

**CITY OF NORTH BEND**  
**CITY COUNCIL SPECIAL WORKSTUDY NOTES**  
**October 14, 2025**  
**City Hall, 920 SE Cedar Falls Way, North Bend, WA**

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

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

**Staff Present:** Mayor Mary Miller, City Administrator Amber Emery, Finance Director Martin Chaw, Public Works Director Tom Mohr, Community & Economic Development Director James Henderson, Administrative Services Director Lisa Escobar, Deputy Finance Director Elaine Morse, Communications Manager Bre Keveren, IT Manager Phillip Davenport, and Deputy City Clerk Jennifer Bourlin.

**2025-2026 Mid-Biennium Budget Review:**

Finance Director Chaw provided a presentation of the 2025-2026 Mid-Biennium Budget review that included budgeting by fund, when to amend the budget, the General Fund 2025 budget and expenditures to date followed by the 2026 budget.

Mr. Chaw discussed expenditures regarding each department, contracts for public safety, and anticipated increases for equipment reserves and personnel costs in 2027. He then reviewed revenues and explained what the top 5 sources of revenue were for the General Fund, General Fund ending balance, and concluded by noting the city had 2 months of reserves, and that the ending fund balance was conservative.

He explained revenues and expenditures for the General Fund, Special Revenue Funds, Capital Funds, Enterprise Funds and Internal Service Funds.

Finance Director Chaw concluded that a budget amendment would occur in the future to move \$583,000 from budgeted ending fund balance to the 2026 police budget.

**2026 Human/Community Services Grant Requests:**

Mayor Miller reviewed the human and community services grant requests received from local organizations for the 2026 budget cycle and provided a funding recommendation. Council reviewed the requests and recommended funding amounts be discussed at the October 28, 2025 workstudy.

**Adjournment**

The Workstudy closed at 7:53 p.m.

ATTEST:

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Brenden Elwood, Councilmember

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Jennifer Bourlin, Deputy City Clerk