

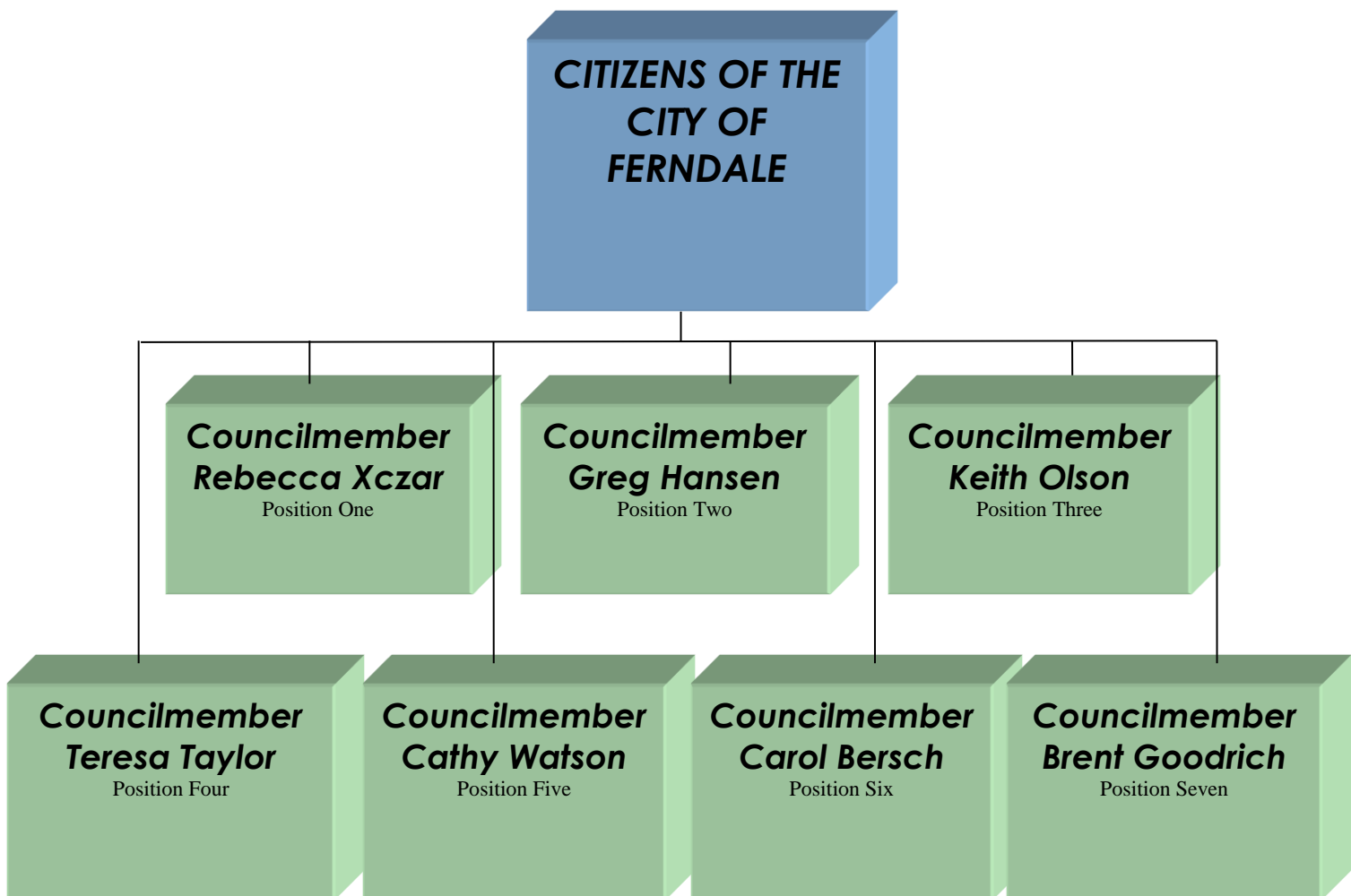


CURRENT EXPENSE FUND EXPENDITURES SUMMARY

CURRENT EXPENSE BY DEPARTMENT	Actual 2013	Actual 2014	Actual 2015	Actual 2016	Budget 2017
COUNCIL	\$47,693	\$52,575	\$54,388	\$55,057	\$58,400
ADMINISTRATION	222,250	232,702	190,716	242,840	266,192
CLERK/FINANCE	384,854	411,439	413,652	391,816	403,101
COURT	347,988	376,346	360,803	379,303	433,259
LEGAL SERVICES	108,750	83,812	61,008	64,486	95,500
GENERAL GOVERNMENT	531,113	530,592	484,017	568,481	510,540
LAW ENFORCEMENT	2,785,111	2,896,827	3,132,537	3,189,770	3,396,659
FIRE	1,238,957	1,382,187	1,478,113	0	0
DETENTION	334,097	395,828	425,927	375,428	496,402
EMERGENCY SERVICES	114,924	118,972	129,168	134,136	130,000
CLEAN AIR AGENCY	3,995	4,140	4,302	4,449	4,525
ALCOHOL BOARD	1,856	1,639	2,773	2,226	3,600
BUILDING PERMITS/INSP/Code Enforcement	290,186	267,657	293,202	346,655	381,220
COMMUNITY DEVELOPMENT	446,877	459,915	530,106	611,010	601,023
GENERAL BUILDING MAINT.	82,101	115,771	142,702	92,744	115,388
ENGINEERING	178,682	200,076	354,415	460,016	376,143
PARKS	473,817	405,266	431,958	476,649	554,718
TRANSFERS/INTERFUND LOANS	140,626	371,395	207,187	592,540	28,843
TOTAL	\$7,733,877	\$8,307,139	\$8,696,974	\$7,987,605	\$7,855,513

CURRENT EXPENSE BY CATEGORY	Actual 2013	Actual 2014	Actual 2015	Actual 2016	Budget 2017
SALARIES	\$2,819,042	\$3,086,376	\$3,145,851	\$3,359,287	\$3,504,454
BENEFITS/PAYROLL TAXES	1,083,250	1,225,226	1,272,172	1,330,675	1,448,624
SUPPLIES	53,191	70,071	70,670	62,909	68,457
OTHER CHARGES & SERVICES/TRANSFERS/LOANS	3,757,182	3,836,531	4,202,978	3,225,877	2,773,978
CAPITAL OUTLAY	21,212	88,935	5,303	8,857	60,000
TOTAL	\$7,733,877	\$8,307,139	\$8,696,974	\$7,987,605	\$7,855,513

FERNDALE CITY COUNCIL ORGANIZATIONAL CHART





City of Ferndale

Department: CITY COUNCIL

Program Fund No. 001

Division: Same

Program BARS No. 001.511

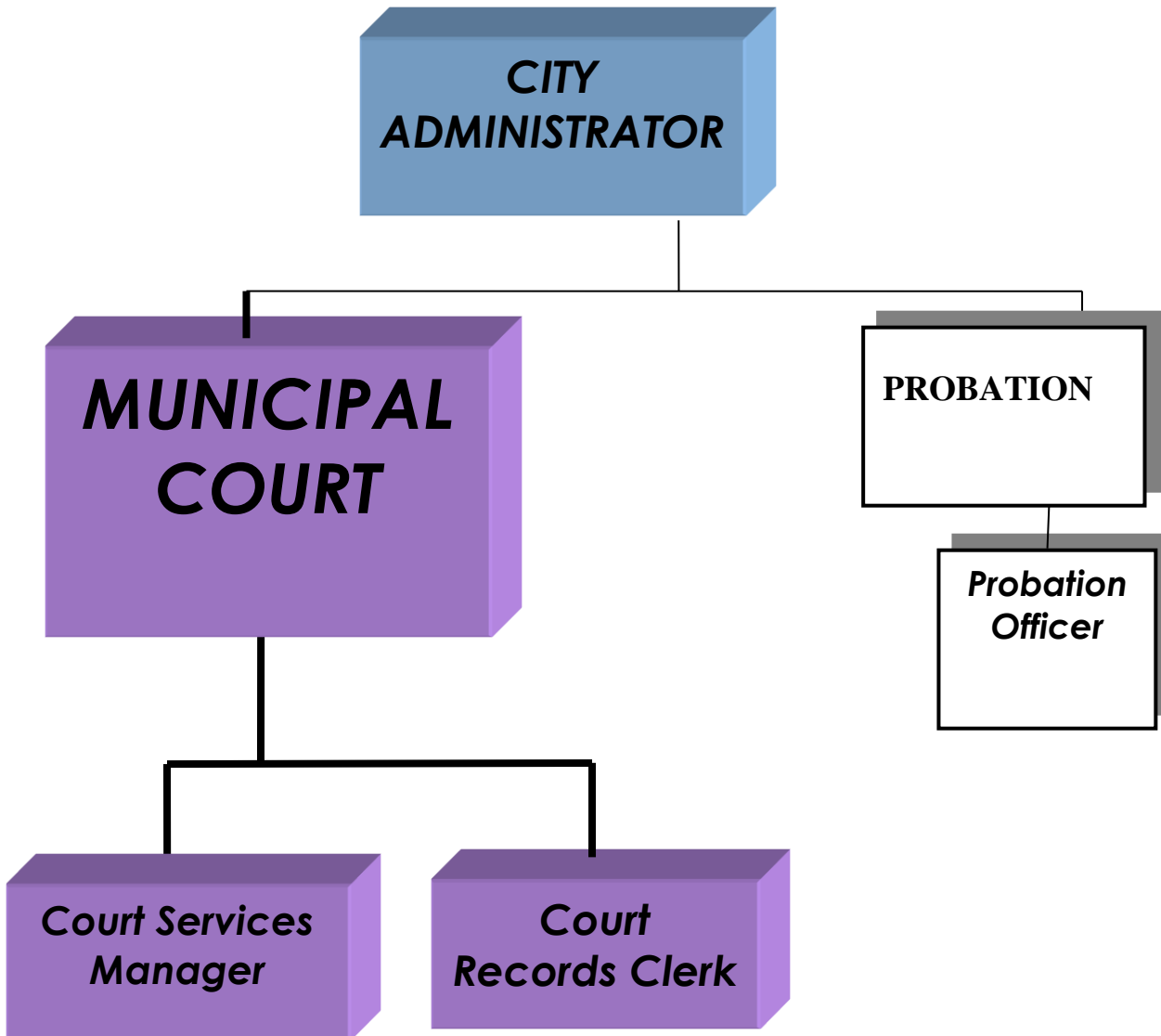
Director: City Council

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-oriented 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.

	Actual 2013	Actual 2014	Actual 2015	Actual 2016	Budget 2017
CITY COUNCIL					
SALARIES					
COUNCIL SALARIES	\$44,129	\$47,669	\$49,301	\$49,357	\$50,627
SALARIES	\$44,129	\$47,669	\$49,301	\$49,357	\$50,627
BENEFITS					
BENEFITS--SOCIAL SECURITY	3,375	3,647	3,771	3,776	3,873
BENEFITS	3,375	3,647	3,771	3,776	3,873
SUPPLIES					
OPERATING SUPPLIES	24	0	0	0	400
SUPPLIES	24	0	0	0	400
OTHER CHARGES & SERVICES					
TRAVEL	114	963	686	0	1,000
MISCELLANEOUS	50	0	0	0	0
REGISTRATIONS & TUITION	0	296	630	1,924	2,500
OTHER CHARGES & SERVICES	164	1,259	1,316	1,924	3,500
TOTAL COUNCIL	\$47,692	\$52,575	\$54,388	\$55,057	\$58,400

Municipal Court 2017 Organizational Chart





City of Ferndale

Department: MUNICIPAL COURT

Program Fund No. 001

Division: Same

Program BARS No. 001.512

Focal: Faith Miller

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.

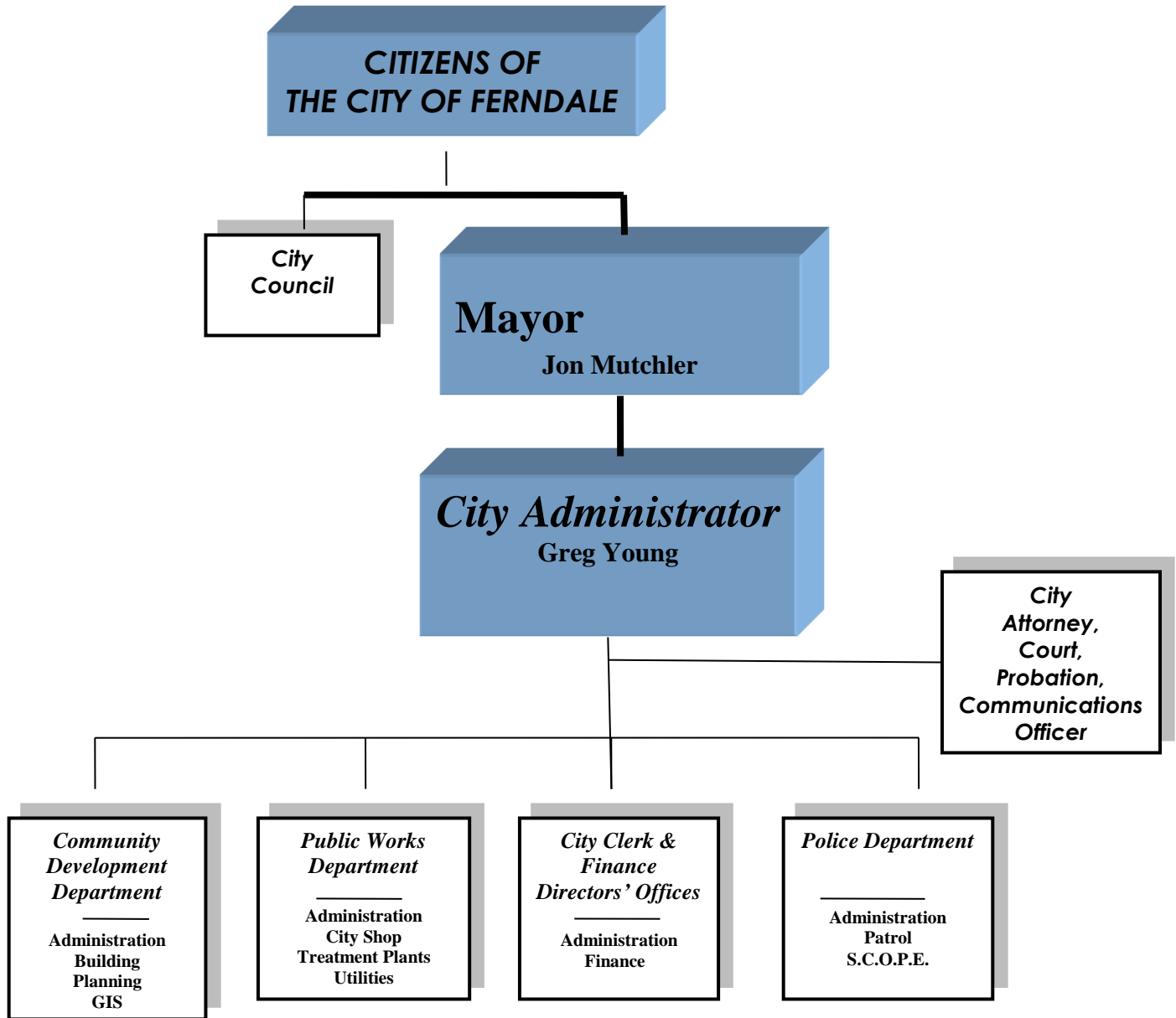
The office will present an atmosphere of respect for the public, employees, and other government entities and is partnering toward a safe and vital community.



	Actual 2013	Actual 2014	Actual 2015	Actual 2016	Budget 2017
COURT					
SALARIES	\$74,157	\$92,475	\$94,487	\$98,500	\$91,887
SALARIES-JUDGE	38,851	42,038	41,090	39,121	43,260
SALARIES	\$113,008	\$134,513	\$135,577	\$137,622	\$135,147
BENEFITS--MEDICAL	15,712	25,575	27,449	27,884	27,641
BENEFITS--L & I	382	470	442	456	920
BENEFITS--RETIREMENT	6,086	8,011	9,391	10,905	11,888
BENEFITS--SOCIAL SECURITY	8,568	10,216	10,239	10,432	10,338
BENEFITS	30,748	44,272	47,521	49,678	50,787
OFFICE SUPPLIES	3,642	3,624	2,501	2,216	3,000
O & M SUPPLIES	303	352	40	0	200
SUPPLIES	3,945	3,976	2,541	2,216	3,200
COURT APPOINTED ATTORNEY	106,225	89,700	83,225	89,010	150,000
PROSECUTOR	78,698	91,306	77,002	85,745	77,000
PROFESSIONAL SERVICES	1,156	0	333	0	2,000
PROFESSIONAL SERVICES - INTERPRETERS	3,971	2,996	4,727	6,189	3,000
POSTAGE	1,567	2,198	1,702	2,265	2,000
TRAVEL	226	800	998	1,648	2,200
REPAIR & MAINTENANCE	617	713	735	914	800
COMPUTER RENTAL CHARGES (FUND 510)	6,656	2,958	2,900	2,000	2,000
MISCELLANEOUS	835	1,859	2,031	1,555	2,625
TRAINING	0	25	150	130	2,000
JURY DUTY PER DIEM/MILEAGE	335	1,030	1,361	331	500
OTHER CHARGES & SERVICES	200,286	193,585	175,164	189,788	244,125
TOTAL COURT	\$347,987	\$376,346	\$360,803	\$379,303	\$433,259



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.

2016 Accomplishments:

- Successfully Demonstrated City Concerns with Slater IJR Process
- Obtained Commitment for \$19 Million in State Transportation Dollars for Thornton Overcrossing Project
- Obtained the Services of a City Lobbyist
- Hired New Finance Director
- Explored Future City Facilities Needs

2017 Goals:

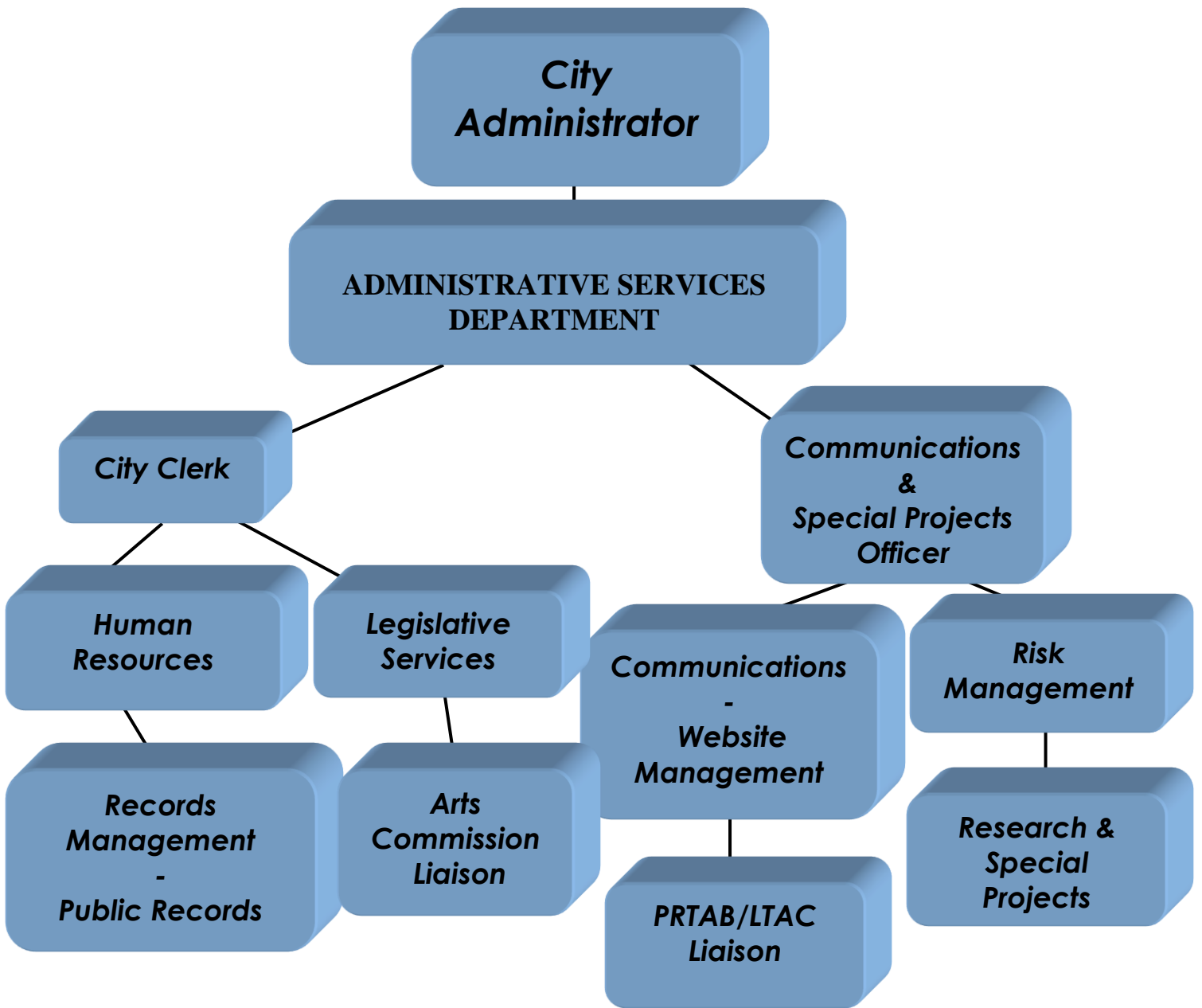
- Complete Agreement with Lummi Nation for Leasing of Kope Road
- Maintain and Increase State Funding for Thornton Overcrossing Project
- Institute Traffic Flow Improvements for Main Street
- Construct Replacement for Court/City Council Meeting Room
- Construct New Bathroom for Star Park and Ball Fields
- Build Compact Roundabout at Portal Freeway Exit

Bring New Shop Water Well Online

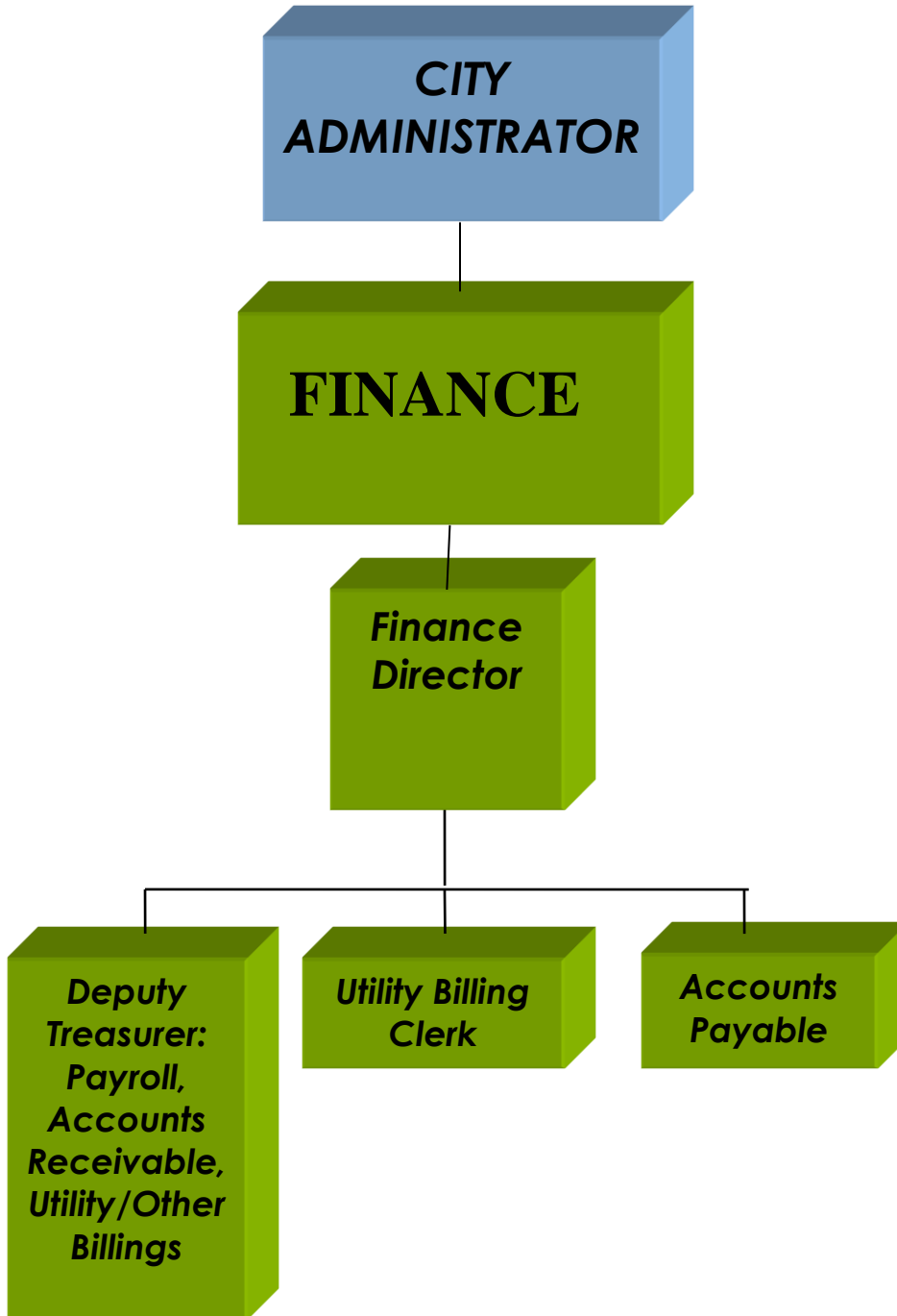


EXPENDITURES

	<u>Actual 2013</u>	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Budget 2017</u>
ADMINISTRATION					
SALARIES-MAYOR	\$31,404	\$31,578	\$32,090	\$20,244	\$20,221
SALARIES-ADMINISTRATOR	141,963	148,697	151,592	155,841	160,558
SALARIES-ADMINISTRATOR-Offset to Projects	(6,552)	0	(42,504)	0	0
SALARIES	<u>\$166,815</u>	<u>\$180,275</u>	<u>\$141,178</u>	<u>\$176,085</u>	<u>\$180,779</u>
BENEFITS--MEDICAL	13,677	13,576	14,417	15,438	15,555
BENEFITS--L & I	191	187	178	177	210
BENEFITS--SOCIAL SECURITY	11,496	10,328	10,250	9,334	12,180
RETIREMENT	15,558	14,895	16,532	18,623	19,688
BENEFITS	<u>40,922</u>	<u>38,986</u>	<u>41,377</u>	<u>43,572</u>	<u>47,633</u>
OFFICE SUPPLIES/BOOKS	103	133	298	96	200
O & M SUPPLIES	0	0	0	0	0
MINOR OFFICE EQUIPMENT	0	0	0	0	0
SUPPLIES	<u>103</u>	<u>133</u>	<u>298</u>	<u>96</u>	<u>200</u>
OTHER CHARGES & SERVICES	<u>14,410</u>	<u>13,308</u>	<u>7,863</u>	<u>23,087</u>	<u>37,580</u>
TOTAL ADMINISTRATION	<u>\$222,250</u>	<u>\$232,702</u>	<u>\$190,716</u>	<u>\$242,840</u>	<u>\$266,192</u>



Finance 2017 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
Sirke Salminen
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 2016 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” 2015 Financial Statement Audit.
4. Exceeded budget estimations for Current Expense ending fund balance.
5. Secured financing for Central City Water Association conversion to City utilities.

Finance Director’s 2017 Goals:

1. Create and implement an asset management program.
2. Guide City Council through new budget process.



Communications Officer 2016 Accomplishments:

- **Recruited over 2,000 volunteers for the construction of Star Park**, resulting in the largest volunteer event in the history of Ferndale. Also, sold the entire run of fence pickets in record time raising just under \$15,000 for the park. Personally, solicited \$4,000 of donations from individual businesses.
- **Managed Publicity for Star Park**, resulting in positive coverage for the City stretched out over several months (before, during and after).
- **Organized Street Renaming Ceremony for Joe Moser and Dick Stone**. Coordinated set up, recruited speakers and handled clean up.
- **Coordinated Media for “Operation Green Hornet”**. Garnered several positive news stories for the City and our partners.
- **Lead Organizer for Minamiboso Japan Sister City Celebration**.
- **Streamlined LTAC Application Process**.
- **Conducted Annual WCIA Liability Assessment**, including drafting a vehicle use policy.
- **Completed 20 hours of FEMA Public Information Officer training**.
- **Secured over \$48,000 in FEMA Reimbursements** for the Public Works Department.

Communications Officer 2017 Goals:

Communications (25%)

- **Involved in “Ferndale Made” initiative**, including gathering advisory committee, capturing Ferndale success stories, and building our national brand to bring new business to Ferndale.
- **Expand our Social Media presence and media network**, including using non-traditional platforms (Reddit, Instagram) and highlighting alternative media venues.
- **Write and Develop Four Mayoral Editorials** that advance the City’s communication goals and get distributed in local media.
- **Create and Distribute Four Policy Explainers**, that help connect people with the arcane practices of government and reduce misinformation using infographics and clear language.
- **Develop “Style Guide” for use of official city brand** for better consistency across departments.
- **Website/IT Support/Phones (20%)**
 - **Streamline sitemap based around user experience rather than departments**. This includes fixing the search feature and giving it a fresh visual look.
 - **Enhance Mobile Compatibility**, especially for viewing pdfs, video and images.
 - **Check site for ADA compliance**.
 - **Reduce Interconnect Maintenance Costs by 25%**.



Recreation Programs (20%)

- **Coordinate three recreation events at Ferndale Parks** with the goals of appealing to diverse audiences and inspiring more activity at our parks.
- **Continue to staff and support Parks, Recreation, Trails Advisory Board.**
- **Recruit six sponsors for those events** with the goal of defraying the cost and building community partners.
- **Build branding around Ferndale Parks and Rec.**
- **Apply for two Parks related grants.**
- **Develop and Expand Parks volunteers list.**
- **Emergency Planning (15%)**
- **Conduct one emergency preparedness drill** with Ferndale School District, coordinating with Whatcom Unified Emergency Coordination Center personnel.
- **Complete 20 hours of Public Information Officer (PIO) Training**, including the FEMA Basic PIO course.
- **Continue to expand Whatcom PIO Support Network**, by reaching out to local communications professionals and serving as Whatcom Unified Emergency Coordination Center Duty PIO twice in 2017.
- **Coordinate Emergency Preparation Month with FERN.**
- **Apply for FEMA Emergency Preparedness Grant.**
- **Update Ferndale Emergency Operations Plan** with input from City Staff, Ferndale PD, ACS and FERN.

Insurance (15%)

- **Complete WCIA required trainings.**
- **Complete Annual Liability Assessment.**
- **Process Insurance Paperwork within 3 Business Days.**
- **Apply for training reimbursements for other departments.**

Administration Support and Other Projects (5%)

-
- **Allocate LTAC funds in Aug/September.**
- **Apply for AWC Award for Star Park.**
- **Coordinate 4 mayoral tours in 2017 of Ferndale facilities.**

Professional Development

- **Network with Whatcom Young Professionals.**
- **Volunteer with two Ferndale events.**



EXPENDITURES

CLERK/FINANCE/COM. OFFICER	Actual 2013	Actual 2014	Actual 2015	Actual 2016	Budget 2017
SALARIES	\$236,664	\$259,188	\$273,068	\$255,488	\$260,817
BENEFITS--MEDICAL	41,472	50,925	40,396	36,622	44,586
BENEFITS--L & I	696	760	738	728	820
BENEFITS--RETIREMENT	27,405	28,207	31,756	29,775	33,126
BENEFITS--SOCIAL SECURITY	17,861	19,519	20,572	19,291	19,952
BENEFITS	87,434	99,411	93,462	86,416	98,484
OFFICE SUPPLIES	6,105	5,055	4,348	5,669	4,500
O & M SUPPLIES	2,337	4,812	2,396	3,369	3,400
MINOR OFFICE EQUIPMENT	0	87	1,744	0	600
SUPPLIES	8,442	9,954	8,488	9,038	8,500
POSTAGE	2,368	2,940	4,670	3,050	4,800
TRAVEL	1,973	1,917	1,979	1,788	3,000
ADVERTISING	1,844	2,349	2,428	1,725	2,000
MISCELLANEOUS	1,748	1,086	4,589	11,458	3,600
CONTRACT ADMIN TEMP SERVICE	15,062	0	794	6,478	2,000
CELL PHONE	1,242	900	225	394	900
COMPUTER REPAIR & MAINT. FUND 510	24,838	31,924	22,500	15,000	15,000
TRAINING	3,239	1,770	1,449	979	4,000
OTHER CHARGES & SERVICES	52,314	42,886	38,634	40,873	35,300
TOTAL CLERK/TREASURER	<u>\$384,854</u>	<u>\$411,439</u>	<u>\$413,652</u>	<u>\$391,816</u>	<u>\$403,101</u>



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 2013	Actual 2014	Actual 2015	Actual 2016	Budget 2017
MISCELLANEOUS LEGAL SERVICES	\$105,572	\$82,917	\$54,581	\$60,452	\$90,000
FORECLOSURE PROCEEDINGS	0	0	0	0	0
LEGAL SERVICES-EXTERNAL	3,178	895	6,427	4,034	5,500
OTHER CHARGES & SERVICES	108,750	83,812	61,008	64,486	95,500
TOTAL LEGAL SERVICES	<u>\$108,750</u>	<u>\$83,812</u>	<u>\$61,008</u>	<u>\$64,486</u>	<u>\$95,500</u>



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 2013	Actual 2014	Actual 2015	Actual 2016	Budget 2017
UNEMPLOYMENT PAYMENTS	\$546	\$271	\$8,887	\$512	\$5,000
PROFESSIONAL SERVICES - GENERAL	8,073	6,881	7,926	72,083	8,400
PROF SERVICES - DOMESTIC VIOLENCE SVCS	47,625	54,000	61,000	61,257	65,000
INSURANCE	281,300	176,864	181,195	176,426	200,000
RENTALS/LEASES	14,515	14,090	14,684	14,047	13,300
MISCELLANEOUS - OTHER	10,274	9,759	18,479	21,253	17,600
WETLANDS MITIGATION/MONITORING	15,100	17,595	19,444	32,663	25,000
ELECTION SERVICES	14,512	17,161	47,699	12,976	15,000
USE TAX	1,423	503	128	2,542	2,000
PHONE	10,473	11,938	6,295	6,592	6,000
UTILITIES--CASCADE GAS	3,718	4,760	4,914	3,231	5,000
UTILITIES--PUGET SOUND ENERGY	10,556	9,974	11,010	14,438	13,000
UTILITIES-WATER/SEWER	3,419	1,963	2,644	2,094	1,800
ANIMAL CONTROL CONTRACT	32,620	32,520	32,620	32,470	36,000
REPAIR & MAINT.	1,363	1,522	1,212	2,738	3,500
SENIOR CENTER CONTRIBUTION	4,500	4,500	6,000	6,000	6,000
FOOD BANK CONTRIBUTION	3,600	3,600	3,600	3,600	3,600
COMPUTER REPAIR AND REPLACEMENT FUND 510	14,090	14,432	11,500	37,615	40,615
AUDIT	8,993	33,572	12,368	35,831	17,000
COUNCIL OF GOVERNMENTS	6,294	6,661	7,092	7,326	7,450
AWC	7,278	7,597	7,936	8,148	8,325
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 ARTS COMMISSION (FAC)	1,679	3,544	9,434	5,792	3,000
CAPITAL OUTLAYS	21,212	88,935	0	0	0
TOTAL GENERAL GOVERNMENT	\$531,113	\$530,592	\$484,017	\$567,586	\$510,540