTS

Airport Advisory	Lisa
School Dist. Liaison (K-12)	Skip
Bham/What Tourism	Hollie
Chamber of Commerce	Lisa
Community Dev Adv Brd	Kristina
Downtown Bham Partnership	Hollie
DVSAS*	Lisa
<i>* Recognized board: This seat is not assigned by Council or necessarily reserved for a CM.</i>	
EMS Oversight Board	Michael
Firefighters Pension Board	Michael
Greenways Adv Com Liaison	Skip
Higher Ed. Liaison	Kristina
Immigration Advisory Bd Liaison	Kristina
Incarceration Prevnt/Redctn TF	Dan*; Hollie as Proxy
<i>* Also chair of Behavioral Health Subcommittee and member of Steering Subcommittee</i>	
Justice Project SAC	Dan & Michael
Lake Whatcom Policy Group	Hannah & Skip
Library Board	Kristina
Mount Baker Theater Board	Skip
Open Space	Lisa, Dan, and Skip
Opportunity Council*	Hannah
<i>* This appointment is reserved for a City CM, but is selected by Opportunity Council</i>	
Parks & Recreation Board	Skip
Police Pension Board	Michael
Port Marina Advisory	Lisa
Sister Cities	Hannah
Sustainable Connections	Hollie
Tourism Comm/LTAC	Hollie
What-Comm Admin	Dan
Whatcom Cncl. of Govs. (Exec)	Michael
Whatcom Cncl. of Govs. (Policy)	Skip
Whatcom Museum Foundation	Lisa
WTA Board	Michael & Hollie
Working Waterfront	Lisa

Bellingham City Council 2024 Committee Evaluation Tool

City Council Committees	Location	Meeting Frequency	Meeting Day of Week	Meeting Time	Average Meeting Length (if known)
Climate Action	Council Chambers	As Needed	Monday		
Community and Economic Development	Council Chambers	As Needed	Monday		
Parks and Recreation	Council Chambers	As Needed	Monday		
Planning	Council Chambers	As Needed	Monday		
Public Health, Safety, Justice, and Equity	Council Chambers	As Needed	Monday		
Public Works and Natural Resources	Council Chambers	As Needed	Monday		
Other Council Assignments					
Bellingham International Airport Advisory Committee	Hybrid / Off Site	Quarterly	Thursday	4:00 p.m.	
Bellingham School District (K-12)	In-person - Off Site	Monthly	Thursday	6:00 p.m.	
Bellingham/Whatcom County Tourism Board	In-person - Off Site	Monthly	Wednesday	8:00 a.m.	1.5 hrs.
Chamber of Commerce	Hybrid / Off Site	6/year	Thursday	4:00 p.m.	2 hrs.
Community Development Advisory Board	Hybrid / City Hall	Monthly	Thursday	6:00 p.m.	
Downtown Bellingham Partnership	Remote	Monthly	Thursday	4:00 p.m.	2 hrs.
EMS Oversight Board	Remote	Quarterly	Wednesday	3:00 p.m.	1.5 hrs.
Firefighters Pension Board*	Hybrid / City Hall	Monthly	Tuesday	9:00 a.m.	
Greenways Advisory Committee	Hybrid / City Hall	Monthly	Thursday	7:00 p.m.	
Higher Education Liason	In-person - Off Site	Monthly	Wednesday	6:00 p.m.	
Immigration Advisory Board Liaison	Hybrid / PSOC	Monthly	Tuesday	6:30 p.m.	2 hrs.
Incarceration Prevention and Reduction Task Force	Remote	Monthly	Monday	9:00 a.m.	2 hrs.
Lake Whatcom Policy Group (2 representatives)	Hybrid / PSOC	Quarterly	Wednesday	3:00 p.m.	1.5 hrs.
Library Board of Trustees	In-person - Central Lib	Monthly	Tuesday	3:30 p.m.	1.5 hrs.
Mount Baker Theatre Board	In-person - Off Site	Monthly	Tuesday	4:00 p.m.	
Open Space Committee - Joint City/County (3 reps)*	Remote	As Needed	TBD	TBD	
Opportunity Council *	Hybrid / Off Site	10/year	Thursday	4:00 p.m.	2 hrs.
Parks & Recreation Advisory Board*	Hybrid / City Hall	Monthly	Wednesday	7:30 a.m.	2 hrs.
Police Pension Board*	Hybrid / City Hall	Monthly	Wednesday	9:00 a.m.	
Port of Bellingham Marina Advisory Committee	In-person - Off Site	Monthly	Tuesday	6:00 p.m.	
Sister Cities Advisory Board	Hybrid / City Hall	Quarterly	Tuesday	5:30 p.m.	2 hrs.
Sustainable Connections	Hybrid / Off Site	10/year	Tuesday	5:30 p.m.	1.5 hrs.
Tourism Commission/LTAC*	Hybrid / City Hall	Monthly	Tuesday	3:30 p.m.	1 hr.
WHAT-COMM Comm. 911 Admin Board*	Hybrid / Fireplace Rm	3/year	Thursday	1:00 p.m.	2 hrs.
Whatcom Council of Governments (2 representatives)	Hybrid / Off Site	6/year	Wednesday	3:00/3:30 p.m.	
Whatcom Museum Foundation Board	Old City Hall	7/year	Wednesday	3:00 p.m.	1.5 hrs.
Whatcom Transportation Authority (2 representatives)	Hybrid / Off Site	2/month	Thursday	8:00 a.m.	
Working Waterfront	In-person - Off Site	Quarterly	Wednesday	9:00 a.m.	

* DENOTES BOARD/COMMITTEE POSITION NOT APPOINTED BY COUNCIL

CITY COUNCIL CLIMATE ACTION COMMITTEE

CHARGE:

This committee shall initiate or review all matters to be brought before the City Council for action related to policies, programs, or regulations intended to reduce community and municipal greenhouse gas emissions.

MEMBERS:

2020: Hannah Stone (Chair), Pinky Vargas, Dan Hammill

2021: Pinky Vargas (Chair), Daniel Hammill, Michael Lilliquist

2022: Kristina Michele Martens (Chair), Daniel Hammill, Michael Lilliquist

2023: Kristina Michele Martens (Chair), Daniel Hammill, Hannah Stone

FREQUENCY OF MEETINGS:

2020: 8 meetings

2021: 6 meetings

2022: 7 meetings

2023: 2 meetings

CITY COUNCIL COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE (FORMERLY PLANNING AND COMMUNITY DEVELOPMENT COMMITTEE)

CHARGE:

This committee shall initiate or review all matters to be brought before the City Council that relate to city community and economic development.

From 2018 – 2020, this Committee was paired with the Planning Committee.

MEMBERS:

Planning and Community Development Members:

2019: April Barker (Chair), Terry Bornemann, Michael Lilliquist

2020: Hollie Huthman (Chair), Dan Hammill, Michael Lilliquist

Community and Economic Development Members:

2021: Hollie Huthman (Chair), Pinky Vargas, Michael Lilliquist

2022: Hollie Huthman (Chair), Michael Lilliquist, Kristina Michele Martens

2023: Hollie Huthman (Chair), Kristina Michele Martens, Hannah Stone

FREQUENCY OF MEETINGS:

2019: 19 meetings

2020: 7 meetings

2021: 5 meetings

2022: 5 meetings

2023: 11 meetings

CITY COUNCIL PARKS AND RECREATION COMMITTEE

CHARGE:

This committee shall initiate or review all matters to be brought before the City Council for action that relates to the expenditure of current budget allocations within the organizational purview of the Director of Parks and Recreation.

MEMBERS:

2019: Michael Lilliquist (Chair), Pinky Vargas, Gene Knutson
2020: Lisa Anderson (Chair), Hannah Stone, Michael Lilliquist
2021: Gene Knutson (Chair), Pinky Vargas, Lisa Anderson
2022: Skip Williams (Chair), Lisa Anderson, Hollie Huthman
2023: Skip Williams (Chair), Lisa Anderson, Hollie Huthman

FREQUENCY OF MEETINGS:

2019: 7 meetings
2020: 9 meetings
2021: 10 meetings
2022: 13 meetings
2023: 9 meetings

DUTIES OTHER THAN ATTENDANCE:

Committee Chair is ex officio members of Parks and Recreation Advisory Board.

CITY COUNCIL PLANNING COMMITTEE

CHARGE: This committee shall initiate or review all matters to be brought before the City Council that relate to city planning and land use.

From 2018 – 2020, the Committee was paired with Community Development

MEMBERS:

Planning and Community Development Committee Members:

2019: April Barker (Chair), Terry Bornemann, Michael Lilliquist

2020: Hollie Huthman (Chair), Dan Hammill, Michael Lilliquist

Planning Committee Members:

2021: Lisa Anderson (Chair), Daniel Hammill, Hollie Huthman

2022: Lisa Anderson (Chair), Daniel Hammill, Skip Williams

2023: Lisa Anderson (Chair), Daniel Hammill, Skip Williams

FREQUENCY OF MEETINGS:

2019: 19 meetings (Planning and Community Development)

2020: 7 meetings (Planning and Community Development)

2021: 6 meetings

2022: 2 meetings

2023: 5 meetings

**CITY COUNCIL PUBLIC HEALTH, SAFETY, JUSTICE, AND EQUITY COMMITTEE
(FORMERLY PUBLIC SAFETY COMMITTEE/JUSTICE COMMITTEE)**

CHARGE:

This committee shall initiate or review all matters to be brought before the City Council for action that relates to the expenditure or current budget allocations within the organizational purview of the Police Department and Fire Department for Council action relating to the protection of person or property (including consumer fraud protection), and for animal control and ambulance. The current committee also reviews items related to incarceration prevention and criminal justice reform.

From 2017-19 there was a separate Justice Committee. In 2018 and 2019, there was also a separate Public Safety Committee. In 2020, a new Public Health, Safety, and Justice Committee was created. In 2023, the name was changed to Public Health, Safety, Justice, and Equity.

PUBLIC HEALTH, SAFETY, AND JUSTICE COMMITTEE MEMBERS

2019 – Justice Committee: Hannah Stone (Chair), April Barker, Pinky Vargas

2019 – Public Safety Committee: Terry Bornemann (Chair), Gene Knutson, Hannah Stone

2020: Daniel Hammill (Chair), Hollie Huthman, Hannah Stone

2021: Daniel Hammill (Chair), Gene Knutson, Hollie Huthman

2022: Daniel Hammill (Chair), Skip Williams, Hollie Huthman

2023: Daniel Hammill (Chair), Skip Williams, Hollie Huthman

FREQUENCY OF MEETINGS:

Justice Committee

2019: 5 meetings

Public Safety Committee meetings

2019: 6 meetings

Public Health, Safety, and Justice Committee

2020: 5 meetings

2021: 8 meetings

2022: 3 meetings

2023: 9 meetings

OTHER DUTIES:

Committee Members are ex officio of:

1. The Joint City Council Public Safety Committee/Whatcom County Council Public Services Committee
Either the city or county chair can call a joint meeting upon agreement of topic, time and date
2. The Chair of Committee is also an ex officio member of the WHAT-COMM Communications Administrative Board (911)

CITY COUNCIL PUBLIC WORKS AND NATURAL RESOURCES COMMITTEE

CHARGE:

This committee shall initiate or review all matters to be brought before the City Council for action that relates to the expenditure or current budget allocations within the organizational purview of the Director of Public Works, including Natural Resources and Lake Whatcom, as well as matters of appeal of Public Works Department Policy.

PUBLIC WORKS AND NATURAL RESOURCES COMMITTEE MEMBERS:

2019: Gene Knutson (Chair), Terry Bornemann, April Barker
2020: Michael Lilliquist (Chair), Lisa Anderson, Pinky Vargas
2021: Michael Lilliquist (Chair), Gene Knutson, Lisa Anderson
2022: Michael Lilliquist (Chair), Lisa Anderson, Kristina Michele Martens
2023: Hannah Stone (Chair), Lisa Anderson, Kristina Michele Martens

FREQUENCY OF MEETINGS:

2019: 17 meetings
2020: 15 meetings
2021: 21 meetings
2022: 20 meetings
2023: 16 meetings

OTHER DUTIES:

Committee Members are ex officio of:

1. The Joint City Council Public Works Committee/Whatcom County Council Planning Committee.

BELLINGHAM INTERNATIONAL AIRPORT ADVISORY COMMITTEE (BIAAC)

<https://www.portofbellingham.com/579/Airport-Advisory-Committees>

CHARGE The BIAAC serves as the advisory committee to the Commission of the Port of Bellingham to provide input from aviation professionals and the community about the airport. The members of the committee serve to provide both technical input and a community perspective to the Commission about airport operations, development, community partnerships, services, and impacts.

COUNCIL REPRESENTATIVE

2019: April Barker

2020: Hannah Stone

2021: Lisa Anderson

2022: Lisa Anderson

2023: Lisa Anderson

LOCATION: Hybrid – In person at the Aircraft Rescue and Fire Fighting Station, 2005 West Bakerview Road; remote option available

2024 MEETING SCHEDULE:

Thursday, January 18, 4:00 p.m.

Thursday, April 18, 4:00 p.m.

Thursday July 18, 4:00 p.m.

Thursday October 17, 4:00 p.m.

BELLINGHAM SCHOOL DISTRICT LIAISON

<https://bellingshamschools.org/about/school-board/meet-the-board/>

CHARGE Be in communication with Bellingham School District regarding community-related school issues.

CONTACT Greg Baker, Superintendent (360) 676-6400
Kelly Bashaw, School Board President

COUNCIL REPRESENTATIVE

2019: Hannah Stone

2020: Hannah Stone

2021: Gene Knutson

2022: Skip Williams

2023: Skip Williams

LOCATION: In Person at Options High School, 2015 Franklin Street

2024 MEETING SCHEDULE:

Thursday, January 18, 6:00 p.m.

Thursday, February 22, 6:00 p.m.

Thursday, March 14, 6:00 p.m.

Thursday, April 18, 6:00 p.m.

Thursday, May 16, 6:00 p.m.

Thursday, June 13, 6:00 p.m.

Thursday, July 18, 6:00 p.m.

Thursday, Aug. 15, 6:00 p.m.

September – December dates to be determined.

BELLINGHAM WHATCOM COUNTY TOURISM BOARD

904 Potter St. Bellingham, WA 98229

(360) 671-3990

<https://www.bellingham.org/board-of-directors>

CHARGE Refer to responsibilities of the B/W Convention and visitors Bureau Board of Directors, attached. (Note: The City Council representative serves as an ex-officio member of the Board and he/she is urged to express his/her opinions and provide counsel on all matters brought before the Board. Ex-officio members are not entitled to initiate or vote on motions.)

CONTACT Chair: Dana Weber tourism@bellingham.org

COUNCIL REPRESENTATIVE

2019: Pinky Vargas

2020: Pinky Vargas

2021: Pinky Vargas

2022: Hollie Huthman

2023: Hollie Huthman

LOCATION: In person at various locations

2024 MEETING SCHEDULE

Wednesday, January 24, 8:00 a.m.

Wednesday, February 28, 8:00 a.m.

Wednesday, March 27, 8:00 a.m.

Wednesday, April 24, 8:00 a.m.

Wednesday, May 22, 8:00 a.m.

Wednesday, June 26, 8:00 a.m.

Wednesday, July 24, 8:00 a.m.

Wednesday, August 28, 8:00 a.m.

Wednesday, September 25, 8:00 a.m.

Wednesday, October 23, 8:00 a.m.

Wednesday, November 27, 8:00 a.m.

WHATCOM TOURISM BUREAU

RESPONSIBILITIES OF THE BOARD OF DIRECTORS

REPRESENT the interests of Corporation members in the overall management of the Corporation.

Safeguard the interests of and pursue the purposes of the Corporation in accordance with federal, state and local law, and the Bureau's articles of incorporation and bylaws, realizing the Board of Directors is legally responsible for all of the Corporation's activities and operations.

Become thoroughly familiar with the Bureau's articles of incorporation, bylaws, and marketing plan.

Attend and play an active part in all meetings of the Board.

Continually evaluate the performance of the Bureau and offer suggestions, ideas, constructive criticisms, motions and other assistance, keeping in mind that you are part of the governing body and responsible for the Bureau's direction and policies.

Assist actively in promoting the Bureau among private, business, and government contacts and acquaintances.

Show no preference to any member but support all members objectively and in a manner conducive to the overall interests of the bureau.

Be loyal to the Organization by accepting and supporting decisions made by majority vote of the Board.

Chair one of the Bureau committees, or serve on committees, if requested.

Board members must be bureau members in good standing.

Ex officio members of the board, by virtue of their experience, position or other special qualifications are urged to express their opinions and counsel on all matters brought before the Board. However, in accordance with our bylaws, ex officio members are not entitled to initiate or vote on motions.

BELLINGHAM WHATCOM CHAMBER OF COMMERCE

119 N. Commercial Street Suite 110

Bellingham, WA 98225

(360) 734-1330

<https://bellingham.com/board-of-directors/>

CHARGE To govern the Chamber in its mission to advocate for a strong business community and make the Bellingham and Whatcom County area a great place to live, work, shop and play by influencing public policy, aiding in economic development and helping its members succeed.

CONTACT President/CEO Guy Occhiogrosso, guy@bellingham.com

COUNCIL REPRESENTATIVE

2019: Pinky Vargas

2020: Lisa Anderson

2021: Lisa Anderson

2022: Lisa Anderson

2023: Lisa Anderson

LOCATION: Hybrid – In person at various locations with remote option

2024 MEETING SCHEDULE (TENTATIVE):

Thursday, January 11, 4:00 p.m.

Thursday, March 14, 4:00 p.m.

Thursday, May 9, 4:00 p.m.

Thursday, July 11, 4:00 p.m.

Thursday, September 12, 4:00 p.m.

Thursday, November 14, 4:00 p.m.

COMMUNITY DEVELOPMENT ADVISORY BOARD

<https://cob.org/gov/public/bc/cda-board>

CHARGE The Community Development Advisory Board (CDAB) mainly advises the Mayor and City Council on a variety of policies, plans and projects

CONTACT Planning and Community Development – 360-778-8300, cd@cob.org

COUNCIL REPRESENTATIVE

2021: Hollie Huthman

2022: Kristina Michele Martens

2023: Kristina Michele Martens

LOCATION: Hybrid – In person at City Hall with remote option

2024 MEETING SCHEDULE:

Thursday, January 11, 6:00 p.m.

Thursday, February 8, 6:00 p.m.

Thursday, March 14, 6:00 p.m.

Thursday, April 11, 6:00 p.m.

Thursday, May 9, 6:00 p.m.

Thursday, June 13, 6:00 p.m.

Thursday, July 11, 6:00 p.m.

Thursday, August 8, 6:00 p.m.

Thursday, September 12, 6:00 p.m.

Thursday, October 10, 6:00 p.m.

Thursday, November 14, 6:00 p.m.

Thursday, December 12, 6:00 p.m.

DOWNTOWN BELLINGHAM PARTNERSHIP

1310 Commercial Street

Bellingham, WA 98225

Phone: 360-527-8710

<https://www.downtownbellingham.com/board>

CHARGE Enhancing, promoting, and advocating for the healthy maintenance, improvement and development of Bellingham's City Center.

CONTACT Alice Clark, Executive Director, alice@downtownbellingham.com

COUNCIL REPRESENTATIVES

2019: Michael Lilliquist

2020: Hollie Huthman

2021: Hollie Huthman

2022: Hollie Huthman

2023: Hollie Huthman

LOCATION: Hybrid – In person at various locations with remote option

2024 MEETING SCHEDULE:

Thursday January 25, 4:00 p.m.

Thursday February 22, 4:00 p.m.

Thursday March 28, 4:00 p.m.

Thursday April 25, 4:00 p.m.

Thursday May 23, 4:00 p.m.

Thursday June 27, 4:00 p.m.

Thursday July 25, 4:00 p.m.

Thursday August 22, 4:00 p.m.

Thursday September 26, 4:00 p.m.

Thursday October 24, 4:00 p.m.

November meeting to be determined

EMERGENCY MEDICAL SERVICES (EMS) OVERSIGHT BOARD

Whatcom County Executive
311 Grand Ave, Bellingham
360-676-6717

<https://www.whatcomcounty.us/699/EMS-Oversight-Board-EOB>

CHARGE Make recommendations to Whatcom County and the Cities and Fire Districts of Whatcom County regarding administration, operations, levels of service and EMS budgets. See details on next page.

CONTACT Whatcom County Executive Office: 360-676-6717

COUNCIL REPRESENTATIVE

2019: Terry Bornemann
2020: Lisa Anderson
2021: Gene Knutson
2022: Michael Lilliquist
2023: Michael Lilliquist

LOCATION: Remote

2024 MEETING SCHEDULE:

Wednesday, March 13, 2:00 p.m.
Wednesday, June 12, 2:00 p.m.
Wednesday, September 11, 2:00 p.m.
Wednesday, December 11, 2:00 p.m.

A joint, advisory, cooperative emergency medical and ambulance services oversight board, consisting of nine members. The EMS Oversight Board shall:

- 1.** With the active advice and participation of the TAB, make recommendations to Whatcom County and the Cities and Fire Districts of Whatcom County regarding administration, operations, levels of service, and EMS budgets and financial reporting including but not limited to the objectives and actions described in Attachment "A" Whatcom County EMS Administrative Services; and
- 2.** Be the primary organization responsible for framing the ongoing vision of an integrated and coordinated EMS system; and
- 3.** Hold at least four meetings per year (quarterly) to review the status of emergency medical services in Whatcom County and to develop recommendations; provided that all nine members shall be voting members and provided further that a quorum of six members is required in order for the board to take final action. Board recommendations shall be made by a minimum of five (5) members voting to affirm the recommendation; and
- 4.** Refer appropriate technical, operational, and medical matters to the Technical Advisory Board; and
- 5.** Ensure that meetings of the EMS Oversight board are open and accessible to the Public. At every meeting the board will schedule an open session to take public comment; and
- 6.** Designate the Whatcom County Executive as the chairperson of the Board and designate the staff for the Board. The Board may select a vice chair who may serve as interim chair in the absence of the County Executive; and
- 7.** In making recommendations, strive to stay within the adopted county budget and service provider contracts. Any recommendation will include a fiscal analysis and funding recommendation.

FIREFIGHTERS PENSION BOARD

CHARGE Refer to RCW 41.16

CONTACT Andy Asbjornsen, Finance Director, adasbjornsen@cob.org

COUNCIL REPRESENTATIVE: FINANCE COMMITTEE CHAIR (Council President)

LOCATION: Hybrid - City Council Boardroom with remote option

2024 MEETING SCHEDULE:

Tuesday January 9, 9:00 a.m.

Tuesday February 13, 9:00 a.m.

Tuesday March 12, 9:00 a.m.

Tuesday April 9, 9:00 a.m.

Tuesday May 14, 9:00 a.m.

Tuesday June 11, 9:00 a.m.

Tuesday July 9, 9:00 a.m.

Tuesday August 13, 9:00 a.m.

Tuesday September 10, 9:00 a.m.

Tuesday October 8, 9:00 a.m.

Tuesday November 12, 9:00 a.m.

Tuesday December 10, 9:00 a.m.

RCW 41.16.020

Pension board created—Members—Terms—Vacancies—Officers—Quorum.

There is hereby created in each city and town a municipal firefighters' pension board to consist of the following five members, ex officio, the mayor, or in a city of the first class, the mayor or a designated representative who shall be an elected official of the city, who shall be chairperson of the board, the city comptroller or clerk, the chairperson of finance of the city council, or if there is no chairperson of finance, the city treasurer, and in addition, two regularly employed or retired firefighters elected by secret ballot of those employed and retired firefighters who are subject to the jurisdiction of the board. The members to be elected by the firefighters shall be elected annually for a two year term. The two firefighters elected as members shall, in turn, select a third eligible member who shall serve as an alternate in the event of an absence of one of the regularly elected members. In case a vacancy occurs in the membership of the firefighters or retired members, the members shall in the same manner elect a successor to serve the unexpired term. The board may select and appoint a secretary who may, but need not be a member of the board. In case of absence or inability of the chairperson to act, the board may select a chairperson pro tempore who shall during such absence or inability perform the duties and exercise the powers of the chairperson. A majority of the members of the board shall constitute a quorum and have power to transact business.

GREENWAYS ADVISORY COMMITTEE

<https://cob.org/gov/public/bc/greenway-bc>

CHARGE The Greenways Advisory Committee shall identify, develop, review, and recommend selection criteria, general project priorities and specific actions relating to the expenditure and allocation of Greenways Levy Funds. The Committee shall work in cooperation with the Parks and Recreation Department staff per Council Ordinance 2006-09-096.

CONTACT Parks and Recreation Department, greenways@cob.org

COUNCIL REPRESENTATIVE:

2020: Lisa Anderson

2021: Gene Knutson

2022: Skip Williams

2023: Skip Williams

LOCATION: Hybrid – In person in the Mayor’s Boardroom with remote option

2024 MEETING SCHEDULE:

Thursday January 4, 7:00 p.m.

Thursday February 1, 7:00 p.m.

Thursday March 7, 7:00 p.m.

Thursday April 4, 7:00 p.m.

Thursday May 2, 7:00 p.m.

Thursday June 6, 7:00 p.m.

Thursday July 11, 7:00 p.m.

Thursday August 1, 7:00 p.m.

Thursday September 5, 7:00 p.m.

Thursday October 3, 7:00 p.m.

Thursday November 7, 7:00 p.m.

Thursday December 5, 7:00 p.m.

IMMIGRATION ADVISORY BOARD

210 Lottie Street

Bellingham, WA 98225

Phone: (360) 778-8200

<https://cob.org/gov/public/bc/immigration-advisory-board>

CHARGE The purpose of the Immigration Advisory Board is to review and evaluate existing policies and make specific recommendations to the Mayor and City Council regarding City policy related to immigration matters.

CONTACT Jackie Lassiter, Legislative Assistant, jalassiter@cob.org

COUNCIL REPRESENTATIVE:

2020: Hannah Stone

2021: Hannah Stone

2022: Hannah Stone (Jan – July) / Kristina Michele Martens (Aug – Dec)

2023: Kristina Michele Martens

LOCATION: Hybrid – Pacific Street Operations Center with remote option

2024 MEETING SCHEDULE:

Tuesday, January 16, 6:30 p.m.

Tuesday, February 20, 6:30 p.m.

Tuesday, March 19, 6:30 p.m.

Tuesday, April 16, 6:30 p.m.

Tuesday, May 21, 6:30 p.m.

Tuesday, June 18, 6:30 p.m.

Tuesday, July 16, 6:30 p.m.

Tuesday, August 20, 6:30 p.m.

Tuesday, September 17, 6:30 p.m.

Tuesday, October 15, 6:30 p.m.

Tuesday, November 19, 6:30 p.m.

Tuesday, December 17, 6:30 p.m.

INCARCERATION PREVENTION AND REDUCTION TASK FORCE

<https://www.whatcomcounty.us/2052/Incarceration-Prevention-and-Reduction-T>

CHARGE The Incarceration Prevention and Reduction Task Force was created by the Whatcom County Council in June 2015 to identify ways, consistent with public safety, to prevent or reduce incarceration. These include identifying policy or program changes to improve behavioral health treatment and reform criminal justice procedures so that people who can safely be diverted from jail are sent to appropriate services or receive community supervision.

CONTACT Jill Nixon, Legislative Coordinator, Whatcom County Council: 360-778-5010
jnixon@co.whatcom.wa.us

COUNCIL REPRESENTATIVES:

- 2019: Dan Hammill (Hannah Stone as proxy)
- 2020: Dan Hammill (Hannah Stone as proxy)
- 2021: Dan Hammill (Michael Lilliquist as proxy)
- 2022: Dan Hammill
- 2023: Dan Hammill (Hollie Huthman as proxy)

LOCATION: Remote

2024 MEETING SCHEDULE:

- Monday, January 22, 9:00 a.m.
- Monday, February 26, 9:00 a.m.
- Monday, March 18, 9:00 a.m.
- Monday, April 22, 9:00 a.m.
- Monday, May 13, 9:00 a.m.
- Monday, June 24, 9:00 a.m.
- Monday, July 22, 9:00 a.m.
- Monday, August 19, 9:00 a.m.
- Monday, September 23, 9:00 a.m.
- Monday, October 28, 9:00 a.m.
- Monday, November 18, 9:00 a.m.
- Monday, December 16, 9:00 a.m.

LAKE WHATCOM POLICY GROUP

<https://cob.org/services/environment/lake-whatcom/lwmp>

CHARGE Representatives from the Bellingham City Council, Whatcom County Council, the Lake Whatcom Water and Sewer District Board, and the Sudden Valley Community Association Board meet to discuss policy issues affecting the Lake.

CONTACT Rush Duncan, Public Works Administrative Secretary, jrduncan@cob.org

COUNCIL REPRESENTATIVES:

2019: Gene Knutson and Terry Bornemann

2020: Michael Lilliquist and Hannah Stone

2021: Michael Lilliquist and Gene Knutson

2022: Michael Lilliquist and Skip Williams

2023: Hannah Stone and Skip Williams

LOCATION: Hybrid – In person at the Public Works Operation Center, Room 114 with remote option

2024 MEETING SCHEDULE :

Wednesday February 7, 3:00 p.m.

Wednesday June 5, 3:00 p.m.

Wednesday September 4, 3:00 p.m.

Wednesday December 4, 3:00 p.m.

LIBRARY BOARD OF TRUSTEES

<https://www.bellinghampubliclibrary.org/about/board-of-trustees>

LEGISLATION ESTABLISHING THE BOARD IS FOUND IN RCW 27.12.190

CHARGE Adopt bylaws, rules for the government of the library, employ a librarian and other assistants as he/she may recommend. The Board has authority to prescribe the employees duties, fix their compensation, and remove them for cause. The Board also submits the proposed library budget to the City Council, controls finances of the library, leases and purchases land for library, purchases books, periodicals, and other supplies, and generally does anything that is necessary for the orderly and efficient management and control of the library.

CONTACT Bellingham Public Library Director Rebecca Judd, (360) 778-7221

COUNCIL REPRESENTATIVE:

2019: April Barker

2020: Hollie Huthman

2021: Hollie Huthman

2022: Kristina Michele Martens

2023: Kristina Michele Martens

LOCATION: Central Library Lecture Room – 210 Central Avenue, Bellingham

2024 MEETING SCHEDULE:

Tuesday, January 16, 3:30 p.m.

Tuesday, February 20, 3:30 p.m.

Tuesday, March 19, 3:30 p.m.

Tuesday, April 16, 3:30 p.m.

Tuesday, May 21, 3:30 p.m.

Tuesday, June 18, 3:30 p.m.

Tuesday, July 16, 3:30 p.m.

Tuesday, August 20, 3:30 p.m.

Tuesday, September 17, 3:30 p.m.

Tuesday, October 15, 3:30 p.m.

Tuesday, November 19, 3:30 p.m.

Tuesday, December 17, 3:30 p.m.

MOUNT BAKER THEATRE BOARD

104 North Commercial Street
Bellingham, WA 98225
360-733-5793

<https://mountbakertheatre.com>

CHARGE Liaison between Council and Mount Baker Theatre. Appointment of the Council Member is subject to approval of the MBT board. Regular attendance is expected at the board meetings and the Council Member will be a voting member of the board. Although the term is annual, the MBT board prefers someone serve more than one year.

CONTACT Executive Director John Purdie, john.purdie@mountbakertheatre.com

COUNCIL REPRESENTATIVE:

2019: Pinky Vargas
2020: Pinky Vargas
2021: Pinky Vargas
2022: Skip Williams
2023: Skip Williams

LOCATION: Mount Baker Theatre, 104 North Commercial Street, Bellingham

2024 MEETING SCHEDULE:

Tuesday January 2, 4:00 p.m.
Tuesday February 6, 4:00 p.m.
Tuesday March 5, 4:00 p.m.
Tuesday April 2, 4:00 p.m.
Tuesday May 7, 4:00 p.m.
Tuesday June 4, 4:00 p.m.
Tuesday July 2, 4:00 p.m.
Tuesday August 6, 4:00 p.m.
Tuesday September 3, 4:00 p.m.
Tuesday October 1, 4:00 p.m.
Tuesday November 5, 4:00 p.m.
Tuesday December 3, 4:00 p.m.

OPEN SPACE ADVISORY COMMITTEE (Joint City/County)

Whatcom County

311 Grand Avenue, Bellingham, WA 98225

<https://www.whatcomcounty.us/546/Open-Space-Advisory-Committee>

CHARGE Evaluate and approve whether or not property that is being set aside as open space will receive a property tax discount

Refer to:

- 1) RCW 84.34.020 (1)
- 2) RCW 84.34.037
- 3) Bellingham-Whatcom County Open Space Committee Bylaws
- 4) Public Access Guideline Recommendations

CONTACT Mary Geddes, Whatcom County Assessor's Office, (360) 778-5050

APPLICATION PROCEDURE:

- 1) County forwards application to Planning Commission
- 2) Planning Commission holds a public hearing and makes a recommendation to the City Council
- 3) City Council holds a public hearing (mandated by Washington State)
- 4) Subsequently, the City Council makes a recommendation to the Bellingham-Whatcom County Joint Open Space Committee

COUNCIL REP PLANNING COMMITTEE MEMBERS

LOCATION On-line until further notice

SCHEDULE TBD as needed

OPPORTUNITY COUNCIL

1111 Cornwall, Bellingham, WA 98225

734-5121

<https://www.oppco.org/about/leadership/>

CHARGE The Opportunity Council supports programs for low-income people. It is a private, non-profit organization and is funded through block grants, local contributions, the United Way, and others.

CONTACT Executive Director Greg Winter, greg_winter@oppco.org

COUNCIL REPRESENTATIVE:

Note: Representative is Designated by Opportunity Council

2019: Hannah Stone

2020: Hannah Stone

2021: Hannah Stone

2022: Hannah Stone

2023: Hannah Stone

LOCATION: Hybrid – In person at various locations with remote option

2024 MEETING SCHEDULE:

Thursday, January 25, 4:00 p.m.

Thursday, February 29, 4:00 p.m.

Thursday, March 28, 4:00 p.m.

Thursday, April 25, 4:00 p.m.

Thursday, May 30, 4:00 p.m.

Thursday, June 27, 4:00 p.m.

Thursday, August 29, 4:00 p.m.

Thursday, September 26, 4:00 p.m.

Thursday, October 31, 4:00 p.m.

Thursday, December 5, 4:00 p.m.

PARKS AND RECREATION ADVISORY BOARD

<https://cob.org/gov/public/bc/parks-bc>

CHARGE Per Ordinance 8683, this board “...shall advise the City Council, Mayor, Director of the Department of Parks and Recreation, as well as other city departments, concerning the formulation of policy and implementation, plans and programs calculated to carry out the duties of the department of Parks and Recreation in maintaining City Parks, and providing a program of recreation for the general welfare of the people of the city.”

CONTACT Parks & Recreation Administrative Coordinator Darla Smith, (360) 778-7023, dksmith@cob.org

COUNCIL REPRESENTATIVE: PARKS AND RECREATION COMMITTEE CHAIR
(non-voting)

LOCATION: Hybrid – In person in the Mayor’s Boardroom with remote option

2024 MEETING SCHEDULE:

- Wednesday, January 10, 7:30 a.m.
- Wednesday, February 7, 7:30 a.m.
- Wednesday, March 13, 7:30 a.m.
- Wednesday, April 10, 7:30 a.m.
- Wednesday, May 8, 7:30 a.m.
- Wednesday, June 12, 7:30 a.m.
- Wednesday, July 10, 7:30 a.m.
- Wednesday, August 7, 7:30 a.m.
- Wednesday, September 11, 7:30 a.m.
- Wednesday, October 9, 7:30 a.m.
- Wednesday, November 13, 7:30 a.m.
- Wednesday, December 11, 7:30 a.m.

POLICE PENSION BOARD

CHARGE Refer to RCW 41.20, below

CONTACT Andy Asbjornsen, Finance Director, adasbjornsen@cob.org

COUNCIL REPRESENTATIVE: COUNCIL PRESIDENT
(Alternate is Council President Pro Tempore)

LOCATION: Hybrid – In person in the Council Boardroom with remote option

2024 MEETING SCHEDULE:

- Wednesday January 10, 2023 9:00am
- Wednesday February 14, 2023 9:00am
- Wednesday March 13, 2023 9:00am
- Wednesday April 10, 2023 9:00am
- Wednesday May 15, 2023 9:00am
- Wednesday June 12, 2023 9:00am
- Wednesday July 10, 2023 9:00am
- Wednesday August 14, 2023 9:00am
- Wednesday September 11, 2023 9:00am
- Wednesday October 9, 2023 9:00am
- Wednesday November 13, 2023 9:00am
- Wednesday December 11, 2023 9:00am

RCW 41.20.010

Board of trustees—Composition.

(1) The mayor or his or her designated representative who shall be an elected official of the city, and the clerk, treasurer, president of the city council or mayor pro tem of each city of the first class, or in case any such city has no city council, the commissioner who has supervision of the police department, together with three active or retired members of the police department, to be elected as herein provided, in addition to the duties now required of them, are constituted a board of trustees of the relief and pension fund of the police department of each such city, and shall provide for the disbursement of the fund, and designate the beneficiaries thereof.

(2) The police department and the retired law enforcement officers of each city of the first class shall elect three members to act as members of the board. Members shall be elected for three year terms. Existing members shall continue in office until replaced as provided for in this section.

(3) Such election shall be held in the following manner. Not more than thirty nor less than fifteen days preceding the first day of June in each year, written notice of the nomination of any member or retired member of the department for membership on the board may be filed with the secretary of the board. Each notice of nomination shall be signed by not less than five members or retired members of the department, and nothing herein contained shall prevent any member or retired member of the department from signing more than one notice of nomination. The election shall be held on a date to be fixed by the secretary during the month of June. Notice of the dates upon which notice of nomination may be filed and of the date fixed for the election of such members of the board shall be given by the secretary of the board by posting written notices thereof in a prominent place in the police headquarters. For the purpose of such election, the secretary of the board shall prepare and furnish printed or typewritten ballots in the usual form, containing the names of all persons regularly nominated for membership and shall furnish a ballot box for the election. Each member and each retired member of the police department shall be entitled to vote at the election for one nominee as a member of the board. The chief of the department shall appoint two members to act as officials of the election, who shall be allowed their regular wages for the day, but shall receive no additional compensation therefor. The election shall be held in the police headquarters of the department and the polls shall open at 7:30 a.m. and close at 8:30 p.m. The one nominee receiving the highest number of votes shall be declared elected to the board and his or her term shall commence on the first day of July succeeding the election. In the first election the nominee receiving the greatest number of votes shall be elected to the three year term, the second greatest to the two year term and the third greatest to the one year term. Retired members who are subject to the jurisdiction of the board have both the right to elect and the right to be elected under this section. Ballots shall contain all names of those nominated, both active and retired. Notice of nomination and voting by retired members shall be conducted by the board.

[2012 c 117 § 20; 1988 c 164 § 3; 1973 1st ex.s. c 16 § 1; 1955 c 69 § 1; 1911 c 18 § 1; 1909 c 39 § 1; RRS § 9579.]

PORT OF BELLINGHAM MARINA ADVISORY COMMITTEE (PBMAC)

Port of Bellingham
1801 Roeder Avenue
Bellingham, WA 98225
Phone: (360) 676-2500

<https://www.portofbellingham.com/119/Marina-Advisory-Committee>

CHARGE See attached excerpt from Port of Bellingham Resolution No. 953

CONTACT Alan Birdsall, Manager of Marinas

COUNCIL REPRESENTATIVE:

2019: Pinky Vargas
2020: Lisa Anderson
2021: Lisa Anderson
2022: Lisa Anderson
2023: Lisa Anderson

LOCATION: Harbor Center Conference Room, 1801 Roeder Avenue, Bellingham

2024 MEETING SCHEDULE:

Tuesday, January 14, 6:00 p.m.
Tuesday, February 11, 6:00 p.m.
Tuesday, March 11, 6:00 p.m.
Tuesday, April 8, 6:00 p.m.
Tuesday, May 13, 6:00 p.m.
Tuesday, June 10, 6:00 p.m.
Tuesday, July 8, 6:00 p.m.
Tuesday, August 12, 6:00 p.m.
Tuesday, September 9, 6:00 p.m.
Tuesday, October 14, 6:00 p.m.
Tuesday, November 11, 6:00 p.m.
Tuesday, December 9, 6:00 p.m.

PORT OF BELLINGHAM MARINA ADVISORY COMMITTEE (PBMAC)

PURPOSE

To serve as a marina advisory board for the Port staff and Port Commission. This committee will address concerns over the policies, direction, and impact of these facilities upon the Whatcom County community. It will maintain awareness of the economic mandate placed upon the Port which affect policy decisions and apply such knowledge in reaching any recommendations which are to be directed to the Harbor Managers and Director of Operations. Specific areas of recommendation shall include an annual review of harbor rates, exploration of possible marina expansion, and general environmental impact associated with marinas.

STRUCTURE

The committee shall consist of a minimum of ten (10) members from both the public and private sectors of the community. Nominees shall be submitted to the Port Commissioners for selection and appointment. Appointed terms will be for three (3) years with the Commission appointing four members to serve for one year, three members for two years, and the final three members serving three years. The City of Bellingham and the City of Blaine governments shall each be invited to appoint an ex officio representative. As each term expires, the following term will be for the full three years.

MEMBERSHIP

Membership in PBMAC should represent a diversity of representation as exists in Whatcom County. As a minimum, it shall include representatives from commercial boating tenants, recreational boating tenants, boating club(s), the tribal community, neighborhood interests, environmental sector, those desiring marina expansion, other associated interest groups, and two ex officio positions representing local governments.

ORGANIZATION OF COMMITTEE

The committee shall appoint its own chair and vice-chair. It shall conduct its meetings monthly. The agenda will be developed and distributed by the Port staff at the direction of the chair. It shall develop rules of order and basic procedure. An annual review of policies and procedures shall be initiated by the chair to provide for updating and modification as the committee sees fit or at greater intervals at the discretion of the committee.

ACTIONS

All recommendations of the committee will be considered advisory. These will receive staff consideration for implementation or otherwise be forwarded to the Director of Operations and on to the Port Commission as appropriate.

SISTER CITIES ADVISORY BOARD

<https://cob.org/gov/public/bc/sister-cities>

CHARGE Provide opportunities for the citizens of Whatcom County to develop relationships and build a sense of community primarily with the peoples of the Pacific Rim.

CONTACT Brooksana Raney, Mayor's Office, braney@cob.org

COUNCIL REPRESENTATIVE:

2019: Terry Bornemann
2020: Hannah Stone
2021: Pinky Vargas
2022: Kristina Michele Martens
2023: Hannah Stone

LOCATION: Hybrid – In person in the Mayor’s Boardroom with remote option

2024 MEETING SCHEDULE:

Tuesday January 16, 5:30 p.m.
Tuesday April 16, 5:30 p.m.
Tuesday July 16, 5:30 p.m.
Tuesday October 15, 5:30 p.m.

SUSTAINABLE CONNECTIONS

1701 Ellis St. Suite 221, Bellingham, WA 98225

360-647-7093

<https://sustainableconnections.org/board-of-directors/>

CHARGE To be the local forum where businesses come together to transform and model an economy built on sustainable practices.

CONTACT Executive Director Derek Long, (360) 647-7093

COUNCIL REPRESENTATIVE:

2019: April Barker

2020: Hollie Huthman

2021: Hollie Huthman

2022: Hollie Huthman

2023: Hollie Huthman

LOCATION: Hybrid – In person at Sustainable Connections, 1701 Ellis St, Ste 221, Bellingham with remote option

2024 MEETING SCHEDULE:

(Note: there is a “happy half hour” preceding each meeting from 5:00 – 5:30)

Tuesday January 23, 5:30 p.m.

Tuesday February 27, 5:30 p.m.

Tuesday March 26, 5:30 p.m.

Tuesday April 23, 5:30 p.m.

Tuesday May 28, 5:30 p.m.

Tuesday June 25, 5:30 p.m.

Tuesday July 23, 5:30 p.m.

Tuesday September 24, 5:30 p.m.

Tuesday October 22, 5:30 p.m.

Tuesday December 3, 5:30 p.m.

TOURISM COMMISSION / LODGING TAX ADVISORY COMMITTEE (LTAC)

<https://cob.org/gov/public/bc/tourism>

CHARGE It is the responsibility of the City of Bellingham Tourism Commission to prepare recommendations for the Mayor and City Council regarding policies, programs and activities which enhance the tourism and visitor industry in the City of Bellingham and surrounding area and to report quarterly on progress. The Commission, through an Allocations Subcommittee, (Lodging Tax Advisory Committee) shall also advise the Mayor and the City Council on the appropriate and timely use of City Lodging Tax Funds.

CONTACT Shannon Taysi, Planning & Community Development, (360) 778-8360

COUNCIL REPRESENTATIVE: FINANCE COMMITTEE CHAIR or other designee

2022 Designee: Hollie Huthman

2023 Designee: Hollie Huthman

LOCATION: Hybrid – City Hall with remote option

2024 MEETING SCHEDULE:

Tuesday, January 23, 3:30 p.m.

Tuesday, February 27, 3:30 p.m.

Tuesday, March 26, 3:30 p.m.

Tuesday, April 23, 3:30 p.m.

Tuesday, May 28, 3:30 p.m.

Tuesday, June 25, 3:30 p.m.

Tuesday, July 23, 3:30 p.m.

Tuesday, August 27, 3:30 p.m.

Tuesday, September 24, 3:30 p.m.

Tuesday, October 22, 3:30 p.m.

Tuesday, November 26, 3:30 p.m.

WHAT-COMM COMMUNICATIONS (911) ADMINISTRATIVE BOARD

<https://cob.org/gov/public/bc/wcab>

CHARGE: The Board is authorized to establish broad policy guidelines for the operation of the What-Comm and Prospect Communication Centers; authorize the financial contributions of the participating user groups; approve new agencies who wish to join; serve as final resolution for policy disputes; and locate and lease facilities for the Centers.

Members include 9 voting members; the Whatcom County Executive; the Whatcom County Sheriff; the City of Bellingham Mayor; the Chairperson of the County Council Finance Committee; the Chairperson of the Bellingham City Council Public Safety Committee; the City of Bellingham Police Chief, one elected mayor or council person to represent the general authority law enforcement agencies of the various county cities, to be selected by the mayors of those cities; one elected fire commissioner to represent all of the rural fire districts, chosen by them; and one Fire Chief from the Whatcom County Fire Chief's Association, to be chosen by them. The City of Bellingham Fire Chief serves as a non-voting member.

CONTACT: Alysnn Everbeck, WHAT-COMM Deputy Director, (360) 778-8906

COUNCIL REPRESENTATIVE: CHAIR OF PUBLIC HEALTH, SAFETY, AND JUSTICE COMMITTEE

LOCATION: Hybrid – In person at the Fireplace Room with remote option

2024 MEETING SCHEDULE:

Thursday, January 25, 1:00 p.m.

Thursday, May 30, 1:00 p.m.

Thursday, September 26, 1:00 p.m.

WHATCOM COUNCIL OF GOVERNMENTS (WCOG)
314 E. Champion Street, Bellingham, 98225 - 676-6974
<https://wcog.org/>

CHARGE: Refer to Title 36, Chapter 36.64 – Joint Governmental Activities, and the Bylaws of the Whatcom County Council of Governments.

CONTACT: Executive Director: Robert H. Wilson

COUNCIL REPRESENTATIVES:

2019: Terry Bornemann and April Barker
2020: Pinky Vargas and Hollie Huthman
2021: Pinky Vargas and Michael Lilliquist
2022: Kristina Michele Martens and Michael Lilliquist
2023: Michael Lilliquist and Skip Williams

LOCATION: Hybrid - Gordon W. Rogres Conference Room, 14 East Champion St. with remote option

NOTES:

The appointees cannot include the Mayor Pro Tem, as the COG's bylaws state that the Mayor Pro Tem serves as an alternate for the Mayor. The Mayor serves on the Council Board, the Executive Committee and the Whatcom Transportation Policy Board (aka the Policy Board). Both City Council Members serve on the Council Board. One City Council Member will also serve on the Executive Committee, and one (and it could be the same one, but it does not have to be) serves on the Policy Board. The City Council needs to designate which of its two appointees it wants to serve on the Executive Committee and the Policy Board.

2024 MEETING SCHEDULE:

Wednesday, January 17, 3:00 p.m. Council Board, 3:30 p.m. Policy Board
Wednesday, March 13, 3:30 p.m. Policy Board
Wednesday, May 8, 3:00 p.m. Council Board, 3:30 p.m. Policy Board
Wednesday, July 10, 3:30 p.m. Policy Board
Wednesday, October 9, 3:00 p.m. Council Board, 3:30 p.m. Policy Board
Wednesday, December 11, 3:15 p.m. Executive Committee, 3:30 p.m. Council Board

WHATCOM MUSEUM FOUNDATION BOARD

121 Prospect Street
Bellingham, WA 98225
778-8930

<https://cob.org/gov/public/bc/museum-bc>

CHARGE Liaison between Council and Museum Director. Ex-officio, non-voting member.

CONTACT Patricia Leach, Museum Director, (360) 778-8932

COUNCIL REPRESENTATIVE:

2019: Hannah Stone

2020: Dan Hammill

2021: Lisa Anderson

2022: Lisa Anderson

2023: Lisa Anderson

LOCATION Board room of Old City Hall, 121 Prospect Street, Bellingham

2024 MEETING SCHEDULE

Wednesday, January 24, 3:00 p.m.

Wednesday, February 28, 3:00 p.m.

Wednesday, March, 27, 3:00 p.m.

Wednesday, May 22, 3:00 p.m.

Wednesday, June 26, 3:00 p.m.

Wednesday, September 25, 3:00 p.m.

Wednesday, October 23, 3:00 p.m.

WHATCOM TRANSPORTATION AUTHORITY (WTA)

4111 Bakerview Spur
Bellingham, WA 98226
360-676-7433

<http://www.ridewta.com/business/board-of-directors>

CHARGE: Serve as City Council liaison to the WTA. WTA's mission is to enhance our community by:

- Delivering safe, reliable, efficient and friendly service
- Offering environmentally sound transportation choices
- Providing leadership in creating innovative transportation solutions
- Partnering with our community to improve transportation systems

CONTACT: Director Pete Stark

COUNCIL REPRESENTATIVES:

2019: Michael Lilliquist and April Barker
2020: Michael Lilliquist and Hollie Huthman
2021: Michael Lilliquist and Hollie Huthman
2022: Michael Lilliquist and Hollie Huthman
2023: Michael Lilliquist and Hollie Huthman

LOCATION: Hybrid – In person at 4011 Bakerview Spur, Bellingham with remote option

2024 MEETING SCHEDULE:

Thursday January 18, 8:00 a.m.	Thursday July 18, 8:00 a.m.
Thursday February 1, 8:00 a.m.	Thursday August 1, 8:00 a.m.
Thursday February 15, 8:00 a.m.	Thursday August 15, 8:00 a.m.
Thursday March 7, 8:00 a.m.	Thursday September 5, 8:00 a.m.
Thursday March 21, 8:00 a.m.	Thursday September 19, 8:00 a.m.
Thursday April 4, 8:00 a.m.	Thursday October 3, 8:00 a.m.
Thursday April 18, 8:00 a.m.	Thursday October 17, 8:00 a.m.
Thursday May 2, 8:00 a.m.	Thursday November 7, 8:00 a.m.
Thursday May 16, 8:00 a.m.	Thursday November 21, 8:00 a.m.
Thursday June 6, 8:00 a.m.	Thursday December 5, 8:00 a.m.
Thursday June 27, 8:00 a.m.	

WORKING WATERFRONT COALITION OF WHATCOM COUNTY

2620 N Harbor Loop #26

Bellingham, WA 98225

<https://www.whatcomworkingwaterfront.org/board-staff>

CHARGE: The Working Waterfront Coalition of Whatcom County promotes the vitality and economic benefits of our working waterfronts for the people of Whatcom County.

CONTACT: Dan Tucker, Program Manager dant@whatcomworkingwaterfront.org

COUNCIL REPRESENTATIVES:

2021: Lisa Anderson

2022: Lisa Anderson

2023: Lisa Anderson

LOCATION: 708 Coho Way, Bellingham

2024 MEETING SCHEDULE:

Wednesday, February 14, 9:00 a.m.

Wednesday, May 1, 9:00 a.m.

Wednesday, September 18, 9:00 a.m.

Wednesday, December 11, 9:00 a.m.

Assignment Tracking Tools



2024 BELLINGHAM CITY COUNCIL COMMITTEES AND OTHER ASSIGNMENTS

Council President:

Mayor Pro Tempore:

Council President Pro Tempore:

<u>City Council Committees</u>	1st Ward Hannah Stone	2nd Ward Hollie Huthman	3rd Ward Dan Hammill	4th Ward Skip Williams	5th Ward Lisa Anderson	6th Ward Michael Lilliquist	At Large Jace Cotton
Climate Action (3)							
Community & Economic Development (3)							
Parks & Recreation (3)							
Planning (3)							
Public Health, Safety, Justice, and Equity (3)							
Public Works & Natural Resources (3)							
Committee of the Whole (7)	X	X	X	X	X	X	X
<u>Other Council Assignments</u>							
Bellingham International Airport Advisory Committee (1)							
Bellingham School District (K-12) (1)							
Bellingham/Whatcom County Tourism Board (1)							
Chamber of Commerce (1)							
Community Development Advisory Board (1)							
Downtown Bellingham Partnership (1)							
EMS Oversight Board (1)							
Firefighters Pension Board (1)	COUNCIL PRESIDENT (AS FINANCE COMMITTEE / COMMITTEE OF THE WHOLE CHAIR)						
Greenways Advisory Committee (1)							
Higher Education Liaison (1)							
Immigration Advisory Board Liaison (1)							
Incarceration Prevention and Reduction Task Force (1 + proxy)							
Lake Whatcom Policy Group (2)							
Library Board of Trustees (1)							
Mount Baker Theatre Board (1)							
Open Space Advisory Committee - Joint City/County (3)	PLANNING COMMITTEE MEMBERS						
Opportunity Council (1)	DESIGNATED BY OPPORTUNITY COUNCIL						
Parks & Recreation Advisory Board (1)	PARKS & RECREATION COMMITTEE MEMBERS						
Police Pension Board (1)	COUNCIL PRESIDENT						
Port of Bellingham Marina Advisory Committee (1)							
Sister Cities Advisory Board (1)							

Sustainable Connections (1)							
Tourism Commission/LTAC (1)	COUNCIL PRESIDENT (AS FINANCE COMMITTEE / COMMITTEE OF THE WHOLE CHAIR) OR DELEGATE						
WHAT-COMM Communications (911) Admin Board (1)	PUBLIC SAFETY COMMITTEE CHAIR OR DELEGATE						
Whatcom Council of Governments (2)							
Whatcom Museum Foundation Board (1)							
Whatcom Transportation Authority Board (2)							
Working Waterfront (1)							

CITY COUNCIL REORGANIZATION: JANUARY 2, 2024

Council President: _____

Council President
Pro Tempore: _____

Mayor Pro Tempore: _____

COMMITTEE ASSIGNMENTS

1. Climate Action

Chair: _____ 2. _____ 3. _____

2. Community and Economic Development

Chair: _____ 2. _____ 3. _____

3. Parks and Recreation

Chair: _____ 2. _____ 3. _____

4. Planning

Chair: _____ 2. _____ 3. _____

5. Public Health, Safety, Justice, and Equity

Chair: _____ 2. _____ 3. _____

6. Public Works and Natural Resources

Chair: _____ 2. _____ 3. _____

EX-OFFICIO AND OTHER COUNCIL ASSIGNMENTS

Bellingham Int'l Airport Advisory Committee (1)	
Bellingham School District Liaison (K-12) (1)	
Bellingham/Whatcom County Tourism Board (1)	
Chamber of Commerce (1)	
Community Development Advisory Board (1)	
Downtown Bellingham Partnership (1)	
EMS Oversight Board (1)	
Fire Pension Board (1)	<i>Council President (As Finance / Committee of the Whole Chair)</i>
Greenways Advisory Committee (1)	
Higher Education Liaison (1)	
Immigration Advisory Board Liaison (1)	
Incarceration Prevention and Reduction Task Force (IPRTF) (1 + Proxy)	1.
	Proxy:
	1.
Lake Whatcom Policy Group (2)	2.
Library Board of Trustees (1)	
Mount Baker Theatre Board (1)	
Open Space Committee - Joint City/County	<i>Planning Committee Members</i>
Opportunity Council (1)	<i>Designated by Opportunity Council</i>
Parks & Recreation Advisory Board (1)	<i>Parks & Recreation Chair</i>
Police Pension Board (1)	<i>Council President</i>
Port of Bellingham Marina Advisory Committee (1)	
Sister Cities Advisory Board (1)	
Sustainable Connections (1)	
Tourism Commission/LTAC (1)	<i>Council President (As Finance / Committee of the Whole Chair) or Designee</i>

WHAT-COMM Communications (911) Admin Board (1)	<i>Public Safety Chair</i>
Whatcom Council of Governments (WCOG) (2)	Executive Committee:
	Policy Committee:
Whatcom Museum Foundation Board (1)	
Whatcom Transportation Authority (2)	1.
	2.
Working Waterfront (1)	