

**CITY OF NORTH BEND
CITY COUNCIL WORKSTUDY NOTES**

February 25, 2025

City Hall, 920 SE Cedar Falls Way, North Bend, WA

Mayor Pro Tem Joselyn called the meeting to order at 7:00 p.m.

Councilmembers Brenden Elwood, Alan Gothelf, Mark Joselyn, Heather Koellen (remote), Christina Rustik, Suzan Torguson and Errol Tremolada.

Staff Present: Mayor Mary Miller, Interim City Administrator Bob Larson (remote), Deputy City Administrator/Public Works Director Mark Rigos, Community & Economic Development Director James Henderson, Finance Director Martin Chaw, Administrative Services Director Lisa Escobar, Communications Manager Bre Keveren, IT Manager Phillip Davenport and Deputy City Clerk Jennifer Bourlin.

Retreat Follow Up

Mayor Pro Tem Joselyn thanked everyone who attended the Council Retreat on February 11, 2025.

Administrative Services Director Lisa Escobar reviewed a general summary of retreat facilitator Michael Pendleton's notes from the February 11, 2025 Council Retreat. Council provided feedback and concerns regarding:

- Fiscal Sustainability Strategy
- Public Safety and Policing Services
- City Council Processes, Working Agreements and Related Topics
- Public Comment on City Council Agenda
- City Council Meeting Facilitation
- Police and Fire Departments Providing a Report to the Council at a Formal Business Meeting
- Committee Appointment Process
- Review of Selected Past Agreements
- Process for Hiring a New City Administrator
- City Council, Mayor and Staff Working Collaboration
- Topics for Future Workstudy Sessions

2025 Workstudy Calendar

Ms. Escobar then reviewed the 2025 Workstudy calendar as follows:

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| February 25 | Debrief City Council Retreat from February 11, 2025 |
| March 25 | Parliamentary Procedure Workshop |

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| April 8 (Special) | King County Sheriff's Office and City of Snoqualmie Presentations for Police Services Proposal |
| April 22 | Recommendation from Staff – Police Services (If Needed) |
| May 27 | Fiscal Sustainability Focusing on Downtown Retail & City Branding |
| June 25 | Re-Visiting Vision/Brand Statement |
| July 22 | 2026 Regional Committees Membership Planning Eastside Fire & Rescue Wildland Fire Operations - Tentative |
| August 26 | Cancelled |
| September 23 | Budget Update/Human & Community Services Grants |
| October 28 | Budget Update/Affordable Housing |
| November 25 | Cancelled – Thanksgiving Week |
| December 23 | Cancelled – Christmas Week |

Proposed Process Calendar & Metrics for Police Services

Finance Director Martin Chaw reviewed the framework that was discussed at the Council Retreat on how to evaluate police services being offered by the City of Snoqualmie “COS” and the King County Sheriff’s Office “KCSO”. He then discussed a timeline and the process of conducting a Request for Proposal “RFP”.

Mr. Chaw discussed that a presentation from both providers was planned for a Special Workstudy held in the Council Chambers on April 8th, 2025. The presentations will consist of a 30 minute presentation and 30 minutes for questions and answers. Council discussed the scoring used for each proposal divided between the written proposal and the presentation for a maximum score of 150 points, as delineated below:

| Written Proposal Scoring | |
|--|---------------------------------|
| Item | Maximum Number of Points |
| Description of the entity and proposed services provided | 20 |
| Experience providing contracted services to communities | 15 |
| Response times to calls for service | 20 |
| Ability to respond to major events | 10 |
| Reporting and community engagement | 15 |
| Cost | 20 |
| Total Maximum Possible Points | 100 Points |

| Presentation Scoring | |
|-----------------------------------|---------------------------------|
| Item | Maximum Number of Points |
| Presentation Quality | 15 |
| Ability to convey to the audience | 15 |
| Response to Council Questions | 20 |

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| Total Maximum Possible Points | 50 Points |
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Adjournment

The Workstudy closed at 9:04 p.m.

ATTEST:

Mark Joselyn, Mayor Pro Tem

Jennifer Bourlin, Deputy City Clerk