



## CURRENT EXPENSE FUND EXPENDITURES SUMMARY

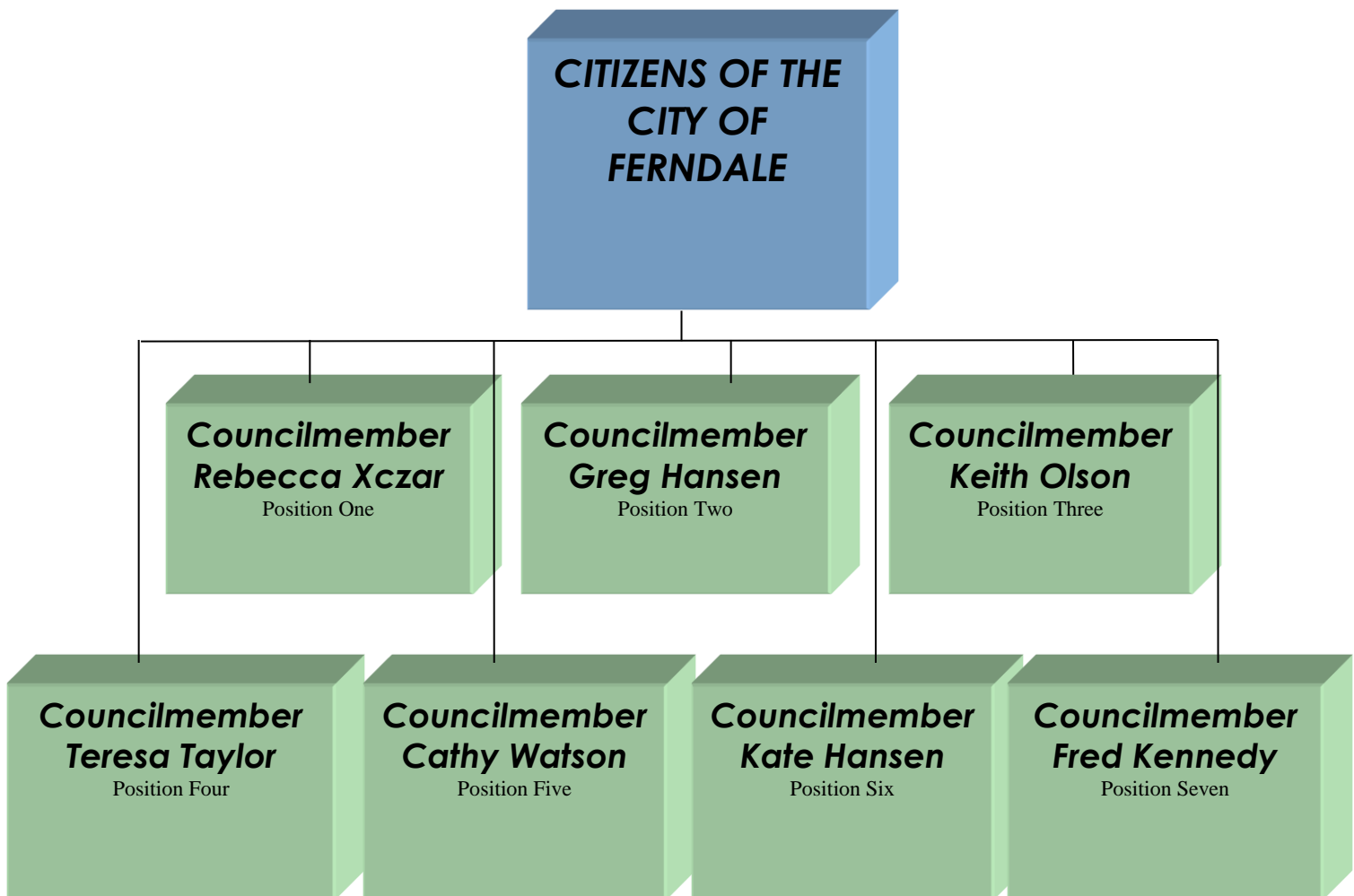
CURRENT EXPENSE BY DEPARTMENT	Actual 2014	Actual 2015	Actual 2016	Actual 2017	Projected 2018
COUNCIL	\$52,575	\$54,388	\$55,057	\$55,354	\$60,235
ADMINISTRATION	232,702	190,716	242,840	265,682	277,425
CLERK/FINANCE	411,439	413,652	391,816	414,818	459,591
COURT	376,346	360,803	379,303	378,563	457,396
LEGAL SERVICES	83,812	61,008	64,486	150,333	105,500
GENERAL GOVERNMENT	530,592	484,017	568,481	500,615	563,903
LAW ENFORCEMENT	2,896,827	3,132,537	3,189,770	3,421,731	3,632,278
FIRE	1,382,187	1,478,113	0	0	0
DETENTION	395,828	425,927	375,428	379,457	499,700
EMERGENCY SERVICES	118,972	129,168	134,136	148,541	136,667
CLEAN AIR AGENCY	4,140	4,302	4,449	4,522	4,638
ALCOHOL BOARD	1,639	2,773	2,226	2,237	3,600
BUILDING PERMITS/INSP/Code Enforcement	267,657	293,202	346,655	365,267	399,205
COMMUNITY DEVELOPMENT	459,915	530,106	611,010	614,410	610,353
GENERAL BUILDING MAINT.	115,771	142,702	92,744	101,924	238,351
ENGINEERING	200,076	354,415	460,016	441,207	385,075
PARKS	405,266	431,958	476,649	552,742	670,607
TRANSFERS/INTERFUND LOANS	371,395	207,187	592,540	28,843	100,844
<b>TOTAL</b>	<b><u>\$8,307,139</u></b>	<b><u>\$8,696,974</u></b>	<b><u>\$7,987,605</u></b>	<b><u>\$7,826,247</u></b>	<b><u>\$8,605,367</u></b>

CURRENT EXPENSE BY CATEGORY	Actual 2014	Actual 2015	Actual 2016	Actual 2017	Projected 2018
SALARIES	\$3,086,376	\$3,145,851	\$3,359,287	\$3,359,287	\$3,504,454
BENEFITS/PAYROLL TAXES	1,225,226	1,272,172	1,330,675	1,330,675	1,448,624
SUPPLIES	70,071	70,670	62,909	62,909	68,457
OTHER CHARGES & SERVICES/TRANSFERS/LOANS	3,836,531	4,202,978	3,225,877	3,064,519	3,523,832
CAPITAL OUTLAY	88,935	5,303	8,857	8,857	60,000
<b>TOTAL</b>	<b><u>\$8,307,139</u></b>	<b><u>\$8,696,974</u></b>	<b><u>\$7,987,605</u></b>	<b><u>\$7,826,247</u></b>	<b><u>\$8,605,367</u></b>



# 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

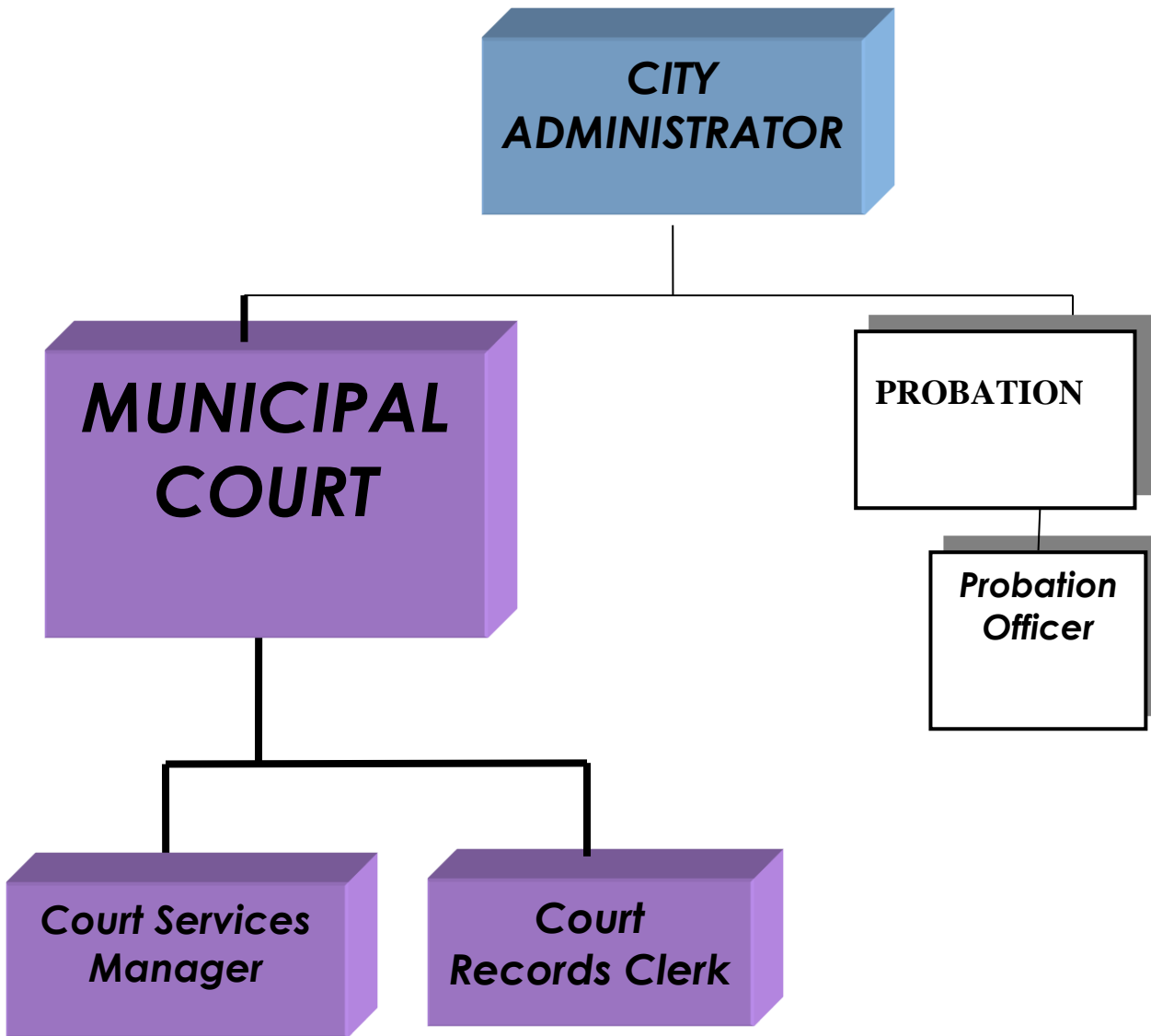
**Title:** City Council

**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.

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Projected 2018</u>
<b>CITY COUNCIL</b>					
SALARIES					
COUNCIL SALARIES	\$47,669	\$49,301	\$49,357	\$50,343	\$52,146
SALARIES	\$47,669	\$49,301	\$49,357	\$50,343	\$52,146
BENEFITS					
BENEFITS--SOCIAL SECURITY	3,647	3,771	3,776	3,852	3,989
BENEFITS	3,647	3,771	3,776	3,852	3,989
SUPPLIES					
OPERATING SUPPLIES	0	0	0	0	400
SUPPLIES	0	0	0	0	400
OTHER CHARGES & SERVICES					
TRAVEL	963	686	0	417	1,200
MISCELLANEOUS	0	0	0	163	0
REGISTRATIONS & TUITION	296	630	1,924	580	2,500
OTHER CHARGES & SERVICES	1,259	1,316	1,924	1,160	3,700
<b>TOTAL COUNCIL</b>	<b><u>\$52,575</u></b>	<b><u>\$54,388</u></b>	<b><u>\$55,057</u></b>	<b><u>\$55,354</u></b>	<b><u>\$60,235</u></b>



## Municipal Court 2018 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.*

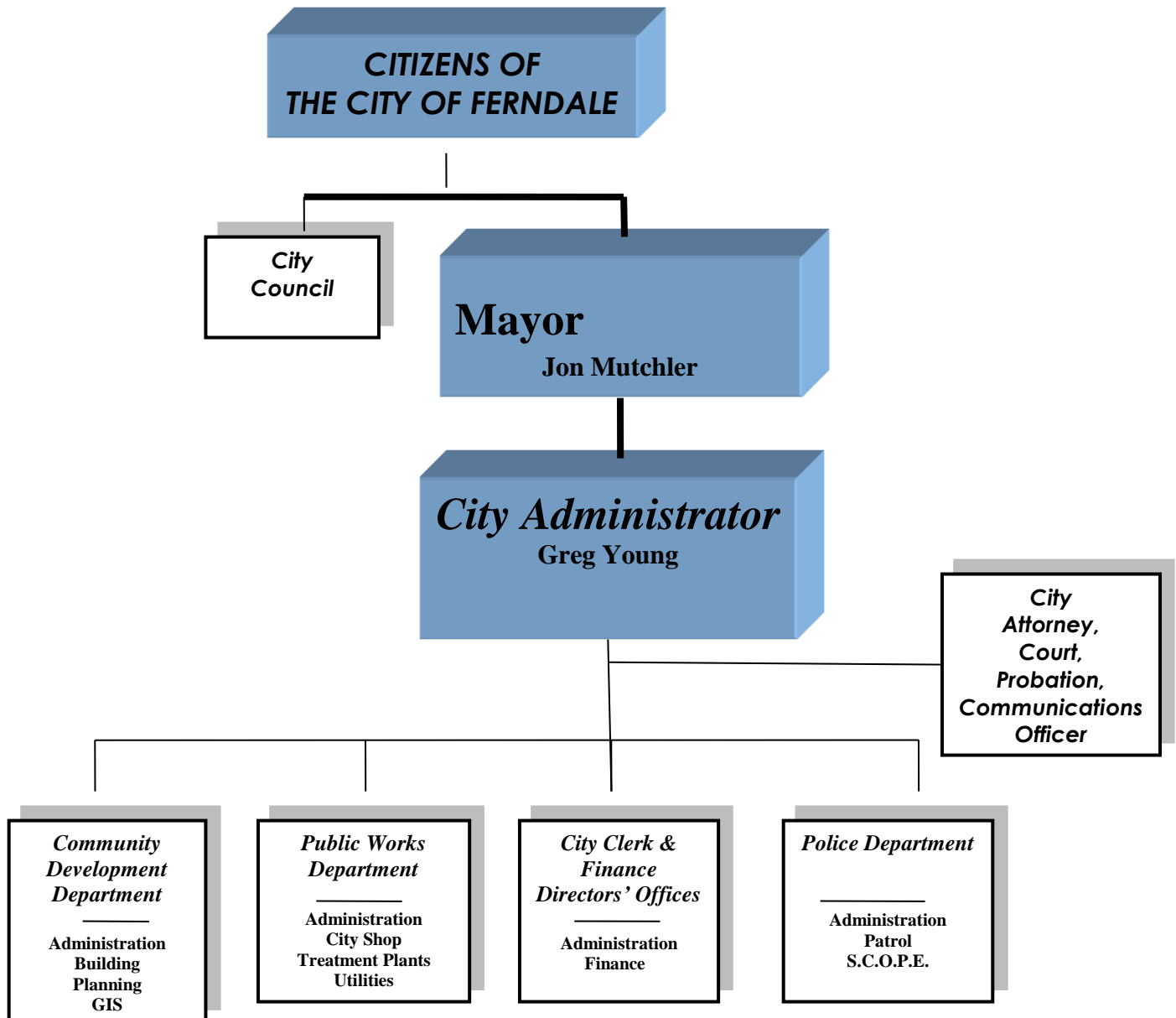
*The office will present an atmosphere of respect for the public, employees, and other government entities and is partnering toward a safe and vital community.*



<b>COURT</b>	<b>Actual 2014</b>	<b>Actual 2015</b>	<b>Actual 2016</b>	<b>Actual 2017</b>	<b>Projected 2018</b>
SALARIES	\$92,475	\$94,487	\$98,500	\$93,249	\$95,562
SALARIES-JUDGE	42,038	41,090	39,121	42,152	44,558
SALARIES	\$134,513	\$135,577	\$137,622	\$135,400	\$140,120
BENEFITS--MEDICAL	25,575	27,449	27,884	18,368	29,742
BENEFITS--L & I	470	442	456	515	948
BENEFITS--RETIREMENT	8,011	9,391	10,905	11,300	12,364
BENEFITS--SOCIAL SECURITY	10,216	10,239	10,432	10,298	10,648
BENEFITS	44,272	47,521	49,678	40,481	53,701
OFFICE SUPPLIES	3,624	2,501	2,216	1,961	3,000
O & M SUPPLIES	352	40	0	64	200
SUPPLIES	3,976	2,541	2,216	2,025	3,200
COURT APPOINTED ATTORNEY	89,700	83,225	89,010	98,864	160,000
PROSECUTOR	91,306	77,002	85,745	90,015	79,250
PROFESSIONAL SERVICES	0	333	0	0	2,000
PROFESSIONAL SERVICES - INTERPRETERS	2,996	4,727	6,189	2,749	4,500
POSTAGE	2,198	1,702	2,265	1,505	2,500
TRAVEL	800	998	1,648	93	2,000
REPAIR & MAINTENANCE	713	735	914	1,100	1,000
COMPUTER RENTAL CHARGES (FUND 510)	2,958	2,900	2,000	2,691	2,600
MISCELLANEOUS	1,859	2,031	1,555	2,680	2,625
TRAINING	25	150	130	255	3,000
JURY DUTY PER DIEM/MILEAGE	1,030	1,361	331	705	900
OTHER CHARGES & SERVICES	193,585	175,164	189,788	200,657	260,375
<b>TOTAL COURT</b>	<b>\$376,346</b>	<b>\$360,803</b>	<b>\$379,303</b>	<b>\$378,563</b>	<b>\$457,396</b>



# 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

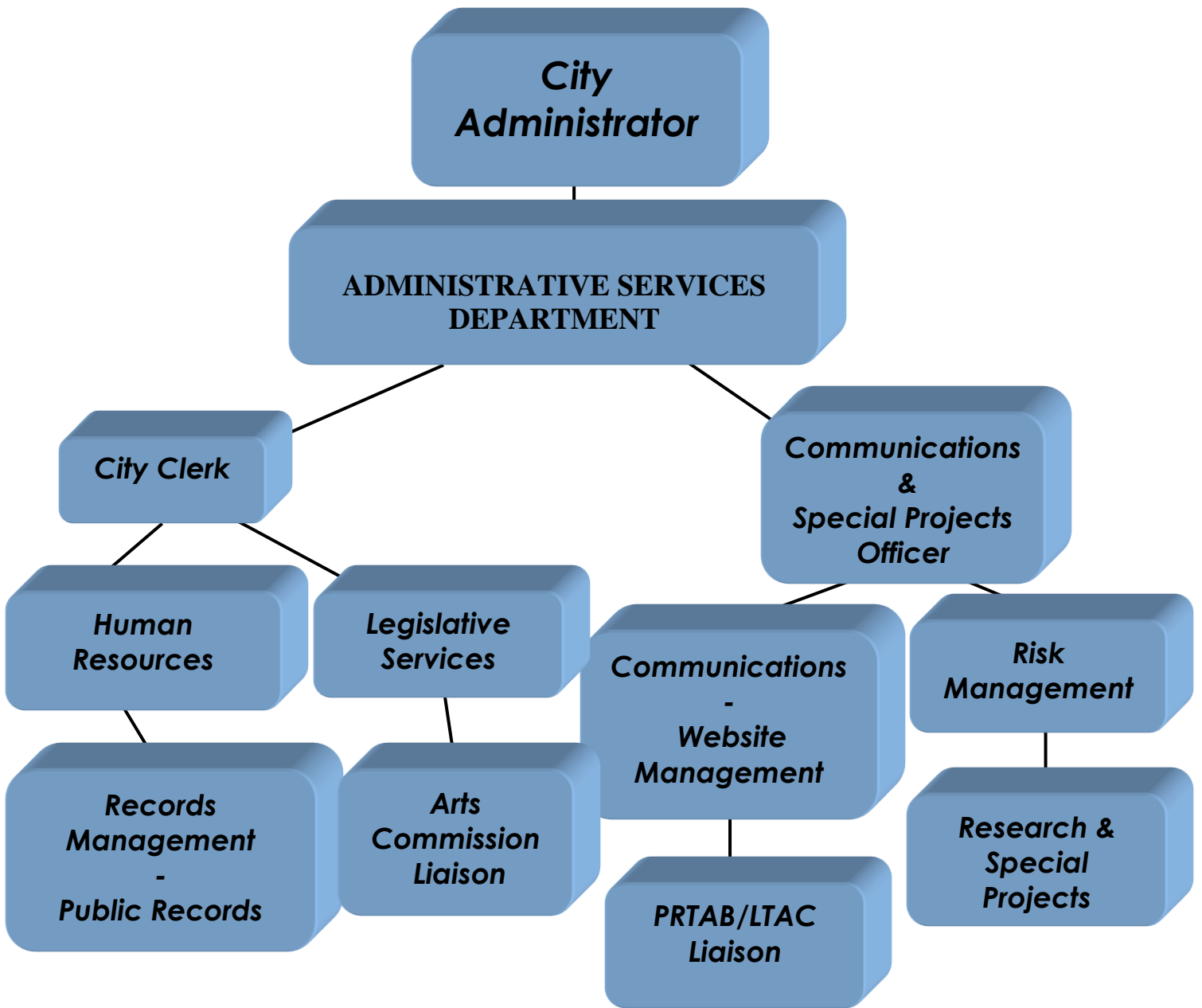
**Title:** Mayor  
City Administrator

**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.



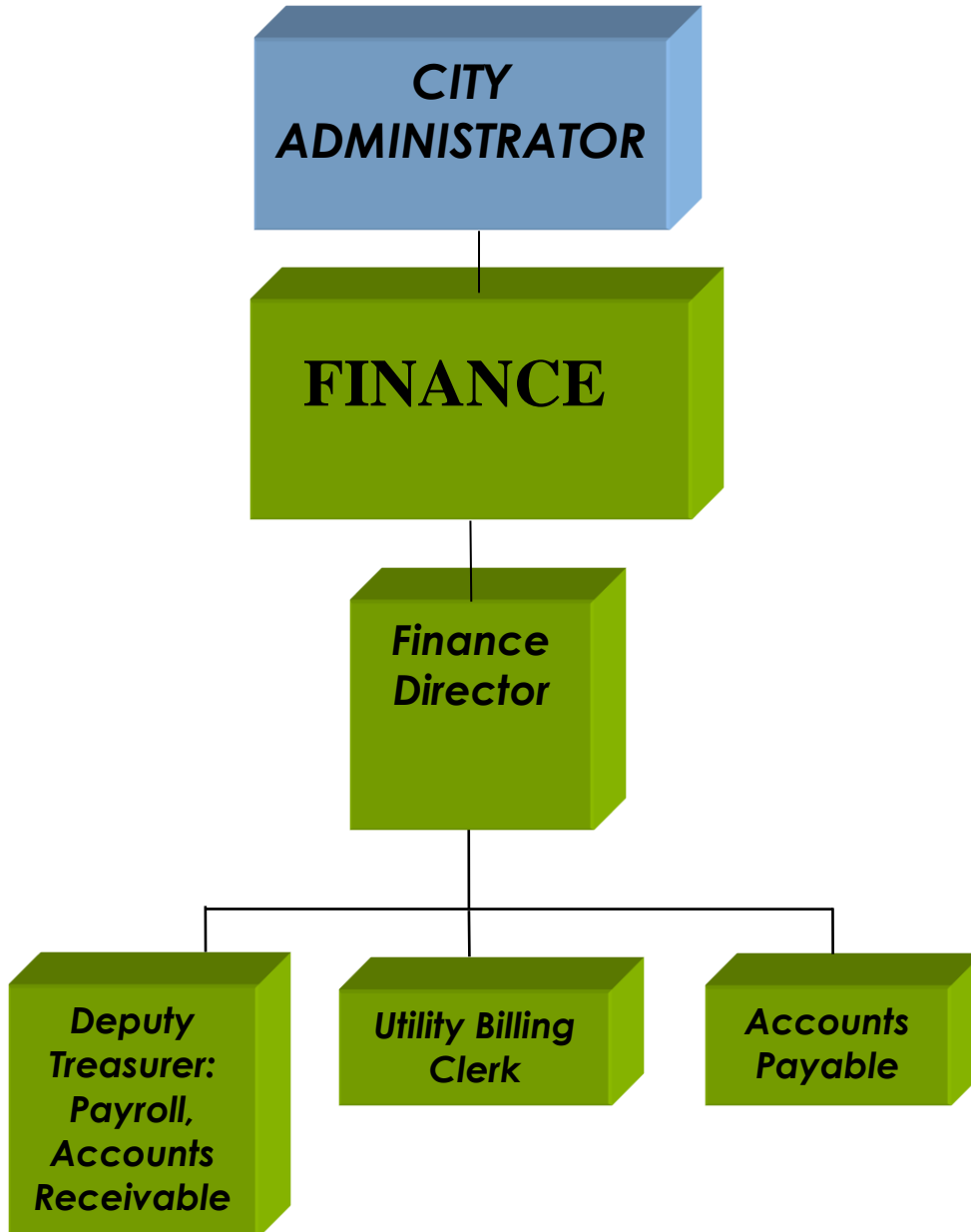


	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Projected 2018</u>
<b>ADMINISTRATION</b>					
SALARIES-MAYOR	\$31,578	\$32,090	\$20,244	\$20,125	\$20,828
SALARIES-ADMINISTRATOR	148,697	151,592	155,841	159,714	165,375
SALARIES-ADMINISTRATOR-Offset to Projects	0	(42,504)	0	0	0
SALARIES	<u>\$180,275</u>	<u>\$141,178</u>	<u>\$176,085</u>	<u>\$179,839</u>	<u>\$186,202</u>
BENEFITS--MEDICAL	13,576	14,417	15,438	16,804	16,539
BENEFITS--L & I	187	178	177	209	216
BENEFITS--SOCIAL SECURITY	10,328	10,250	9,334	9,737	12,545
RETIREMENT	14,895	16,532	18,623	20,170	20,476
BENEFITS	<u>38,986</u>	<u>41,377</u>	<u>43,572</u>	<u>46,920</u>	<u>49,777</u>
OFFICE SUPPLIES/BOOKS	133	298	96	265	200
O & M SUPPLIES	0	0	0	123	0
MINOR OFFICE EQUIPMENT	0	0	0	0	0
SUPPLIES	<u>133</u>	<u>298</u>	<u>96</u>	<u>388</u>	<u>200</u>
OTHER CHARGES & SERVICES	<u>13,308</u>	<u>7,863</u>	<u>23,087</u>	<u>38,658</u>	<u>41,246</u>
<b>TOTAL ADMINISTRATION</b>	<u><b>\$232,702</b></u>	<u><b>\$190,716</b></u>	<u><b>\$242,840</b></u>	<u><b>\$265,806</b></u>	<u><b>\$277,425</b></u>





## Finance 2018 Organizational Chart





## City of Ferndale Goals & Accomplishments

**Departments:** FINANCE/COMMUNICATIONS/CLERK

**Program Fund No.** 001

**Division:** Same

**Program BARS No.** 001.514

**Director:** Sirke Salminen  
Riley Sweeney  
Susan Duncan

**Title:** Finance Director  
Communications Officer  
City Clerk

**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 provides human resources, records management services. 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, mayoral chief of staff, and special projects as required.

### **Finance Director’s 2017 Accomplishments:**

1. Continued to cross-trained staff in multiple functions.
2. Earned a “clean” 2016 Financial Statement Audit.
3. Exceeded budget estimations for Current Expense ending fund balance.



## Communications Officer 2017 Accomplishments:

- **Organized and Launched “Summer of Fun” Recreational Activities**, hosted eight recreational activities with over 2,000 attendees and 25 volunteers, more than doubled original budget in donations and grants.
- **Coordinated 3 Volunteer Park Cleanup Events**, at Flair, Oxford and Griffintown Park with over 75 attendees.
- **Rebuilt City Website**, modernized features, visuals and streamlined content.
- **Organized Citywide Community Meeting**, with over 140 attendees that helped neighbors connect with vital community resources and be informed on city issues.
- **Launched Ferndale Made**. Garnered several positive news stories for the City and our partners.
- **Staffed PRTAB and Ferndale Schools CAC**.
- **Handled PR Challenges over the year**, including negative feedback surrounding the water, changing the traffic light downtown
- **Conducted Annual WCIA Liability Assessment**, including updating our volunteer policies. Received a clean audit with no action items.
- **Completed Certified Playground Safety Inspector Training**. Results of exam pending.
- **Secured over \$57,000 in FEMA Reimbursements** for the Public Works Department.
- **Organized and Launched “Summer of Fun” Recreational Activities**, hosted eight recreational activities with over 2,000 attendees and 25 volunteers, more than doubled original budget in donations and grants.

## Communications Officer 2018 Goals:

### Communications (30%)

- **Troubleshoot and Expand New City Website**, including all the fine tuning involved with a new presence.
- **Produce Eight City Videos**, explaining complicated topics or promoting city events or goals.
- **Write and Develop Four Mayoral Editorials** that advance the City’s communication goals and get distributed in local media.
- **Reduce Number of Water Shutoffs** by means of a coordinated campaign with the finance and public works department to connect with water customers.

### Website/IT Support/Phones (20%)

- **Troubleshoot and Service our New Website** as the site goes live in 2018.
- **Learn Two New Interconnect Phone Database Techniques** to improve operations



### **Parks and Recreation Programs (25%)**

- **Coordinate Ten Recreation Events at Ferndale Parks** that a healthy lifestyle, are open and free to the public, and encourage use of the City parks.
- **Total Attendance at Recreational Programs for 2018 will exceed 700 attendees** and 30 volunteers, with at least three private sponsors and three partner organizations.
- **Work with Public Works to install ADA Pathways in Pioneer Park**
- **Continue to staff and support Parks, Recreation, Trails Advisory Board.**
- **Coordinate Five Volunteer Parks Board Events**, specifically building trails and cleaning up parks.
- **Continue to expand Eagle Scout Project support with the City.**
- **Apply for two Parks related grants.**

### **Emergency Planning (10%)**

- **Conduct one emergency preparedness drill** with Ferndale School District, coordinating with Whatcom Unified Emergency Coordination Center personnel.
- **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.**

### **Insurance (10%)**

- **Complete WCIA required trainings.**
- **Complete Annual Liability Assessment.**
- **Process Insurance Paperwork within 3 Business Days.**
- **Conduct a Safety Audit of All Ferndale Playgrounds**

### **Administration Support and Other Projects (5%)**

- **Allocate LTAC funds in June**
- **Allocate Organizational Grants in July**
- **Apply for AWC Student Scholarships in March**
- **Coordinate 4 mayoral tours in 2017 of Ferndale facilities.**

### **Professional Development**

- **Network with Whatcom Young Professionals.**



<b>FINANCE/COM. OFFICER/CLERK</b>	<b>Actual 2014</b>	<b>Actual 2015</b>	<b>Actual 2016</b>	<b>Actual 2017</b>	<b>Projected 2018</b>
SALARIES	\$259,188	\$273,068	\$255,488	\$269,420	\$277,750
BENEFITS--MEDICAL	50,925	40,396	36,622	44,898	47,975
BENEFITS--L & I	760	738	728	894	845
BENEFITS--RETIREMENT	28,207	31,756	29,775	35,688	35,274
BENEFITS--SOCIAL SECURITY	19,519	20,572	19,291	20,398	21,248
BENEFITS	99,411	93,462	86,416	101,878	105,341
OFFICE SUPPLIES	5,055	4,348	5,669	4,296	5,100
O & M SUPPLIES	4,812	2,396	3,369	1,780	3,500
MINOR OFFICE EQUIPMENT	87	1,744	0	518	3,700
SUPPLIES	9,954	8,488	9,038	6,594	12,300
POSTAGE	2,940	4,670	3,050	2,320	5,800
TRAVEL	1,917	1,979	1,788	3,847	5,000
ADVERTISING	2,349	2,428	1,725	1,699	1,500
MISCELLANEOUS	1,086	4,589	11,458	1,684	5,100
CONTRACT ADMIN TEMP SERVICE	0	794	6,478	3,415	20,000
CELL PHONE	900	225	394	490	800
COMPUTER REPAIR & MAINT. FUND 510	31,924	22,500	15,000	20,182	19,500
TRAINING	1,770	1,449	979	3,290	6,500
OTHER CHARGES & SERVICES	42,886	38,634	40,873	36,927	64,200
<b>TOTAL FINANCE/COM. OFFICER/CLERK</b>	<b><u>\$411,439</u></b>	<b><u>\$413,652</u></b>	<b><u>\$391,816</u></b>	<b><u>\$414,818</u></b>	<b><u>\$459,591</u></b>



### 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.

<b>LEGAL SERVICES</b>	<b>Actual 2014</b>	<b>Actual 2015</b>	<b>Actual 2016</b>	<b>Actual 2017</b>	<b>Projected 2018</b>
MISCELLANEOUS LEGAL SERVICES	\$82,917	\$54,581	\$60,452	\$141,160	\$100,000
LEGAL SERVICES-EXTERNAL	895	6,427	4,034	9,174	5,500
OTHER CHARGES & SERVICES	83,812	61,008	64,486	150,333	105,500
<b>TOTAL LEGAL SERVICES</b>	<b>\$83,812</b>	<b>\$61,008</b>	<b>\$64,486</b>	<b>\$150,333</b>	<b>\$105,500</b>





**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.

<b>GENERAL GOVERNMENT</b>	<b>Actual 2014</b>	<b>Actual 2015</b>	<b>Actual 2016</b>	<b>Actual 2017</b>	<b>Projected 2018</b>
UNEMPLOYMENT PAYMENTS	\$271	\$8,887	\$512	\$0	\$5,000
PROFESSIONAL SERVICES - GENERAL	6,881	7,926	72,083	13,017	8,400
PROF SERVICES - DOMESTIC VIOLENCE SVCS	54,000	61,000	61,257	65,807	67,000
INSURANCE	176,864	181,195	176,426	219,880	210,000
RENTALS/LEASES	14,090	14,684	14,047	12,790	13,300
MISCELLANEOUS - OTHER	9,759	18,479	21,253	22,546	18,500
WETLANDS MITIGATION/MONITORING	17,595	19,444	32,663	0	25,000
ELECTION SERVICES	17,161	47,699	12,976	15,918	15,000
USE TAX	503	128	2,542	6,489	2,000
PHONE	11,938	6,295	6,592	2,562	6,000
UTILITIES--CASCADE GAS	4,760	4,914	3,231	3,480	5,000
UTILITIES--PUGET SOUND ENERGY	9,974	11,010	14,438	12,496	13,000
UTILITIES-WATER/SEWER	1,963	2,644	2,094	2,031	2,120
ANIMAL CONTROL CONTRACT	32,520	32,620	32,470	16,410	36,000
REPAIR & MAINT.	1,522	1,212	2,738	867	3,500
SENIOR CENTER CONTRIBUTION	4,500	6,000	6,000	6,000	6,000
FOOD BANK CONTRIBUTION	3,600	3,600	3,600	3,600	10,000
COMPUTER REPAIR AND REPLACEMENT FUND 510	14,432	11,500	37,615	53,844	51,989
AUDIT	33,572	12,368	35,831	14,805	33,400
COUNCIL OF GOVERNMENTS	6,661	7,092	7,326	7,685	8,744
AWC	7,597	7,936	8,148	8,408	8,700
DOMESTIC VIOLENCE SERVICES OF WC	2,700	2,700	2,700	2,700	5,000
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)	3,544	9,434	5,792	4,181	5,000
CAPITAL OUTLAYS	88,935	0	0	0	0
<b>TOTAL GENERAL GOVERNMENT</b>	<b>\$530,592</b>	<b>\$484,017</b>	<b>\$567,586</b>	<b>\$500,765</b>	<b>\$563,903</b>