



**CURRENT EXPENSE FUND
EXPENDITURES SUMMARY**

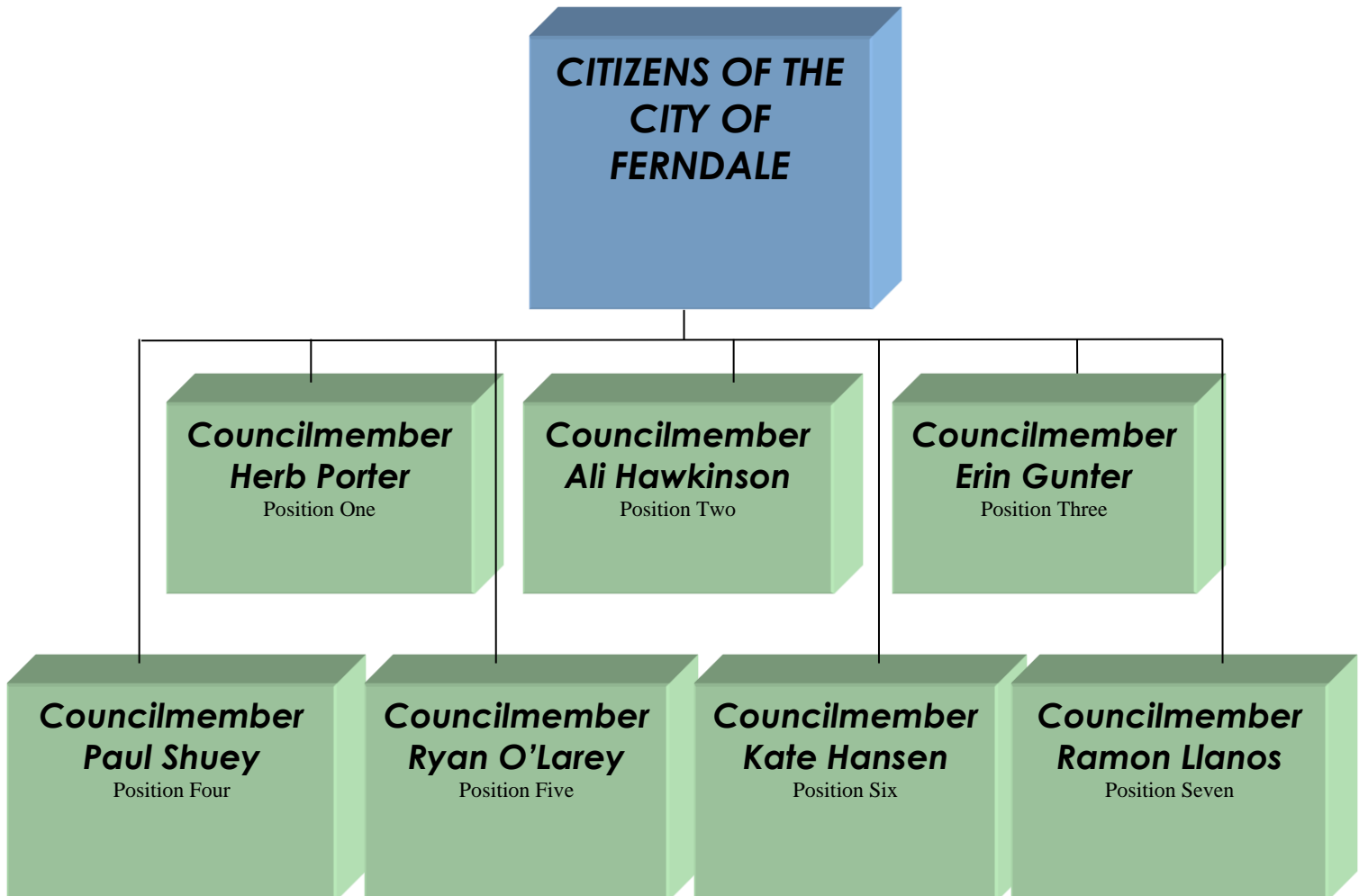
EXPENDITURES

CURRENT EXPENSE BY DEPARTMENT	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget
COUNCIL	\$55,057	\$55,354	\$60,362	\$58,108	\$75,419
EXECUTIVE	242,840	265,682	352,396	301,373	292,106
FINANCE	391,816	414,818	249,291	352,114	450,414
COMMUNICATIONS	0	0	94,624	108,477	117,363
CLERK	0	0	112,510	165,534	215,484
COURT	379,303	378,563	413,030	453,963	490,740
LEGAL SERVICES	64,486	150,333	104,337	136,915	110,000
GENERAL GOVERNMENT	568,481	500,615	487,697	512,027	564,413
LAW ENFORCEMENT	3,189,770	3,421,731	3,720,989	3,921,373	4,040,085
DETENTION	375,428	379,457	287,117	398,651	365,108
EMERGENCY SERVICES	134,136	148,541	158,880	162,485	167,443
CLEAN AIR AGENCY	4,449	4,522	4,638	4,715	4,774
ALCOHOL BOARD	2,226	2,237	1,674	2,782	3,600
BUILDING PERMITS/INSP/CODE ENFORCEMENT	346,655	365,267	412,859	344,467	462,236
COMMUNITY DEVELOPMENT	611,010	614,410	617,882	597,167	593,891
GENERAL BUILDING MAINT.	92,744	101,924	148,358	93,773	140,548
ENGINEERING	460,016	441,207	479,416	285,874	330,860
PARKS	476,649	552,742	798,033	695,826	782,643
TRANSFERS/INTERFUND LOANS/MISC	592,540	28,843	180,286	144,406	420,941
TOTAL	\$7,987,605	\$7,826,247	\$8,684,378	\$8,740,028	\$9,628,068

CURRENT EXPENSE BY CATEGORY	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget
SALARIES	\$3,359,287	\$3,359,287	\$3,359,287	\$3,980,978	\$4,308,762
BENEFITS/PAYROLL TAXES	1,330,675	1,330,675	1,330,675	1,654,074	1,605,547
SUPPLIES	62,909	78,415	83,567	88,325	125,710
OTHER CHARGES & SERVICES/TRANSFERS/LOANS	3,225,877	2,980,583	3,594,604	2,897,125	3,407,052
CAPITAL OUTLAY	8,857	77,287	316,245	119,527	180,997
TOTAL	\$7,987,605	\$7,826,247	\$8,684,378	\$8,740,028	\$9,628,068



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

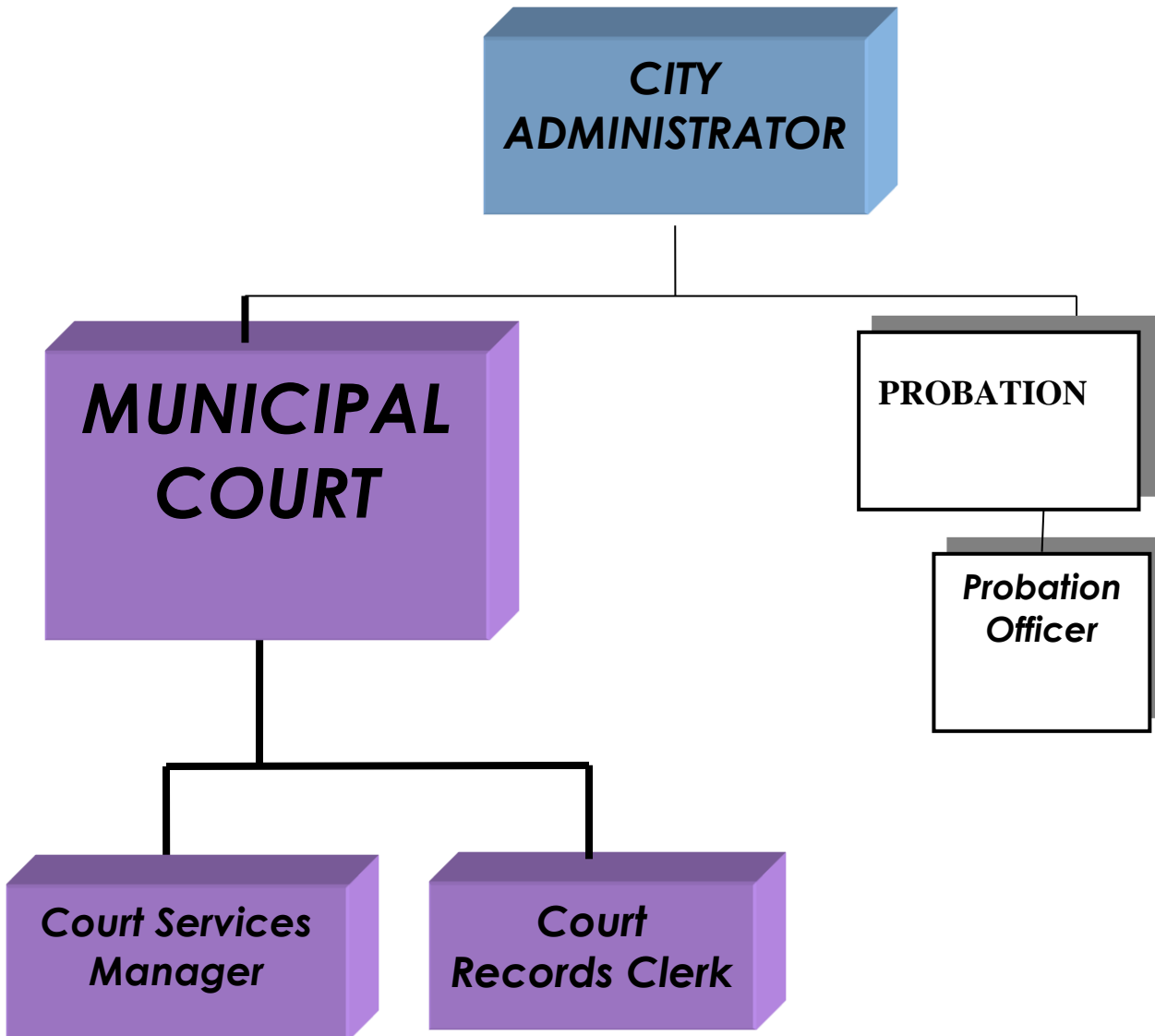
Program Mission/Vision Statement: The Ferndale City Council makes policy, land use, and budget decisions to be carried out by the Mayor and City Administrator. The Council’s mission as policy-maker is to assist the City of Ferndale to become economically strong, environmentally sensitive, visually pleasing 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.

EXPENDITURES

CITY COUNCIL	<u>2016</u> Actual	<u>2017</u> Actual	<u>2018</u> Actual	<u>2019</u> Actual	<u>2020</u> Budget
SALARIES	\$49,357	\$50,343	\$51,448	\$50,745	\$54,936
BENEFITS	3,776	3,852	3,857	3,845	4,284
OTHER CHARGES & SERVICES					
TRAVEL	0	417	123	139	4,000
MISCELLANEOUS	0	163	2,734	1,763	2,200
REGISTRATIONS & TUITION	<u>1,924</u>	<u>580</u>	<u>2,199</u>	<u>1,616</u>	10,000
OTHER CHARGES & SERVICES	<u>1,924</u>	<u>1,160</u>	<u>5,056</u>	<u>3,518</u>	16,200
TOTAL COUNCIL	<u><u>\$55,057</u></u>	<u><u>\$55,354</u></u>	<u><u>\$60,362</u></u>	<u><u>\$58,108</u></u>	<u><u>\$75,420</u></u>



Municipal Court 2020 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.

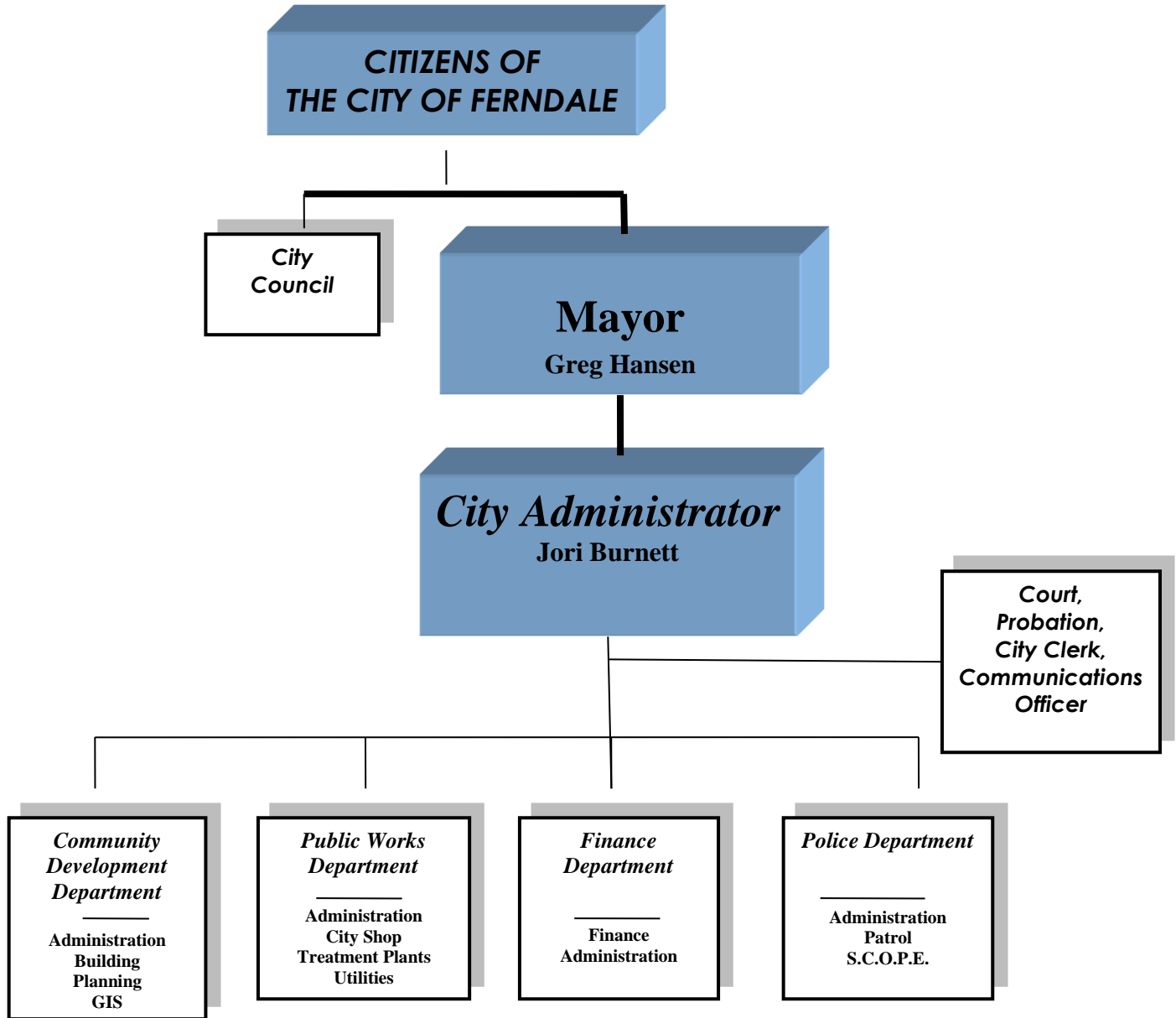
The office will present an atmosphere of respect for the public, employees, and other government entities and is partnering toward a safe and vital community.

EXPENDITURES

COURT	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget
SALARIES	\$137,622	\$135,400	\$148,082	\$121,012	\$121,820
BENEFITS	49,678	40,481	46,374	47,042	47,962
SUPPLIES	2,216	2,025	2,305	3,982	4,300
COURT APPOINTED ATTORNEY	89,010	98,864	119,362	126,035	150,000
PROSECUTOR	85,745	90,015	80,350	105,878	98,200
PROFESSIONAL SERVICES	0	0	443	28,338	42,000
PROFESSIONAL SERVICES - INTERPRETERS	6,189	2,749	3,703	3,950	5,500
POSTAGE	2,265	1,505	1,259	2,234	2,500
TRAVEL	1,648	93	521	1,534	3,000
REPAIR & MAINTENANCE	914	1,100	2,358	2,456	1,000
COMPUTER RENTAL CHARGES (FUND 510)	2,000	2,691	4,846	6,081	5,557
MISCELLANEOUS	1,555	2,680	3,226	3,295	4,000
TRAINING	130	255	200	1,385	4,000
JURY DUTY PER DIEM/MILEAGE	331	705	0	742	900
OTHER CHARGES & SERVICES	189,788	200,657	216,269	281,928	316,657
TOTAL COURT	\$379,303	\$378,563	\$413,030	\$453,963	\$490,739



EXECUTIVE ORGANIZATIONAL CHART





City of Ferndale Goals & Accomplishments

Department: EXECUTIVE

Program Fund No. 001

Division: Same

Program BARS No. 001.513

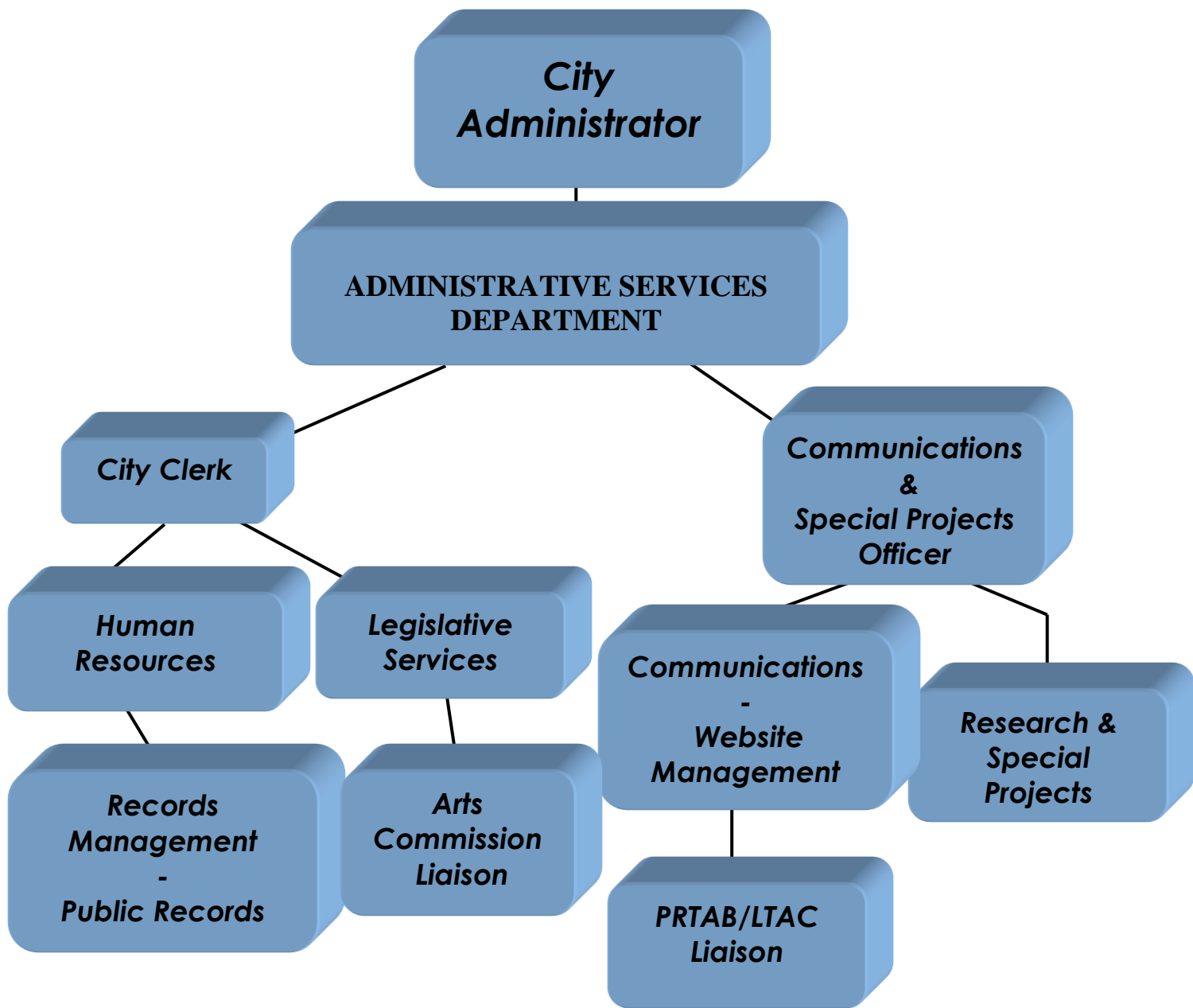
Director: Greg Hansen
Jori Burnett

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.

EXPENDITURES

		2016	2017	2018	2019	2020
EXECUTIVE		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>
	SALARIES	\$176,085	\$179,839	\$262,368	\$191,739	\$156,598
	BENEFITS	43,572	46,920	51,896	62,259	61,328
	SUPPLIES	96	388	1,706	618	500
	OTHER CHARGES & SERVICES	<u>23,087</u>	<u>38,658</u>	<u>36,426</u>	<u>46,757</u>	<u>73,680</u>
TOTAL EXECUTIVE		<u>\$242,840</u>	<u>\$265,806</u>	<u>\$352,396</u>	<u>\$301,373</u>	<u>\$292,106</u>





City of Ferndale

Department: CLERK

Program Fund No. 001

Division: Same

Program BARS No. 001.514

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 and 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.

EXPENDITURES

CLERK	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Budget
SALARIES	\$0	\$0	\$67,557	\$99,168	\$131,754
BENEFITS	0	0	38,224	55,904	73,507
SUPPLIES	0	0	404	691	1,750
TRAVEL	0	0	757	1,174	1,750
MISCELLANEOUS	0	0	722	1,067	750
COMPUTER REPAIR & MAINT. FUND 510	0	0	2,660	5,217	2,972
TRAINING	0	0	2,185	2,314	3,000
OTHER CHARGES & SERVICES	0	0	6,324	9,771	8,472
TOTAL CLERK	\$0	\$0	\$112,510	\$165,534	\$215,483



City of Ferndale

Department: COMMUNICATIONS

Program Fund No. 001

Division: Same

Program BARS No. 001.518

Program Mission/Vision Statement:

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.

2019 Accomplishments:

- **Organized 2019 “Summer of Fun” Recreational Activities**, hosted eighteen recreational activities with over 4,000 attendees and 23 volunteers, a 60% increase from 2018, finished activities under budget, successfully managed two interns.
- **Debuted Citywide Newsletter**. Wrote 38 articles in four issues, distributed citywide to expand city’s communications reach.
- **Produced Eight City Videos**, explaining complicated topics or promoting city events and goals.
- **Built interactive webpages for Catalyst, Rate Study and Thornton Project**.
- **Coordinated with Public Works on the installation of Cedar Creek Playground Upgrade** with support from the Public Works department.
- **Coordinated/Supported Several Public Events** include the Citywide Community Meeting, National Night Out, several ribbon cuttings, supported our Veterans Day Ceremony, Love Thy Neighborhood cleanups, City of Frightdale contest and others.
- **Coordinated North Whatcom Poverty Task Force** with high-profile guest speakers each meeting, and staff reports and research for each proposal.
- **Elected President of Whatcom Public Information Officer (PIO) Support Network**. Participated in three countywide drills, two as lead PIO.
- **Trained Deputy Clerk and other staff on Website Maintenance**
- **Received Part 107 UAV Pilot’s License** for drone operation
- **Facilitated Public Conversations about Utility Rates, Old Main purchase and Catalyst Program**
- **Staffed Ferndale Civics Youth Council**, generated content for future youth leaders, pilot project successful, continued in 2020.
- **Represented the City on the Homeless Strategies Task Force (County) and the Communications Advisory Committee (School Board)**.
- **Staffed PRTAB, Attended WRPA Conference**, continued work towards Certified Parks and Recreation Professional (CPRP) Certification, oversaw design process for Star Park Picnic Shelter

2020 Goals:

Red = MUST, Blue = SHOULD, Green = COULD

Communications (30%)

- **Expand Communication for Non-Social Media users** to ensure that we are reaching all residents, rather than our current group of connected individuals.
- **Produce Eight City Videos**, explaining complicated topics or promoting city events or goals.
- **Nurture New Councilmembers to be effective advocates** for city goals and priorities

- **Work Closely with Department Heads on Individual Communication Goals**
- **Secure two positive statewide media stories about Ferndale**
- **Expand video capabilities at council meetings**
- **Work with each department to identify areas of focus for communication**

Website/IT Support/Phones (20%)

- **Use Interactive Website Features to Explain A Difficult City Issue.**
- **Post Relevant Material to Website within a week of receiving it.**
- **Give Website mild visual refresh.** No dramatic layout changes
- **Learn Two New Interconnect Phone Database Techniques** to improve operations

Parks and Recreation Programs (30%)

- **Coordinate Sixteen Recreation Events at Ferndale Parks** that promote a healthy lifestyle, are open and free to the public, and encourage use of the City parks.
- **Total Attendance at Recreational Programs for 2020 will exceed 5,000 attendees** and 15 volunteers, with at least three partner organizations.
- **Work with Public Works to install Picnic Shelter at Star Park**
- **Work with Public Works to design a playground upgrade for Oxford Park**
- **Continue to staff and support Parks, Recreation, Trails Advisory Board.**
- **Continue Eagle Scout Project support with the City.**
- **Develop and Expand Parks volunteers list.**
- **Work towards my Certified Parks and Recreation Professional (CPRP) Certification**
- **Attend one Parks and Rec related conference in 2019**

Emergency Planning (10%)

- **Participate in two emergency preparedness drills** coordinating with Whatcom Unified Emergency Coordination Center personnel. Serve as lead PIO in at least one countywide drill.
- **Continue to expand Whatcom PIO Support Network**, coordinate joint training opportunities for peers.
- **Apply for FEMA Emergency Preparedness Grant.**
- **Generate New Hazard Pamphlets for Floods, Hurricanes and more.**

Administration Support and Other Projects (10%)

- **Support City Government during Transition**
- **Staff the North Whatcom Poverty Task Force** deliver the final recommendations to the council
- **Staff Ferndale Civics Youth Council** with the goal of passing along a legislative proposal to the city council to pass
- **Assist New City Administrator with Minor Projects**

Professional Development

- **Attend WRPA Conference in May**
- **Attend AWC Conference in June**
- **Continue to serve as President of Whatcom PIO Network**
- **Prepare for my CPRP Exam in 2020**
- **Volunteer with two Ferndale events.**



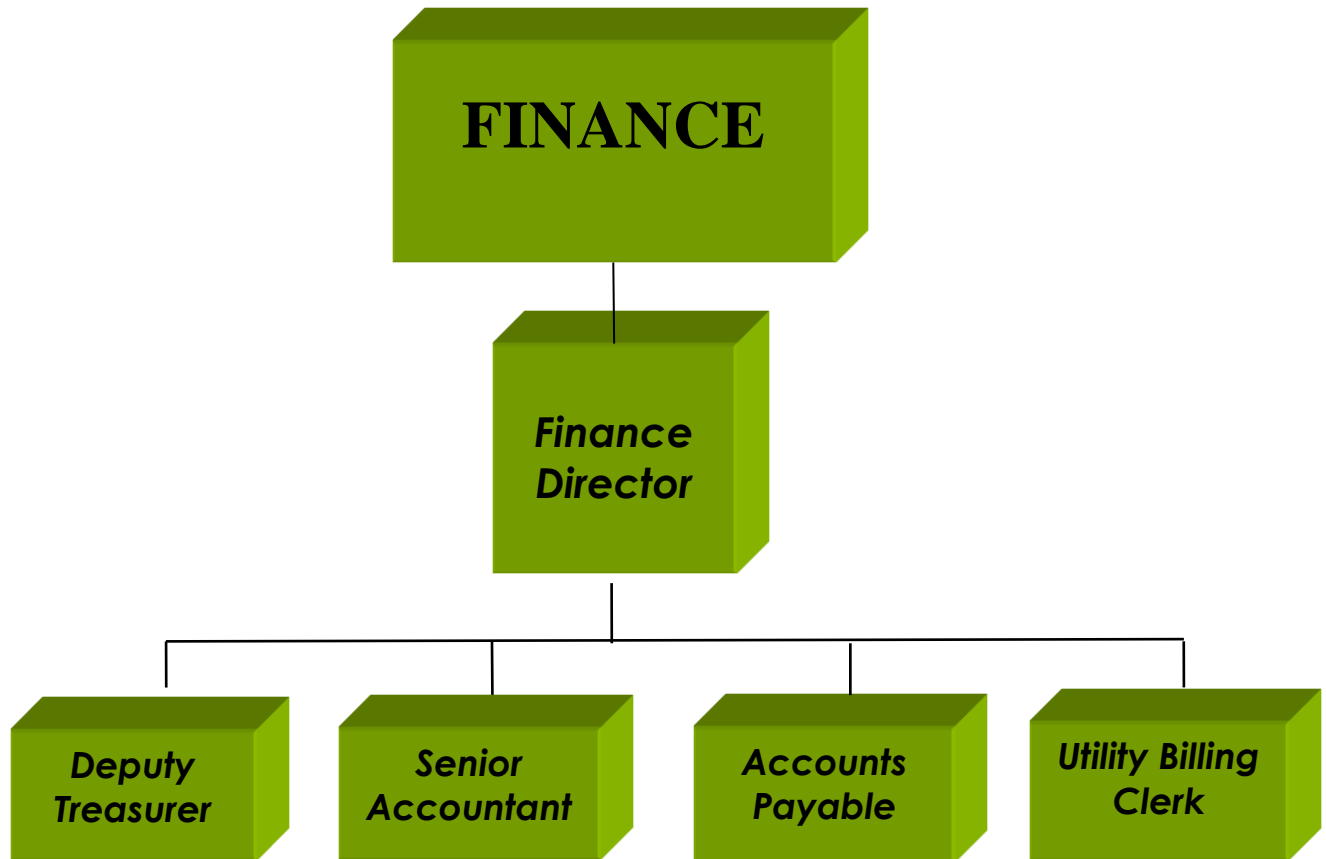
EXPENDITURES

COMMUNICATIONS	2016 <u>Actual</u>	2017 <u>Actual</u>	2018 <u>Actual</u>	2019 <u>Actual</u>	2020 <u>Budget</u>
SALARIES	\$0	\$0	\$58,321	\$62,217	\$67,266
BENEFITS	0	0	31,373	36,711	37,069
SUPPLIES	0	0	1,453	56	900
PRINTING SERVICE	0	0	0	5,160	4,500
TRAVEL	0	0	189	391	975
ADVERTISING	0	0	0	0	600
MISCELLANEOUS	0	0	634	119	1,200
CELL PHONE	0	0	375	900	900
COMPUTER REPAIR & MAINT. FUND 510	0	0	2,186	2,265	2,778
TRAINING	0	0	93	658	1,175
OTHER CHARGES & SERVICES	0	0	3,476	9,493	12,128
TOTAL COMMUNICATIONS	<u>\$0</u>	<u>\$0</u>	<u>\$94,624</u>	<u>\$108,477</u>	<u>\$117,363</u>



Finance

2020 Organizational Chart





City of Ferndale Goals & Accomplishments

Departments: FINANCE

Program Fund No. 001

Division: Same

Program BARS No. 001.514

Director: Sirke Salminen

Title: Finance Director

Program Mission/Vision Statement:

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, audits, and risk management.

2019 Accomplishments:

1. Completed Utility Rate Study.
2. Provided Financial workshops to City Council.
3. Risk Management was added to Finance Department.

2020 Goals:

1. Partner with Department of Revenue, transfer business licensing to State operated Business License System.
2. Continue to present Financial workshops to City Council.
3. Procure funding for Capital projects.
4. Refund long-term bonds.



EXPENDITURES

FINANCE	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Actual</u>	<u>2020 Budget</u>
SALARIES	\$255,488	\$269,420	\$157,340	\$240,990	\$275,489
BENEFITS	86,416	101,878	58,875	86,548	109,443
SUPPLIES	9,038	6,594	5,994	4,757	5,500
POSTAGE	3,050	2,320	3,654	3,213	4,000
TRAVEL	1,788	3,847	3,570	3,094	4,000
ADVERTISING	1,725	1,699	0	583	0
MISCELLANEOUS	11,458	1,684	111	699	32,700
CONTRACT ADMIN TEMP SERVICE	6,478	3,415	6,775	0	0
CELL PHONE	394	490	622	646	700
COMPUTER REPAIR & MAINT. FUND 510	15,000	20,182	10,685	9,131	13,582
TRAINING	979	3,290	1,665	2,454	5,000
OTHER CHARGES & SERVICES	40,873	36,927	27,082	19,818	59,982
TOTAL FINANCE	<u>\$391,816</u>	<u>\$414,818</u>	<u>\$249,291</u>	<u>\$352,114</u>	<u>\$450,414</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

	2016	2017	2018	2019	2020
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>
LEGAL SERVICES					
MISCELLANEOUS LEGAL SERVICES	\$60,452	\$141,160	\$103,453	\$104,200	\$100,000
LEGAL SERVICES-EXTERNAL	4,034	9,174	885	32,716	10,000
OTHER CHARGES & SERVICES	64,486	150,333	104,337	136,915	110,000
TOTAL LEGAL SERVICES	<u>\$64,486</u>	<u>\$150,333</u>	<u>\$104,337</u>	<u>\$136,915</u>	<u>\$110,000</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	2016 Actual	2017 Actual	2018 Actual	Actual 2019	2020 Budget
UNEMPLOYMENT PAYMENTS	\$512	\$0	\$0	\$61	\$5,000
PROFESSIONAL SERVICES - GENERAL	72,083	13,017	7,717	12,333	9,000
PROF SERVICES - DOMESTIC VIOLENCE SVCS	61,257	65,807	67,000	69,211	72,000
INSURANCE	176,426	219,880	167,965	179,207	190,000
RENTALS/LEASES	14,047	12,790	12,989	12,265	13,000
MISCELLANEOUS - OTHER	21,253	22,546	26,501	26,365	38,100
WETLANDS MITIGATION/MONITORING	32,663	0	6,531	26,805	30,000
ELECTION SERVICES	12,976	15,918	21,369	32,802	12,000
USE TAX	2,542	6,489	6,089	0	0
PHONE	6,592	2,562	4,624	5,065	5,500
UTILITIES--CASCADE GAS	3,231	3,480	3,002	3,152	4,000
UTILITIES--PUGET SOUND ENERGY	14,438	12,496	14,394	12,103	15,500
UTILITIES-WATER/SEWER	2,094	2,031	2,056	1,841	2,500
ANIMAL CONTROL CONTRACT	32,470	16,410	48,880	32,670	36,000
REPAIR & MAINT.	2,738	867	0	0	1,000
SENIOR CENTER CONTRIBUTION	6,000	6,000	6,000	8,000	8,000
FOOD BANK CONTRIBUTION	3,600	3,600	10,000	5,000	10,000
COMPUTER REPAIR AND REPLACEMENT FUND 510	37,615	53,844	17,486	18,811	22,228
AUDIT	35,831	14,805	32,064	9,311	35,000
COUNCIL OF GOVERNMENTS	7,326	7,685	8,015	8,334	8,500
AWC	8,148	8,408	8,744	9,681	10,415
DOMESTIC VIOLENCE SERVICES OF WC	2,700	2,700	5,000	5,000	5,000
TEEN COURT	2,250	2,250	2,250	4,000	4,000
FLOWER BASKETS	3,000	3,000	3,000	3,000	3,000
FERNDALE COMMUNITY RESOURCE CENTER	0	0	0	3,000	4,670
FERNDALE ARTS COMMISSION (FAC)	5,792	4,181	6,021	24,011	20,000
TOTAL GENERAL GOVERNMENT	\$567,586	\$500,765	\$487,697	\$512,027	\$564,413