

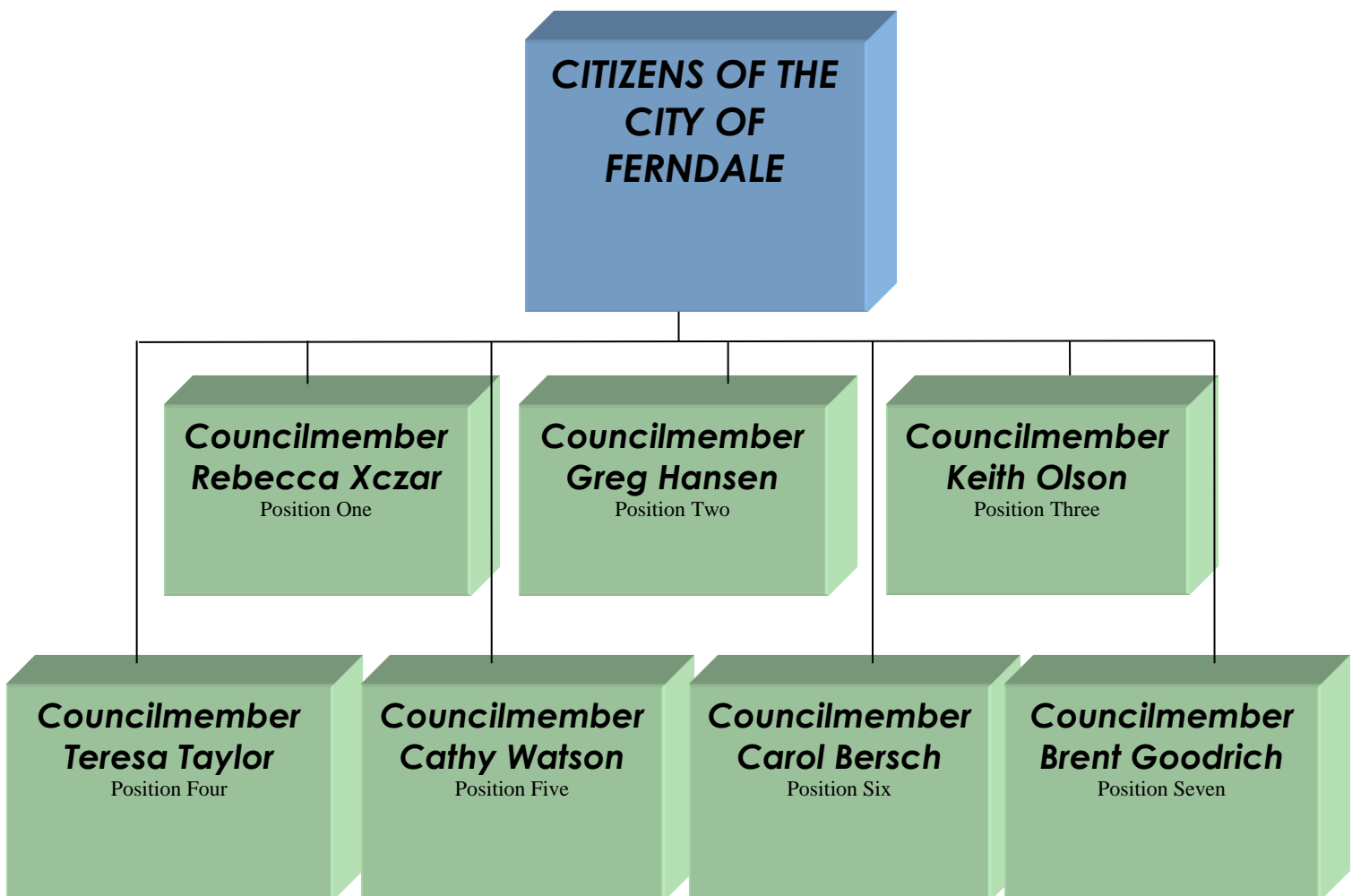


CURRENT EXPENSE FUND EXPENDITURES SUMMARY

CURRENT EXPENSE BY DEPARTMENT	Actual 2012	Actual 2013	Actual 2014	Actual 2015	Budget 2016
COUNCIL	\$48,209	\$47,693	\$52,575	\$54,388	\$62,372
ADMINISTRATION	201,406	222,250	232,702	190,716	239,667
CLERK/FINANCE	337,159	384,854	411,439	413,652	395,537
COURT	276,127	347,988	376,346	360,803	390,243
LEGAL SERVICES	117,751	108,750	83,812	61,008	106,000
GENERAL GOVERNMENT	800,236	531,113	530,592	484,017	501,052
LAW ENFORCEMENT	2,680,910	2,785,111	2,896,827	3,132,537	3,263,042
FIRE	1,151,242	1,238,957	1,382,187	1,478,113	0
DETENTION	280,954	334,097	395,828	425,927	493,445
EMERGENCY SERVICES	108,246	114,924	118,972	129,168	130,000
CLEAN AIR AGENCY	3,923	3,995	4,140	4,302	4,449
ALCOHOL BOARD	2,809	1,856	1,639	2,773	3,600
BUILDING PERMITS/INSP/Code Enforcement	266,384	290,186	267,657	293,202	362,917
COMMUNITY DEVELOPMENT	497,206	446,877	459,915	530,106	590,301
GENERAL BUILDING MAINT.	79,294	82,101	115,771	142,702	113,129
ENGINEERING	117,842	178,682	200,076	354,415	397,315
PARKS	401,114	473,817	405,266	431,958	498,343
TRANSFERS/INTERFUND LOANS	1,109,880	140,626	371,395	207,187	28,003
TOTAL	\$8,480,692	\$7,733,877	\$8,307,139	\$8,696,974	\$7,579,415

CURRENT EXPENSE BY CATEGORY	Actual 2012	Actual 2013	Actual 2014	Actual 2015	Budget 2016
SALARIES	\$2,886,886	\$2,819,042	\$3,086,376	\$3,145,851	\$3,452,977
BENEFITS/PAYROLL TAXES	1,067,808	1,083,250	1,225,226	1,272,172	1,374,102
SUPPLIES	73,340	53,191	70,071	70,670	63,260
OTHER CHARGES & SERVICES/TRANSFERS/LOANS	4,360,586	3,757,182	3,836,531	4,202,978	2,643,076
CAPITAL OUTLAY	92,072	21,212	88,935	5,303	46,000
TOTAL	\$8,480,692	\$7,733,877	\$8,307,139	\$8,696,974	\$7,579,415

FERNDALE CITY COUNCIL ORGANIZATIONAL CHART





City of Ferndale

Department: CITY COUNCIL

Program Fund No. 001

Division: Same

Program BARS No. 001.511

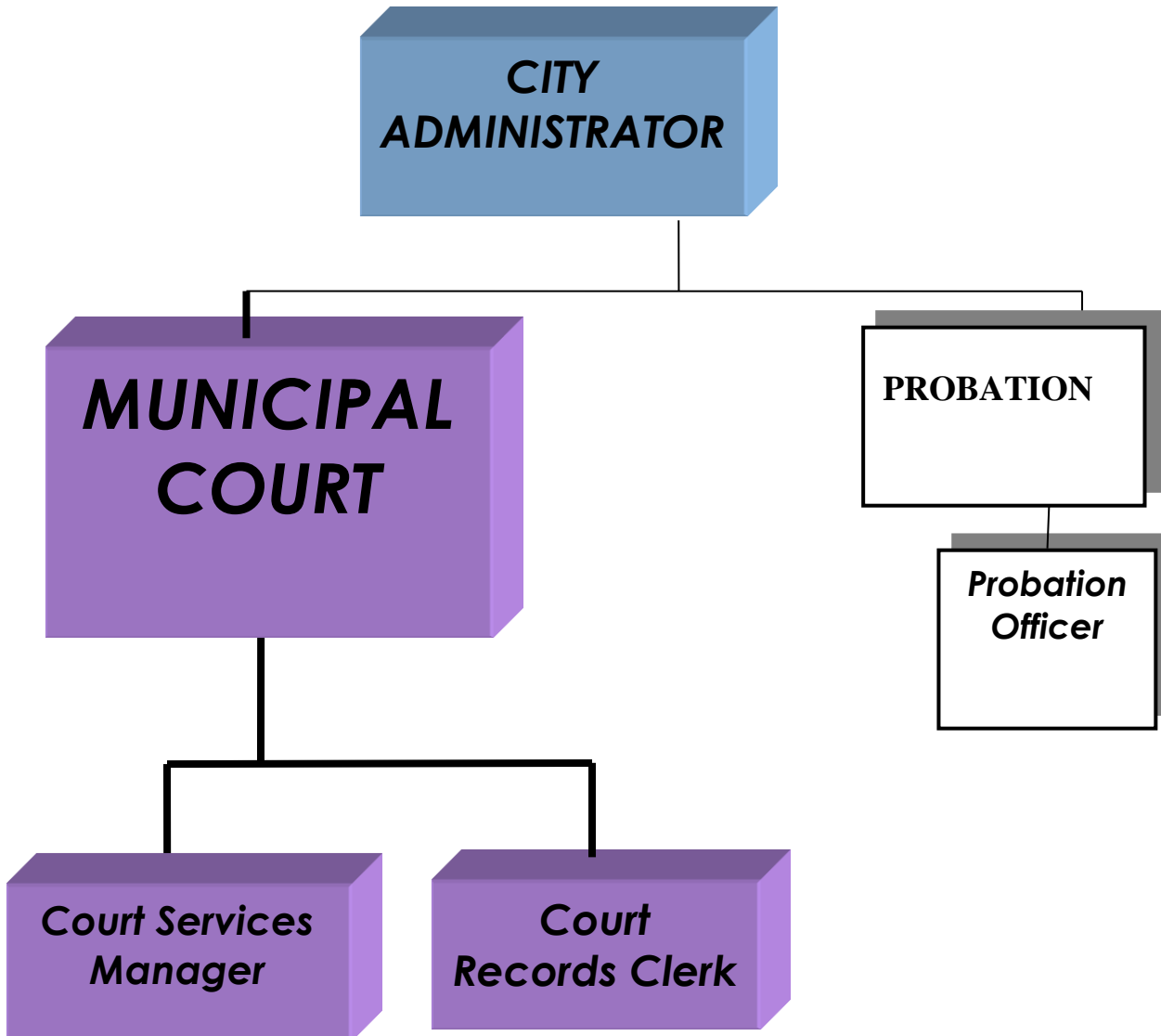
Director: City Council

Title: City Council

Program Mission/Vision Statement: The Ferndale City Council makes policy, land use, and budget decisions to be carried out by the Mayor and City Administrator. The Council’s mission as policy-maker is to assist the City of Ferndale to become economically strong, environmentally sensitive, visually pleasing and people-orientated with a socially diverse but cohesive population and employment mix. These attributes create a positive identity and image for the community and contribute to a City that works for its citizens.

	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Budget 2016</u>
CITY COUNCIL					
SALARIES					
COUNCIL SALARIES	\$44,451	\$44,129	\$47,669	\$49,301	\$49,951
SALARIES	\$44,451	\$44,129	\$47,669	\$49,301	\$49,951
BENEFITS					
BENEFITS--SOCIAL SECURITY	3,401	3,375	3,647	3,771	3,821
BENEFITS	3,401	3,375	3,647	3,771	3,821
SUPPLIES					
OPERATING SUPPLIES	88	24	0	0	400
SUPPLIES	88	24	0	0	400
OTHER CHARGES & SERVICES					
TRAVEL	0	114	963	686	3,100
MISCELLANEOUS	0	50	0	0	2,600
REGISTRATIONS & TUITION	269	0	296	630	2,500
OTHER CHARGES & SERVICES	269	164	1,259	1,316	8,200
TOTAL COUNCIL	<u>\$48,209</u>	<u>\$47,692</u>	<u>\$52,575</u>	<u>\$54,388</u>	<u>\$62,372</u>

Municipal Court 2016 Organizational Chart





City of Ferndale

Department: MUNICIPAL COURT

Program Fund No. 001

Division: Same

Program BARS No. 001.512

Focal: Shirley Zimmerman

Title: Court Services Manager

Program Mission/Vision Statement:

The Municipal Court serves the public in a fair, accessible, accountable, efficient, and independent manner. The Ferndale Municipal Court is here for the people served and has jurisdiction over traffic infractions and criminal matters. The Municipal Court may issue Orders of Protection for victims of domestic violence. The Municipal Court Judge provides the judicial administration for the court.

Related services include providing legal representation for indigent persons, probation supervision, and interpreter services.

The Court is committed to excellence in providing timely, courteous, professional and fair service to all persons and organizations.

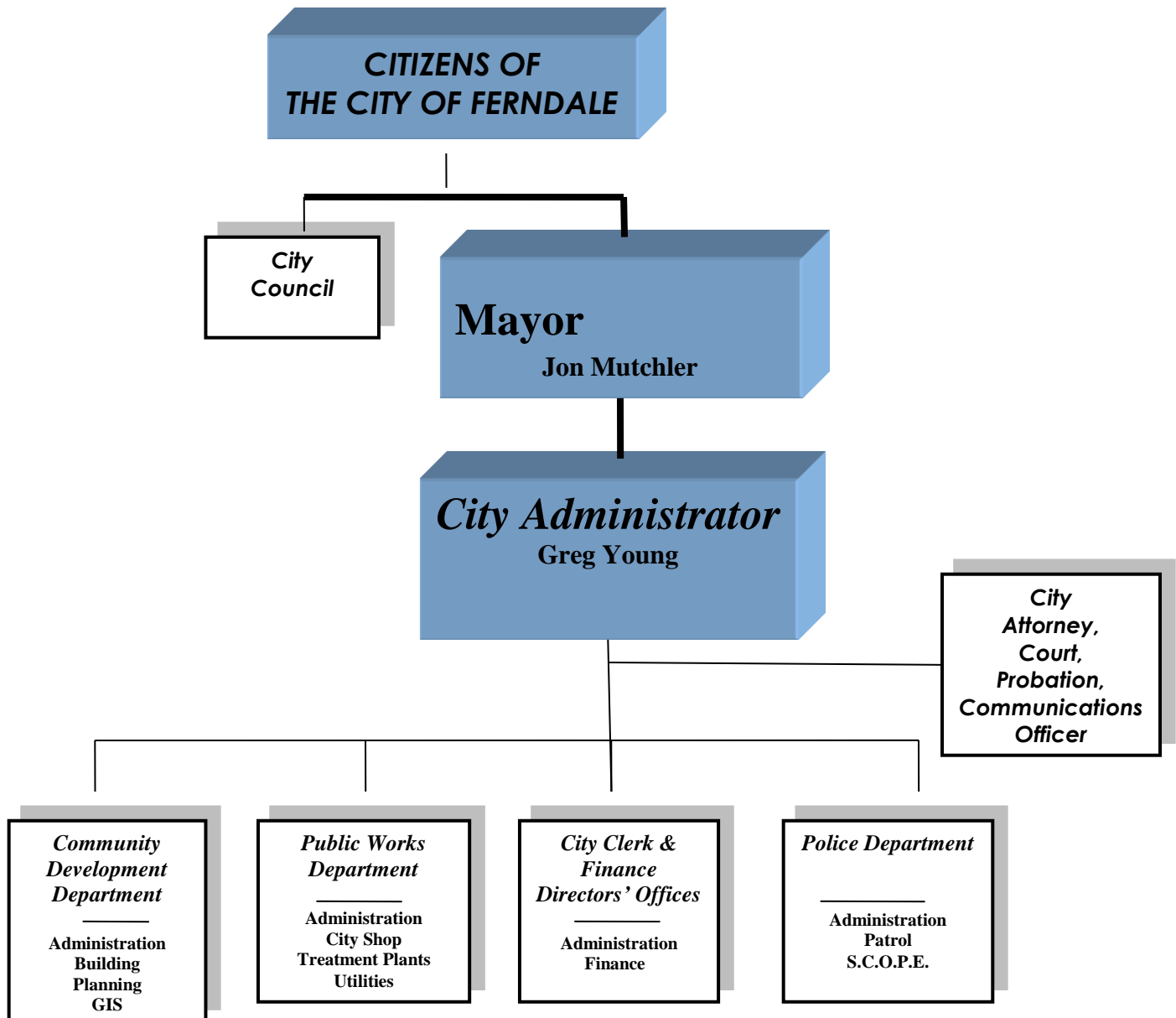
The office will present an atmosphere of respect for the public, employees, and other government entities and is partnering toward a safe and vital community.



	Actual 2012	Actual 2013	Actual 2014	Actual 2015	Budget 2016
COURT					
SALARIES	\$65,671	\$74,157	\$92,475	\$94,487	\$96,827
SALARIES-JUDGE	30,958	38,851	42,038	41,090	43,260
SALARIES	\$96,629	\$113,008	\$134,513	\$135,577	\$140,087
BENEFITS--MEDICAL	11,550	15,712	25,575	27,449	27,205
BENEFITS--L & I	326	382	470	442	960
BENEFITS--RETIREMENT	4,721	6,086	8,011	9,391	12,574
BENEFITS--SOCIAL SECURITY	7,324	8,568	10,216	10,239	10,717
BENEFITS	23,921	30,748	44,272	47,521	51,456
OFFICE SUPPLIES	2,927	3,642	3,624	2,501	3,500
O & M SUPPLIES	170	303	352	40	200
SUPPLIES	3,097	3,945	3,976	2,541	3,700
COURT APPOINTED ATTORNEY	71,265	106,225	89,700	83,225	100,000
PROSECUTOR	65,186	78,698	91,306	77,002	77,000
PROFESSIONAL SERVICES	4,840	1,156	0	333	2,500
PROFESSIONAL SERVICES -					
INTERPRETERS	4,333	3,971	2,996	4,727	4,500
POSTAGE	2,521	1,567	2,198	1,702	2,000
TRAVEL	0	226	800	998	1,200
REPAIR & MAINTENANCE	314	617	713	735	800
COMPUTER RENTAL CHARGES (FUND					
510)	2,059	6,656	2,958	2,900	2,000
MISCELLANEOUS	1,639	835	1,859	2,031	2,500
TRAINING	0	0	25	150	2,000
JURY DUTY PER DIEM/MILEAGE	323	335	1,030	1,361	500
OTHER CHARGES & SERVICES	152,480	200,286	193,585	175,164	195,000
TOTAL COURT	<u>\$276,127</u>	<u>\$347,987</u>	<u>\$376,346</u>	<u>\$360,803</u>	<u>\$390,243</u>

ADMINISTRATION

ORGANIZATIONAL CHART





City of Ferndale Goals & Accomplishments

Department: ADMINISTRATION

Program Fund No. 001

Division: Same

Program BARS No. 001.513

Director: Jon Mutchler
Greg Young

Title: Mayor
City Administrator

Program Mission/Vision Statement: The Mayor, working in concert with the City Administrator, directs and administers City staff to execute the policies and objectives of the City of Ferndale, as adopted by the City council. To accomplish this, we plan, initiate and execute programs, as well as direct and coordinate departmental operations through the department directors. We also represent the City before other government bodies.

2015 Accomplishments:

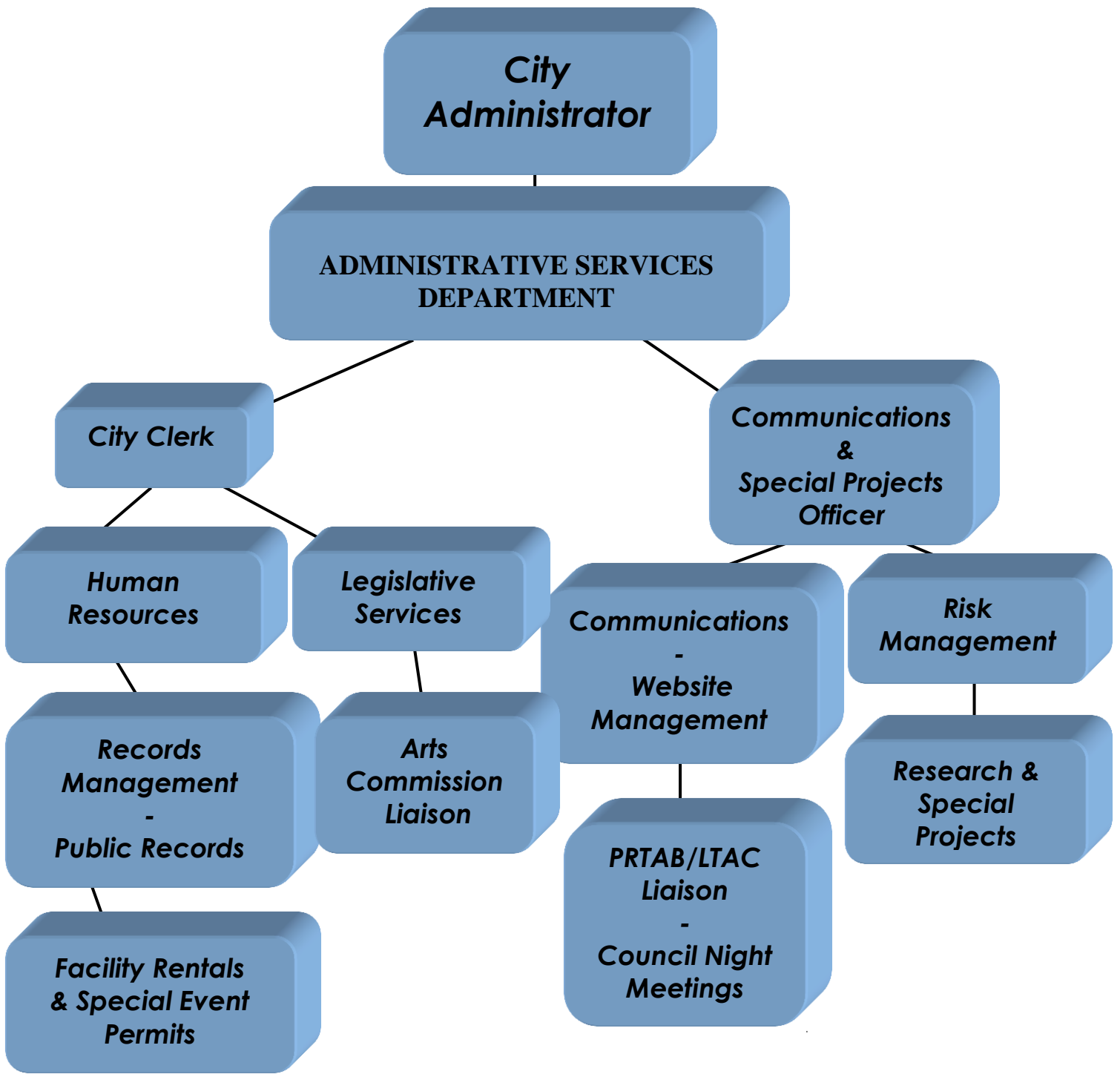
- Completed Remodel of Pioneer Pavilion into Community Center
- Demolished Home at Corner of Washington and Vista for Future Traffic Improvement Project
- Completed Next Phase of the Thornton Overcrossing Bridge Project
- Began Process for Reuse of Pizza Annex Building
- Began Design for La Bounty and Main Street Roundabout
- Adjusted Interchange Justification Report Process for Slater Improvements

2016 Goals:

- Determine Fate of Pizza Annex Building
- Chart Best Course of Action for Slater Interchange Traffic Improvements
- Successfully Complete Intergovernmental Agreement with Lummi Nation for Planned Tribal Commercial Development at Slater
- Complete Design and Possible Construction of La Bounty and Main Roundabout
- Explore Future Water Needs for City – Both in Existing City Limits and in the Grandview Area
- Determine Best Alternative for Expansion of Wastewater Treatment Plant

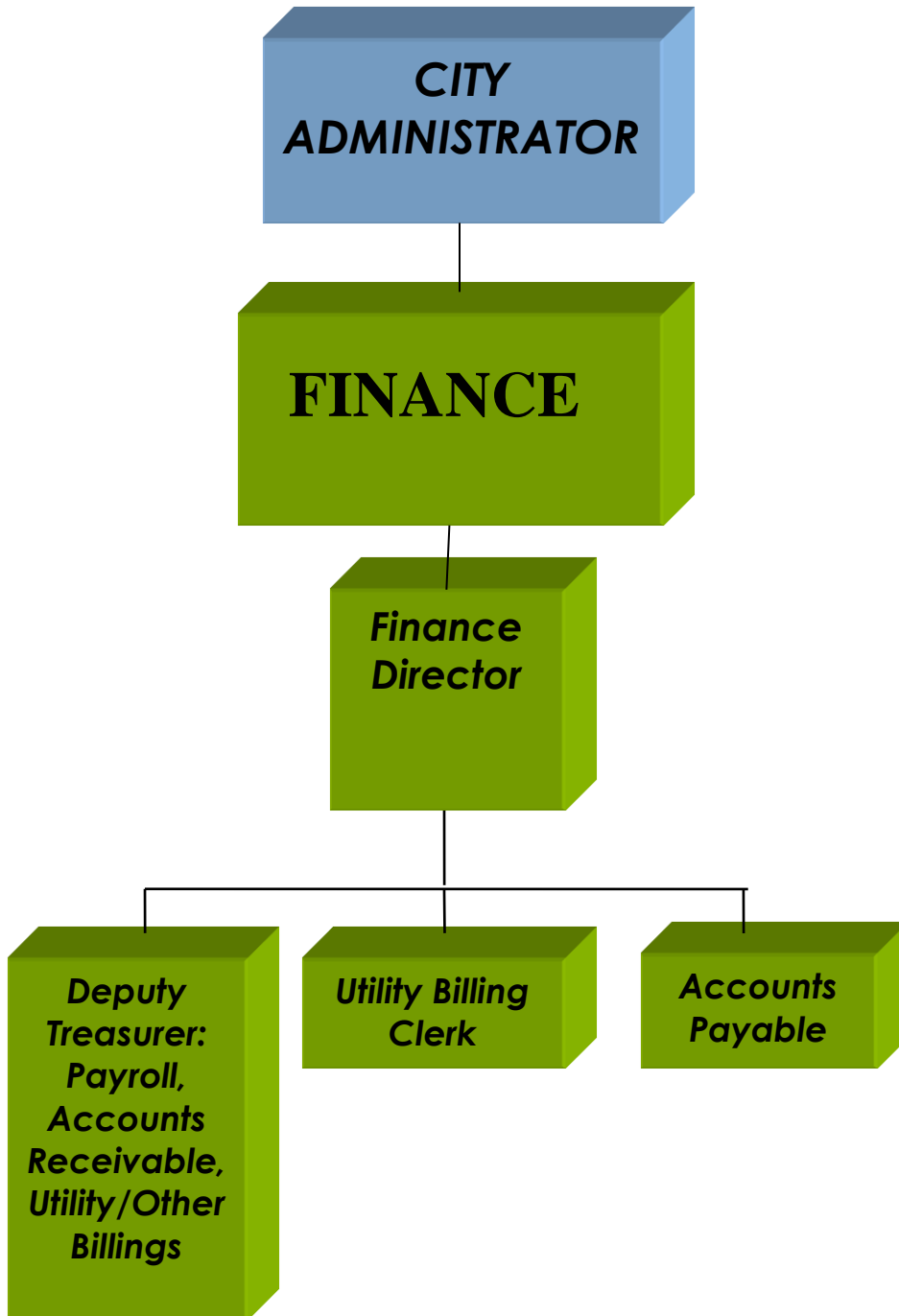


	<u>Actual 2012</u>	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Budget 2016</u>
ADMINISTRATION					
SALARIES-MAYOR	\$30,864	\$31,404	\$31,578	\$32,090	\$19,728
SALARIES-ADMINISTRATOR	131,069	141,963	148,697	151,592	156,126
SALARIES-ADMINISTRATOR-Offset to Projects	<u>(17,813)</u>	<u>(6,552)</u>	<u>0</u>	<u>(42,504)</u>	<u>0</u>
SALARIES	\$144,120	\$166,815	\$180,275	\$141,178	\$175,854
BENEFITS--MEDICAL	15,234	13,677	13,576	14,417	13,772
BENEFITS--L & I	184	191	187	178	230
BENEFITS--SOCIAL SECURITY	11,076	11,496	10,328	10,250	13,453
RETIREMENT	19,023	15,558	14,895	16,532	19,178
BENEFITS	45,517	40,922	38,986	41,377	46,633
OFFICE SUPPLIES/BOOKS	267	103	133	298	500
O & M SUPPLIES	0	0	0	0	500
MINOR OFFICE EQUIPMENT	0	0	0	0	0
SUPPLIES	267	103	133	298	1,000
OTHER CHARGES & SERVICES	11,502	14,410	13,308	7,863	16,180
TOTAL ADMINISTRATION	<u>\$201,406</u>	<u>\$222,250</u>	<u>\$232,702</u>	<u>\$190,716</u>	<u>\$239,667</u>





Finance 2016 Organizational Chart





City of Ferndale Goals & Accomplishments

Departments: CLERK/ FINANCE/COMMUNICATIONS

Program Fund No. 001

Division: Same

Program BARS No. 001.514

Director: Susan Duncan
Mark Peterson
Riley Sweeney

Title: City Clerk
Finance Director
Communications Officer

Program Mission/Vision Statement: The role of the **Administrative Services Department** is to serve the City as the necessary link between the separate legislative and administrative arenas. For the City of Ferndale, the City Clerk supervises the divisions of human resources, risk management, communications, records management and website management. The Administrative Services Department provides to the public a point of access for specific municipal services, and functions as the official records depository and archivist for the City. This department serves as clerical support for the City Council meetings, including the preparation and dissemination of agenda documents, legal advertisements, and the preparation and maintenance of meeting minutes. The department undertakes management of franchise agreements and develops policy and law in a variety of areas in coordination with the City Administrator and individual departments.

The **Finance Department** oversees and is responsible for all budgeting, budget updates, reporting – including Bond Covenant required annual reporting, pricing, long-term project financing, grant billings and management, accounts payable and accounts receivable, payroll, business licenses, LID and ULID billing and collection, internal controls system, utility rate administration and billing, investing, compliance with state and federal regulations, and audits.

The Communications Officer provides communication services including facebook and other media, press relations, website administration, manages casualty and liability insurance, mayoral chief of staff, and special projects as required.

Finance Director’s 2015 Accomplishments:

1. Completed Interim and Long-Term Financing for Road, Building, and Storm Projects.
2. Continued to cross-train staff in multiple functions.
3. Earned a “clean” 2014 Financial Statement Audit.
4. Implemented new Cash Management and Business Licenses software modules.

Finance Director’s 2016 Goals:

1. Implement new modules of the Vision accounting software as they become available.
2. Complete Interim and Long-Term Financing for Equipment, Buildings, Road, Water, Sewer, and Storm Projects as needed.



Communications Officer 2015 Accomplishments:

- **Coordinated City-Wide Community Meeting** attended by over 115 community members and requests to make it an annual event.
- **Increased the customer service aspect of our website** – adding a section for Homeowner Associations and Code Enforcement so that citizens can access the specific information they need.
- **Facilitated the development of the CCAB Committee** and worked with the City Clerk to promote rentals of our renovated community center
- **Recognized by local social media experts** for handling of the “Traffic” discussion through social media and our website garnering hundreds of responses.
- **Worked with local media to present the City’s perspective** on issues including the incoming large retailer on Labounty.
- **Completed “Public Information Officer” training course** through Texas A&M University Extended Education program presented by Whatcom Unified Emergency Management division.
- **Created and maintained weekly media email blast** that has resulted in more and better coverage of Ferndale events and activities

Communications Officer 2016 Goals:

Communications

- **Expand and standardize internal communication with City employees.** As we continue to grow as a municipal organization, this will become more and more important that everyone feels included and has up-to-date and accurate information.
- **Implement a monthly “From the Desk of the Mayor” column.** To aid in transparency and helping share the City’s message, drafting and distributing a monthly newsletter/column to local media.
- **Conduct Media Training for Council, Mayor and City Staff.** To help put our best foot forward, I want to work with those representing Ferndale in the public eye to make the most out of media opportunities.
- **Promote more positive Ferndale stories.** Specifically economic development and human interest stories.

Website

- **Streamline sitemap based around user experience rather than departments.** We have over 250 individual pages on our site, plus numerous archived press releases. I will dig into how people are using our site (is the information in the first place they look or do they hunt for it?) and work to reduce maintenance time (when something is changed, it has to be updated in multiple places).
- **Build a fully visual and interactive digital home for the 2016 Comprehensive Plan.**



Other Projects

- **Coordinate Donations, then Volunteers for STAR Park build.** Recruit and facilitate volunteer efforts for STAR Park build and promotions before, during and after.
- **Update Emergency Response Plans**
- **Continue WCIA Training and Risk Management efforts**

Measurables

- The Star Park calls for 2,300 volunteer shifts. My goal is recruit enough volunteers to meet our needs.
- Raise another \$15,000 in donations for the STAR Park
- Hold at least one emergency drill
- Garner at least one positive Ferndale news story a month in our County-wide media (the Bellingham Herald, KGMI, the Bellingham Business Journal or the Cascadia Weekly)
- Garner two positive Ferndale news stories in 2016 from state-wide media (Seattle Times, KOMO/KING/FOX)



CLERK/FINANCE/COM. OFFICER	Actual 2012	Actual 2013	Actual 2014	Actual 2015	Budget 2016
SALARIES	\$231,899	\$236,664	\$259,188	\$273,068	\$265,198
BENEFITS--MEDICAL	24,785	41,472	50,925	40,396	33,965
BENEFITS--L & I	654	696	760	738	897
BENEFITS--RETIREMENT	22,355	27,405	28,207	31,756	34,289
BENEFITS--SOCIAL SECURITY	17,625	17,861	19,519	20,572	20,288
BENEFITS	65,419	87,434	99,411	93,462	89,439
OFFICE SUPPLIES	6,293	6,105	5,055	4,348	4,500
O & M SUPPLIES	2,321	2,337	4,812	2,396	2,400
MINOR OFFICE EQUIPMENT	188	0	87	1,744	600
SUPPLIES	8,802	8,442	9,954	8,488	7,500
POSTAGE	3,998	2,368	2,940	4,670	4,800
TRAVEL	2,963	1,973	1,917	1,979	3,000
ADVERTISING	2,272	1,844	2,349	2,428	2,000
MISCELLANEOUS	521	1,748	1,086	4,589	3,600
CONTRACT ADMIN TEMP SERVICE	4,202	15,062	0	794	2,000
CELL PHONE	667	1,242	900	225	0
COMPUTER REPAIR & MAINT. FUND 510	15,086	24,838	31,924	22,500	15,000
TRAINING	1,330	3,239	1,770	1,449	3,000
OTHER CHARGES & SERVICES	31,039	52,314	42,886	38,634	33,400
TOTAL CLERK/TREASURER	\$337,159	\$384,854	\$411,439	\$413,652	\$395,537



City of Ferndale Goals & Accomplishments

Department: LEGAL SERVICES

Program Fund No. 001

Division: Same

Program BARS No. 001.515

Director: None

Title: City Attorney

Program Mission/Vision Statement: The City contracts for the services of the City Attorney. This relationship allows the City to incur legal costs on an as-needed basis. The services of the City Attorney include representation on legal matters, legal advisory services, and document review. In addition, with our contracted City Attorney being a land use attorney, the City is kept abreast of the latest issues involving land use and municipal interests.

EXPENDITURES

LEGAL SERVICES	Actual 2012	Actual 2013	Actual 2014	Actual 2015	Budget 2016
MISCELLANEOUS LEGAL SERVICES	\$106,211	\$105,572	\$82,917	\$54,581	\$100,500
FORECLOSURE PROCEEDINGS	0	0	0	0	0
LEGAL SERVICES-EXTERNAL	11,540	3,178	895	6,427	5,500
OTHER CHARGES & SERVICES	117,751	108,750	83,812	61,008	106,000
TOTAL LEGAL SERVICES	\$117,751	\$108,750	\$83,812	\$61,008	\$106,000



Department: GENERAL GOVERNMENT

Program Fund No. 001

Division: Same

Program BARS No. 001.519

Director: None

Title: General Government

Program Mission/Vision Statement: The General Government department of Current Expense accounts for those payments that are not specifically associated with a single fund and/or department. These include: property and vehicle insurance, utility payments, phone costs, equipment (copiers, etc.) rentals and leases, animal control contracting costs, and association dues. Many of these costs are charged to the various departments and are recouped through Central Service charges.

EXPENDITURES

GENERAL GOVERNMENT	Actual 2012	Actual 2013	Actual 2014	Actual 2015	Budget 2016
UNEMPLOYMENT PAYMENTS	\$18,827	\$546	\$271	\$8,887	\$0
PROFESSIONAL SERVICES - GENERAL	7,660	8,073	6,881	7,926	7,200
PROF SERVICES - DOMESTIC VIOLENCE SVCS	60,585	47,625	54,000	61,000	50,000
PROFESSIONAL SERVICES - GRANT RELATED	109,450	0	0	0	0
INSURANCE	291,006	281,300	176,864	181,195	210,000
RENTALS/LEASES	10,619	14,515	14,090	14,684	13,000
MISCELLANEOUS - OTHER	9,587	10,274	9,759	18,479	10,300
MISCELLANEOUS - AWC SETTLEMENT	35,000	0	0	0	0
WETLANDS MITIGATION/MONITORING	33,464	15,100	17,595	19,444	15,000
ELECTION SERVICES	27,301	14,512	17,161	47,699	20,000
USE TAX	2,053	1,423	503	128	200
PHONE	11,480	10,473	11,938	6,295	6,000
UTILITIES--CASCADE GAS	3,390	3,718	4,760	4,914	5,000
UTILITIES--PUGET SOUND ENERGY	14,028	10,556	9,974	11,010	13,000
UTILITIES-WATER/SEWER	3,253	3,419	1,963	2,644	1,500
ANIMAL CONTROL CONTRACT	16,260	32,620	32,520	32,620	40,000
REPAIR & MAINT.	1,871	1,363	1,522	1,212	1,700
SENIOR CENTER CONTRIBUTION	4,500	4,500	4,500	6,000	6,000
FOOD BANK CONTRIBUTION	3,600	3,600	3,600	3,600	3,600
COMPUTER REPAIR AND REPLACEMENT FUND 510	61,665	14,090	14,432	11,500	37,615
AUDIT	23,506	8,993	33,572	12,368	36,000
COUNCIL OF GOVERNMENTS	6,008	6,294	6,661	7,092	7,339
AWC	7,094	7,278	7,597	7,936	8,148
DOMESTIC VIOLENCE SERVICES OF WC	2,700	2,700	2,700	2,700	2,700
TEEN COURT	2,250	2,250	2,250	2,250	2,250
FLOWER BASKETS	3,000	3,000	3,000	3,000	3,000
FERNDALE COMMUNITY RESOURCE CENTER	7,000	0	0	0	0
FERNDALE ARTS COMMISSION (FAC)	1,867	1,679	3,544	9,434	1,500
CAPITAL OUTLAYS	21,212	21,212	88,935	0	0
TOTAL GENERAL GOVERNMENT	\$800,236	\$531,113	\$530,592	\$484,017	\$501,052