



CITY COUNCIL MEETING*

February 3, 2026 – Agenda

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

7:00 P.M. – CALL TO ORDER, ROLL CALL, FLAG SALUTE

APPROVAL OF FEBRUARY 3, 2026 AGENDA

CONSENT AGENDA:

			Pg.#
1) Minutes	City Council Meeting of January 20, 2026		1
2) Payroll	January 20, 2026 – 78387 through 78390 , in the amount of \$344,360.98		
3) Checks	February 3, 2026 – 78391 through 78444 , in the amount of \$1,286,672.96		
4) AB26-008	Resolution – Accepting TIB Grant for 2026 Overlay Project	Mr. Mohr	5
5) AB26-009	Resolution – Accepting TIB Grant for 2026 Sidewalk Gap Project	Mr. Mohr	21
6) AB26-010	Motion – Authorizing Contract with PH Consulting for 2026 Overlay Project	Mr. Mohr	37
7) AB26-011	Motion – Authorizing Work Order with G&O for Water Meter Replacement Design	Mr. Mohr	53

AUDIENCE PARTICIPATION: (Please restrict comments to 3 minutes)

ANNOUNCEMENTS, PRESENTATIONS, APPOINTMENTS:

8) Presentation	King County Sheriff's Office ILA	Mr. Chaw	61
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MAIN AGENDA:

9) AB26-012	Ordinance – Adopting 2026 Salary Schedule	Mr. Chaw	113
10) AB26-013	Public Hearing , Ordinance – Amending Taxes, Rates & Fees Schedule RE Water Utility Rates	Mr. Chaw	121
11) AB26-014	Public Hearing , Ordinance – Amending Taxes, Rates & Fees Schedule RE Sewer Utility Rates	Mr. Chaw	149
12) AB26-015	Motion – Authorizing Contract with G&O for Stormwater Management Plan Update	Mr. Mohr	175
13) AB26-016	Motion – Authorizing Purchase of City Trucks	Mr. Mohr	189
14) AB26-017	Motion – Authorizing Contract with Nobilis for City Hall Annex Improvements	Mr. Chaw	203

MAYOR, COUNCIL & ADMINISTRATOR CONCERNS AND INITIATIVES: (Business and general information presented that may be deliberated upon by the Council. Formal action may be deferred until a subsequent meeting; immediate action may be taken upon a vote of a majority of all members of the Council.)

ADJOURNMENT:



***PLEASE NOTE:** Members of the public may choose to attend the meeting in person or by teleconference. Members of the public attending the meeting in-person will have an opportunity to provide public comment and if attending the meeting by teleconference may submit written comments via in-person drop off, mail, fax, or e-mail to Clerks@northbendwa.gov. All written comments must be received by 5 p.m. on the day of the scheduled meeting and may not exceed 350 words. If an individual requires accommodation to allow for remote oral comment because of a difficulty attending a meeting of the governing body, the City requests notice of the need for accommodation by 5:00 p.m. on the day of the scheduled meeting. Participants can request accommodation to be able to provide a remote oral comment by contacting the City Clerk's Office in person, by phone (425) 888-1211 or by email: Clerks@northbendwa.gov. No other remote public comment will be permitted.

Those wishing to access the meeting by teleconference will be required to have a registered Zoom account and display your full name to be admitted to the online meeting.

Zoom Meeting Information:

To Sign Up for a Zoom Account: <https://zoom.us/join>

Meeting ID: 409 007 2718

Call In Phone Number: 1-253-215-8782

DRAFT

NORTH BEND CITY COUNCIL MINUTES

January 20, 2026

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

CALL TO ORDER, ROLL CALL:

Mayor Miller called the regular meeting to order at 7:00 p.m.

Councilmembers Present: Elwood, Joselyn, Koellen, McFarland, Rustik, Torguson and Tremolada.

Councilmember Tremolada **MOVED**, seconded by Councilmember Joselyn to approve the January 20, 2026 City Council meeting agenda as written.

Councilmember Rustik **MOVED**, seconded by Councilmember Torguson to amend the January 6, 2026 minutes to insert on page one after the phrase "Councilmember Torguson MOVED, seconded" the following "for the purposes of further discussion". The motion **PASSED** 7-0.

The motion then **PASSED AS AMENDED** 7-0.

CONSENT AGENDA:

Minutes – City Council Meeting of January 6, 2026

Checks – December 31, 2025 – 78303 through 78350, in the amount of **\$1,200,785.95**

January 20, 2026 – 78351 through 78386, in the amount of **\$610,934.72**

AB26-003 – Motion Authorizing ILA Addendum with Sunnyside for Jail Services

Councilmember Joselyn **MOVED**, seconded by Councilmember Koellen to approve the consent agenda as presented. The motion **PASSED** 7-0.

ANNOUNCEMENTS, PRESENTATIONS, APPOINTMENTS:

Presentation – Parks Commission Report & 2026 Work Plan

Audio: 6:32

Parks Commissioner Braun presented the Commission's 2025 Summary Report which detailed this year's expenditures and activities. He noted the 2026 Tentative Work Plan consisted of the following: Bike North Bend Plan, updates to Parks Element of the Comprehensive Plan, annual park tour, Meadowbrook Prairie Loop Trail project, wayfinding signage, public outreach at local events, potential dog park, funding for small-scale park improvements, coordination with Public Works on park and trail related improvements scheduled for 2027-2028, amendments to City's tree regulations and coordinating Arbor Day celebration in the fall.

DRAFT

COMMISSION AND COMMITTEE REPORTS:

Community & Economic Development Committee – Councilmember Torguson, Chair
A report of the January 20th meeting was provided.

Finance & Administration Committee – Councilmember Rustik, Chair
A report of the January 13th meeting was provided.

Eastside Fire & Rescue Board Meeting – Councilmember Rustik
A report of the December 11th and January 8th meetings were provided.

Public Health & Safety Committee – Councilmember Elwood, Chair
A report of the January 6th meeting was provided.

Transportation & Public Works Committee – Councilmember Koellen, Chair
No report. The December 15th meeting was cancelled.

Council Workstudy – Mayor Pro Tem Tremolada
No report. The December 23rd Workstudy was cancelled.

Planning Commission
A report of the December 3rd meeting was provided.

Parks Commission
No report.

Economic Development Commission
A report of the December 18th meeting was provided.

Regional Law, Safety, and Justice Committee – Councilmember Torguson
A report of the December 11th meeting was provided.

Sound Cities Association Public Issues Committee – Councilmember Tremolada
A report of the December 10th meeting was provided.

INTRODUCTIONS:

AB26-004 – Ordinance 1847 Amending 2025-2026 Budget

Audio: 36:07

Finance Director Chaw provided the staff report.

Councilmember Rustik **MOVED**, seconded by Councilmember Joselyn to approve AB26-004, an ordinance amending the 2025-2026 Budget as adopted in Ordinance No. 1823, and as amended by Ordinances 1826 and 1837, as a first and final reading. The motion **PASSED** 7-0.

DRAFT

AB26-005 – Motion Authorizing Agreement with NeoGov for Human Resources & Payroll Software**Audio: 1:09:28**

Deputy Finance Director Morse provided the staff report.

Councilmember Rustik **MOVED**, seconded by Councilmember Torguson to approve AB26-005, authorizing the Mayor to enter into a licensing agreement with NeoGov for Human Resource and Payroll Software services, in a form and content acceptable to the City Attorney. The motion **PASSED** 7-0.

AB26-006 – Motion Authorizing Contract with Valley Defenders for Public Defender Services**Audio: 1:20:25**

Administrative Services Director Escobar provided the staff report.

Councilmember Elwood **MOVED**, seconded by Councilmember Koellen to approve AB26-006, authorizing the Mayor to execute and administer a contract with Valley Defenders for public defender services, in a form and content acceptable to the City Attorney. The motion **PASSED** 7-0.

AB26-007 – Motion Confirming 2026 Human/Community Services Grant Funding**Audio: 1:26:51**

Administrative Services Director Escobar provided the staff report.

Councilmember Joselyn **MOVED**, seconded by Councilmember Elwood to approve AB26-007, authorizing social services funding for 2026 following the Mayor's Recommendation as listed on the November 3, 2025 memo (page 65 of the Council packet) totaling \$249,000 in expenditures. The motion **PASSED** 4-3 (Rustik, Torguson, Tremolada).

MAYOR, COUNCIL, AND ADMINISTRATOR CONCERNS AND INITIATIVES:

Councilmember Koellen mentioned the Walk for Peace from Fort Worth, Texas to Washington D.C. currently being undertaken by a group of Buddhist monks and shared the following quote in honor of Martin Luther King Jr. Day: "In the end, we will remember not the words of our enemies, but the silence of our friends."

Councilmember Rustik discussed the benefits of the upcoming Girl Scout Cookie sale and encouraged all to support their fundraising efforts.

Councilmember Tremolada congratulated Ignite Dance Studio for their recent award for top studio in the region and discussed the importance of reaching out for help and checking in with friends regarding mental health and shared the following inspirational quote from Emery Lord: "My dark days made me strong. Or maybe I already was strong, and they made me prove it."

DRAFT

Councilmember Joselyn expressed his appreciation for Council and staff and congratulated the Mt Si High School Girl's Soccer Team on their recent WIAA 4A State Championship win. Additionally, he referenced an earlier discussion on Immigration & Customs Enforcement during the Public Health & Safety Committee meeting and shared federal budgetary concerns and a recent incident involving a family member.

Councilmember McFarland expressed his appreciation for the diverse, supportive and caring community in North Bend and shared his thoughts on an article entitled "The Thucydides Trap" he read in the Atlantic Magazine. He concluded by sharing the following portion of the song "Ohio" written by Neil Young: "Soldiers are cutting us down. How can you run when you know?"

Mayor Miller spoke regarding the following items:

- Meet Up with the Mayor – January 28th 9 a.m. @ Arete Coffee Bar
- Friends of North Bend Library Book Sale – February 5th – 7th @ North Bend Library
- Open House on Community Park – January 29th 6:30 p.m. @ Si View MPD

ADJOURNMENT:

Councilmember Joselyn **MOVED** to adjourn, seconded by Councilmember Elwood. The motion **PASSED** 7-0.

The meeting adjourned at 9:04 p.m.

ATTEST:

Mary Miller, Mayor

Susie Oppedal, City Clerk



City Council Agenda Bill

SUBJECT:		Agenda Date: February 3, 2026		AB26-008	
Resolution Accepting Transportation Improvement Board (TIB) Grant Funds and Dedication of Matching Funds for the 2026 Overlay Project		Department/Committee/Individual			
		Mayor Mary Miller			
		City Administrator – Amber Emery			
		City Attorney – Kendra Rosenberg			
		City Clerk – Susie Oppedal			
		Administrative Services – Lisa Escobar			
		Comm. & Economic Development – James Henderson			
		Finance – Martin Chaw			
Cost Impact: \$186,063 NTE		Public Works – Tom Mohr		X	
Fund Source: Streets Overlay (103)					
Timeline: Immediate					
Attachments: Resolution, Award Letter, Fuel Tax Agreement, Approved Segment Listing, Project Map					
<p>SUMMARY STATEMENT:</p> <p>In August of 2025, City staff applied for an Arterial Preservation Program grant through the Washington State Transportation Improvement Board (TIB) in the amount of \$930,314 for the three overlay locations noted below and shown on the attached project map.</p> <ul style="list-style-type: none"> (1) 436th Ave SE: North Bend Way to SE 136th Street (2) 468th Ave SE: SE Middle Fork Rd to SE 146th Street (3) SE 140th Street: 455th Ave SE to 463rd Ave SE <p>The Arterial Preservation Program grant was awarded by the TIB on November 21, 2025, in an amount of \$744,251 with a City match requirement of \$186,063. The City’s matching funds will be funded through the 2026 Streets Overlay – Preservation budgeted line item. Design and construction for this project is scheduled for 2026.</p> <p>Several administrative items need to be completed prior to the TIB funds being used, which include: (1) acceptance of the grant by the City Council with the dedication of matching funds and (2) execution of the TIB Fuel Tax Grant Agreement.</p> <p>City staff recommend accepting the TIB grant funds and dedication of matching funds for the 2026 Overlay Project.</p>					
<p>APPLICABLE BRAND GUIDELINES: Consistent delivery of quality basic services including transportation and traffic management.</p>					
<p>COMMITTEE REVIEW AND RECOMMENDATION: The Transportation and Public Works Committee reviewed this item at their January 27, 2026 meeting and recommended approval and placement on the Consent Agenda.</p>					
<p>RECOMMENDED ACTION: MOTION to approve AB26-008, a resolution accepting a Washington State Transportation Improvement Board Grant in the amount of \$744,251, and dedication of matching funds for the 2026 Overlay Project.</p>					
RECORD OF COUNCIL ACTION					
<i>Meeting Date</i>		<i>Action</i>		<i>Vote</i>	
February 3, 2026					

RESOLUTION

A RESOLUTION OF THE CITY OF NORTH BEND, WASHINGTON, ACCEPTING A WASHINGTON STATE TRANSPORTATION IMPROVEMENT BOARD GRANT IN THE AMOUNT OF \$744,251 FROM THE ARTERIAL PRESERVATION PROGRAM, AND AUTHORIZING A MATCH OF \$186,063 IN LOCAL FUNDS FOR THE 2026 OVERLAY PROJECT

WHEREAS, the City of North Bend (“City”) annually designs and constructs transportation capital projects on City streets; and

WHEREAS, the City applied to and received the Washington State Transportation Improvement Board (“TIB”) grant funding through the Arterial Preservation Program in the amount of \$744,251 for the 2026 Overlay (“Project”); and

WHEREAS, the Project is included in the City’s 2026-2031 Transportation Improvement Plan; and

WHEREAS, the TIB grant award requires the City to contribute a match amount of \$186,063 in local funds; and

WHEREAS, the \$186,063 match amount will be paid out of the Streets Overlay-Preservation line item within the approved budget; and

WHEREAS, the City Council desires to accept the grants funds, authorize the City’s required local match amount, and authorize the Mayor to execute all documents necessary to proceed with the acceptance of grant funds;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NORTH BEND, WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The City Council accepts the TIB Arterial Preservation Program grant in the amount of \$744,251 for the design and construction of the 2026 Overlay Project.

Section 2. The City Council authorizes the local match of \$186,063 to be paid out of the Streets Overlay-Preservation line item within the approved budget.

Section 3. The Mayor is authorized to enter into any agreements with the TIB necessary to complete acceptance of the grant funds set forth in Section 1 of this Resolution.

**PASSED BY THE CITY COUNCIL OF THE CITY OF NORTH BEND,
WASHINGTON, AT A REGULAR MEETING THEREOF, THIS 3RD DAY OF
FEBRUARY, 2026.**

CITY OF NORTH BEND:

APPROVED AS TO FORM:

Mary Miller, Mayor

Kendra Rosenberg, City Attorney

ATTEST/AUTHENTICATED:

Effective:
Posted:

Susie Oppedal, City Clerk



Washington State Transportation Improvement Board

TIB Members

November 21, 2025

Tom Mohr, P.E.
Public Works Director
City of North Bend
Post Office Box 896
North Bend, WA 98045-0896

Dear Tom Mohr:

Congratulations! The Transportation Improvement Board (TIB) is pleased to announce the selection of your project, 2025 Overlay, Multiple Locations, TIB project number 3-P-804(008)-1.

TIB is awarding 80.0000% of approved eligible project costs with a maximum grant of \$744,251.

Before any work is permitted on this project, you must complete and email the following items to your TIB engineer:

- Verify the information on the attached Grant Agreement Form. If necessary, revise section 3.0 Project Funding Partners.
- Sign and **email** a copy of the Grant Agreement Form to your TIB Engineer.

TIB approval is required prior to incurring reimbursable expenses.

In accordance with RCW 47.26.084, you must certify full funding by November 21, 2026, or the grant may be terminated. Grants may also be rescinded due to unreasonable project delays as described in WAC 479-05-211.05-211.

If you have questions, please contact Greg Armstrong, TIB Region Engineer, at GregA@TIB.wa.gov.

Sincerely,

Ashley Probart
Executive Director

Enclosures

Chair
Councilmember Sam Low
Snohomish County

Vice Chair
Mayor Hilda González
City of Granger

Susan Carter
Hopelink

Kent Cash
Port of Vancouver

Barbara Chamberlain
WSDOT

Dongho Chang
WSDOT

Scott Chesney
Spokane County

Vicky Clarke
Cascade Bicycle Club & Washington
Bikes

Nick Covey
Link Transit

Andrew Denham
Town of Twisp

Stephanie Forman
Forman Consulting

Preston Frederickson
City of Walla Walla

Commissioner Al French
Spokane County

Commissioner Scott Hutsell
Lincoln County

Councilmember Jon Pascal
City of Kirkland

Les Reardanz
Whatcom Transportation Authority

Mayor Kim Roscoe
City of Fife

Maria Thomas
Office of Financial Management

John Vicente
City of Kenmore

Jennifer Walker
Thurston County

Jane Wall
County Road Administration Board

Ashley Probart
Executive Director

P.O. Box 40901
Olympia, WA 98504-0901
Phone: 360-586-1140
www.tib.wa.gov



City of North Bend
3-P-804(008)-1
2025 Overlay
Multiple Locations

STATE OF WASHINGTON
TRANSPORTATION IMPROVEMENT BOARD
AND
City of North Bend
AGREEMENT

THIS GRANT AGREEMENT (hereinafter "Agreement") for the 2025 Overlay, Multiple Locations (hereinafter "Project") is entered into by the WASHINGTON STATE TRANSPORTATION IMPROVEMENT BOARD (hereinafter "TIB") and City of North Bend, a political subdivision of the State of Washington (hereinafter "RECIPIENT").

1.0 PURPOSE

For the project specified above, TIB shall pay 80.0000 percent of approved eligible project costs up to the amount of \$744,251, pursuant to terms contained in the RECIPIENT'S Grant Application, supporting documentation, chapter 47.26 RCW and/or chapter 47.04 RCW, title 479 WAC, and the terms and conditions listed below.

2.0 SCOPE AND BUDGET

The Project Scope and Budget are initially described in RECIPIENT's Grant Application and incorporated by reference into this Agreement. Scope and Budget will be further developed and refined, but not substantially altered during the Design, Bid Authorization and Construction Phases. Any material alterations to the original Project Scope or Budget as initially described in the Grant Application must be authorized by TIB in advance by written amendment.

3.0 PROJECT FUNDING PARTNERS

The RECIPIENT anticipates receiving additional funding from the following funding partners, in the following amounts. However, in no event shall any non-party to this Agreement, even if referenced as a funding partner below, be considered a third party beneficiary to this Agreement.

Funding Partners	Amount	Revised Funding
NORTH BEND	186,063	
WSDOT	0	
Federal Funds	0	



TOTAL LOCAL FUNDS	186,063	

4.0 PROJECT DOCUMENTATION

TIB requires RECIPIENT to make reasonable progress and submit timely Project documentation as applicable throughout the Project. Upon RECIPIENT's submission of each Project document to TIB, the terms contained in the document will be incorporated by reference into the Agreement. Required documents include, but are not limited to the following:

- a) Bid Authorization Form with plans and engineers estimate
- b) Award Updated Cost Estimate
- c) Bid Tabulations
- d) Contract Completion Updated Cost Estimate with final summary of quantities
- e) Project Accounting History

5.0 BILLING AND PAYMENT

The local agency shall submit progress billings as project costs are incurred to enable TIB to maintain accurate budgeting and fund management. Payment requests may be submitted as often as the RECIPIENT deems necessary, but shall be submitted at least quarterly if billable amounts are greater than \$50,000. If progress billings are not submitted, large payments may be delayed or scheduled in a payment plan.

6.0 TERM OF AGREEMENT

This Agreement shall be effective upon execution by TIB and shall continue through closeout of the grant or until terminated as provided herein, but shall not exceed 10 years unless amended by the Parties.

7.0 AMENDMENTS

This Agreement may be amended by mutual agreement of the Parties. Such amendments shall not be binding unless they are in writing and signed by persons authorized to bind each of the Parties.

8.0 ASSIGNMENT

The RECIPIENT shall not assign or transfer its rights, benefits, or obligations under this Agreement without the prior written consent of TIB. The RECIPIENT is deemed to consent to assignment of this Agreement by TIB to a successor entity. Such consent shall not constitute a waiver of the RECIPIENT's other rights under this Agreement.



9.0 GOVERNANCE & VENUE

This Agreement shall be construed and interpreted in accordance with the laws of the state of Washington and venue of any action brought hereunder shall be in the Superior Court for Thurston County.

10.0 DEFAULT AND TERMINATION

10.1 NON-COMPLIANCE

- a) In the event TIB determines, in its sole discretion, the RECIPIENT has failed to comply with the terms and conditions of this Agreement, TIB shall notify the RECIPIENT, in writing, of the non-compliance.
- b) In response to the notice, RECIPIENT shall provide a written response within 10 business days of receipt of TIB's notice of non-compliance, which should include either a detailed plan to correct the non-compliance, a request to amend the Project, or a denial accompanied by supporting details.
- c) TIB will provide 30 days for RECIPIENT to make reasonable progress toward compliance pursuant to its plan to correct or implement its amendment to the Project.
- d) Should RECIPIENT dispute non-compliance, TIB will investigate the dispute and may withhold further payments or prohibit the RECIPIENT from incurring additional reimbursable costs during the investigation.

10.2 DEFAULT

RECIPIENT may be considered in default if TIB determines, in its sole discretion, that:

- a) RECIPIENT is not making reasonable progress toward correction and compliance.
- b) TIB denies the RECIPIENT's request to amend the Project.
- c) After investigation TIB confirms RECIPIENT'S non-compliance.

TIB reserves the right to order RECIPIENT to immediately stop work on the Project and TIB may stop Project payments until the requested corrections have been made or the Agreement has been terminated.

10.3 TERMINATION

- a) In the event of default by the RECIPIENT as determined pursuant to Section 10.2, TIB shall serve RECIPIENT with a written notice of termination of this Agreement, which shall be served in person, by email or by certified letter. Upon service of notice of termination, the RECIPIENT shall immediately stop work and/or take such action as may be directed by TIB.
- b) In the event of default and/or termination by either PARTY, the RECIPIENT may be liable for damages as authorized by law including, but not limited to, repayment of grant funds.
- c) The rights and remedies of TIB provided in the AGREEMENT are not exclusive and are in addition to any other rights and remedies provided by law.



10.4 TERMINATION FOR NECESSITY

TIB may, with ten (10) days written notice, terminate this Agreement, in whole or in part, because funds are no longer available for the purpose of meeting TIB's obligations. If this Agreement is so terminated, TIB shall be liable only for payment required under this Agreement for performance rendered or costs incurred prior to the effective date of termination.

11.0 USE OF TIB GRANT FUNDS

TIB grant funds come from Motor Vehicle Fuel Tax revenue and other revenue sources. Any use of these funds for anything other than highway or roadway system improvements is prohibited and shall subject the RECIPIENT to the terms, conditions and remedies set forth in Section 10. If Right of Way is purchased using TIB funds, and some or all of the Right of Way is subsequently sold, proceeds from the sale must be deposited into the RECIPIENT's motor vehicle fund and used for a motor vehicle purpose.

12.0 INCREASE OR DECREASE IN TIB GRANT FUNDS

At Bid Award and Contract Completion, RECIPIENT may request an increase in the maximum payable TIB funds for the specific project. Requests must be made in writing and will be considered by TIB and awarded at the sole discretion of TIB. All increase requests must be made pursuant to WAC 479-05-202 and/or WAC 479-01-060 and/or WAC 479-10-575. If an increase is denied, the recipient shall be liable for all costs incurred in excess of the maximum amount payable by TIB. In the event that final costs related to the specific project are less than the initial grant award, TIB funds will be decreased and/or refunded to TIB in a manner that maintains the intended ratio between TIB funds and total project costs, as described in Section 1.0 of this Agreement.

13.0 INDEPENDENT CAPACITY

The RECIPIENT shall be deemed an independent contractor for all purposes and the employees of the RECIPIENT or any of its contractors, subcontractors, and employees thereof shall not in any manner be deemed employees of TIB.

14.0 INDEMNIFICATION AND HOLD HARMLESS

The PARTIES agree to the following:

Each of the PARTIES, shall protect, defend, indemnify, and save harmless the other PARTY, its officers, officials, employees, and agents, while acting within the scope of their employment as such, from any and all costs, claims, judgment, and/or awards of damages, arising out of, or in any way resulting from, that PARTY's own negligent acts or omissions which may arise in connection with its performance under this Agreement. No PARTY will be required to indemnify, defend, or save harmless the other PARTY if the claim, suit, or action for injuries, death, or damages is caused by the sole negligence of the other PARTY. Where such claims, suits, or actions result from the concurrent negligence of the PARTIES, the indemnity provisions provided herein shall be valid and enforceable only to the extent of a PARTY's own negligence. Each of the PARTIES agrees that its obligations under this subparagraph extend to any claim, demand and/or cause of action brought by, or on behalf of, any of its employees or agents. For this purpose, each of the PARTIES, by mutual negotiation, hereby waives, with respect to the other PARTY only, any immunity that would otherwise be available to it against such claims under the Industrial Insurance provision of Title 51 RCW. In any action to enforce the provisions



of the Section, the prevailing PARTY shall be entitled to recover its reasonable attorney's fees and costs incurred from the other PARTY. The obligations of this Section shall survive termination of this Agreement.

15.0 DISPUTE RESOLUTION

- a) The PARTIES shall make good faith efforts to quickly and collaboratively resolve any dispute arising under or in connection with this AGREEMENT. The dispute resolution process outlined in this Section applies to disputes arising under or in connection with the terms of this AGREEMENT.
- b) Informal Resolution. The PARTIES shall use their best efforts to resolve disputes promptly and at the lowest organizational level.
- c) In the event that the PARTIES are unable to resolve the dispute, the PARTIES shall submit the matter to non-binding mediation facilitated by a mutually agreed upon mediator. The PARTIES shall share equally in the cost of the mediator.
- d) Each PARTY agrees to compromise to the fullest extent possible in resolving the dispute in order to avoid delays or additional incurred cost to the Project.
- e) The PARTIES agree that they shall have no right to seek relief in a court of law until and unless the Dispute Resolution process has been exhausted.

16.0 ENTIRE AGREEMENT

This Agreement, together with the RECIPIENT'S Grant Application, the provisions of chapter 47.26 Revised Code of Washington and/or 47.04 Revised Code of Washington, the provisions of title 479 Washington Administrative Code, and TIB Policies, constitutes the entire agreement between the PARTIES and supersedes all previous written or oral agreements between the PARTIES.

17.0 RECORDS MAINTENANCE

The RECIPIENT shall maintain books, records, documents, data and other evidence relating to this Agreement and performance of the services described herein, including but not limited to accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Agreement. RECIPIENT shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the Agreement shall be subject at all reasonable times to inspection, review or audit by TIB personnel duly authorized by TIB, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.



Washington State Transportation Improvement Board
Grant Agreement

Council Packet February 3, 2026
3-P-804(008)-1

Approved as to Form
Attorney General

By:

Signature on file

Albert H. Wang
Assistant Attorney General

Lead Agency

Transportation Improvement Board

Chief Executive Officer

Date

Executive Director

Date

Print Name

Print Name

Arterial Preservation Program (APP)

Approved Segment Listing**NORTH BEND**

FY 2027 Overlay Program

Street	Termini	Pavement Length	Pavement Width
436th Avenue SE	North Bend Way to SE 136th St	1,110 feet	41 feet
468th Avenue SE	SE Middle Fork Rd to SE 146th St	2,000 feet	33 feet
SE 140th Street	455th Ave SE to 463rd Ave SE	3,650 feet	33 feet

Project Location





City Council Agenda Bill

SUBJECT:		Agenda Date: February 3, 2026		AB26-009	
Resolution Accepting Transportation Improvement Board (TIB) Grant Funds and Dedication of Matching Funds for the 2026 Sidewalk Gap Project		Department/Committee/Individual			
		Mayor Mary Miller			
		City Administrator – Amber Emery			
		City Attorney – Kendra Rosenberg			
		City Clerk – Susie Oppedal			
		Administrative Services – Lisa Escobar			
		Comm & Econ Development – James Henderson			
		Finance – Martin Chaw			
Cost Impact: \$215,078 NTE		Public Works – Tom Mohr		X	
Fund Source: TBD funds allocated to project in approved budget					
Timeline: Immediate					
Attachments: Resolution, Award Letter, Fuel Tax Agreement, Approved Segment Listing, Project Map					
SUMMARY STATEMENT:					
<p>In August of 2025, City staff applied for an Urban Active Transportation Program grant through the Washington State Transportation Improvement Board (TIB) in the amount of \$1,075,388 for the four sidewalk gap locations noted below and shown on the attached project map.</p> <p>(1) Cedar Falls Way: Stilson Ave. SE to Little Si Ave. SE (northside) (2) 436th Ave SE: North Bend Way to SE 136th Street (westside) (3) Mt. Si Rd: North Bend Way to Snoqualmie Valley Trail (eastside) (4) SE Orchard Dr.: SE 5th Street to Si View Apartments (eastside)</p> <p>The Urban Active Transportation Program grant was awarded by the TIB on November 21, 2025, in an amount of \$860,310 with a city match requirement of \$215,078. The City’s matching funds will be funded with Transportation Benefit District funds allocated to this project in the approved budget. Design for this project is already underway as approved by Council in 2025 and construction shall occur in 2026.</p> <p>Several administrative items need to be completed prior to the TIB funds being used, which include: (1) acceptance of the grant by Council with the dedication of matching funds and (2) execution of the TIB Fuel Tax Grant Agreement.</p> <p>City staff recommend accepting the TIB grant funds and dedication of matching funds for the 2026 Sidewalk Gap Project.</p>					
APPLICABLE BRAND GUIDELINES: Consistent delivery of basic quality services including transportation and traffic management.					
COMMITTEE REVIEW AND RECOMMENDATION: The Transportation and Public Works Committee reviewed this item at their January 27, 2026 meeting and recommended approval and placement on the Consent Agenda.					
RECOMMENDED ACTION: MOTION to approve AB26-009, a resolution accepting a Washington State Transportation Improvement Board Grant in the amount of \$860,310, and dedication of matching funds for the 2026 Sidewalk Gap Project.					
RECORD OF COUNCIL ACTION					
Meeting Date		Action		Vote	
February 3, 2026					

RESOLUTION

A RESOLUTION OF THE CITY OF NORTH BEND, WASHINGTON, ACCEPTING A WASHINGTON STATE TRANSPORTATION IMPROVEMENT BOARD GRANT IN THE AMOUNT OF \$860,310 FROM THE ACTIVE TRANSPORTATION PROGRAM, AND AUTHORIZING A MATCH OF \$215,078 IN LOCAL FUNDS FOR THE 2026 SIDEWALK GAP PROJECT

WHEREAS, the City of North Bend (“City”) annually designs and constructs transportation capital projects on City streets; and

WHEREAS, the City applied to and received Washington State Transportation Improvement Board (“TIB”) grant funding through the Active Transportation Program in the amount of \$860,310 for the 2026 Sidewalk Gap (“Project”); and

WHEREAS, the Project is included in the City’s 2026-2031 Transportation Improvement Plan; and

WHEREAS, the TIB grant award requires the City to contribute a match amount of \$215,078 in local funds; and

WHEREAS, the \$215,078 match amount will be paid with Transportation Benefit District funds allocated to this project within the approved budget; and

WHEREAS, the City Council desires to accept the grants funds, authorize the City’s required local match amount, and authorize the Mayor to execute all documents necessary to proceed with the acceptance of grant funds;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NORTH BEND, WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The City Council accepts the TIB Active Transportation Program grant in the amount of \$860,310 for the design and construction of the 2026 Sidewalk Gap Project.

Section 2. The City Council authorizes the local match of \$215,078 to be paid with Transportation Benefit District funds allocated to this project within the approved budget.

Section 3. The Mayor is authorized to enter into any agreements with the TIB necessary to complete acceptance of the grant funds set forth in Section 1 of this Resolution.

**PASSED BY THE CITY COUNCIL OF THE CITY OF NORTH BEND,
WASHINGTON, AT A REGULAR MEETING THEREOF, THIS 3RD DAY OF
FEBRUARY, 2026.**

CITY OF NORTH BEND:

APPROVED AS TO FORM:

Mary Miller, Mayor

Kendra Rosenberg, City Attorney

ATTEST/AUTHENTICATED:

Effective:
Posted:

Susie Oppedal, City Clerk



Washington State Transportation Improvement Board

TIB Members

November 21, 2025

Tom Mohr, P.E.
Public Works Director
City of North Bend
Post Office Box 896
North Bend, WA 98045-0896

Dear Tom Mohr:

Congratulations! The Transportation Improvement Board (TIB) is pleased to announce the selection of your project, 2026 Sidewalk Gap Projects, Various 4 locations, TIB project number P-P-804(P10)-1.

TIB is awarding 80.0000% of approved eligible project costs with a maximum grant of \$860,310.

Before any work is permitted on this project, you must complete and email the following items to your TIB engineer:

- Verify the information on the attached Grant Agreement Form. If necessary, revise section 3.0 Project Funding Partners.
- Sign and **email** a copy of the Grant Agreement Form to your TIB Engineer.
- Submit the section of your adopted Six Year Transportation Improvement Plan listing this project.

TIB approval is required prior to incurring reimbursable expenses.

In accordance with RCW 47.26.084, you must certify full funding by November 21, 2026, or the grant may be terminated. Grants may also be rescinded due to unreasonable project delays as described in WAC 479-05-211.05-211.

If you have questions, please contact Greg Armstrong, TIB Region Engineer, at GregA@TIB.wa.gov.

Sincerely,

Ashley Probart
Executive Director

Enclosures

Chair
Councilmember Sam Low
Snohomish County

Vice Chair
Mayor Hilda González
City of Granger

Susan Carter
Hopelink

Kent Cash
Port of Vancouver

Barbara Chamberlain
WSDOT

Dongho Chang
WSDOT

Scott Chesney
Spokane County

Vicky Clarke
Cascade Bicycle Club & Washington
Bikes

Nick Covey
Link Transit

Andrew Denham
Town of Twisp

Stephanie Forman
Forman Consulting

Preston Frederickson
City of Walla Walla

Commissioner Al French
Spokane County

Commissioner Scott Hutsell
Lincoln County

Councilmember Jon Pascal
City of Kirkland

Les Reardanz
Whatcom Transportation Authority

Mayor Kim Roscoe
City of Fife

Maria Thomas
Office of Financial Management

John Vicente
City of Kenmore

Jennifer Walker
Thurston County

Jane Wall
County Road Administration Board

Ashley Probart
Executive Director

P.O. Box 40901
Olympia, WA 98504-0901
Phone: 360-586-1140
www.tib.wa.gov



City of North Bend
P-P-804(P10)-1
2026 Sidewalk Gap Projects
Various 4 locations

STATE OF WASHINGTON
TRANSPORTATION IMPROVEMENT BOARD
AND
City of North Bend
AGREEMENT

THIS GRANT AGREEMENT (hereinafter "Agreement") for the 2026 Sidewalk Gap Projects, Various 4 locations (hereinafter "Project") is entered into by the WASHINGTON STATE TRANSPORTATION IMPROVEMENT BOARD (hereinafter "TIB") and City of North Bend, a political subdivision of the State of Washington (hereinafter "RECIPIENT").

1.0 PURPOSE

For the project specified above, TIB shall pay 80.0000 percent of approved eligible project costs up to the amount of \$860,310, pursuant to terms contained in the RECIPIENT'S Grant Application, supporting documentation, chapter 47.26 RCW and/or chapter 47.04 RCW, title 479 WAC, and the terms and conditions listed below.

2.0 SCOPE AND BUDGET

The Project Scope and Budget are initially described in RECIPIENT's Grant Application and incorporated by reference into this Agreement. Scope and Budget will be further developed and refined, but not substantially altered during the Design, Bid Authorization and Construction Phases. Any material alterations to the original Project Scope or Budget as initially described in the Grant Application must be authorized by TIB in advance by written amendment.

3.0 PROJECT FUNDING PARTNERS

The RECIPIENT anticipates receiving additional funding from the following funding partners, in the following amounts. However, in no event shall any non-party to this Agreement, even if referenced as a funding partner below, be considered a third party beneficiary to this Agreement.

Funding Partners	Amount	Revised Funding
NORTH BEND	215,078	
WSDOT	0	
Federal Funds	0	



TOTAL LOCAL FUNDS	215,078	

4.0 PROJECT DOCUMENTATION

TIB requires RECIPIENT to make reasonable progress and submit timely Project documentation as applicable throughout the Project. Upon RECIPIENT's submission of each Project document to TIB, the terms contained in the document will be incorporated by reference into the Agreement. Required documents include, but are not limited to the following:

- a) Bid Authorization Form with plans and engineers estimate
- b) Award Updated Cost Estimate
- c) Bid Tabulations
- d) Contract Completion Updated Cost Estimate with final summary of quantities
- e) Project Accounting History

5.0 BILLING AND PAYMENT

The local agency shall submit progress billings as project costs are incurred to enable TIB to maintain accurate budgeting and fund management. Payment requests may be submitted as often as the RECIPIENT deems necessary, but shall be submitted at least quarterly if billable amounts are greater than \$50,000. If progress billings are not submitted, large payments may be delayed or scheduled in a payment plan.

6.0 TERM OF AGREEMENT

This Agreement shall be effective upon execution by TIB and shall continue through closeout of the grant or until terminated as provided herein, but shall not exceed 10 years unless amended by the Parties.

7.0 AMENDMENTS

This Agreement may be amended by mutual agreement of the Parties. Such amendments shall not be binding unless they are in writing and signed by persons authorized to bind each of the Parties.

8.0 ASSIGNMENT

The RECIPIENT shall not assign or transfer its rights, benefits, or obligations under this Agreement without the prior written consent of TIB. The RECIPIENT is deemed to consent to assignment of this Agreement by TIB to a successor entity. Such consent shall not constitute a waiver of the RECIPIENT's other rights under this Agreement.



9.0 GOVERNANCE & VENUE

This Agreement shall be construed and interpreted in accordance with the laws of the state of Washington and venue of any action brought hereunder shall be in the Superior Court for Thurston County.

10.0 DEFAULT AND TERMINATION

10.1 NON-COMPLIANCE

- a) In the event TIB determines, in its sole discretion, the RECIPIENT has failed to comply with the terms and conditions of this Agreement, TIB shall notify the RECIPIENT, in writing, of the non-compliance.
- b) In response to the notice, RECIPIENT shall provide a written response within 10 business days of receipt of TIB's notice of non-compliance, which should include either a detailed plan to correct the non-compliance, a request to amend the Project, or a denial accompanied by supporting details.
- c) TIB will provide 30 days for RECIPIENT to make reasonable progress toward compliance pursuant to its plan to correct or implement its amendment to the Project.
- d) Should RECIPIENT dispute non-compliance, TIB will investigate the dispute and may withhold further payments or prohibit the RECIPIENT from incurring additional reimbursable costs during the investigation.

10.2 DEFAULT

RECIPIENT may be considered in default if TIB determines, in its sole discretion, that:

- a) RECIPIENT is not making reasonable progress toward correction and compliance.
- b) TIB denies the RECIPIENT's request to amend the Project.
- c) After investigation TIB confirms RECIPIENT'S non-compliance.

TIB reserves the right to order RECIPIENT to immediately stop work on the Project and TIB may stop Project payments until the requested corrections have been made or the Agreement has been terminated.

10.3 TERMINATION

- a) In the event of default by the RECIPIENT as determined pursuant to Section 10.2, TIB shall serve RECIPIENT with a written notice of termination of this Agreement, which shall be served in person, by email or by certified letter. Upon service of notice of termination, the RECIPIENT shall immediately stop work and/or take such action as may be directed by TIB.
- b) In the event of default and/or termination by either PARTY, the RECIPIENT may be liable for damages as authorized by law including, but not limited to, repayment of grant funds.
- c) The rights and remedies of TIB provided in the AGREEMENT are not exclusive and are in addition to any other rights and remedies provided by law.



10.4 TERMINATION FOR NECESSITY

TIB may, with ten (10) days written notice, terminate this Agreement, in whole or in part, because funds are no longer available for the purpose of meeting TIB's obligations. If this Agreement is so terminated, TIB shall be liable only for payment required under this Agreement for performance rendered or costs incurred prior to the effective date of termination.

11.0 USE OF TIB GRANT FUNDS

TIB grant funds come from Motor Vehicle Fuel Tax revenue and other revenue sources. Any use of these funds for anything other than highway or roadway system improvements is prohibited and shall subject the RECIPIENT to the terms, conditions and remedies set forth in Section 10. If Right of Way is purchased using TIB funds, and some or all of the Right of Way is subsequently sold, proceeds from the sale must be deposited into the RECIPIENT's motor vehicle fund and used for a motor vehicle purpose.

12.0 INCREASE OR DECREASE IN TIB GRANT FUNDS

At Bid Award and Contract Completion, RECIPIENT may request an increase in the maximum payable TIB funds for the specific project. Requests must be made in writing and will be considered by TIB and awarded at the sole discretion of TIB. All increase requests must be made pursuant to WAC 479-05-202 and/or WAC 479-01-060 and/or WAC 479-10-575. If an increase is denied, the recipient shall be liable for all costs incurred in excess of the maximum amount payable by TIB. In the event that final costs related to the specific project are less than the initial grant award, TIB funds will be decreased and/or refunded to TIB in a manner that maintains the intended ratio between TIB funds and total project costs, as described in Section 1.0 of this Agreement.

13.0 INDEPENDENT CAPACITY

The RECIPIENT shall be deemed an independent contractor for all purposes and the employees of the RECIPIENT or any of its contractors, subcontractors, and employees thereof shall not in any manner be deemed employees of TIB.

14.0 INDEMNIFICATION AND HOLD HARMLESS

The PARTIES agree to the following:

Each of the PARTIES, shall protect, defend, indemnify, and save harmless the other PARTY, its officers, officials, employees, and agents, while acting within the scope of their employment as such, from any and all costs, claims, judgment, and/or awards of damages, arising out of, or in any way resulting from, that PARTY's own negligent acts or omissions which may arise in connection with its performance under this Agreement. No PARTY will be required to indemnify, defend, or save harmless the other PARTY if the claim, suit, or action for injuries, death, or damages is caused by the sole negligence of the other PARTY. Where such claims, suits, or actions result from the concurrent negligence of the PARTIES, the indemnity provisions provided herein shall be valid and enforceable only to the extent of a PARTY's own negligence. Each of the PARTIES agrees that its obligations under this subparagraph extend to any claim, demand and/or cause of action brought by, or on behalf of, any of its employees or agents. For this purpose, each of the PARTIES, by mutual negotiation, hereby waives, with respect to the other PARTY only, any immunity that would otherwise be available to it against such claims under the Industrial Insurance provision of Title 51 RCW. In any action to enforce the provisions



of the Section, the prevailing PARTY shall be entitled to recover its reasonable attorney's fees and costs incurred from the other PARTY. The obligations of this Section shall survive termination of this Agreement.

15.0 DISPUTE RESOLUTION

- a) The PARTIES shall make good faith efforts to quickly and collaboratively resolve any dispute arising under or in connection with this AGREEMENT. The dispute resolution process outlined in this Section applies to disputes arising under or in connection with the terms of this AGREEMENT.
- b) Informal Resolution. The PARTIES shall use their best efforts to resolve disputes promptly and at the lowest organizational level.
- c) In the event that the PARTIES are unable to resolve the dispute, the PARTIES shall submit the matter to non-binding mediation facilitated by a mutually agreed upon mediator. The PARTIES shall share equally in the cost of the mediator.
- d) Each PARTY agrees to compromise to the fullest extent possible in resolving the dispute in order to avoid delays or additional incurred cost to the Project.
- e) The PARTIES agree that they shall have no right to seek relief in a court of law until and unless the Dispute Resolution process has been exhausted.

16.0 ENTIRE AGREEMENT

This Agreement, together with the RECIPIENT'S Grant Application, the provisions of chapter 47.26 Revised Code of Washington and/or 47.04 Revised Code of Washington, the provisions of title 479 Washington Administrative Code, and TIB Policies, constitutes the entire agreement between the PARTIES and supersedes all previous written or oral agreements between the PARTIES.

17.0 RECORDS MAINTENANCE

The RECIPIENT shall maintain books, records, documents, data and other evidence relating to this Agreement and performance of the services described herein, including but not limited to accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Agreement. RECIPIENT shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the Agreement shall be subject at all reasonable times to inspection, review or audit by TIB personnel duly authorized by TIB, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.



Washington State Transportation Improvement Board
Grant Agreement

Council Packet February 3, 2026
P-P-804(P10)-1

Approved as to Form
Attorney General

By:

Signature on file

Albert H. Wang
Assistant Attorney General

Lead Agency

Transportation Improvement Board

Chief Executive Officer

Date

Executive Director

Date

Print Name

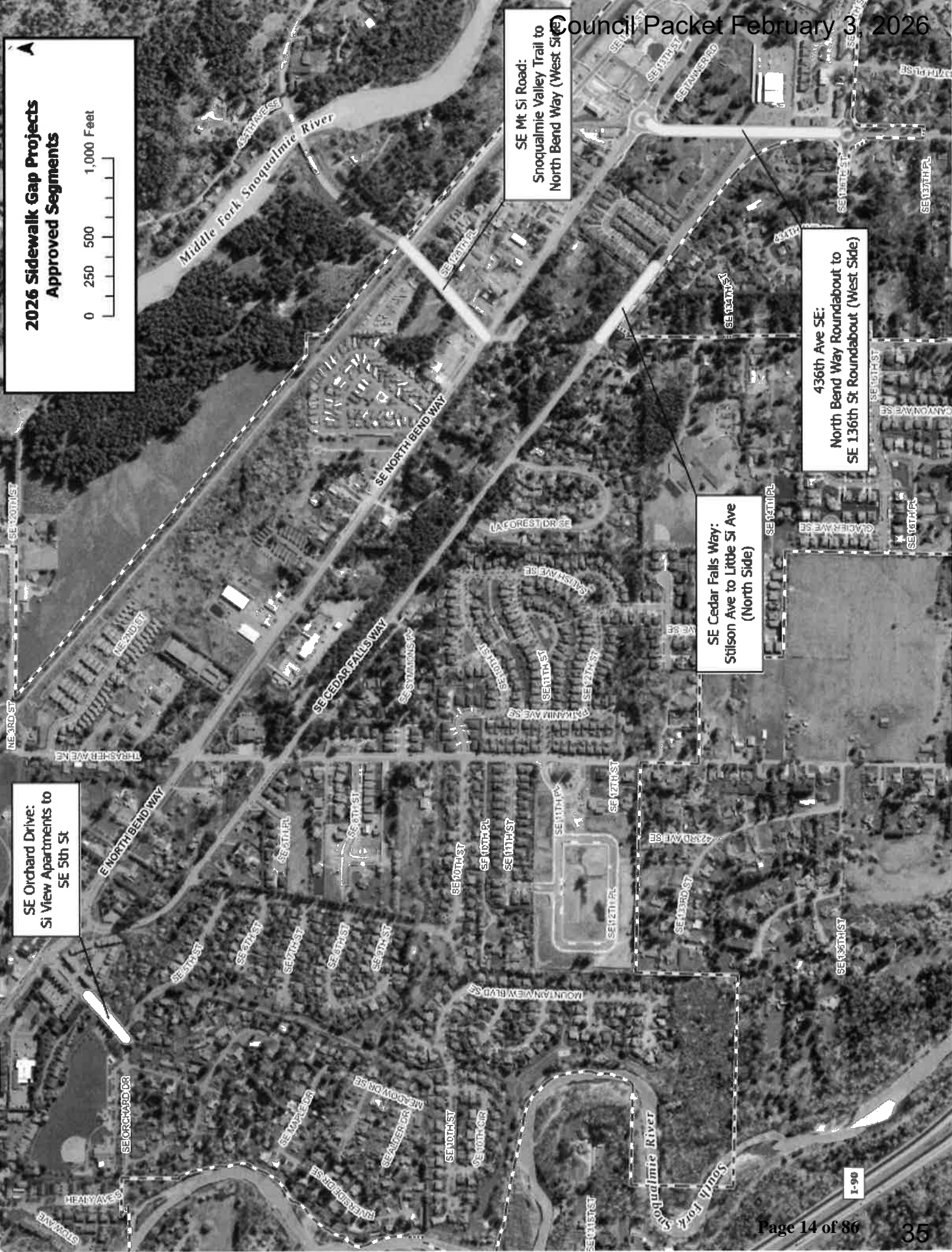
Print Name

Active Transportation Program (ATP)**NORTH BEND****APPROVED SEGMENTS LISTING****FY 2026 Arterial Transportation Program**

<u>Street</u>	<u>Termini</u>	<u>Sidewalk Length</u>	<u>Sidewalk width</u>
Cedar Falls Way	Stillson Ave. SE To Little Si Ave. SE	375'	5'
436 th Ave SE	NBW to SE 135 th St.	841'	5'
Mt Si Rd.	NBW to SVT	481'	5'
SE Orchard Dr.	SE 5 th St. to Si View Apts.	260'	5'

**2026 Sidewalk Gap Projects
Approved Segments**

0 250 500 1,000 Feet



SE Orchard Drive:
Si View Apartments to
SE 5th St

SE Mt Si Road:
Snoqualmie Valley Trail to
North Bend Way (West Side)

SE Cedar Falls Way:
Stillson Ave to Little St Ave
(North Side)

436th Ave SE:
North Bend Way Roundabout to
SE 136th St Roundabout (West Side)



City Council Agenda Bill

SUBJECT:		Agenda Date: February 3, 2026		AB26-010
Motion Authorizing Contract with PH Consulting for Design of the 2026 Pavement Overlay Project		Department/Committee/Individual		
		Mayor Mary Miller		
		City Administrator – Amber Emery		
		City Attorney – Kendra Rosenberg		
		City Clerk – Susie Oppedal		
		Administrative Services – Lisa Escobar		
		Comm. & Economic Development – James Henderson		
		Finance – Martin Chaw		
Cost Impact: \$92,600 NTE		Public Works – Tom Mohr		X
Fund Source: TIB Grant (80%) and Streets Overlay-Preservation (103) (20%)				
Timeline: Immediate				
Attachments: Scope of Work and Fee, Project Map				
<p>SUMMARY STATEMENT:</p> <p>In November 2025, the City was awarded an Arterial Preservation Program grant through the Washington State Transportation Improvement Board (TIB) in the amount of \$744,251 with a \$186,063 local match requirement for the three overlay locations noted below and shown on the attached project map.</p> <ul style="list-style-type: none"> (1) 436th Ave. SE: North Bend Way to SE 136th Street (2) 468th Ave SE: SE Middle Fork Rd to SE 146th Street (3) SE 140th Street: 455th Ave SE to 463rd Ave SE <p>With the grant funds secured, City staff would like to begin the design process. City staff selected PH Consulting to provide engineering services for this project as they have done similar overlay design work for the City in the past. PH Consulting services include project management, survey and aerial photo base mapping, and 75% and final plans, specifications, and estimate submittals.</p> <p>The three (3) locations noted above are approximately 5,610 feet in total length with variable pavement widths depending on location. Planned construction consists of milling approximately 2 inches of existing asphalt from fog line to fog line, repairing any areas in need after milling, paving back 2 inches of asphalt, and then re-stripping the roadway.</p> <p>Funding for this contract will come from the TIB grant and Streets Overlay-Preservation (103) funds in the 2026 budget to cover the match requirement of the grant.</p> <p>Engineering design is anticipated to be completed in April 2026. Construction is scheduled for summer of 2026.</p> <p>City staff recommend moving forward with PH Consulting for the attached scope of work and fee.</p>				
APPLICABLE BRAND GUIDELINES: Consistent delivery of basic quality services including transportation and traffic management.				
COMMITTEE REVIEW AND RECOMMENDATION: The Transportation and Public Works Committee reviewed this item at their January 27, 2026 meeting and recommended approval and placement on the Consent Agenda.				

City Council Agenda Bill

RECOMMENDED ACTION: MOTION to approve AB26-010, authorizing a contract with PH Consulting for design of the 2026 Pavement Overlay Project, in an amount not to exceed \$92,600, in a form and content acceptable to the City Attorney.

RECORD OF COUNCIL ACTION

<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>
February 3, 2026		

SCOPE OF WORK

Project Name: 2026 Overlay Project
Client: City of North Bend
Date: January 6, 2026

Introduction

PH Consulting (“PH”) will provide professional engineering services for the design of pavement overlay improvements in three areas of the City of North Bend. Improvements will generally include pavement grinding and overlay or inlay, transitions to existing pavement, and restoration of pavement markings and channelization. Project locations and limits are shown on the City-prepared map included as **Figure 1** and include the following areas:

- SE 436th Avenue – North Bend Way RAB to SE 136th Street RAB
- SE 140th Street – Eagles Nest Place SE to the eastern edge of 13918 463rd Ave SE
- SE 468th Avenue – SE Middle Fork Road to the City limits south of SE 146th Street / north of North Bend Way

The design will include City-provided and consultant-prepared survey data, aerial photos, GIS, and LIDAR (as available) for base mapping, coordination with the City, and preparation of plans, specifications, and estimates (“PS&E”). Supplemental services, including bidding and construction support, may be added after the design phase is complete.

Task Summary

Task 001	Project Management
Task 002	Survey (Existing Data + Supplemental Survey)
Task 003	75% Design
Task 004	Final Design
Task 005	Management Reserve
Expenses	

Preliminary Project Schedule

PH will begin work upon receipt of Notice to Proceed and progress according to the attached Project Schedule.

Key dates include:

Notice to Proceed ("NTP")	January 2026
75% Design Submittal	early March 2026
Project Walk-Through	March 2026
Final Design Submittal	early April 2026
Bidding & Award	April/May 2026

A detailed project schedule will be provided after Notice-to-Proceed.



Figure 1. Project Area (Source: City of North Bend)

Scope of Work

PH's scope of work for the project is outlined as follows.

Task 001 Project Management

This task includes general project coordination, project monitoring, progress reporting, monthly invoicing, and in-house quality assurance. It also covers project meetings, which are anticipated to include:

- Project Kick-off
- Interim plan review/coordination meetings
- Project Walk-Through following 75% design submittal
- Final review meeting

ASSUMPTIONS & EXCLUSIONS

- Community Outreach/Engagement is not anticipated for this project and is excluded from the scope.
- No permitting or coordination with agencies outside of City of North Bend.

Task 002 Survey (Existing Data + Supplemental Survey)

Under this task, PH will prepare base maps at 1" = 20' scale detailing the surface information from City-available data, including GIS, LIDAR, Aerial images, and as-builts. Specifically:

- SE 436th Avenue: Existing survey from the 2026 Sidewalk Gaps Project (RAB to RAB) will be used.
- SE 140th Street: Existing survey from the 2025 Sidewalk Gaps Project will be used. Minor adjustments may be required in the field due to previous construction.
- SE 468th Avenue: New survey will be performed (by S&F Land Services) for the segment from SE Middle Fork Road to the City limits south of SE 146th Street. See attached proposal from S&F.

Base map drawings will depict the following as accurately as possible:

- Horizontal datum shall be NAD83/91; Vertical datum shall be NAVD88.
- PH will coordinate with the City to obtain pertinent GIS, LIDAR, Aerial images, and as-built information.
 - Right-of-Way limits will be shown based on available GIS information.
 - Parcel lines will be shown based on available GIS information.
 - Topographic relief will be depicted as 2' LIDAR contours.
 - Edge of pavement will be provided by the City of North Bend from available LIDAR files.
 - Aerial images will be included and referenced within the AutoCAD Drawing.
 - Utility information will be limited based on available GIS information and as-builts.

Assumptions & Exclusions:

- The City will provide all available GIS, LIDAR, aerial images, and as-built information at (or prior to) the Project Kick-off meeting.
- PH will prepare 1"=20' in AutoCAD drafted to APWA or City of North Bend drafting standards.
- Where existing survey data differs from current field conditions, PH will notify the City. Any additional survey work needed to address discrepancies, along with associated costs, will be the City's responsibility.

Task 003 75% Design

Following the Kick-off meeting and preparation of the base maps, PH will then proceed with 75% Design. The 75% design will include:

- 75% Design Plan sheets for the proposed improvements, including:
 - Cover sheet, General Notes and Legend, and Key Map sheets.
 - Existing Conditions & Alignment sheets.
 - Temporary Erosion & Sediment Control (TESC) and Demo plan sheets with City standard notes and details.
 - Roadway plan sheets for the proposed improvements including:
 - Pavement overlay locations identified and showing a grind to ~1' outside of the existing fog line, new asphalt pavement inlay plus transitions to existing pavement at the ends and at intersections.
 - Adjust to grade notes for storm structures, water valve boxes, survey monuments, or other existing lids within the pavement grind areas as necessary.
 - Channelization sheets that include striping replacement and any other necessary restoration improvements.
 - Additional project details noted but not necessarily developed at this stage.
- 75% Specifications prepared per the WSDOT Specifications Manual with relevant WSDOT, APWA, Local, and project specific GSP's incorporated as needed.
- 75% Engineer's Estimates, including quantities and a contingency.

ASSUMPTIONS & EXCLUSIONS

- Plans will be prepared using City of North Bend AutoCAD Civil 3D standards.
- The City will provide the most current version of the front-end contract documents in Word format to PH.
- The City will compile all city comments into one redline plan set and/or one comprehensive comment excel spreadsheet list and provide to PH for review at each design stage.

DELIVERABLES

- 75% Design memorandum including questions and assumptions
- 75% Design plans will be provided electronically as PDFs.
- 75% Design specifications will be provided electronically as PDF and in MS Word.
- 75% Design estimates will be provided electronically as PDF and in MS Excel.

Task 004 Final Design

After the Project Walk-Through and City review of the 75% Design, the City and the PH team will meet to discuss the City's review comments, and PH will then proceed with Final Design. The Final Design package submittal will include complete, bid-ready contract documents, and it is not anticipated that the City will provide review comments at this stage.

DELIVERABLES

- Final Design plans will be provided electronically as PDFs.
- Final Design specifications will be provided electronically as PDF and in MS Word.
- Final Design estimates will be provided electronically as PDF and in MS Excel.

Task 005 Management Reserve

This task provides for unanticipated services deemed to be necessary during the Project that are not specifically identified in the scope of work tasks defined above. Funds in this task are not to be used unless explicitly authorized by the City. Fee estimate is based on $\pm 5\%$ of authorized Tasks.

Expenses

This task provides for reimbursement associated with mileage, meetings, plots, and site visits throughout the course of the project.

General Assumptions and Notes

- Scope and fees outlined above are based on the following:
 - a. Emails and exhibits from the City in early December 2025.
- The following items are not included in this scope of work:
 - a. Full topographic field survey
 - b. Geotechnical Investigations or Structural Engineering.
 - c. ADA ramp design.
 - d. Environmental assessment, mitigation, or permitting.
 - e. ROW and Easement services.
 - f. Storm drainage detention, water quality, or conveyance design or analysis.
 - g. Water, Sewer, Gas, or Dry Utility design or coordination.
 - h. Bidding or Construction services.

- Traffic control plans will not be provided, but general contractor requirements will be included in the project specifications.
- The City will provide available information, including GIS, LIDAR, Aerial images, capital project design plans, City utility as-builts, and adjacent development project as-builts.
- PH will not pay any agency or easement fees on behalf of the City.
- Fees incurred due to reimbursable expenses such as large format copies (larger than legal size), mileage, and plots will be billed the **Expenses** task.
- Time and expense items are based on our Team's current hourly rates.
- PH reserves the right to move funds between approved Tasks as necessary based on approved scope of work provided the overall budget of Tasks is not exceeded. The City's Project Manager will be notified if funds are shifted.
- If Client requests Team's assistance in complying with any public records request, including without limitation providing copies of documents and communications, Client will pay Team's hourly fees and costs incurred in providing such assistance at then-current rates. Such fees and costs will be billed as a separate task.

CONSULTANT FEES Council Packet February 3, 2026
City of North Bend's 2026 Overlay Project

PH Consulting Staff Category	Hours	Rate	Cost
Principal	44	\$ 265.00	\$ 11,660.00
Senior Project Manager	152	\$ 210.00	\$ 31,920.00
Project Engineer	40	\$ 205.00	\$ 8,200.00
Associate Engineer	24	\$ 150.00	\$ 3,600.00
CAD Designer III	138	\$ 175.00	\$ 24,150.00
Office Administrator	4	\$ 125.00	\$ 500.00
Total Hours	402		\$ 80,030.00
Direct Fees			\$ 80,030.00
Subconsultants			
S&F (Survey & Base Mapping)			\$ 7,920.00
Sub-Total Subconsultants (Including 10% Mark-up)			\$ 7,920.00
Management Reserve (~5% of Direct Fees & Subconsultants)			\$ 4,400.00
Subtotal			\$ 92,350.00
Direct Expenses	Unit	Cost	Total
2026 Mileage Rates	1	\$ 0.725	\$ 320.00
Sub-Total Direct Expenses			\$ 250.00
Total Fee			\$ 92,600.00

CONSULTANT FEES Council Packet February 3, 2026

City of North Bend's 2026 Overlay Project

Task No.	Task Description	Principal	Senior Project Engineer	Project Engineer	Associate Engineer	CAD Designer III	Office Administrator	Total Hours	Totals
	Hourly Rate	\$ 265.00	\$ 210.00	\$ 205.00	\$ 150.00	\$ 175.00	\$ 125.00		
001 PROJECT MANAGEMENT									
	Project Coordination	16	16					32	\$ 7,600.00
	Project Monitoring & Invoicing	2					4	6	\$ 1,030.00
	Project Walk-Through after 75% Design	6	8					14	\$ 3,270.00
	Task 001 Total Hours	24	24	0	0	0	4	52	
	Subtotal Task 001	\$ 6,360.00	\$ 5,040.00	\$ -	\$ -	\$ -	\$ 500.00		\$ 11,900.00
002 Survey									
	Base Mapping (Aerial Photos/GIS)	2	8			20		30	\$ 5,710.00
	S&F								\$ 7,920.00
	Task 002 Total Hours	2	8	0	0	20	0	30	
	Subtotal Task 002	\$ 530.00	\$ 1,680.00	\$ -	\$ -	\$ 3,500.00	\$ -		\$ 13,630.00
003 75% DESIGN									
	Plans	8	64	4	8	72		156	\$ 30,180.00
	Specifications	2	8	16				26	\$ 5,490.00
	Estimate	2	2	4	4	4		16	\$ 3,070.00
	Task 003 Total Hours	12	74	24	12	76	0	198	
	Subtotal Task 003	\$ 3,180.00	\$ 15,540.00	\$ 4,920.00	\$ 1,800.00	\$ 13,300.00	\$ -		\$ 38,740.00
004 FINAL DESIGN									
	Plans	4	40	4	8	40		96	\$ 18,480.00
	Specifications	1	4	10				15	\$ 3,155.00
	Estimate	1	2	2	4	2		11	\$ 2,045.00
	Task 004 Total Hours	6	46	16	12	42	0	122	
	Subtotal Task 004	\$ 1,590.00	\$ 9,660.00	\$ 3,280.00	\$ 1,800.00	\$ 7,350.00	\$ -		\$ 23,680.00
005 MANAGEMENT RESERVE									
	5% of Tasks 1-4								\$ 4,400.00
	Task 005 Total Hours								
	Subtotal Task 005								\$ 4,400.00
	PH TOTAL HOURS	44	152	40	24	138	4	402	
	TOTAL ALL TASKS	\$ 11,660.00	\$ 31,920.00	\$ 8,200.00	\$ 3,600.00	\$ 24,150.00	\$ 500.00		\$ 92,350.00

January 5, 2026

PH CONSULTING

Attn: Ken Lauzen

5510 15th St. E.

Fife, WA 98424

Email: Ken@phtraffic.com

Phone: 206-375-2403

RE: S&F - North Bend 2026 Overlay

Ken,

On behalf of S&F Land Services, I am pleased to submit this proposal to provide professional surveying services for establishing project control and collecting imagery for the City of North Bend 2026 Overlay project as indicated on the enclosed Exhibits A.

1. Survey control:

- S&F will establish ground point control for low-altitude, high resolution aerial imagery using UAS data collection along the following streets shown in RED on the attached Exhibit A:
 - **NE 468th Ave SE from north margin of I-90 west-bound on ramp, northerly to SE Middle Fork Road**

The control system and imagery will be on the Washington Plane Coordinate system NAD83(2011), North Zone, US survey feet with NAVD88 vertical datum.

2. Aerial Imagery and Planimetric Survey:

- S&F will collect aerial imagery over an approximate 2,400 LF area to encompass the project limits.
- Planimetric features from back of sidewalk to back of sidewalk or edge of hard surface will be drafted to include the following:
 - Back of sidewalk, edge of pavement, curb lines, traffic striping.
 - Visible above ground utility structures within the roadway such as valves, manholes and catch basins.
 - DTM over paved areas.
- EXCEPTIONS
 - 811 utility locates will not be required.
 - No underground utility as-builts of manholes and catch basins will be required

Assumptions:

- Aerial photography of roadways can be subject to obstructions by vehicles. S&F will attempt to fly the project limits during lowest traffic volume to limit the possibility of in-road utility structures being obstructed.
- S&F has assumed two field days to review and collect any structures which were obscured by vehicles.
- All survey monuments within the project limits are in existing monument cases and will NOT be destroyed as this would require preparing a "Permit to Destroy Survey monuments" with the Washington DNR. ALL survey monuments are to be protected in place.

S&F Land Services

Your Proven Geospatial Partner

1750 112th Avenue, Suite B-216 - Bellevue, WA 98004 | 425-832-3872

info@sflands.com - www.sflands.com**Deliverables:**

- A .dwg CAD base file with aerial imagery in a .sid format, all survey control points in .csv and road planimetry with visible utilities.

Schedule:

This work will begin in early 2026 depending upon weather and receipt of PH Consultants NTP.

Deliverables can generally be provided within approx. three weeks or sooner from completion of aerial data collection.

Fees:

The fees for the scope of services described above are based on our 2026 rates and will be on a fixed fee basis, inclusive of mobilization and equipment costs. Additional services requested and approved by the client not described herein can be billed as a Contract Addendum.

FEES	\$7,200
1. Survey Control and UAS	\$2,700.
2. Aerial Imagery and Planimetric Survey	\$4,500.

If this proposal is acceptable to you, please sign a copy of this letter and return it to us as our notice to proceed. Signing this document is a promise to pay for services as outlined above, and acknowledgment of our enclosed terms and conditions. I appreciate the opportunity to provide this proposal for your consideration. If you have any questions or concerns, please feel free to call me at 425-213-7647.

Sincerely,



Zane Nall, PLS - Senior Project Manager

S&F Land Services

_____ (Date Accepted)

_____ (Signature)

_____ (Name)

_____ (Title)

EXHIBIT A



Project Location





City Council Agenda Bill

SUBJECT:		Agenda Date: February 3, 2026		AB26-011	
Motion Authorizing a Work Order with Gray & Osborne, Inc. for Design of a Replacement Water Meter and Backflow Prevention Assembly at 402 Main Ave S.		Department/Committee/Individual			
		Mayor Mary Miller			
		City Administrator – Amber Emery			
		City Attorney – Kendra Rosenberg			
		City Clerk – Susie Oppedal			
		Administrative Services – Lisa Escobar			
		Comm. & Economic Development – James Henderson			
		Finance – Martin Chaw			
Cost Impact: \$29,995 NTE		Public Works – Tom Mohr		X	
Fund Source: Water Operations					
Timeline: Immediate					
Attachments: Exhibit A – Scope of Work, Exhibit B - Fee					
SUMMARY STATEMENT:					
<p>In 2025 Water Department staff noticed that the domestic water meter serving the Ace Hardware complex was not registering water being used. They also found that the existing installation doesn’t meet current code, lacking an adequate bypass pipe, backflow prevention assembly, check-valve system, and that the meter box is under-sized for the 3-inch meter. The installation was completed in the early 1990’s in conjunction with the construction of the Mt Si Village shopping complex, located at 402 Main Ave. South. Since the meter is not recording, the City is unable to collect the revenue for water usage and this also contributes to the water system’s distribution System leakage (DSL).</p> <p>The proposed work order, under the current on-call contract with Gray & Osborne (G&O), allows G&O to prepare plans, specifications and estimates for the demolition of the existing service line, water meter, meter setter, and meter box and replacement of the system with items that meet current code, including a new water service line, meter, meter setter, meter vault, and the appropriate backflow prevention assembly. This work is more involved than staff have the resources to accomplish, requiring topographic and boundary surveying and drafting, neither of which the City has the hardware or software to complete. Additionally, there is no professional land surveyor on staff.</p> <p>The project consists of replacing the existing water service and meter with a new meter and backflow assembly. The existing service line is connected to the 6” A/C watermain along Cedar Ave S. The reduced pressure backflow assembly (RPBA) will be installed above ground within an insulated structure. The attached Exhibit A provides a project work scope. Exhibit B provides a fee schedule. The total estimated cost of design is approximately \$29,995. The funding source for this work will be the Water Operations fund. This work was included in the water rate study and is included in the 2026 budget.</p> <p>City staff recommend moving forward with G&O for this project.</p>					
APPLICABLE BRAND GUIDELINES: Consistent delivery of quality basic services					
COMMITTEE REVIEW AND RECOMMENDATION: The Transportation and Public Works Committee reviewed this item at their January 27, 2026, meeting and recommended approval and placement on the Consent Agenda.					
RECOMMENDED ACTION: MOTION to approve AB26-011, authorizing a work order with Gray & Osborne for design of a replacement water meter and backflow assembly at 402 Main Ave S, in an amount not to exceed \$29,995.					

City Council Agenda Bill

RECORD OF COUNCIL ACTION		
<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>
February 3, 2026		

EXHIBIT A

SCOPE OF WORK

CITY OF NORTH BEND MOUNT SI VILLAGE DOMESTIC METER REPLACEMENT

This Scope of Work presents the professional engineering services requested by the City of North Bend (City) for the design of a replacement for an existing domestic line meter to the Mount Si Village building. The existing meter is on a 3-inch line. The City would like to replace the existing domestic service and meter with a new meter and backflow assembly, likely a reduced pressure backflow assembly (RPBA) installed above ground, and contained in a weatherproof structure, possibly with heating.

This project is funded by the City and the project will be bid through the City's Small Works Roster. The design services will include the following Tasks.

SCOPE OF WORK

Gray & Osborne has prepared the following Scope of Work for this project.

Task 1 – Project Management

Provide overall project management and oversight of resources and deliverables to ensure timely delivery and coordination of project elements. Work includes procuring and maintaining sufficient resources, overseeing budget and schedule, and assisting in the timely delivery of engineering products, per the Contract.

Task 2 – Topographic Site Survey

Complete topographic site survey documenting relevant local utilities including waterlines, electrical lines, sewer lines, edge of pavement, sidewalks, and any other relevant features including localized topography. This survey assumes finding existing control points to establish existing vertical and horizontal datum and right-of-way.

Task 3 – Design Engineering Services

Complete civil and electrical engineering design of the Mount Si Village Domestic Meter Replacement Project. This Task includes completing the engineering analysis and calculations necessary to complete the design. This Task also includes the preparation of detailed Plans, Specifications, and Cost Estimates to adequately describe the work for a Public Works Contractor. Gray & Osborne will provide the following services to complete this Task.

- A. Prepare Draft Plans and Cost Estimate – Prepare Draft Plans and Construction Cost Estimates for the project. Plans will include Preliminary Civil and Electrical Sheets, including a Site Plan and RPBA Enclosure Elevation View and Preliminary Details. Specifications will be prepared in Construction Specifications Institute (CSI) format with applicable City Contract forms. Draft Plans and Cost Estimates will be submitted to the City for review and comment. Gray & Osborne will meet with City staff to complete a facilitated review of the Plans.

- B. Prepare Final Plans, Specifications, and Cost Estimate – Prepare Final Plans, Specifications, and Construction Cost Estimates for the project. City comments from the draft submittal will be addressed. Plans and Specifications will be suitable for Public Works bid. Specifications will be prepared in Construction Specifications Institute (CSI) format with applicable City General Conditions and Contract forms. Final Plans, Specifications, and Cost Estimates will be submitted to the City for regulatory approval and distribution to Contractors.

Task 4 – Complete Quality Assurance/Quality Control Review

Conduct quality assurance/quality control reviews (draft and final completion levels) of the Design Documents to review critical project milestones, constructability, deliverables, permitting issues, regulatory approvals, cost, methods, and materials to be employed during construction, and environmental concerns. Provide this review by both Project and Non-Project Engineers, experienced in the design of similar project facilities. Document the review comments and revise the Design Documents to incorporate these comments.

Task 5 – Conduct Meetings and Site Visits

Attend one meeting with City staff and stakeholders during development of the Plans and Specifications to discuss project issues and review draft deliverables.

- A. Draft Design Review Meeting.

Task 6 – Bid and Award Assistance

Assist the City with the bid and award process for the project. Prepare Addenda as necessary. Review bid results and bidder qualifications. Prepare an Award for Recommendation for the City.

Task 7 – Construction Management Services

An Amendment to this Agreement for construction management services will be negotiated with the City after design services are complete, and will be prepared for review and approval, if desired by the City.

DELIVERABLES

The following deliverables shall be provided to the City for review and approval.

1. Plans and Specifications –electronic files in pdf format.

SERVICES NOT INCLUDED

1. Cultural resource survey.
2. Construction engineering services.
3. Geotechnical investigation.

BUDGET

The maximum amount payable to the Engineer for completion of all work associated with this Scope of Work, including contingencies, salaries, overhead, direct non-salary costs, and net fee shall be as shown in the attached Exhibit B. This amount shall not be exceeded without prior written authorization of the City.

EXHIBIT B
ENGINEERING SERVICES
SCOPE AND ESTIMATED COST

CITY OF NORTH BEND - MOUNT SI VILLAGE DOMESTIC METER REPLACEMENT

Tasks	Principal Hours	Project Manager Hours	Civil Engineer Hours	Electrical Engineer Hours	AutoCAD/ GIS Technician/ Engineer Intern Hours	Professional Land Surveyor Hours	Field Survey (Two Person) Hours
1 Project Management		2					
2 Topographic Site Survey			1			6	10
3 Design Engineering Services							
A. Prepare Draft Design Submittal		6	24	24	30		
B. Prepare Final Design Submittal		2	12	4	8		
4 Complete Quality Assurance/Quality Control Review	3	3	3	3			
5 Conduct Meetings and Site Visits		4	4				
6 Bid and Award Assistance			2	1			
Hour Estimate:	3	17	46	32	38	6	10
Fully Burdened Billing Rate Range:*	\$165 to \$265	\$148 to \$265	\$115 to \$190	\$125 to \$232	\$65 to \$180	\$125 to \$208	\$200 to \$315
Estimated Fully Burdened Billing Rate:*	\$260	\$255	\$170	\$225	\$150	\$185	\$300
Fully Burdened Labor Cost:	\$780	\$4,335	\$7,820	\$7,200	\$5,700	\$1,110	\$3,000

Total Fully Burdened Labor Cost: \$ 29,945

Direct Non-Salary Cost:

Mileage & Expenses (Mileage @ current IRS rate)

\$ 50

TOTAL ESTIMATED COST:

\$ 29,995

* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.



**Council PH&S Committee
Proposed KCSO ILA
February 03, 2026**



Agenda / Meeting Purpose

- Review proposed King County Sheriff's Office Interlocal Agreement for police services
- ILA highlights
- Staff scheduling
- KCSO Guests introductions

KCSO ILA and Transition Update

- Council authorized Mayor to negotiate and execute an agreement with KCSO (AB25-044 and AB25-050)
- City staff provided Council regular updates
- Interlocal agreement is identical to the one included in RFP and is same for all other contracted cities.
 - Minor changes: updated dates, updated references for fire investigations to arson investigations
 - Flex model contract April 1-Dec31
 - Transitioning to Dedicated model contract no later than Jan1, 2027.
 - 2 officers on patrol within the City for 18 hours a day; 1 officer on patrol between midnight-6:00AM.

Interlocal Agreement Highlights

- Flex model services defined

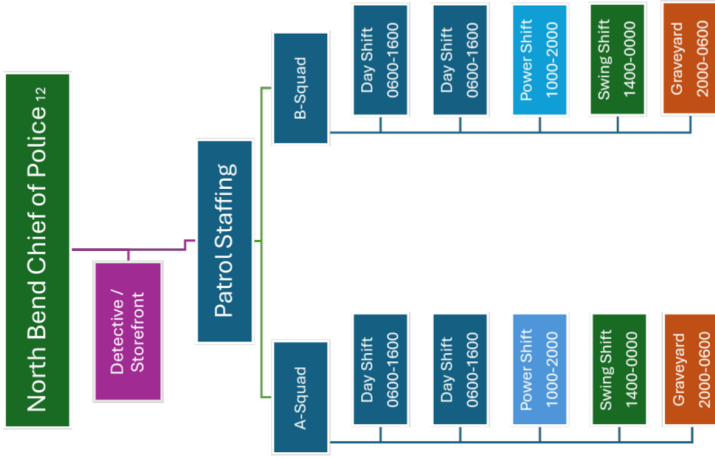
2.3.1. Positions designated to provide precinct/city services to the City shall be dedicated to work within the precinct in which the City is located, subject to responses to assist another jurisdiction or KCSO precinct according to mutually agreed-upon written criteria.

- City Department model services defined

2.1.1. Such positions shall be assigned to the City and shall be dedicated to work within the City limits, subject to responses to assist another jurisdiction or County police precinct according to mutually agreed-upon written criteria. .

- Level of services defined

3.1. City Law Enforcement Services. Beginning January 1, 2026, the County agrees to provide to the City the level, degree and type of precinct/city and support services in accordance with Exhibit B, “Financial Exhibit” (Exhibit B), along with related administrative services.



This staffing plan reflects more than five decades of experience providing contract police services to two (12) cities, representing 30% of the municipalities in King County as well as King County Metro Transit, Sound Transit, Muckleshoot Indian Tribe, and the King County International Airport.

Source: King County PEP

Exhibit B - “Cost Book”

North Bend

Exhibit B

Cost Book:	Proposed
Draft or Final:	Final
Date:	21-Oct-25

Final 2026 Proposed Cost Book														
Cost per FTE		7,573	19,087	2,664	2,032	212	4,768	988	45,752	13,088	11,767	4,802	(102)	
Amounts Paid by City														
				Uniform, Supplies, Services	Central IT	MARR	800 Mhz Radio Cell Phones	Overhead (Dept. Sworn & Divisions)	Liability Insurance	Estimated Other	Precinct Support & Optional OT	Other Credits		
Dedicated Police Services														
Police Chief	1.0	\$116,827	\$54,204	\$19,087	\$2,664	\$2,032	\$4,768	\$988	\$13,088	\$10,761	\$4,802	\$0	\$347,45	Total FTE's (incl. OH) 1.13
Vehicle run-up to Inventory & Additional OT requested by City														
Subtotal, Dedicated Police Services				\$0		\$2,032	\$4,768	\$988	\$13,088	\$10,761	\$4,802	\$0	\$0	
* Amount subject to reconciliation (Salary, benefits and OT of dedicated officers) = \$254,042														
Amount of Cost Pool Paid by City														
Additional Police Services		% of Cost Pools	KCSO Cost Pool	ES11 Revenue Credit	Uniform, Supplies, Services, Tele	Central IT	MARR	800 Mhz Radio Cell Phones	Overhead	Liability Insurance	Capital & Tenant Charges	Precinct Support	Other	Total City Cost
Precinct Command Staff (Major)	4.52%	\$36,900	\$14,065	\$0	\$474	\$120	\$92	\$216	\$45	\$2,068	\$502	\$0	\$217	\$17,89
Precinct Command Staff (Captain)	4.52%	\$10,610	\$37,309	\$0	\$1,422	\$361	\$276	\$947	\$135	\$6,204	\$1,776	\$0	\$661	\$48,81
Patrol Supervision	4.52%	\$4,114,637	\$127,805	\$6,025	\$10,785	\$1,505	\$1,148	\$2,694	\$564	\$25,851	\$7,401	\$2,713	(27,735)	\$199,47
Detective Supervision	19.78%	\$33,1902	\$46,066	\$2,214	\$2,074	\$943	\$402	\$943	\$197	\$9,051	\$2,561	\$0	\$950	\$85,63
Shared Patrol	44.02%	\$3,849,532	\$11,110,061	\$69,924	\$16,833	\$169,924	\$12,075	\$28,333	\$5,031	\$271,975	\$77,837	\$0	\$28,535	\$1,684,48
Shared Detectives	19.78%	\$872,645	\$115,312	\$6,883	\$9,222	\$1,581	\$1,206	\$2,830	\$562	\$27,162	\$7,773	\$0	\$2,650	\$172,62
Precinct Support Staff FTE's (Costs are Included in Dedicated, Per Major & Per Captain rows above)														\$0
Communications/Dispatch	1.95%	\$14,812,619	\$215,125	\$17,247	\$244	\$24,599	\$3,412	\$93	\$20	\$43,320	\$21,991	\$10,260	\$0	\$289,43
Hostage Negotiation Team	0.00%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,414	\$4,872	\$449	\$0	\$0
Major Crimes Investigation	1.18%	\$9,817,308	\$72,093	\$5,488	\$4,928	\$5,084	\$756	\$2,237	\$1,548	\$324	\$16,414	\$0	\$0	\$114,19
MARR Unit	2.38%	\$1,116,688	\$30,015	\$2,278	\$2,636	\$2,834	\$300	(8,235)	\$703	\$8,860	\$1,931	\$160	\$0	\$27,96
SNAT (TAC-30) Team	0.73%	\$147,680	\$3,842	\$2,557	\$682	\$2,470	\$33	\$3	\$77	\$732	\$211	\$0	\$0	\$10,60
Fire Investigation Unit	0.85%	\$47,569	\$2,069	\$379	\$169	\$51	\$26	\$0	\$61	\$345	\$166	\$0	\$0	\$374
Subtotal, Additional Police Services			1,775,082	113,639	102,368	54,966	19,724	38,143	7,971	409,891	127,141	35,916	(39,613)	2,604,891
TOTAL CONTRACT COST														10,60
Police Chief starting on 1/1/2026, with all other FTE's and services starting on 4/1/2026. The only exception is Fire Investigative Service, which is a full year.														
If 2026 were a Full Year = \$2,952,341														
Police Chief (Full Year) = \$347,455														
Fire Investigative Service (Full Year) = \$3,748														
All Other Services & Staffing (Starting 4/1/2026) = \$1,950,857														
Pro-Rated Exhibit Cost for 2026P = \$2,302,060														
Plus: Portion of Amortized Startup Cost = \$186,136														
Total 2026P Cost = \$2,488,196														

Police Chief starting on 1/1/2026, with all other FTE's and services starting on 4/1/2026. The only exception is Fire Investigative Service, which is a full year.

The only exception is **Fire Investigative Service**, which is a full year.

Staff and services being 'purchased'

-Police Chief

-Precinct commanders

-Patrol staff

-Specialty units

**Startup Costs
amortized over 60
months**

Total costs including s

Source: King Co.

How KCSO Staff Scheduling Works

	1 AM	2	3	4	5	6	7	8	9	10	11 AM	Noon	1 PM	2	3	4	5	6	7	8	9	10	11 PM	Midnight
Day Shift 1						●	●	●	●	●	●	●	●	●	●	●								
Day Shift 2						●	●	●	●	●	●	●	●	●	●	●								
Power Shift										●	●	●	●	●	●	●	●	●	●	●				
Swing Shift														●	●	●	●	●	●	●	●	●	●	●
Graveyard Shift	●	●	●	●	●															●	●	●	●	●
# Officers	1	1	1	1	1	2	2	2	2	3	3	3	3	4	4	4	2	2	2	3	2	2	2	2

Council Packet February 3, 2020

Estimated Costs Projected 2027-2031

North Bend

Estimated Cost (for years 2027-2031)

(Using an inflation rate of 4-6% over 2026P rates)

Year	Estimated Cost Exhibit (4% Inflator)	BWC's	Amortized Start-up Costs	Low Total	Estimated Cost Exhibit (6% Inflator)	BWC's	Amortized Start-up Costs	High Total
2026	2,302,060	-	186,136	2,488,196	2,302,060	-	186,136	2,488,196
2027	4,493,358	40,451	248,181	4,781,990	4,579,769	40,451	248,181	4,868,401
2028	4,673,093	41,334	248,181	4,962,608	4,854,555	41,334	248,181	5,144,070
2029	4,860,016	42,262	248,181	5,150,459	5,145,828	42,262	248,181	5,436,271
2030	5,054,417	43,236	248,181	5,345,834	5,454,578	43,236	248,181	5,745,995
2031	5,256,594	44,259	62,045	5,362,898	5,781,853	44,259	62,045	5,888,157

Note: The above are rough estimates and not intended to be a quote or a cap, as we do not know future year cost increases, nor do we know future COLA's. Changes in the City's workload (or percent use of resources) can also result in a change in cost. In short, our best guess of future year cost is somewhere between 4-6% increase per year. The above table shows the "high" vs "low" estimates, based on a 4-6% inflation rate over the 2026P rate.

The year 2026 listed above, reflects the quoted 2026 Proposed cost (for a pro-rated/partial year).

Source: KCSO

Interlocal Agreement Highlights

- Compensation procedures and reports (sec. 4)
 - County estimate for following year (sec. 4.7)
 - Annual growth in costs based on CPI-W (sec. 4.8)
 - Monthly reports on overtime, salary, special pay and benefits (sec. 4.9)
- Annual reconciliation in March for prior year (sec. 4.11)
- Discretionary overtime billable (sec. 4.13)

Interlocal Agreement Highlights

- Use of City facility by Uninc KC (sec. 6.5)
- CONB costs shall not be raised as a result of another city's decisions (sec. 6.12)
- City to reimburse KCSO for startup salary and benefits (sec. 6.15)
- Multi-year business planning (sec. 6.17)
- Termination process (sec. 11.1)
- Transition plan (sec. 11.3)
- Oversight committee (sec. 17.1)

Transition Update

- SnoPo handoff
 - KCSO continues to meet with SnoPo Chief Horesji monthly
- Outlet Mall
 - KCSO to furnish space
 - KCSO will work directly with Simon Properties for any required tenant improvements
 - Lease agreement being transferred to City of North Bend from Snoqualmie
 - Council will need to approve new lease agreement
- City Hall Annex
 - In process of selecting a preferred vendor; Council approval of vendor contract tonight (CC meeting Feb 03)
 - Coordinating with KCSO on tenant improvements
 - No lease agreement with KCSO (only with WDFW)

Questions?

**INTERLOCAL AGREEMENT BETWEEN
KING COUNTY AND THE CITY OF NORTH BEND
RELATING TO LAW ENFORCEMENT SERVICES**

This is an Interlocal Agreement between King County, a home rule charter county, a political subdivision of the State of Washington, hereinafter referred to as the "County", and the City of North Bend, a municipal corporation of the State of Washington, hereinafter referred to as the "City."

WHEREAS, a number of cities in King County contract with the County for the provision of law enforcement services within their City boundaries, and

WHEREAS, the County has adopted policies that support the development and continuation of these contracts to preserve the quality, depth and breadth of its law enforcement services, and

WHEREAS, the King County Sheriff's Office (KCSO) acts on behalf of the City, which is responsible for law enforcement services within its jurisdiction; and

WHEREAS, the County and the contract cities negotiated an interlocal agreement in 2000 which embodies the following principles adopted by County Council Motion 9540:

1. County law enforcement employees should feel responsibility toward and demonstrate responsiveness to cities with agreements for law enforcement services.
2. Each city should have the flexibility to determine the level and deployment of certain services and to identify service priorities, thereby controlling costs.
3. Each city should have the ability to choose unique police uniforms and markings for police vehicles assigned to the City.
4. County law enforcement employees should work cooperatively with city organizations in a problem-solving mode to improve the safety and welfare of city residents and visitors.
5. The County should provide at a reasonable and predictable cost, efficient, high-quality, appropriate law enforcement services supported by technology that furthers the goals of each city and the County.
6. The contracts and service agreements should maintain equity among the interests of city and unincorporated area residents.
7. The agreements should preserve, to the extent practical, the valuable law enforcement services provided by the KCSO, while providing a high level of local service and decision-making.

NOW, THEREFORE, pursuant to RCW 39.34, the County and the City hereby agree:

1. Law Enforcement Services. The County will make available to the City any of the law enforcement services listed in Exhibit A, "King County Sheriff's Services" (Exhibit A), which is incorporated herein by reference.
 - 1.1. Precinct/City Services. Precinct/city services consist of law enforcement and other related services provided by personnel assigned to a police precinct primarily for the benefit of the geographic areas within the boundaries of the precinct except as may be modified by Section 2. Precinct/city services include:
 - 1.1.1. Reactive patrol to enforce state law and City-adopted municipal, criminal, and traffic codes and to respond to residents' and business' calls for service;
 - 1.1.2. Proactive patrol to prevent and deter criminal activity;

- 1.1.3. Traffic patrol to enforce applicable traffic codes;
- 1.1.4. Precinct detectives to investigate local crimes such as burglary, vandalism and auto theft;
- 1.1.5. Community service and community crime prevention deputies;
- 1.1.6. Drug Awareness Resistance Education (DARE) deputies;
- 1.1.7. Precinct command and support staff; and
- 1.1.8. Police reserves to perform a variety of routine police patrol functions.
- 1.1.9. For purposes of this agreement, precinct/city services shall be considered required or optional in accordance with Exhibit A, except that precinct command staff shall not be required if the City opts to provide its own precinct under Section 6.4.
- 1.2. Support Services. Support services consist of:
 - 1.2.1. Investigation services by deputies assigned to a central criminal investigation unit investigating such crimes as major crimes, drug offenses, fraud and such reports as missing persons, vice, and major accidents. These deputies are supported by crime scene analysis, crime laboratory, polygraph, identification, and evidence control.
 - 1.2.2. Special operations services such as canine patrol, hostage negotiations, tactical unit, and bomb disposal; and
 - 1.2.3. Communications services, including call receiving, dispatch, and reports.
 - 1.2.4. For purposes of this agreement, support services shall be considered required or optional in accordance with Exhibit A, except that hostage negotiation and bomb disposal may be provided by City deputies under the city department model described herein.
- 1.3. Administrative Services. Administrative services include legal advisor, planning and statistics, subpoena control, training, weapons permits, accounting, payroll, personnel, labor relations, media relations, fleet control, radio maintenance, purchasing, records, inspections/internal investigations, and other services provided by other County Agencies in support of the KCSO. Such services do not include legal services of the King County Prosecuting Attorney relating to enforcement of municipal criminal and traffic codes or prosecutions arising thereunder.
 - 1.3.1. For purposes of this agreement, administrative services shall be required, except as otherwise noted in Exhibit A, which is incorporated herein by reference.
- 2. City Department, Shared Supervision and Flexible Services Models. Law enforcement services provided to the City under this agreement shall be available to the City under a city department model, a shared supervision model, or a flexible services model, provided that the City must select any service that is required in accordance with Exhibit A.
 - 2.1. City Department Model. Under the city department model, the level, degree and type of precinct/city services and the number of positions assigned to those services shall be determined by the City in consultation with the King County Sheriff or his/her designee.
 - 2.1.1. Such positions shall be assigned to the City and shall be dedicated to work within the City limits, subject to responses to assist another jurisdiction or County police precinct according to mutually agreed-upon written criteria.
 - 2.1.2. The number of such positions assigned to the City will remain constant. The City recognizes that the number of personnel may vary to the extent that positions are vacant or positions

are filled but not available for assignment, including Phase I and Phase II recruits and personnel on long-term disability leave, vacation leave, sick leave or other leave. In accordance with Section 6.9, the transfer of personnel will be coordinated by the KCSO, in consultation with the City Chief Executive Officer or designee, to minimize the impact of potential vacancies.

2.1.3. Support and administrative services shall be provided to the City at the level, degree and type as provided by the County in unincorporated King County, except as otherwise modified by Section 6.3.

2.1.4. Additional support services may be purchased by the City and assigned for the sole benefit of the City, provided they are optional services as defined in Exhibit A.

2.2. Shared Supervision Model. Under the shared supervision model, the level, degree and type of precinct/city direct services (e.g., reactive patrol, precinct detectives, and City administrative sergeants) and the number of positions assigned to those services shall be determined by the City in consultation with the King County Sheriff or his/her designee. Precinct command and supervision shall be shared by the County and the City.

2.2.1. Such precinct/city direct services positions shall be assigned to the City and shall work within the City limits, subject to responses to assist another jurisdiction or County police precinct according to mutually agreed-upon written criteria.

2.2.2. The number of such positions assigned to the City will remain constant. The City recognizes that the number of personnel may vary to the extent that positions are vacant or positions are filled but not available for assignment, including Phase I and Phase II recruits and personnel on long-term disability leave, vacation leave, sick leave or other leave. In accordance with Section 6.9, the transfer of personnel will be coordinated by the KCSO, in consultation with the City Chief Executive Officer or designee, to minimize the impact of potential vacancies.

2.2.3. Support and administrative services shall be provided to the City at the level, degree and type as provided by the County in unincorporated King County, except as otherwise modified by Section 6.3.

2.2.4. Additional support services may be purchased by the City and assigned for the sole benefit of the City, provided they are optional services as defined in Exhibit A.

2.3. Flexible Services Model. Under the flexible services model, base level law enforcement services will be provided to the City in proportion to the City's share of workload, unless the City enhances services as provided for herein or unless the City opts to provide its own precinct under Section 6.4.

2.3.1. Positions designated to provide precinct/city services to the City shall be dedicated to work within the precinct in which the City is located, subject to responses to assist another jurisdiction or KCSO precinct according to mutually agreed-upon written criteria.

2.3.2. Additional precinct/city services may be purchased at the discretion of the City and will be used in accordance with mutually agreed-upon protocols.

2.3.3. Additional support services may be purchased by the City for the sole benefit of the City, with the exception of any support service that is required in accordance with Exhibit A.

3. City Law Enforcement Services.

- 3.1. City Law Enforcement Services. Beginning January 1, 2026, the County agrees to provide to the City the level, degree and type of precinct/city and support services in accordance with Exhibit B, "Financial Exhibit" (Exhibit B), along with related administrative services.
- 3.2. Revisions to City Law Enforcement Services. In April 2026 and thereafter, revisions to City law enforcement services shall be made in accordance with Section 4.

4. Compensation.

- 4.1. Development of Service Costs. The County shall develop service costs for each precinct/city, support, and administrative service provided by the KCSO.
 - 4.1.1. Service costs shall include, but not be limited to, salary, benefits and special pays, if any, for personnel providing the service, along with any associated clothing allowance, quartermaster, overtime, supplies, services, telephone, motor pool, lease cars, systems services, insurance, equipment and associated administrative costs. If not already included, costs shall include adjustments for cost-of-living and inflation.
 - 4.1.2. Service costs shall not include the cost of services that are required by state law, provided only within unincorporated King County, or supported by a dedicated revenue source, and services excluded from cost allocation at the discretion of the County. For the purpose of the agreement, such services and their associated administrative costs shall be considered non-chargeable.
 - 4.1.3. Service costs shall reflect the deduction of revenues.
- 4.2. Development of Unit Costs. The County shall develop unit costs for each precinct/city and support service based on service costs developed in accordance with Section 4.1. Unit costs are listed in Exhibit A.
- 4.3. Calculation of City's Estimated Agreement Amount. Service costs and unit costs shall be the basis for calculating the City's estimated agreement amount. The City shall be charged for services on the basis of FTE's (full-time equivalents) or workload billing factors as outlined in Exhibit A.
- 4.4. City's Estimated Agreement Amount. The estimated agreement amount is shown in Exhibit B. The County will provide the City by March of each subsequent year a revised estimated agreement amount, if it is less than the amount shown in Exhibit B.
- 4.5. Mid-year Adjustment. Mid-year supplemental appropriations requested by the City will be reflected as adjustments in the current year estimated agreement amount.
- 4.6. Billing. The estimated agreement amount shall be billed monthly in 12 equal amounts. Payments shall be due within 30 days after invoicing by the County.
- 4.7. Revisions to City Law Enforcement Services and Agreement Amount. Beginning in 2026, by September 1, or the first working day thereafter, the County shall provide the City with an estimate of the subsequent year's unit costs and service data in the form of a revised Exhibit A and an estimate of the City's agreement amount for the same level of service for the subsequent year in the form of a revised Exhibit B. By September 15, or the first working day thereafter, the City shall notify the County of any changes in service or model for the subsequent year. By October 5, or the first working day thereafter, the County shall provide the City with the estimated agreement amount for the subsequent year based on the changes in service requested by the City, along with revisions to Exhibit B.

- 4.8. Limit on Annual Growth for Selected Expenditures. A cap on growth in charges shall be in place for the sum of the following group of items: quartermaster, supplies, services, telephones, capital, system services, printing, central county support services, insurance, and motor pool, except for vehicle purchase and fuel. The annual growth in the sum of these costs per FTE shall not exceed the growth in the previous July to June Urban Wage and Clerical Workers Index for greater Seattle. All other charges, including but not limited to any costs related to existing contractual obligations or labor contracts currently in negotiations, binding arbitration requirements, federal or state court mandates, federal or state law requirements, recommendations of the Oversight Committee that have a fiscal impact and are approved by the County, or any other costs determined by the full Oversight Committee to be beyond the County's control, shall not be subject to this cap.
- 4.9. Reports. The City will receive a monthly Overtime, Salary, Special Pay and Benefits Report that will include current and year-to-date expenditures for overtime, salary, special pay, and benefits. The report will provide a comparison between the actual expenditures and budgeted amounts based on the adopted March Cost Book and exhibits for the previous calendar year. The City will also receive monthly vacancy reports.
- 4.10. Application. The City hereby agrees to pay for discretionary overtime expenses separately. Only dedicated police and dedicated support staff overtime, salary, special pay, and benefit costs are covered by this section.
- 4.10.1. The City agrees to pay for actual overtime, salary, special pay, and benefit costs.
- 4.10.2. If the City has a population of under 20,000 and exceeds its budgeted amount for overtime, special pay, salaries, and benefits by more than five percent, it will have the option to pay the amount exceeding five percent over the subsequent two years. At least 50 percent of the balance must be paid in the second year after the overage occurs. The City is responsible for paying the overage that does not exceed five percent in the first year.
- 4.10.3. Upon termination of an Interlocal Agreement between the City and the County, the City is obligated to pay all incurred overtime, special pay, salaries, and benefits overage costs by the termination date.
- 4.11. Reconciliation. Annual adjustments will be made in March of each year in such a way that if the City has a positive balance at year-end of the previous calendar year, it will receive a credit, and if the City has a deficit, it will receive a debit in the subsequent monthly billing. All computations will be based on actual overtime, salary, special pay, and benefits costs.
- 4.12. Computation. The cost formula shall be calculated by totaling the actual costs of overtime, salary, special pay, and benefits of the City and reconciling that figure to the City's budgeted amount. The annual adjustment process would occur as described in Section 4.11.
- 4.13. Discretionary Overtime. It is the intent of the City and the KCSO to provide operational overtime when requested for special events, dignitary protection and unusual occurrences. Overtime, when requested in these categories, will be billable at the actual overtime rate of the deputy(s) working. Responses to events listed below are treated as if the event were occurring in any other jurisdiction, with the responsibility falling on that jurisdiction.
- 4.13.1. If the City requests and utilizes KCSO deputies on overtime for special events within the City, the actual deputy overtime expenditure will be billed to the City following the event. This billing will occur with the standard monthly billing, in accordance with Section 4.6. Examples include, but are not limited to, park patrol, parades, and community events.
- 4.13.2. If the City experiences a disaster or unusual occurrence that is confined within its

boundaries and officer overtime is requested by the City Police Chief to stabilize the situation, the actual overtime expenditures will be billed only if disaster relief reimbursement funds are not approved. Examples of this include, but are not limited to, a plane crash, riot, or union strike.

- 4.13.3. In the case of a County, State, or National declared disaster for which overtime is required to manage the event, the overtime expense will be billed to the appropriate agency (e.g., FEMA). If reimbursement for overtime is not granted, then the City will be responsible for the direct overtime expense, less any mutual aid provided. Examples of this include, but are not limited to, flooding, windstorms, and sink holes.
- 4.13.4. In the event a dignitary requiring federal, state, or local protection visits a City, the City will determine if additional police response is needed. The City Chief Executive Officer, in consultation with the City Police Chief, will establish the level of service to be provided.
- 4.13.5. The KCSO Special Operations Section provides dignitary protection when the dignitary arrives in the County and assists in escorting the dignitary to the City. If the dignitary detail includes the US Secret Service, other Federal Government Agencies, or KCSO Special Operations, then the City is not responsible for expenses related to that detail. City expense is confined to meeting the City's established level of service for the dignitary visit, if overtime is incurred. Examples of dignitary protection services include, but are not limited to, traffic and crowd control related to visits from the Office of the President of the United States and foreign dignitaries.
- 4.13.6. Billing Process: The City Police Chief will accumulate and code all special event overtime forms. The original form will be routed to payroll and a copy forwarded to the Contract Unit for billing preparation.

5. Decisions and Policy-Making Authorities. The County will provide the services identified in Exhibit B in accordance with the following:

- 5.1. Operational Decisions and Policy-Making Authorities. The respective authorities of the City and the County to make operational decisions and develop and implement policies shall be governed by the guidelines contained in Exhibit C, "Roles and Responsibilities of Contract Service Personnel" (Exhibit C).
- 5.2. City Police Chief. The City may designate a county officer assigned to the City to act in the capacity of the police chief, consistent with the guidelines contained in Exhibit C.

6. Special Provisions.

- 6.1. Use of Non-Sworn Personnel. The City and the County intend to increase the use of non-sworn personnel, and the parties agree that the following functions and positions, among others, can be considered by the Oversight Committee for civilianization: parking enforcement; warrant service; court liaison; crime scene technician; evidence transport; background investigations; records management; crime prevention; accident scene traffic director; missing children services; lost property services; vacation house checks; business watch; permitting; fingerprinting; abandoned vehicle tagging; park patrol; and prisoner transport.
- 6.2. City Purchases. As an alternative to using the County's routine supplies and equipment, the City may purchase routine supplies or purchase or lease any equipment for its own use, provided that prior written approval is obtained from the County and the equipment can be integrated into applicable County systems. Routine supplies and equipment include, but are not limited to, paper,

copying machines, cellular telephones, and office furnishings. In the event the City has received County approval to purchase and/or lease any of these or similar items for its own use, the County will delete from the City's contract amount the full county charge for any items that otherwise would have been provided by the County. The County will not approve items it can provide at an equal or lower cost or that are not standard issue.

- 6.3. Hourly Charges for Optional Support Services. To the extent the City does not select one or more support services designated as optional, the County will not charge the City for those services. In the event that any of these services are deployed at the request of the City's Police Chief or his/her designee with the appropriate authority, the City agrees to pay the County for the service based on the hourly charges contained in Exhibit E, "Hourly Costs For Selected Services" (Exhibit E). The County intends to apply these charges to other jurisdictions, regardless of whether the jurisdiction has an agreement with the County for law enforcement services.
- 6.4. City Police Facility. A City that selects either a city or shared supervision model department may purchase or lease its own facility and provide for the operation and maintenance of said facility. The facility must meet or exceed all applicable city, state and federal codes and requirements. The facility must also adequately meet the space and security needs of permanently assigned KCSO personnel. The City will be responsible for all charges associated with the planning, design, construction, and/or renovation of the facility and property.
 - 6.4.1. If the City provides a full-function police precinct as defined in Exhibit F, "Glossary of Terms" (Exhibit F) for all precinct personnel serving the city, the County will delete all applicable support, facilities, operation, and maintenance costs for city-assigned personnel. If the City provides city police facilities that otherwise meet the full definition of a police precinct but house fewer than all precinct personnel serving the city, the County agrees to negotiate on a case-by-case basis an equitable reduction of charges to the City. This reduction of charges to the City shall equal the contract charges for facilities, support, operations and maintenance for the personnel housed in the city facility. In all cases, plans and cost adjustment for city police precincts, support and operations must be negotiated and agreed upon in writing in advance, and payment for police services must remain current within 30 days of billing by the County.
- 6.5. Use of City Facility by County. There may be situations when the County needs to lease space for personnel serving unincorporated King County from the City. When this situation occurs, the County and the City may choose to negotiate for the use of a city facility on a case-by-case basis.
- 6.6. Refund of Accrued Replacement Reserves. If the City has reimbursed the County for the initial purchase of any equipment prior to this agreement, or if the City has purchased equipment under the provisions of Section 6.2, and if the City chooses to terminate this agreement, the County agrees to refund to the City any accrued replacement reserves, and any accrued market rate interest, on such equipment, including vehicles, and transfer ownership of such equipment from the County to the City.
- 6.7. Exclusion of Replacement Charges for 800 MHz Radios. If the City or County chooses to terminate this agreement, the County agrees to transfer ownership of that number of radios determined to have been purchased by the 800 MHz Levy from the County to the City. The City agrees to assume responsibility for any service costs associated with continued use of the radios on the regional 800 MHz radio system, including the cost of subscriber access, reprogramming, and maintenance. All

other police 800 MHz radios used in the City will revert to County ownership. The cost of additional radios shall be borne by the City.

- 6.8. Observation of Labor Negotiations. The City may participate with other cities that contract with the County for law enforcement services to select no more than two representatives to observe labor negotiations between the County and the collective bargaining units representing the employees of the KCSO, provided that such observers adhere to rules established by the County and the bargaining units for the negotiations.
- 6.9. Stabilization of Personnel. The County will coordinate transfers to minimize the time positions are vacant, as well as the impact of vacancies to cities.
 - 6.9.1. Deputies who have been with the City for less than 24 months will not be granted a lateral transfer except with the concurrence of the City Chief Executive Officer.
 - 6.9.2. Timing and replacement of city-assigned staff who are promoted to a position outside the city will be managed with the concurrence of the City Chief Executive Officer.
- 6.10. Assignment of Detectives. At the request of the City and to the extent feasible, as determined by the KCSO in consultation with the City members of the Oversight Committee, the County shall assign to the precinct incorporating the City detectives from the KCSO Criminal Investigation Division, with the exception of detectives in the Major Crimes Unit of the division.
- 6.11. Additional Training. The City may provide training for City precinct detectives to perform criminal investigations for any optional criminal investigation services. The cost of any such training shall be borne by the City.
- 6.12. Cost Effect of Service Decisions. The City's costs shall not be raised as a result of another city's decision regarding the level or makeup of services. The County reserves the right to eliminate services to fulfill this provision.
- 6.13. Requests for Support Services. The City Police Chief or his/her designee shall have the authority to request any support service provided to the City. If such request is denied, the commander in charge of the support service shall review the decision and provide a report to the City Chief Executive Officer regarding the final determination.
- 6.14. City Identification. The City may select unique insignia and/or colors for uniforms and/or vehicles used by the deputies assigned to the City, provided that some form of the KCSO logo is retained on the uniforms and vehicles. To the extent that the annual quartermaster allowance exceeds the costs of routine replacement of uniform items, the allowance shall be applied to the costs of adding the insignia to the uniforms or replacing the uniforms with alternative uniforms. Additional costs related to the uniforms shall be borne by the City. However, whenever an officer leaves the City, either at the initiative of the County or of the officer, within 24 months or less after the assignment to the City, and the cost of outfitting the replacement officer in the City exceeds the City's annual quartermaster allocation, then the City and the County shall split the cost equally. The uniforms will be pooled by the KCSO quartermaster and reissued to new or existing City deputies. The City will retain items that were specially purchased by the City (e.g., bicycle uniforms). Each City is allocated a quartermaster budget calculated by multiplying the number of dedicated sworn personnel by the quartermaster cost per FTE as calculated in the costing book each year. If, at the end of the year, the City goes over its allocated quartermaster budget due to the additional cost of City-specific uniform items, those additional costs will be billed in the following year.
- 6.15. Start-up Costs. The City agrees to reimburse the County for salary and benefit costs incurred toward hiring deputies in the year prior to their being assigned to the City. These costs further

described in Section 4.1 herein, shall be added to the total costs billed for year the deputies are assigned to the city and paid by the City according to this agreement.

- 6.16. Asset seizure. The KCSO Drug Enforcement (DEU) and Vice Units shall be the seizing entities for any asset seizure and forfeiture investigations involving drug-related offenses in violation of the Uniform Controlled Substances Act (RCW 69.50.505), violations of the Legend Drug Act (RCW 69.41), violations of the Money Laundering Act (RCW 9A.83), and/or any additional criminal or civil seizure statutes that may be applicable currently or in the future related, initiated by the City within its jurisdiction, or other cases initiated pursuant to asset seizure laws and under this agreement.
- 6.16.1. The terms of this agreement apply to seizures and forfeitures that result from investigations initiated by, or with significant participation by, the City, regardless of whether the City contracts for DEU or Vice services.
- 6.16.2. Seizures and forfeitures not initiated by, and without significant participation by, the City, are not covered by this agreement, and the City will not be provided a share of any forfeited funds.
- 6.16.3. If there is a dispute as to the City's share of any forfeited funds, the person in charge of the DEU or Vice Unit and the City Police Chief will meet to attempt to resolve the matter. If this process does not result in a mutually-agreed upon resolution, the dispute will be handled in accordance with Sections 16 and 17 of this agreement.
- 6.16.4. The KCSO will be responsible for gathering the proceeds from all relevant sales, for accounting for all seizures and forfeitures in conjunction with the personal and real property encompassed under the agreement, for submitting the 10 percent to the State of Washington in accordance with RCW 69.50.505 or making any other mandatory disbursement under the applicable statutes, and for distributing the remaining funds -- in equal shares -- to the parties. This distribution of remaining funds will occur after the KCSO has deducted any and all costs incurred related to the seizure and forfeiture. The final accounting of the seizure and distribution of funds will accompany the check the County writes to the City.
- 6.16.5. Any properties, real or personal, forfeited to the KCSO pursuant to this agreement will be sold in accordance with RCW 69.50.505.
- 6.16.6. Any funds distributed to the City will be used in accordance with RCW 69.50.505(i). By signing this agreement, the City acknowledges that it is solely responsible for familiarizing itself with the authorized use of forfeited funds as stated in the applicable RCW Chapter. If the City uses forfeited funds in a manner contrary to the seizure statutes, the County may terminate the asset forfeiture provisions of this agreement with 24 hours notice.
- 6.16.7. The KCSO DEU has sole discretion over the manner in which cases will proceed, including the discretion to settle or dismiss a case if deemed appropriate, and whether assets forfeited will be sold or put into service.
- 6.16.8. Any and all property seized by and forfeited to the KCSO Drug Enforcement or Vice Unit, whether by order of the court, or accepted in settlement in conjunction with this agreement, will be divided in the same manner as indicated above.
- 6.16.9. The parties agree and acknowledge that the attorney assigned to the KCSO DEU does not have an attorney-client relationship with the City. If such an attorney-client relationship exists, it exists only between the KCSO and the attorney assigned to the KCSO Drug

Enforcement Unit.

- 6.17. Business Plan Development (Strategic Plan): The KCSO will develop a multi-year police services business plan that includes the City in the process. This process would identify KCSO initiatives in advance of the budget year. The goals would be:
- Document the long-term vision for the KCSO (3 to 5 year time frame); departmental mission and core business(s).
 - Identify strategic goals for accomplishing the vision; be action oriented with a strong emphasis on achieving practical outcomes.
 - Identify how customers will be served consistent with the vision and with limited financial resources.
 - Provide objectives, including performance measures, where available, that can be evaluated in the future.
- 6.18. Computers
- 6.18.1. The KCSO will provide a laptop and appropriate accessories or a desktop computer to every dedicated and flex sworn FTE purchased by the City.
- 6.18.2. The KCSO Computer Resources Unit will be responsible for the repair and maintenance of all equipment, software, and accessories that are used in conjunction with the mobile computing program.
- 6.18.3. Replacement computers will be furnished via the Computer Replacement Fund, approximately every four years. The City will be charged a monthly replacement fee based on the number of computers in the City. This annual cost will appear as a separate line in Exhibit B. If the City bought its own computers, it will receive the unspent balance of the replacement funds should the agreement be terminated.
- 6.18.4. Annually, the County will estimate the purchase price of replacement hardware, software, accessories and tax. The monthly computer replacement cost will be calculated on a useful life of four years.
- 6.19. Fire Investigation
- 6.19.1. The City may purchase fire investigation services through this agreement. These services will be provided by the King County Sheriff's Office and are optional to the City. If the City purchases fire investigation services from the County, the cost for this service is shown on Exhibit B, and will be calculated in accordance with Exhibit G: "Fire Investigation Costing Model". Fire Investigation callouts will be in accordance with protocols outlined in Exhibit H: "Fire Investigation Call Out Protocols", unless superseded by new or revised protocols adopted by the Oversight Committee, KCSO, and affected fire agencies.
- 6.19.2. Day-to-day fire investigation operational issues will be handled at the lowest practical organizational level. This may typically include staff from the city police, fire agencies and King County Sheriff's Office.
- 6.20. Police Investigations Information. The KCSO Major Accident Response and Reconstruction Unit (MARR) and other police investigative services under this agreement shall include providing the City access to all records related to investigations of traffic collisions within the City, upon request, as the records are completed or become available, including but not limited to State Traffic Collision Reports, photographs, diagrams, witness statements and victim(s) statements in the possession of the KCSO. Distribution of toxicology reports and autopsy reports will be controlled

by RCW 46.52.065 and 68.50.105. If victims or witnesses identified in any police report or statement have not been interviewed by County personnel, City representatives will coordinate their interviews of these persons with the KCSO prior to contact to avoid prejudice to ongoing criminal investigations, including discussion of scope, timing and value of joint interviews. The KCSO and the City will name representatives to implement this section.

7. Reporting.

- 7.1. Reporting Districts. Reporting districts coterminous with the City boundaries will be maintained to enable accurate data collection on law enforcement services provided and criminal activity.
- 7.2. Notification of Criminal Activity. The City Police Chief, if designated, or the precinct commander will notify the City in the event of a significant criminal occurrence within the City.
- 7.3. Quarterly Reports. The County will report quarterly on criminal activity and on law enforcement services provided by major category of service as listed in Exhibit B.

8. Personnel and Equipment. The County is acting hereunder as an independent contractor so that:

- 8.1. Control of Personnel. Control of personnel, standards of performance, discipline and all other aspects of performance shall be governed entirely by the County. Allegations of misconduct shall be investigated in accordance with Exhibit D, "Internal Investigations Protocol for Contract Cities" (Exhibit D).
- 8.2. Status of Employees. All persons rendering service hereunder shall be for all purposes employees of the County, except that the City may hire non-commissioned City employees to perform certain functions in conjunction with County police personnel.
- 8.3. Liabilities. All liabilities for salaries, wages, any other compensation, injury, or sickness arising from performance of the law enforcement services by the County hereunder shall be that of the County.
- 8.4. Provision of Personnel. The County shall furnish all personnel and such resources and material deemed by the County as necessary to provide the level of law enforcement service herein described.
- 8.5. Municipal Violations. KCSO commissioned personnel shall cite violations of municipal ordinances into the City's municipal court.

9. City Responsibilities. In support of the County providing the services described in Exhibit B, the City promises the following.

- 9.1. Municipal Police Authority. The City promises to confer municipal police authority on such County deputies as might be engaged hereunder in enforcing City ordinances within City boundaries, for the purposes of carrying out this agreement.
- 9.2. Municipal Criminal Code. The City promises to adopt a criminal municipal code that incorporates, at a minimum, any portion of the Washington State criminal code defining a crime or crimes, which falls within the jurisdiction of the district or municipal court. This includes all misdemeanors and gross misdemeanors. Provided, that if the City fails to adopt, chooses not to adopt, or repeals such criminal municipal code, the City shall be responsible for reimbursing the County for all expenses associated with prosecution, adjudication, sentencing, and incarceration in any criminal case involving a crime that could have been included within a City municipal code.
- 9.3. Special Supplies. The City promises to supply at its own cost and expense any special supplies, stationary, notices, forms, and the like where such must be issued in the name of the City.

10. Duration. This agreement is effective upon authorization and signature by both parties, except that services and charges shall commence on January 1, 2026. The agreement shall renew automatically from year to year unless negotiations for a new contract are initiated by the Oversight Committee, those negotiations are completed and a new contract is adopted, or unless either party initiates the termination process outlined herein.

11. Termination Process. Either party may initiate a process to terminate this agreement as follows:

11.1. Notice of Termination. The City may choose at some future time to provide law enforcement services other than through the County; similarly, the County may choose at some future time not to provide law enforcement services to the City. Any party wishing to terminate the agreement shall issue a written notice of intent not less than 45 days prior to issuing an 18-month written notice under section 11.2 of this agreement. Upon receipt of the written notice of intent, the City's Chief Executive Officer and the Sheriff shall hold a meeting, the purpose of which will be to understand the notice of intent including background of the reason(s), and a review of alternatives and impacts, among other matters. It is suggested that the Chair of the Oversight Committee be copied on any communication covered in this Section.

11.2. Written Notice. After the 45-day period has run under Section 11.1 of this agreement, the party desiring to terminate the agreement shall provide at least 18 months written notice to the other party.

11.3. Transition Plan. Within 120 days of the receipt of such written termination notice, the parties shall commence work on and complete a mutually agreed-upon transition plan providing for an orderly transition of responsibilities from the County to the City. The planning method should proceed along the lines of a project management approach to facilitate the joint planning process by the City and the County. The overarching goal of the transition plan will be to ensure there is no disruption in service to the community as the providers change. This plan would include desired outcomes, project phases (including a preliminary transition plan development) and timelines, and project roles and responsibilities. Each party shall bear its respective costs in developing the transition plan and each will work cooperatively with the other party in the coordination of efforts. The transition plan shall identify and address the continuity of professional and quality police services before, during and through the transition period. The transition plan shall also identify and address any personnel, capital equipment, workload and any other issues related to the transition. Each party shall bear its respective costs in developing the transition plan.

11.4. Termination and/or Interest Charge. In the event the City fails to make a monthly payment within 60 days of billing, the County may charge an interest rate within two percentage points of the interest rate on the monthly County investment earnings. In addition, in the event the City fails to make a monthly payment within 120 days of billing, the County may terminate this agreement with 90 days written notice.

11.4.1. If the City and County are in disagreement over a portion of the bill, the City can withhold the disputed portion of the bill by placing the amount in escrow and following the process outlined in Section 16.3 for resolution of agreement dispute issues.

11.4.2. The County will not charge interest on the disputed portion of the bill nor will it begin the termination process as outlined in section 11.4 so long as the City follows the process outlined in 11.4.1 and pays the non-disputed portion of the bill within 60 days of billing.

12. Indemnification.

- 12.1. City Held Harmless. The County shall indemnify and hold harmless the City and its officers, agents, and employees, or any of them from any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, by any reason of or arising out of any negligent act or omission of the County, its officers, agents, and employees, or any of them relating to or arising out of performing services pursuant to this agreement. In the event that any such suit based upon such a claim, action, loss, or damages is brought against the City, the County shall defend the same at its sole cost and expense; provided that the City reserves the right to participate in said suit if any principle of governmental or public law is involved; and if final judgment in said suit be rendered against the City, and its officers, agents, and employees, or any of them, or jointly against the City and the County and their respective officers, agents, and employees, or any of them, the County shall satisfy the same.
- 12.2. County Held Harmless. The City shall indemnify and hold harmless the County and its officers, agents, and employees, or any of them from any and all claims, actions, suits, liability, loss, costs, expenses, and damages of any nature whatsoever, by any reason of or arising out of any negligent act or omission of the City, its officers, agents, and employees, or any of them relating to or arising out of performing services pursuant to this agreement. In the event that any suit based upon such a claim, action, loss, or damages is brought against the County, the City shall defend the same at its sole cost and expense; provided that the County reserves the right to participate in said suit if any principle of governmental or public law is involved; and if final judgment be rendered against the County, and its officers, agents, and employees, or any of them, or jointly against the County and the City and their respective officers, agents, and employees, or any of them, the City shall satisfy the same.
- 12.3. Liability Related to City Ordinances, Policies, Rules and Regulations. In executing this agreement, the County does not assume liability or responsibility for or in any way release the City from any liability or responsibility which arises in whole or in part from the existence or effect of City ordinances, policies, rules or regulations. If any cause, claim, suit, action or administrative proceeding is commenced in which the enforceability and/or validity of any such City ordinance, policy, rule or regulation is at issue, the City shall defend the same at its sole expense and, if judgment is entered or damages are awarded against the City, the County, or both, the City shall satisfy the same, including all chargeable costs and reasonable attorney's fees.
- 12.4. Waiver Under Washington Industrial Insurance Act. The foregoing indemnity is specifically intended to constitute a waiver of each party's immunity under Washington's Industrial Insurance Act, Chapter 51 RCW, as respects the other party only, and only to the extent necessary to provide the indemnified party with a full and complete indemnity of claims made by the indemnitor's employees. The parties acknowledge that these provisions were specifically negotiated and agreed upon by them.
13. Non-discrimination. The County and the City certify that they are Equal Opportunity Employers. The County has developed and implemented Affirmative Action Programs in accordance with the guidelines in Revised Order 4 of the United States Department of Labor. The City will develop and implement Affirmative Action Programs that meet the applicable federal standards.
14. Audits and Inspections. The records and documents with respect to all matters covered by this agreement shall be subject to inspection, review or audit by the County or City during the term of this agreement and three (3) years after termination.
15. Amendments. This agreement may be amended at any time by mutual written agreement of the City,

the King County Sheriff, and the King County Executive, provided that any such amendment must be approved by the Oversight Committee pursuant to section 17.2.4 of this agreement.

16. Agreement Administration.

- 16.1. Agreement Administrators. The City Chief Executive Officer and the City Police Chief, if designated, or the precinct commander shall serve as agreement administrators to review agreement performance and resolve operational problems. The agreement administrators will meet at least quarterly with either party authorized to call additional meetings with ten days written notice to the other.
- 16.2. Referral of Unresolved Problems. The City Chief Executive Officer shall refer any police service operational problem, which cannot be resolved, to the King County Sheriff. The Sheriff and City Chief Executive Officer shall meet as necessary to resolve such issues. Unresolved problems shall be referred to the Oversight Committee.
- 16.3. Agreement Dispute Issues. Agreement dispute issues involving agreement language interpretation, cost, and other non-operational matters shall be referred to the Sheriff, the Chair of the Oversight Committee, the King County Executive's representative to the Oversight Committee, and the affected party or parties to review and resolve. In the event that the dispute involves the city of the Oversight Committee Chair, the Oversight Committee will designate an alternate City Chief Executive Officer to serve as Chair of the Oversight Committee for the purpose of resolving the specific issue. Any unresolved problems shall be referred to the Oversight Committee as a whole.

17. Agreement Oversight.

- 17.1. Oversight Committee. The City and the County agree to establish an Oversight Committee consisting of the chief executive officers, or their designees, of the cities that contract with the County for law enforcement services, the King County Sheriff, one person designated by the County Executive, and one person designated by the chair of the King County Council's Law, Justice and Human Services Committee, or its successor.
- 17.2. Scope of Committee. The committee shall meet at least bi-monthly to ensure the parties comply with the provisions of this agreement, including the administration of the agreement and the management and delivery of police services under the agreement.
 - 17.2.1. In addition, the committee shall establish performance measurements, standards, and benchmarks for evaluating the quality of the County's police services. These performance measures shall be developed in cooperation with the Cities that contract for police services. Focus of these measures shall be based on outcome measurements for effectiveness and efficiency as identified by the City Chief Executives and the Sheriff.
 - 17.2.2. The City's member of the Oversight Committee may make recommendations on any issue affecting agreement costs and conditions, such as the budget for the KCSO, personnel recruitment, training and standards, and collective bargaining issues. These recommendations may reflect approval or disapproval of any County proposal relating to these issues and shall be submitted to the County Executive, County Council, and/or City Council as appropriate. The County shall provide a written report on the outcome of these recommendations.
 - 17.2.3. If an operational problem or agreement dispute is referred to the Oversight Committee pursuant to sections 16.2 or 16.3 of this agreement, the Oversight Committee will meet

and attempt to resolve the problem or dispute. If the Oversight Committee is unable to resolve the problem or dispute, this agreement shall be construed in accordance with the laws of the State of Washington.

- 17.2.4. The Oversight Committee is responsible for approving amendments to this agreement, which are first agreed to by the City, the King County Sheriff, and the King County Executive. A majority of a quorum of the Oversight Committee will constitute approval of a proposed amendment.

18. Entire Agreement/Waiver of Default. The parties agree that this agreement is the complete expression of the terms hereto and any oral or written representations or understandings not incorporated herein are excluded. Both parties recognize that time is of the essence in the performance of the provisions of this agreement. Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver or breach of any provision of the agreement shall not be deemed to be waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of the agreement unless stated to be such through written approval by the County, which shall be attached to the original agreement.

IN WITNESS WHEREOF, the parties have executed this agreement.

KING COUNTY

CITY OF NORTH BEND

King County Executive
Girmay Zahilay

Chief Executive Officer

Approved as to form

Approved as to form

King County Sheriff
Patti Cole-Tindall

Approved as to form

Deputy Prosecuting Attorney for
LEESA MANION
King County Prosecuting Attorney

City Attorney, City for North Bend

Approved as to form

Approved as to form

EXHIBIT A:
KING COUNTY SHERIFF'S SERVICES

Date: 11/6/2025

FINAL 2026P Exhibit A: COSTS and STAFFING

SERVICE OPTIONS	Required/ Optional	Flex/ Dedicated	Base Salary & Special Pays	Benefits (FICA, Retirement, Medical, Industrial Insurance)	Overtime	Uniform, Equipment, Supplies, Services, Telephone	Vehicles	Insurance, 800 MHz, MARR, System Messaging	Payroll, Crime Analysis, Records, Evidence, IT, etc.	Training, Firing Range & Data	Patrol Ops Admin	Cell Phone	Precinct Support Staff *	Fully-Loaded Cost
Police Chief	R	D												
Major	-	D	254,073	57,085	0	2,664	10,484	20,110	23,349	19,431	2,972	998	4,802	395,969
Captain	-	D	220,430	54,697	0	2,664	10,484	20,110	23,349	19,431	2,972	998	4,802	359,937
Sergeant	-	D	188,957	54,294	10,791	2,664	19,087	20,110	23,349	19,431	2,972	998	4,802	347,455
Captains	R	F/D	220,430	54,697	0	2,664	10,484	20,110	23,349	19,431	2,972	998	4,802	359,937
Patrol Sergeants	R	F/D	173,902	52,292	11,724	2,664	10,484	20,110	23,349	19,431	2,972	998	4,802	322,728
Detective Sergeants	R	F/D	182,467	53,431	11,193	2,664	10,484	20,110	23,349	19,431	2,972	998	4,802	331,902
Street Crimes Sergeants	O	F/D	182,467	53,431	11,193	2,664	18,435	20,110	23,349	19,431	2,972	998	4,802	339,853
Officers	R	F/D	139,269	47,686	11,767	2,664	10,484	20,008	23,349	19,431	2,972	998	4,802	283,430
Motorcycle Units	O	D	141,928	48,039	11,767	2,664	11,766	20,110	23,349	19,431	2,972	998	4,802	287,826
School Resource Officers	O	D	138,100	47,530	11,767	2,664	10,484	20,110	23,349	19,431	2,972	998	4,802	282,207
Crime Prevention Officers	O	D	145,756	48,549	11,767	2,664	19,087	20,110	23,349	19,431	2,972	998	4,802	299,485
Detectives	R	F/D	145,756	48,549	11,767	2,664	10,484	20,110	23,349	19,431	2,972	998	4,802	290,882
Street Crimes Detectives	O	D	145,756	48,549	11,767	2,664	18,435	20,110	23,349	19,431	2,972	998	4,802	298,833
Community Service Officer	O	D	90,630	39,952	11,794	2,664	12,549	19,899	23,349	0	2,972	0	4,802	208,611
Clerical Staff, AS IV	R	D	90,594	39,947	11,794	1,420	0	15,131	23,349	0	2,972	0	4,802	190,008
Clerical Staff, AS III	O	D	82,448	38,843	11,794	1,420	0	15,131	23,349	0	2,972	0	4,802	180,758
Clerical Staff, AS II	O	D	75,068	37,842	11,794	1,420	0	15,131	23,349	0	2,972	0	4,802	172,377
			270,440											
Unit	-	F												Unit Total
Communications Center	R	F	7,835,767	3,173,677	882,643	1,255,997	12,471	(566,020)	2,006,125	19,431	191,429	998		14,812,519
Hostage Negotiation Team	R	F	22,043	5,470	19,352	17,636	17,310	2,011	2,335	1,943	274	100		88,474
Major Crimes Investigation	R	F	4,576,397	1,519,451	675,724	429,872	416,678	833,915	734,319	533,369	120,186	27,395		9,867,306
Marine Unit	R	F	685,624	212,916	55,082	115,281	135,926	102,462	98,065	81,608	11,514	4,192		1,502,669
MARR Unit	R	F	955,334	307,113	118,492	119,184	110,859	(707,407)	144,762	120,469	23,693	6,188		1,198,688
SWAT (TAC-30) Team	R	F	383,903	114,461	349,837	362,969	117,906	44,242	51,367	42,747	6,031	2,196		1,475,660

* Note: Fully-loaded 2026 Proposed costs for each type of position, is listed above. The only exceptions are Shoreline & SeaTac, who are not charged Precinct Support Staff, because they have their own. The 2026 Proposed costs (above) are based on the Guild labor agreement (4% for 2026).

EXHIBIT B:
FINANCIAL EXHIBIT

North Bend

Exhibit B

Cost Book: Proposed
Draft or Final: Final
Date: 21-Oct-25

Final 2026 Proposed Cost Book

Cost per FTE																	
	Units	Salary (per FTE)	Benefits (per FTE)	Step 6 Adjust	Vehicles	Uniform, Supplies, Services, Tele	Amounts Paid by City						Total FTE's (Incl. OH)				
							Central IT	MARR	800 MHz Radio	Cell Phones	Overhead (Dept. Sworn & Division)	Liability Insurance		Estimated Overtime	Precinct Support & Optional	Other Credits & Optional OT	Total Cost to City
Dedicated Police Services																	
Police Chief	1.0	\$188,957	\$54,204	\$243,251	\$19,087	\$2,694	\$2,032	\$212	\$4,768	\$998	\$45,752	\$13,098	\$10,791	\$4,802	\$0	\$347,455	1.13
Vehicle true-up to Inventory & Additional OT requested by City																	
					\$0											\$0	
Subtotal, Dedicated Police Services				\$243,251	\$19,087	\$2,694	\$2,032	\$212	\$4,768	\$998	\$45,752	\$13,098	\$10,791	\$4,802	\$0	\$347,455	1.13

EXHIBIT C
ROLES AND RESPONSIBILITIES OF CONTRACT SERVICE PERSONNEL

I. ROLES AND RELATIONSHIPS

A) COMMISSIONED PERSONNEL

- 1) Contract service police chiefs, as well as other commissioned personnel, will be responsive to the public safety needs of the contracting entity, as well as its officials, residents, and/or population served.

B) CONTRACT POLICE CHIEF (CITY POLICE CHIEF FOR CONTRACT CITIES)

- 1) Command Structure
 - (a) Reports directly to Precinct Commander
 - (i) If the contract police chief is a KCSO Major, then he or she shall report directly to Division Chief
 - (ii) Works at the direction of the City Chief Executive Officer or contract manager/administrator, and in compliance with KCSO policy, procedures, and directives.
- 2) Title/Insignia
 - (a) Police chiefs shall wear one star on each collar point signifying their role as “Police Chief” of a contracting entity. Regardless of KCSO rank, contract chiefs will be addressed as “Chief of Police” in public settings, such as city council meetings, public meetings, and contract service staff meetings.
- 3) Interaction with Contracting Entity
 - (a) The police chief shall interact with contract entity staff and officials in accordance with RCW 35.18.110
 - (b) The police chief shall discuss and agree upon protocols for routine, daily interactions with the contract service CEO or manager/administrator as deemed appropriate by the contracting entity.
 - (c) The police chief shall function as a department head within the contracting entity's organizational structure, and is expected to conduct himself or herself in a manner that supports and maintains trust in the contracting entity.
 - (d) At the direction of the contract service CEO or manager/administrator, and as needed, the police chief shall attend and participate in the contracting entity's staff and council meetings, and official functions, celebrations, and commissions. As requested by the CEO or manager/administrator and as needed, the police chief will also represent the contract service police department at community meetings and functions.
 - (e) The Police Chief is the City’s Director of Police Services and represents the Chief Executive Officer of the City for all law enforcement matters in the community/City. This may include working with other relevant City departments and or other public agencies (e.g. courts, schools, etc.) on behalf of the City.
 - (f) The KCSO views the Contract Cities as customers and will maintain a customer service orientation to managing the contracts. Consistent with this philosophy Police Chiefs are expected to represent the City’s point of view, consider City needs in carrying out their duties and advocate on behalf of their City similar to other City departmental directors.
- 4) Duties
 - (a) Supervision Received:
 - (i) KCSO command staff maintains authority and responsibility over police chiefs and the precinct.

- (ii) In the event a contracting entity's procedure, policy, goal or operation differs from that of the KCSO, that entity shall negotiate with the KCSO to reach a final determination.
 - (iii) The entity's Chief Executive Officer or manager/administrator shall have the general duty and responsibility of providing the assigned police chief with general direction relative to the furnishing of law enforcement services to the contracting entity.
 - (iv) The police chief shall maintain communication between command structures to ensure that changes in the KCSO are agreeable to the contracting entity and that changes in the entity are agreeable to the KCSO.
- (b) Duties Include:
- (i) Operations
 - (ii) The police chief shall direct overall Contract City service police operations, ensuring law enforcement services within the City.
 - (iii) The police chief shall analyze operations and develop plans to manage resources and ensure effective and efficient delivery of services.
 - (iv) The police chief shall oversee the implementation of all policies and procedures relating to police services that are established by the contracting entity, and shall provide to the KCSO any written information relative to police services created by the entity. The chief shall notify the KCSO of all procedures that differ from KCSO policies and procedures.
 - (v) The police chief shall utilize analysis of crime data to establish a plan for deploying resources to address identified needs.
 - (vi) The police chief shall coordinate police activities for the contracting entity, including hours of operation and contract-specific protocols and procedures.
 - (vii) The police chief shall prepare, in coordination with the King County Sheriff's Office Contract Unit, a budget for the contract police department.
 - (viii) The police chief shall coordinate the response of support services used for law enforcement for the contracting entity (e.g., CID, Special Operations).
 - (ix) The police chief shall establish policies and protocols for the response of services that are not purchased by the entity in advance (e.g., optional services).
 - (x) The police chief shall notify the contracting entity's CEO or manager/administrator of any use of support services that were not purchased in advance upon their deployment for enforcing laws for the contracting entity.
 - (xi) The police chief shall notify the contracting entity's CEO or manager/administrator of all major crimes or incidents.

5) Goals, Objectives, and Performance Indicators

- (a) The police chief shall establish goals and objectives for contract police services in conjunction with the City Chief Executive Officer that reflect the specific needs of the contracting entity. The chief shall also identify performance indicators for the entity to measure the established goals and objectives.
- (b) The police chief shall oversee the implementation of all KCSO policies and procedures within the contract services, and maintain a copy of current police procedures on file at the entity's chosen central location for the entity's reference. The chief shall notify the entity's CEO or manager/administrator of any KCSO procedures or changes that either supplement or affect the entity's established goals and objectives for police services.
- (c) The police chief shall review the entity's performance indicators for police services against the stated goals and objectives, and shall report to the CEO or manager/administrator on progress of goal attainment.

6) Personnel Management and Training

- (a) The police chief shall establish standards of performance for officers assigned to the contracting entity.
- (b) The police chief shall identify areas of supplemental training for officers assigned to the entity, and make recommendations to the KCSO for supplemental training. The chief shall also make recommendations to the contracting entity's CEO or manager/administrator for training not provided by KCSO.
- (c) The police chief shall periodically review the performance of officers assigned to the contracting entity and report to entity's CEO or manager/administrator and precinct command staff or Division Chief any recommendations for performance improvement.
- (d) The police chief shall perform selected roll calls of contract-assigned officers.
- (e) The police chief shall coordinate and direct duties of officers assigned to the contracting entity as specific needs arise, and as requested by entity's CEO or manager/administrator within the context of established policies and procedures. The chief shall report to the precinct any changes in duty of contract-assigned officers.

C) CONTRACTING ENTITY POLICE MID-MANAGER

1) Command Structure

- (a) The mid-manager shall report directly to police chief
- (b) The mid-manager shall function as "Acting Police Chief" in the absence of the police chief

2) Title /Insignia

- (a) The mid-manager shall wear appropriate rank insignia on contract entity uniform consistent with KCSO rank

3) Interaction With Contracting Entity

- (a) The mid-manager shall interact with contracting entity staff and officials in accordance with RCW 35.18.110
- (b) The mid-manager shall function as a police department mid-manager within contracting entity structure and shall present himself or herself in the community in a manner that supports and maintains trust in the contracting entity.

4) Duties

- (a) The mid-manager shall directly assist police chief in carrying out duties outlined in I.B(4)

D) FIRST LEVEL SUPERVISOR/LINE OFFICERS/DETECTIVES/STAFF

1) Command Structure

- (a) These individuals shall report directly to the police chief, mid-manager, or supervisor as appropriate.

2) Title/Insignia

- (a) These individuals shall wear rank insignia on uniform consistent with KCSO rank

3) Interaction With Contracting Entity

- (a) These individuals shall interact with contracting entity staff and officials in accordance with RCW 35.18.110
- (b) These individuals shall present themselves in the community in a manner consistent with being a member of the entity's staff and in a manner that supports and maintains trust in the contracting entity.

4) Duties

- (a) Will be commensurate with other KCSO assignments

II. AUTHORITY

- A) The contracting entity police chief shall have authority commensurate with his or her responsibility, which is recognized internally and externally.

- B) Issues that fall within the purview of the police chief of a contracting entity
 - 1) Prioritization of reactive patrol time
 - 2) Awards Program
 - 3) Travel and Expense Guidelines
 - 4) False Alarm Ordinances/Response
 - 5) Impound Procedures
 - 6) Community Policing
 - 7) Crime Prevention Standards
 - 8) Additional Training
 - 9) Supplemental Reports
 - 10) Incident Notification Policies
 - 11) Job Description of Supplemental full-time employees (FTE's)
 - 12) Expenditure of the contracting entity's police budget
 - 13) Direct access to department support services
 - 14) Staffing assignments and deployment within confines of dedicated City positions
 - 15) Prioritize meeting attendance (meetings for the contracting entity take priority over county meetings; county meetings will be kept to a minimum and conducted as efficiently as possible)
 - 16) Authorization of support services.
 - 17) Use of volunteers and volunteer programs (except reserve officer).

- C) Issues that must have input and approval from the King County Sheriff's Office
 - 1) Accident Response Criteria
 - 2) Court Attendance Policies
 - 3) Call-out Procedures
 - 4) Uniform/Equipment/Vehicles (including appearance regulations)
 - 5) Reserve Program
 - 6) Communications Center Procedures
 - 7) Traffic Enforcement Policy and Procedures
 - 8) K-9 Response Policy
 - 9) Response Priorities
 - 10) Shift Hours
 - 11) Specialty Unit Personnel Selection (Street Crimes Units, Crime Prevention, D.A.R.E., etc.)
 - 12) Prioritization of Precinct Detective Unit Workload

- D) Issues that fall within the purview of the KCSO and must be consistent between the King County Sheriff's Office and the contracting entities.
 - 1) Pursuit Policy
 - 2) Seized Property
 - 3) Basic Skills Training
 - (a) Emergency Vehicle Operations; Firearms (Include Reviews)
 - 4) Use of Force
 - 5) Off-Duty Work

- 6) Field Training Officer Program
- 7) Personnel Evaluation System/Annual Performance Evaluation
- 8) Internal Investigations Unit Policies & Procedures
- 9) Reporting Forms
- 10) Hostage Negotiations and Tactical Team Deployment
- 11) Alternative Work Schedules
- 12) Standards of Conduct
- 13) Arrest Warrant Policies
- 14) Labor Contracts (4)
- 15) Supervisory Standards

E) Issues governed exclusively by KCSO policies & procedures:

- 1) DV Response
- 2) Search & Rescue
- 3) Civil Process
- 4) Landlord - Tenant Policies
- 5) Abandoned/Unclaimed Property
- 6) Training
- 7) Basic Law Enforcement Training Academy
- 8) BAC - State
- 9) First Aid - L&I
- 10) CPR - L&I
- 11) Computer Info Access Training
- 12) Airborne/Bloodborne Pathogens
- 13) OSHA/WSHA/EPA Requirements
- 14) King County Code of Ethics
- 15) Public Disclosure and Records
- 16) Gun Permits and Concealed Pistol Licenses
- 17) Federal Labor Standards Act
- 18) Family Leave and Benefits Policies
- 19) Americans with Disabilities Act
- 20) Civil Service Rules
- 21) King County Career Service Rules
- 22) EEOC Guidelines/Requirements
- 23) Discipline

III. INCENTIVES/REWARDS

- A) Contracting entities may award incentives or other recognition within existing guidelines, ethics guidelines, department rules and contract language, interlocal agreements and the award systems of the entity, KCSO and county.

IV. COMMITMENTS, TRANSFERS, and PROMOTIONS

- A) KCSO staff requesting assignment to a contracting entity will make a two-year commitment to work as a member of the entity's police force, except in cases of promotion or other special circumstances. Such special circumstances require the concurrence of the entity's CEO or manager/administrator and applicable KCSO Division Chief.
- B) The transfer of personnel affecting the entity's police force will be coordinated by the KCSO, in

consultation with the entity's Police Chief, to minimize the impact of potential vacancies. The number of the entity's vacant positions will be managed with a goal of achieving proportionality with the total number of vacant positions in the KCSO.

- C) Contracting entities may not make de facto promotions by their selection of personnel except in instances in which a pool of candidates is made available for selection by the KCSO.

V. STATISTICAL REPORTS

- A) Whenever possible, reports shall be generated by the Research, Planning, and Information Services Unit.
- B) All reports will be routed through RP&IS Unit.
- C) A courtesy copy of all unique reports that are generated by contract police departments will be sent to RP&IS Unit.
- D) Reports will include footnotes identifying the source of the information.
- E) Service enhancement proposals will be routed through RP&IS Unit.

VI. SHARED SUPERVISION PROTOCOL

- A) The City's Police Chief is responsible for police services within the City. If desired by the City, the City Police Chief, Precinct Commander and appropriate staff shall develop an agreement that addresses in-City Precinct directed field services.
- B) Dedicated City officers will be assigned to respond to calls within the City in line with City protocols, and consistent with section II of this document.

**EXHIBIT D:
INTERNAL INVESTIGATIONS UNIT PROTOCOLS**

I. POLICY STATEMENT

- A) It is the desire of the Internal Investigations Unit (IIU) to be responsive to the needs of the Contract Cities, be sensitive to the rights of the individuals involved, and to comply with statutes, case law, and collective bargaining agreements that govern internal investigations.

II. COMPLAINTS OF PERSONNEL MISCONDUCT RECEIVED IN THE CONTRACT CITY

- A) Current KCSO policy requires that members refer the complainant to IIU or notify a supervisor. Supervisors who become aware of a complaint shall conduct a preliminary investigation and forward the results to their commander. IIU will ensure that the City Police Chief is made aware of complaints of significant misconduct in their City at the earliest practical time. The City Police Chief will ensure that the Chief Executive Officer is informed of all complaints of significant misconduct at the earliest practical time.
- B) City staff and council members may receive complaints of Department personnel misconduct. These complaints should be referred to the Chief Executive Officer or designee who in turn will pass on to Precinct Commander/City Police Chief, an on duty supervisor, or IIU depending on the time of day, the availability of a supervisor, or the seriousness of the complaint.

III. COMPLAINTS OF PERSONNEL MISCONDUCT RECEIVED IN IIU

- A) Complaints received in the Internal Investigations Unit concerning personnel assigned to a contract city or incidents that occur within the City will be investigated according to current policy. The IIU Commander, or designee, shall notify the affected Precinct Commander/City Policy Chief of the complaint as soon as practical.
- B) The criteria for case assignment to the precinct/city for investigation shall be consistent with current KCSO Policy. General Order 10.40.135, identifies the following types of investigations that will remain with IIU for follow-up:
 - 1) When sustained, could result in termination or demotion
 - 2) Where criminal conduct is involved
 - 3) When there are controversial or newsworthy circumstances
 - 4) Any complaint the Commander deems appropriate to be investigated by IIU
 - 5) Any complaint the Sheriff directs IIU to investigate
- C) The Internal Investigations Unit reviews all "Use of Force Reports", and investigates complaints of excessive force.

IV. INVESTIGATION OF PERSONNEL MISCONDUCT

- A) Investigations of alleged personnel misconduct shall be conducted in accordance with General Orders Manual, Section 10, Personnel Complaint Manual and General Orders Manual 3.01.000, Investigation of Personnel Misconduct.
- B) Completed investigations conducted at the Precinct or City level shall be reviewed by the Precinct Commander/City Police Chief and forwarded to IIU through the Chain of Command.

V. INFORMATION PROVIDED TO THE CHIEF EXECUTIVE OFFICER

- A) Chief Executive Officers shall be notified of complaints of misconduct involving KCSO personnel assigned to the City or of incidents that occur within the City. This notification may come from either the Precinct Commander or the City Police Chief.
- B) Results of the investigation will be shared with the Chief Executive Officer, as soon as practical, but the investigative file may not be copied in accordance with case law. Specific discipline for sustained complaints emanating from the member's assignment to the City will be disclosed to the Chief Executive Officer.
- C) Written correspondence to the complainant will originate from the KCSO. City letterhead with the signature block, "Commander, Internal Investigations Unit" may be used rather than the KCSO letterhead. The City letterhead option is available for the City, but not required.

VI. GRIEVANCE PROCEDURES

- A) KCSO members may file a grievance concerning the findings or discipline as the result of a complaint investigation according to the current collective bargaining agreement.
- B) Local, State, and Federal statutes; case law; and the member's collective bargaining agreement govern the grievance procedure.

**EXHIBIT E:
HOURLY COSTS FOR SELECTED SERVICES**

Estimated 2026P Exhibit E (Final 2026 Exh E will be based on 2026 Adopted rates next spring)

Exhibit E: Estimated 2026 Hourly Costs for Selected Services

K-9 Services

2026 Proposed Cost	2026 Person Hours**	2026 Hourly Cost	Min. Charge	Notes
291,647	1,744	\$176	\$351	Min. charge is 2 hours for 1 officer.

SET Team (Drug Enforcement, Gambling, Other Special Functions)

2026 Proposed Cost	2026 Person Hours**	2026 Hourly Cost	Min. Charge	Notes
5,395,571	33,136	\$175	\$351	Min. charge is 2 hours for 1 officer. Sergeant time is included in rate.

Hostage Negotiation Team (AKA CNT)

2026 Proposed Cost	2021-23 Avg Mission Hours*	2026 Hourly Cost	Min. Charge	Notes
\$536,157	1,136	\$200	\$799	Min. charge is 1 hour for 4 officers.

Fire Investigation Unit

2026 Proposed Cost	2026 Person Hours**	2026 Hourly Cost	Min. Charge	Notes
1,828,259	8,720	\$228	\$456	Min. charge is 2 hours for 1 officer.

Major Crimes

2026 Proposed Cost	2026 Person Hours**	2026 Hourly Cost	Min. Charge	Notes
9,867,306	47,175	\$209	\$418	Min. charge is 2 hours for 1 officer.

Marine Patrol

2026 Proposed Cost	2026 Hourly Cost of Boat	2026 Hourly Cost	Min. Charge	Notes
1,383,472	71	278	\$1,243	Marine response (Large boats): Min. charge is 2 hours for 2 officers.
	53	278	\$1,207	Marine response (Small Boats): Min. charge is 2 hours for 2 officers.
			\$2,343	Dive team (Large boats): Min. charge is 2 hours for 4 officers.
			\$2,307	Dive team (Small Boats): Min. charge is 2 hours for 4 officers.

MARR Unit

2026 Proposed Cost	Mission Hours	2026 Hourly Cost	Min. Charge	Notes
1,084,228	6,976	\$176	\$706	Min. charge is 2 hours for 2 officers.

Polygraph Examiner

2026 Proposed Cost	2026 Person Hours**	2026 Hourly Cost	Min. Charge	Notes
223,107	1,744	\$147	\$147	

Tactical Unit

2026 Proposed Cost	2021-23 Avg Mission Hours*	2026 Hourly Cost	Min. Charge	Notes
1,140,064	7,443	\$479	\$6,703	Hourly cost is per officer per hour. Min. charge is 2 hours for 7 officers.

EXHIBIT F
GLOSSARY OF TERMS

Absence

The state of being absent from one's assigned duties for a period of time though funds, in most cases, continue to be expended.

Absent without leave

Absent without authorization.

Administrative Sergeant

Reports directly to the City's Commanding Officer (Captain or Major) and assists in carrying out the commander's duties; functions as "Acting Police Chief" in the absence of the City Police Chief; wears appropriate rank insignia on city uniform consistent with KCSO rank; interacts with the city staff and city council members in accordance with RCW 35.18.110; and; is expected to present her/himself in the community in a manner that supports and maintains trust in the contract city government and staff.

Alternative shift schedules

Subject to negotiation, this includes flex time (an employee's shift starting time may vary up to 4 hours from normal).

Audit

A formal examination of the KCSO's accounts or financial situation; a methodical examination and review.

Backfill

Staffing a patrol district with some one other than the normally scheduled deputy due to a planned or unplanned absence.

Benefits

Medical, dental, unemployment, A & D and life insurance, retirement plans; and vacation, sick and holiday pays.

Bereavement Leave

Up to 3 days leave with pay that can be used when a member of one's immediate family passes away.

BLET/BLEA

Basic Law Enforcement Training/Academy (720 hours).

Captain

Appointed by the Sheriff from a certified eligibility list provided by the King County Civil Service Commission and subordinate to the rank of Major.

Car Per Officer (CPO)

Take home vehicles assigned to department members.

Career Service Employee

An employee who is appointed to a career service position as a result of a competitive examination process.

Chief

See "Contract City Police Chief" below.

Chief (Division)

Appointed by the Sheriff with the consent of the County Council and subordinate to the rank of Sheriff.

City Department Model

Under the city department model, the level, degree and type of precinct/city services and the number of positions assigned to those services shall be determined by the City in consultation with the King County Sheriff or his/her designee. For precinct level services, operates as a stand alone model.

City Police Precinct

To qualify as a City Police Precinct, the following minimum standards must be met:

- meet or exceed all applicable city, state and federal codes and requirements.
- provide sufficient secure office space to accommodate all personnel permanently assigned to the precinct.
- provide appropriate locker and shower/restroom facilities for all male and female assigned staff.
- provide adequate secure, fenced parking for police vehicles.
- provide at least two separate holding cells that meet all county, state and federal codes for temporarily segregating and detaining male/female and juvenile/adult prisoners.
- provide a private, secure entrance through which prisoners can be moved in and out of the holding cell area.
- provide two interview rooms and a meeting/roll-call room.
- provide a permanent evidence storage room and additional safe, secure storage for small arms ammunition, explosives, flammable materials and other hazardous substances.
- provide a secure area in which to air dry wet evidence prior to packaging.
- provide a connection to the county WAN and other applicable telecommunications systems infrastructure that meets or exceeds county standards.
- provide concealed pistol permit and other administrative services to the public at the city police precinct or other city facility.

Civil Service Employee

An employee who is appointed to a (government) civil *service* position as a result of a competitive examination process.

Clothing Allowance

Deputies not required to wear a uniform for at least one full month receive additional pay while so assigned.

Commissioned

Sworn officers/deputies.

Communications Center

Provides emergency telecommunications services between citizens and appropriate public safety agencies on a 24 hour a day basis including a Computer Assisted Dispatch (CAD) system that allows operators to

dispatch sworn officers and non-sworn community service officers (CSO's) to calls for police services and take some types of incident reports via the telephone.

Community Service Officer (CSO)

Non-sworn, uniformed staff who do not have arrest authority.

Compensatory time

Time off that is granted with pay in lieu of pay to FLSA-overtime eligible employees for work performed either on an authorized overtime basis or on a holiday that is normally scheduled as a day off.

Contract City Police Chief

Reports directly to Precinct Commander (if Major, directly to Division Chief); works at the direction of city manager/administrator and in compliance with KCSO Policy, Procedures & Directives; Interacts with city staff and council members in accordance with RCW 35.18.110; Functions as a department head within the contract city structure. KCSO ranks that qualify for the chief's position are determined by city population: Sergeant – less than 20,000: Captain – greater than 20,000: cities choosing the full city model department may select a Major as chief.

Court overtime

Deputies are compensated for court appearances, pre-trial hearings or conferences at the county overtime rate stated in the Collective Bargaining Agreement, Article 8, Section 3.

Dedicated staff

Personnel regularly assigned to a contract city.

Deputy (Officer)

Appointed by the Sheriff from a certified eligibility list provided by the King County Civil Service Commission and subordinate to the rank of Sergeant.

Disability

A person is considered to have a "disability" if s/he has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.

Discretionary training

Training not mandated by federal, state or county regulations.

Dispatched calls for service (DCFS)

Police details that are initiated through the communications center.

Educational incentive pay

Additional pay commensurate with an employee's education.

Fair Labor Standards Act (FLSA)

A law governing compensation for hours worked/overtime.

Family Leave

Paid absence to care for a child, spouse or parent with a serious health condition (employees may receive up to 6 days paid leave per year to be used in lieu of sick leave for family care purposes).

Family Medical Leave Act (FMLA)

Federal Emergency Management Agency (FEMA)

Field Training Officer (FTO)

An experienced deputy with special training used to train and evaluate recruit officers.

Field Training Program

An organized training program and standardized evaluation process for recruit officers to ensure that each candidate has an equal opportunity to succeed.

Field Training Sergeant

Assists in the FTO selection process, monitors recruit and FTO performance; initiates, schedules, monitors and documents any special recruit training assignments; completes weekly evaluation reports of reach Phase II recruit, schedules and chairs Alternate Week Evaluation meetings.

Flexible Services Model

Under the flexible services model, base level law enforcement services will be provided to the city in proportion to the City's share of workload.

Hazardous duty pay

Additional pay given to a deputy while serving in one of the following assignments: helicopter, bomb disposal, motorcycle, scuba diver, K-9, TAC-30, patrol, clandestine drug lab team.

Lateral Academy

Recruit training for lateral entry officers.

Lateral entry deputy/officer

A deputy hired with prior law enforcement experience.

Leaves of absence

Governed by R.C.W. 41.14.160 and King County Ordinance 3.12.250.

1. Precinct or Section Commanders may grant up to twenty-four (24) hours of leave without pay for their Department members under their command.
2. Leaves without pay over twenty-four (24) hours may only be granted by the Sheriff.
 - A) Leaves without pay for periods of more than one (1) month shall also be approved in writing and in advance by the Director of the Office of Human Resource Management.
3. Department members shall obtain the appropriate memorandum form from the Personnel Unit, and complete either:
 - A) Medical leave of absence (other than maternity); or
 - B) Medical leave of absence (maternity).

Leave with pay

Authorized time off with pay - examples include vacation, compensatory time, and parental leave.

Leave without pay

Any absence of an employee from duty without compensation.

LEOFF 1

Law Enforcement and Fire Fighters Retirement System (Prior to October 1, 1977).

LEOFF 2

Law Enforcement and Fire Fighters Retirement System (Since October 1, 1977).

Limited commission (also called a special commission)

Grants a deputy specific duties within a specified area.

Longevity pay

Additional pay given for length of service.

Major

Appointed by the Sheriff with the consent of the County Council and subordinate to the rank of Division Chief.

Managing Patrol Performance (MPP)

A computer based patrol staffing model.

Mandatory training

Training that is mandated by state or federal regulations (i.e., Firearms, EVOC, Hazmat, First Aid and CPR).

Master Police Officer (MPO)

A non-civil service position appointed by a Selection Committee BI-annually from an eligibility list meeting the criteria in KCSO General Orders Manual Section 1.06.000 and subordinate to the rank of Sergeant.

Media Relations Officer (MRO)

Deputy chosen to be responsible for organizing all media interactions.

Military leave

Leave of absence with pay for active military duty.

Non-chargeable services

Services generally deployed county-wide and not charged under the contract for legislative or policy reasons.

Non-commissioned

Non-sworn personnel.

Officer

See Deputy

Parental leave

Leave of absence to care for a newborn child, a newly adopted child or a newly placed foster child.

Permanent (Regular) assignment

Normal duty station.

PERS 1

Public Employees Retirement System (Prior to October 1, 1977).

PERS 2

Public Employees Retirement System (Since October 1, 1977).

Phase I Recruit

A deputy who is attending the Basic Law Enforcement Academy or one of the Pre or Post BLEA courses.

Phase II Recruit

A deputy who, after successful completion of the Basic Academy, is assigned to a precinct for field training for three months with a series of three Field Training Officers (FTO's).

Phase III Recruit

A deputy who successfully completes Phase II will be assigned to a district as a one-person unit/car under the supervision of a MPO (recruits will have special training assignments and receive monthly observation reports).

Phase IV Recruit

A deputy who, after 12 months of employment, is working safely, skillfully and effectively as a "competent police officer" (the deputy is assigned a MPO mentor through the end of his/her probationary time, but no longer has monthly observation reports).

Post BLET/BLEA

Post Basic Law Enforcement Training/Academy.

Pre BLET/BLEA

Pre Basic Law Enforcement Training/Academy.

Premium pay

Additional pay for specialty assignment.

Promotion

The movement of an employee to a higher rank.

Quartermaster

A sergeant who provides uniforms and equipment for department personnel.

Retirement

Completing employment/service as administered and in accordance with the provisions of RCW Chapter 41.40.

School Resource Officer (SRO)

A deputy who provides a school-based community policing presence at primary and secondary schools.

Shared Supervision Model

Under the shared supervision model, the level, degree and type of precinct/city direct services (such as reactive patrol, precinct detectives and city administrative sergeants, for example) and the number of positions assigned to those services shall be determined by the City in consultation with the King County Sheriff or his/her designee (Precinct command and supervision shall be shared by the County and the City). Patrol and other precinct staff may be dedicated to the City, but line supervision and other staff are shared with the rest of the precinct.

Sheriff

Elected Chief Executive of the King County Sheriff's Office.

Sick leave

Paid leave of absence from work due to employee or family member's illness.

Transfer

Movement of an employee from one position to another position that has the same or comparable job classification and salary.

Temporary assignment/position

An assignment/position that is not a regular assignment/position and includes probationary period or provisional appointment.

Termination

Separation of employment as a result of discharge, resignation, retirement, reduction in force, or death.

Vacancy

A position which is empty, unfilled, or unoccupied such that no funds are being expended.

Washington State Criminal Justice Training Center (WSCJTC)

Commonly referred to as the "Academy", the WSCJTC is located in the City of Burien, and serves as the primary training site for western Washington police recruits.

**EXHIBIT G:
FIRE INVESTIGATION COSTING MODEL**

Pursuant to section 6.19 of the Interlocal Agreement Relating to Law Enforcement Services, the King County Sheriff's Office (KCSO) will provide optional fire investigation services to cities contracting with the King County Sheriff's Office for police services. The extent to which contract cities use these fire investigation services is not likely to be uniform. This exhibit sets forth the model by which costs of providing such service is to be allocated among the contracting cities.

A city will be charged in accordance with its percentage of historic usage of the service. The total cost to the County is reflected in Exhibit B, as updated by the County from year to year. A percentage of that total cost is assigned to each city based on its historic usage. The percentages of historic usage by cities are updated for each successive contract year. A three-year average is used with the most recent year being added and the oldest year being deleted. A summary table setting forth the current updated percentage assigned to each city is included in Exhibit B.

To determine the cost for each city, the total County cost identified in Exhibit B shall be multiplied by the city's average percentage of use indicated on the most current summary table (Exhibit B). Each city must pay the amount specified whether the service is used during the contract year or not. If a city does not use the services during the contract year, that city's percentage assignment for fire investigation services will drop due to the three-year averaging approach described above. There is no refund for low usage or non-usage.

In the event that cities collectively utilize more or less than the previously established "share" of the Fire Investigations Unit assigned to contract cities, and the total city charge no longer meets the total cost to the County, the County shall adjust the "share" in the following year's Exhibit B per Section 4 (Compensation) of the ILA. Any "share" adjustment shall require the approval of a majority of Oversight Committee members.

Fire Investigation - 2026P Cost

Charging 1.50
FTE PLUS:
Supervisor

CITY	2022		2023		2024		TOTAL		AVERAGES		2026P		# FTE's
	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS	% TOTAL	COSTS		
Black Diamond	12.00	4.00	7.25	356.39	7.75	23.25	946.39	0.50	7.75	0.50	\$2,220		0.01
Burien	258.50	331.50	0.00	17.10	315.46	0.00	946.39	20.42	315.46	20.42	\$90,375		0.35
Carnation	0.00	0.00	0.00	90.78	0.00	0.00	0.00	0.00	0.00	0.00	\$0		-
Covington	0.00	47.25	17.10	90.78	32.18	64.35	99,218	2.08	32.18	2.08	\$9,218		0.04
Des Moines	54.25	205.50	90.78	90.78	116.84	350.53	\$33,474	7.56	116.84	7.56	\$33,474		0.13
S. King Fire & Rescue (Federal Way)	420.00	543.50	417.21	417.21	460.24	1,380.71	\$131,851	29.79	460.24	29.79			0.51
Issaquah	38.75	45.25	80.25	80.25	54.75	164.25	\$15,685	3.54	54.75	3.54	\$15,685		0.06
Kenmore	26.50	8.00	48.27	48.27	27.59	82.77	\$7,904	1.79	27.59	1.79	\$7,904		0.03
Lake Forest Park	39.00	15.25	16.97	16.97	23.74	71.22	\$6,801	1.54	23.74	1.54	\$6,801		0.03
Maple Valley	31.00	57.25	49.75	49.75	46.00	138.00	\$13,178	2.98	46.00	2.98			0.05
Newcastle	13.00	26.25	0.00	0.00	13.08	39.25	\$3,748	0.85	13.08	0.85			0.01
North Bend	17.25	11.75	4.00	4.00	11.00	33.00	\$3,151	0.71	11.00	0.71			0.01
Sammamish	49.50	124.00	55.20	55.20	76.23	228.70	\$21,840	4.93	76.23	4.93			0.08
SeaTac	0.00	108.50	126.30	126.30	117.40	234.80	\$33,633	7.60	117.40	7.60			0.13
Shoreline	161.50	171.25	142.15	142.15	158.30	474.90	\$45,351	10.25	158.30	10.25			0.17
Skykomish	0.00	5.00	13.50	13.50	6.17	18.50	\$1,767	0.40	6.17	0.40			0.01
Snoqualmie	13.25	33.75	21.00	21.00	22.67	68.00	\$6,494	1.47	22.67	1.47			0.02
Woodinville	17.50	84.50	64.29	64.29	55.43	166.29	\$15,880	3.59	55.43	3.59			0.06
TOTAL	1,152.00	1,822.50	1,510.41	1,510.41	1,544.83	4,484.91	\$442,569	100.00	1,544.83	100.00	\$442,569		1.70

* Cities are charged the adopted cost per the contract.

Added SeaTac & Covington in 2023. Their charges in 2023 and 2024 based on estimated usage. Once have full year of data....will base costs on a look back of historical/actual usage.

**EXHIBIT H
FIRE INVESTIGATION
CALL OUT PROTOCOLS**

1.0 **SUBJECT TITLE:** King County Sheriff's Office Fire Investigation Unit - Call Out Protocols for contract cities

2.0 **PURPOSE:**

- 2.1 To outline the policies of the King County Sheriff's Office regarding the investigation of fires in cities having a contractual agreement for fire investigation with King County and to establish recommended procedures to be followed by the responsible fire suppression agency in determining when a King County fire investigator should be requested.

3.0 **ORGANIZATIONS AFFECTED:**

- 3.1 King County Sheriff's Office
- 3.2 Fire Departments/Districts providing fire suppression to a city that has contracted with King County for fire investigation services
- 3.3 Cities having contracts with King County for fire investigation services

4.0 **REFERENCES:**

- 4.1 International Fire Code
- 4.2 R.C.W. Chapter Title 9 and 9A
- 4.3 R.C.W. 19.27.110
- 4.4 R.C.W. 52.12.031 (7)
- 4.6 King County Administrative Policies and Procedures
- 4.7 King County Fire Marshal Operating instructions Manual
- 4.8 King County Fire Investigation Unit Policy & Procedure Manual

5.0 **PROCEDURE:**

- 5.1 The Fire Investigation Unit should be notified and respond to fires as follows:
 - a. Fires where one or more deaths have occurred.
 - b. Fires where one or more serious injuries have occurred, and those injuries have required or are expected to require hospitalization of the injured party(s).
 - c. Fires that are suspected to be, or are known to be intentionally set and are not investigated by Fire Department personnel under one of the excepted categories in 6.2.
 - d. Fires where the fire suppression agency has not determined a cause, except where the loss is minimal and there is no measurable value in determining the cause.
 - e. All fires where there is evidence that an explosive device was used to initiate the fire or resulted in the fire occurring.

Note: This provision is not intended to include containers normally found at the fire scene that exploded as a result of the fire, such as propane bottles, compressed air bottles or aerosol containers.

- 5.2 The King County Sheriff's Office will maintain an investigative program designed to collect,

store and disseminate information relating to the prevention of fires, accidental or arson caused, to reduce loss of life, fire related injuries, incident frequency and monetary loss.

- 5.3 Every effort will be made to determine the cause of every investigated fire.
- 5.4 Where the cause has been determined to be arson, the Fire Investigation Unit of the King County Sheriff's Office shall perform the follow-up investigation and preparation of criminal charges where appropriate.
- 5.5 In incidents involving death or serious injury where hospitalization was or is expected to be required, all reports, evidence, and photographs will be properly secured by the fire investigation unit until the case has been resolved
- 5.6 The King County Fire Investigation Unit will compile and submit monthly UCR (Uniform Crime Reporting) data for the Federal Bureau of Investigation to the King County Sheriff's Office, for cities who contract with the King County Sheriff's Office for police services and to the City Police department for all cities that maintain their own Police Department if requested.
- 5.7 Fire investigators will submit a scene report within 48 hours of an incident to the police chief and fire chief.

6.0 **RESPONSIBILITIES:**

- 6.1 The King County Fire Investigation Unit is responsible for the investigation of all fires that have been investigated by the Fire Investigation Unit as outlined in section 5.1 of this document.
- 6.2 Qualified Fire Department personnel in the responsible fire suppression agency may conduct fire investigations in the following categories:
 - a. Intentionally set fires in Dumpsters and other refuse/garbage containers.
 - b. Intentionally set fires in Newspaper collection containers
 - c. Intentionally set fires in Newspaper distribution structures (Times, P.I., etc.).
 - d. Intentionally set fires in Containers used for collection of clothing, etc.
 - e. Intentionally set fires in abandoned vehicles with a value less than \$250.
 - f. And other such fires as the responsible fire department is qualified to investigate.
- 6.3 For investigations conducted by Fire Department personnel for the investigations noted in section 6.2 above the following recommended procedures may be followed:
 - a. Notification of the King County Fire Investigation Unit within 48 hours of all fire investigations conducted by the Fire Department in accordance with Section 6.2 for all fires that were determined to be intentionally set.
 - b. Examination of the fire scene to determine area, point of origin and cause
 - c. Identification, protection, preservation and collection of all physical evidence for all fires that were determined to be intentionally set. Fire department personnel will assist the responsible police department patrol unit in packaging of evidence, which will then be transported by the patrol unit for storage.
 - d. Preparation of a comprehensive fire investigation report using the King County Fire

Investigation Unit format and, where necessary, a fire scene sketch for all fires that were determined to be intentionally set.

- e. Photographing of the fire scene should be accomplished in three (3) steps, 1) prior to disturbing any debris or other items at or near the point of origin, 2) once again during the examination and 3) at the conclusion of the examinations. Any items considered to be evidence should be shown in photographs at the time and place they were discovered and identified.
- f. Notification of the responsible police department via the police communications center where arson is suspected or confirmed.
- g. Forwarding of the fire report along with all available information obtained during the investigation and transfer of the physical evidence, where appropriate, to the Fire Investigation Unit for all fires that were determined to be intentionally set.
- h. Forwarding a copy of the photographs (or other acceptable photographic medium) and the negatives of the incident to the Fire Investigation Unit for all fires that were determined to be intentionally set.

Note: The proper documentation of fire incidents, accidental or arson, is critical. The scene examination must provide factual information describing what, where, why, and how this fire occurred. Photographs, properly taken, will provide a picture record of the conditions on arrival, during examination, and at the conclusion. The combination will be the basis for re-construction of the fire scene, determination of important time factors and sequence of events prior to and at the time of the fire, including the fire tactics used in extinguishing the fire, an important consideration.



City Council Agenda Bill

SUBJECT:		Agenda Date: February 3, 2026		AB26-012	
Ordinance Amending the 2025-2026 Budget as Adopted by Ordinance No. 1823 and Adopting the 2026 Salary Schedule		Department/Committee/Individual			
		Mayor Mary Miller			
		City Administrator – Amber Emery		X	
		City Attorney – Kendra Rosenberg			
		City Clerk – Susie Oppedal			
		Administrative Services – Lisa Escobar			
		Comm. & Economic Development – James Henderson			
		Finance – Martin Chaw		X	
Cost Impact: None. Salary schedule is within adopted budget appropriation authority.					
Fund Source: Multiple funds		Public Works – Tom Mohr			
Timeline: immediate		Information Technology – Phillip Davenport			
Attachments: Ordinance, Exhibit B – 2025 Salary Schedule (as adopted) and 2026 Salary Schedule (as proposed).					
SUMMARY STATEMENT:					
Ordinance 1823 adopted the City’s 2025-2026 biennial budget and the 2025 salary schedule. This ordinance amends Ordinance 1823, Exhibit B, and adopts the 2026 salary schedule.					
Salaries are increased by 2.7%, consistent with the Seattle-Bellevue-Tacoma June2024-June2025 Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) and the Consumer Price Index for Consumers (CPI-U) for the following groups: Non-Represented and Public Works-Teamsters. Use of these indices to determine salary increases are consistent with past practice and, the ratified Collective Bargaining Agreement with Public Works-Teamsters, and industry benchmarks.					
2026 Notes on Position Reclassifications to Meet Workload Needs:					
<ul style="list-style-type: none">- Reclassification of the Utilities Coordinator to a Utilities and Business License & Tax Coordinator, reflecting updated job duties and responsibilities.- Revising the salary grade/step range for the Administrative Services Director and the Community and Economic Development Director to the same salary grade/step range for the Finance Director and Public Works Director, reflecting updated job duties and responsibilities.					
The Collective Bargaining Agreement for the Clerical-Teamsters labor group expired at the end of calendar year 2025 and is currently being re-negotiated. As such, the 2026 salaries for the Clerical-Teamsters positions are unchanged from 2025 at this time. Once a new CBA has been ratified, a subsequent ordinance amending the 2026 salary schedule will be submitted to Council for review and approval.					
This item was originally reviewed and discussed at the December 3, 2025 City Council meeting (remanded to Council Workstudy), reviewed and discussed at the January 27, 2026 City Council Workstudy (Council directed staff to bring this item forward for discussion and adoption at the February 3, 2026 City Council meeting).					
APPLICABLE BRAND GUIDELINES: Balanced budget.					

City Council Agenda Bill

COMMITTEE REVIEW AND RECOMMENDATION: The Finance and Administration Committee reviewed this proposed ordinance at its February 3, 2026 meeting, and recommended it for inclusion on the February 3, 2026 Council Main Agenda for first and final reading.

RECOMMENDED ACTION: **MOTION to approve AB26-012, an ordinance amending the 2025-2026 Budget Ordinance as adopted in Ordinance No. 1823 as amended, and establishing the 2026 salary schedule, as a first and final reading.**

RECORD OF COUNCIL ACTION

<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>
December 2, 2025	AB25-135 Postponed to 1/27/26 WS	5-2 (Torguson, Gothelf)
February 3, 2026		

ORDINANCE

**AN ORDINANCE OF THE CITY OF NORTH BEND,
WASHINGTON, AMENDING THE CITY'S 2025-
2026 BUDGET AS ADOPTED IN SECTION 2 OF
ORDINANCE NO. 1823, AND ESTABLISHING THE
2026 SALARY SCHEDULE, PROVIDING FOR
SEVERABILITY; AND ESTABLISHING AN
EFFECTIVE DATE**

WHEREAS, the City Council has established a biennial budget process in accordance with the provisions of Chapter 35A.34 RCW; and

WHEREAS, the City Council adopted Ordinance No. 1823, establishing the City's 2025-2026 Budget on December 3, 2024; and

WHEREAS, Section 2 of Ordinance No. 1823 established the City's 2025 salary schedule; and

WHEREAS, Section 2 of Ordinance No. 1823 is in need of an update to establish the City's 2026 salary schedule for the period January 1, 2026 through December 31, 2026; and

WHEREAS, the collective bargaining agreement for Public Works Teamsters employees call for pay rates effective January 1, 2026 to be increased by 100% of the Seattle-Tacoma-Bellevue CPI-U, June-to-June 2025; and

WHEREAS, the collective bargaining agreement for Office-Clerical Teamsters employees expired on December 31, 2025 and is currently being renegotiated; and

WHEREAS, the salaries for the Non-Represented employees are typically adjusted by 100% of the Seattle-Tacoma-Bellevue CPI-W, June-June; and

WHEREAS, the June-to-June 2025 Consumer Price Index for All Urban Consumers (CPI-U) was 2.7%; and

WHEREAS, the June-to-June 2025 Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) was also 2.7%;

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF NORTH BEND,
WASHINGTON, DOES HEREBY ORDAIN AS FOLLOWS:**

Section 1. 2025-2026 Biennial Budget, Amended: The City of North Bend 2025-2026 Budget 2025 salary schedule as codified in Exhibit B, as adopted in Section 2 of Ordinance No. 1823, is hereby amended as set forth in Exhibit B (2026 Salary Schedule) attached hereto and by this reference fully incorporated herein.

Section 2. Severability: Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 3. Effective Date: This ordinance shall be published in the official newspaper of the City and shall take effect and be in full force five (5) days after the date of publication.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF NORTH BEND, WASHINGTON, AT A REGULAR MEETING THEREOF, THIS 3RD DAY OF FEBRUARY, 2026.

CITY OF NORTH BEND:

APPROVED AS TO FORM:

Mary Miller, Mayor

Kendra Rosenberg, City Attorney

ATTEST/AUTHENTICATED:

Published:

Effective:

Susie Oppedal, City Clerk

EXHIBIT B

2025 Salary Schedule (ORD1823)

Exempt or Union	Departments	Step1	Step2	Step3	Step4	Step5	Step6	2025 FTEs
Administration								
Exempt - Director	City Administrator	\$ 14,857.34	\$ 15,630.33	\$ 16,397.63	\$ 17,113.79	\$ 17,710.58	\$ 18,421.05	1.00
Exempt - Director	Administrative Services Director (1)	\$ 10,878.71	\$ 11,668.75	\$ 12,470.16	\$ 13,265.88	\$ 14,061.61	\$ 14,857.34	1.00
Exempt - Manager	City Clerk / Risk Manager	\$ 9,272.64	\$ 9,795.55	\$ 10,318.45	\$ 10,841.36	\$ 11,364.26	\$ 11,887.17	1.00
Exempt - Manager	City Clerk	\$ 8,554.81	\$ 9,006.59	\$ 9,458.36	\$ 9,910.14	\$ 10,356.13	\$ 10,802.11	0.00
Exempt - Manager	Communications Manager/PIO	\$ 9,116.63	\$ 9,621.70	\$ 10,126.76	\$ 10,631.83	\$ 11,136.89	\$ 11,641.95	1.00
Exempt - Manager	HR Manager / EM Coordinator	\$ 9,116.63	\$ 9,621.70	\$ 10,126.76	\$ 10,631.83	\$ 11,136.89	\$ 11,641.95	1.00
Exempt - Manager	City Attorney	\$ 12,677.48	\$ 13,299.99	\$ 13,922.49	\$ 14,545.00	\$ 15,167.51	\$ 15,790.01	0.00
Exempt - Manager	IT Manager	\$ 9,116.63	\$ 9,621.70	\$ 10,126.76	\$ 10,631.83	\$ 11,136.89	\$ 11,641.95	1.00
Clerical Union	Deputy City Clerk	\$ 6,861.22	\$ 7,135.76	\$ 7,421.89	\$ 7,718.44	\$ 8,026.58	\$ 8,348.09	1.00
Clerical Union	Records Coordinator	\$ 6,682.83	\$ 6,950.42	\$ 7,228.44	\$ 7,518.04	\$ 7,818.06	\$ 8,130.83	0.00
Clerical Union	Administrative Assistant	\$ 5,312.44	\$ 5,524.43	\$ 5,745.68	\$ 5,975.04	\$ 6,214.83	\$ 6,462.73	0.00
Department Total								7.00
Community & Economic Development Services								
Exempt - Director	Community & Economic Development Director (1)	\$ 12,481.06	\$ 13,194.32	\$ 13,907.12	\$ 14,619.92	\$ 15,332.71	\$ 16,045.46	1.00
Exempt - Manager	Planning Manager	\$ 10,680.48	\$ 11,316.44	\$ 11,952.41	\$ 12,588.37	\$ 13,224.33	\$ 13,860.30	1.00
Exempt - Manager	Development Review Manager	\$ 8,977.63	\$ 9,568.41	\$ 10,159.20	\$ 10,749.98	\$ 11,340.77	\$ 11,931.56	0.00
Exempt - Manager	Economic Development Manager	\$ 9,905.97	\$ 10,421.30	\$ 10,936.63	\$ 11,451.95	\$ 11,967.28	\$ 12,482.61	0.00
Exempt - Manager	Building Official	\$ 9,446.78	\$ 9,973.85	\$ 10,495.13	\$ 11,016.42	\$ 11,502.95	\$ 12,105.32	1.00
Exempt - Manager	Principal Planner	\$ 9,238.27	\$ 9,768.82	\$ 10,299.36	\$ 10,829.91	\$ 11,360.46	\$ 11,891.01	0.00
Clerical Union	Building Inspector	\$ 7,222.85	\$ 7,511.09	\$ 7,812.27	\$ 8,123.88	\$ 8,449.39	\$ 8,787.65	1.00
Clerical Union	Senior Planner	\$ 8,444.76	\$ 8,781.86	\$ 9,134.01	\$ 9,498.91	\$ 9,878.86	\$ 10,273.88	1.00
Clerical Union	Senior Long Range Planner	\$ 8,444.76	\$ 8,781.86	\$ 9,134.01	\$ 9,498.91	\$ 9,878.86	\$ 10,273.88	0.00
Clerical Union	Associate Planner	\$ 7,146.19	\$ 7,432.32	\$ 7,730.03	\$ 8,038.16	\$ 8,360.20	\$ 8,694.98	1.00
Clerical Union	Long Range Planner	\$ 7,146.19	\$ 7,432.32	\$ 7,730.03	\$ 8,038.16	\$ 8,360.20	\$ 8,694.98	0.00
Clerical Union	Office Coordinator/Permit Technician	\$ 6,188.19	\$ 6,436.09	\$ 6,693.25	\$ 6,960.85	\$ 7,240.02	\$ 7,529.62	0.00
Clerical Union	Office Coordinator/Permit / Planning Assistant	\$ 6,188.19	\$ 6,436.09	\$ 6,693.25	\$ 6,960.85	\$ 7,240.02	\$ 7,529.62	1.00
Clerical Union	Mapping CAD Technician	\$ 6,972.43	\$ 7,250.45	\$ 7,541.21	\$ 7,842.39	\$ 8,156.32	\$ 8,482.99	0.00
Clerical Union	Special Events/Visitor Information Coordinator	\$ 6,575.10	\$ 6,838.06	\$ 7,111.44	\$ 7,396.41	\$ 7,691.80	\$ 7,999.93	0.00
Department Total								7.00
Finance & Technology								
Exempt - Director	Finance Director	\$ 13,034.95	\$ 13,694.26	\$ 14,353.57	\$ 15,012.88	\$ 15,672.19	\$ 16,331.50	1.00
Exempt - Director	Deputy Finance Director	\$ 11,074.84	\$ 11,657.07	\$ 12,239.30	\$ 12,821.54	\$ 13,403.77	\$ 13,986.00	1.00
Exempt - Manager	Finance Manager	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00
Exempt - Manager	Accounting Operations Manager	\$ 9,116.63	\$ 9,621.70	\$ 10,126.76	\$ 10,631.83	\$ 11,136.89	\$ 11,641.95	0.00
Exempt - Manager	Senior Financial Analyst	\$ 7,628.09	\$ 8,045.11	\$ 8,456.34	\$ 8,861.79	\$ 9,278.81	\$ 9,690.04	1.00
Clerical Union	Staff Accountant	\$ 6,861.22	\$ 7,135.76	\$ 7,421.89	\$ 7,718.44	\$ 8,026.58	\$ 8,348.09	2.00
Clerical Union	Payroll Officer	\$ 6,520.65	\$ 6,781.29	\$ 7,052.36	\$ 7,335.01	\$ 7,628.09	\$ 7,933.90	0.00
Clerical Union	Utilities Coordinator (2)	\$ 6,073.51	\$ 6,316.77	\$ 6,569.31	\$ 6,832.26	\$ 7,105.65	\$ 7,389.46	1.00
Clerical Union	Utilities and Business License & Tax Coordinator (2)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00
Clerical Union	Accounting Assistant I	\$ 5,219.77	\$ 5,428.28	\$ 5,646.06	\$ 5,871.95	\$ 6,107.10	\$ 6,350.37	0.00
Clerical Union	Accounting Assistant II	\$ 6,073.51	\$ 6,316.77	\$ 6,569.31	\$ 6,832.26	\$ 7,105.65	\$ 7,389.46	1.00
Clerical Union	Administrative Assistant	\$ 5,312.44	\$ 5,524.43	\$ 5,745.68	\$ 5,975.04	\$ 6,214.83	\$ 6,462.73	0.00
Department Total								7.00
Police Administration								
Clerical Union	Police Office Supervisor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00
Clerical Union	Administrative Assistant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00

EXHIBIT B

2025 Salary Schedule (ORD1823)

Exempt or Union	Departments	Step1	Step2	Step3	Step4	Step5	Step6	2025 FTEs
Public Works								
Exempt - Director	PW Director	\$ 13,034.95	\$ 13,694.26	\$ 14,353.57	\$ 15,012.88	\$ 15,672.19	\$ 16,331.50	1.00
Exempt - Director	Deputy Public Works Director	\$ 11,085.92	\$ 11,891.01	\$ 12,707.69	\$ 13,518.57	\$ 14,329.45	\$ 15,140.33	1.00
Exempt - Director	City Engineer	\$ 11,016.42	\$ 11,746.21	\$ 12,476.00	\$ 13,136.29	\$ 13,622.82	\$ 14,109.35	1.00
Exempt - Manager	Assistant City Engineer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00
Exempt - Manager	PW Operations Manager	\$ 11,085.92	\$ 11,891.01	\$ 12,707.69	\$ 13,518.57	\$ 14,329.45	\$ 15,140.33	0.00
Exempt - Manager	PW Capital Project / Grants Manager	\$ 10,361.92	\$ 11,068.54	\$ 11,780.96	\$ 12,470.21	\$ 13,101.54	\$ 13,727.08	1.00
Exempt - Manager	Public Works Project Manager	\$ 8,977.63	\$ 9,568.41	\$ 10,159.20	\$ 10,749.98	\$ 11,340.77	\$ 11,931.56	1.00
Exempt - Manager	Wastewater Treatment Plant Manager	\$ 10,680.48	\$ 11,316.44	\$ 11,952.41	\$ 12,588.37	\$ 13,224.33	\$ 13,860.30	1.00
Exempt - Manager	Water Operations Manager	\$ 8,873.37	\$ 9,377.28	\$ 9,881.18	\$ 10,379.29	\$ 10,877.41	\$ 11,375.52	1.00
Exempt - Manager	SCADA Supervisor	\$ 8,873.37	\$ 9,377.28	\$ 9,881.18	\$ 10,379.29	\$ 10,877.41	\$ 11,375.52	1.00
Exempt - Manager	PW Project Engineer	\$ 8,873.37	\$ 9,377.28	\$ 9,881.18	\$ 10,379.29	\$ 10,877.41	\$ 11,375.52	1.00
Clerical Union	PW Infrastructure Inspector	\$ 7,222.65	\$ 7,511.09	\$ 7,812.27	\$ 8,123.88	\$ 8,449.39	\$ 8,787.65	1.00
Clerical Union	Public Works Office Coordinator	\$ 6,188.19	\$ 6,436.09	\$ 6,693.25	\$ 6,960.85	\$ 7,240.02	\$ 7,529.62	0.00
Clerical Union	PW Officer Coordinator / Contract Specialist	\$ 7,877.14	\$ 8,108.82	\$ 8,340.50	\$ 8,572.19	\$ 8,803.87	\$ 9,035.55	1.00
Clerical Union	GIS Analyst	\$ 7,119.43	\$ 7,485.14	\$ 7,849.66	\$ 8,215.37	\$ 8,579.89	\$ 8,945.60	0.00
Clerical Union	Senior GIS Analyst	\$ 7,647.78	\$ 8,210.76	\$ 8,769.11	\$ 9,328.62	\$ 9,889.29	\$ 10,449.96	1.00
PW Union	Senior Lead Technician	\$ 8,521.98	\$ 9,008.80	\$ 9,495.62	\$ 9,981.41	\$ 10,468.23	\$ 10,955.05	1.00
PW Union	Lead Wastewater Operator	\$ 7,728.95	\$ 8,146.22	\$ 8,563.50	\$ 8,979.74	\$ 9,397.01	\$ 9,814.29	1.00
PW Union	Lead Water System Operator	\$ 7,728.95	\$ 8,146.22	\$ 8,563.50	\$ 8,979.74	\$ 9,397.01	\$ 9,814.29	1.00
PW Union	Lead Parks Technician	\$ 7,728.95	\$ 8,146.22	\$ 8,563.50	\$ 8,979.74	\$ 9,397.01	\$ 9,814.29	0.00
PW Union	Lead Streets Technician	\$ 7,728.95	\$ 8,146.22	\$ 8,563.50	\$ 8,979.74	\$ 9,397.01	\$ 9,814.29	1.00
PW Union	Wastewater Operator II	\$ 6,974.32	\$ 7,356.31	\$ 7,738.29	\$ 8,121.31	\$ 8,503.30	\$ 8,885.28	3.00
PW Union	Wastewater Operator I	\$ 6,475.04	\$ 6,854.95	\$ 7,234.86	\$ 7,614.77	\$ 7,994.68	\$ 8,374.58	1.00
PW Union	Mechanic	\$ 6,475.04	\$ 6,854.95	\$ 7,234.86	\$ 7,614.77	\$ 7,994.68	\$ 8,374.58	0.00
PW Union	Senior Mechanic	\$ 7,728.95	\$ 8,146.22	\$ 8,563.50	\$ 8,979.74	\$ 9,397.01	\$ 9,814.29	1.00
PW Union	Maintenance Worker	\$ 6,475.04	\$ 6,854.95	\$ 7,234.86	\$ 7,614.77	\$ 7,994.68	\$ 8,374.58	6.00
PW Union	Maintenance (Entry)	\$ 5,447.42	\$ 5,730.80	\$ -	\$ -	\$ -	\$ -	0.00
PW Union	Maintenance (Seasonal)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00
PW Union	Water System Operator II	\$ 6,974.32	\$ 7,356.31	\$ 7,738.29	\$ 8,121.31	\$ 8,503.30	\$ 8,885.28	3.00
PW Union	Water System Operator I	\$ 6,475.04	\$ 6,854.95	\$ 7,234.86	\$ 7,614.77	\$ 7,994.68	\$ 8,374.58	0.00
Department Total								30.00
<hr/>								
TOTAL								51.00
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Exempt - Director								8.00
Exempt - Manager								13.00
Clerical Union								12.00
PW Union								18.00
Total FTEs								51.00

2025 changes:
 -Principal Planner promoted to Planning Manager to meet workload needs in the CED Department.
 -Economic Development Manager reclassified to Associate Planner (vacant) to meet workload needs in the CED Department.
 -Accounting Operation Manager reclassified to Senior Financial Analyst (vacant) to meet workload needs in the Finance Department.

EXHIBIT B

2026 Salary Schedule (This Ordinance)

Exempt or Union	Departments	Step1	Step2	Step3	Step4	Step5	Step6	2026 FTEs
Administration								
Exempt - Director	City Administrator	\$ 15,258.49	\$ 16,052.35	\$ 16,840.37	\$ 17,575.86	\$ 18,188.77	\$ 18,918.42	1.00
Exempt - Director	Administrative Services Director (1)	\$ 13,386.89	\$ 14,064.01	\$ 14,741.12	\$ 15,418.23	\$ 16,095.34	\$ 16,772.45	1.00
Exempt - Manager	City Clerk / Risk Manager	\$ 9,523.00	\$ 10,060.03	\$ 10,597.05	\$ 11,134.08	\$ 11,671.10	\$ 12,208.12	1.00
Exempt - Manager	City Clerk	\$ 8,785.79	\$ 9,249.77	\$ 9,713.74	\$ 10,177.71	\$ 10,635.75	\$ 11,093.77	0.00
Exempt - Manager	Communications Manager/PIO	\$ 9,362.78	\$ 9,881.49	\$ 10,400.18	\$ 10,918.89	\$ 11,437.59	\$ 11,956.28	1.00
Exempt - Manager	HR Manager / EM Coordinator	\$ 9,362.78	\$ 9,881.49	\$ 10,400.18	\$ 10,918.89	\$ 11,437.59	\$ 11,956.28	1.00
Exempt - Manager	City Attorney	\$ 13,019.77	\$ 13,659.09	\$ 14,298.40	\$ 14,937.72	\$ 15,577.03	\$ 16,216.34	0.00
Exempt - Manager	IT Manager	\$ 9,362.78	\$ 9,881.49	\$ 10,400.18	\$ 10,918.89	\$ 11,437.59	\$ 11,956.28	1.00
Clerical Union	Deputy City Clerk	\$ 6,861.22	\$ 7,135.76	\$ 7,421.89	\$ 7,718.44	\$ 8,026.58	\$ 8,348.09	1.00
Clerical Union	Records Coordinator	\$ 6,682.83	\$ 6,950.42	\$ 7,228.44	\$ 7,518.04	\$ 7,818.06	\$ 8,130.83	0.00
Clerical Union	Administrative Assistant	\$ 5,312.44	\$ 5,524.43	\$ 5,745.68	\$ 5,975.04	\$ 6,214.83	\$ 6,462.73	0.00
Department Total								7.00
Community & Economic Development Services								
Exempt - Director	Community & Economic Development Director (1)	\$ 13,386.89	\$ 14,064.01	\$ 14,741.12	\$ 15,418.23	\$ 16,095.34	\$ 16,772.45	1.00
Exempt - Manager	Planning Manager	\$ 10,968.85	\$ 11,621.98	\$ 12,275.13	\$ 12,928.26	\$ 13,581.39	\$ 14,234.53	1.00
Exempt - Manager	Development Review Manager	\$ 9,220.03	\$ 9,826.76	\$ 10,433.50	\$ 11,040.23	\$ 11,646.97	\$ 12,253.71	0.00
Exempt - Manager	Economic Development Manager	\$ 10,173.43	\$ 10,702.68	\$ 11,231.92	\$ 11,761.15	\$ 12,290.40	\$ 12,819.64	0.00
Exempt - Manager	Building Official	\$ 9,701.84	\$ 10,243.14	\$ 10,778.50	\$ 11,313.86	\$ 11,813.53	\$ 12,432.16	1.00
Exempt - Manager	Principal Planner	\$ 9,487.70	\$ 10,032.58	\$ 10,577.44	\$ 11,122.32	\$ 11,667.19	\$ 12,212.07	0.00
Clerical Union	Building Inspector	\$ 7,222.65	\$ 7,511.09	\$ 7,812.27	\$ 8,123.88	\$ 8,449.39	\$ 8,787.65	1.00
Clerical Union	Senior Planner	\$ 8,444.76	\$ 8,781.86	\$ 9,134.01	\$ 9,498.91	\$ 9,878.86	\$ 10,273.88	1.00
Clerical Union	Senior Long Range Planner	\$ 8,444.76	\$ 8,781.86	\$ 9,134.01	\$ 9,498.91	\$ 9,878.86	\$ 10,273.88	0.00
Clerical Union	Associate Planner	\$ 7,146.19	\$ 7,432.32	\$ 7,730.03	\$ 8,038.16	\$ 8,360.20	\$ 8,694.98	1.00
Clerical Union	Long Range Planner	\$ 7,146.19	\$ 7,432.32	\$ 7,730.03	\$ 8,038.16	\$ 8,360.20	\$ 8,694.98	0.00
Clerical Union	Office Coordinator/Permit Technician	\$ 6,188.19	\$ 6,436.09	\$ 6,693.25	\$ 6,960.85	\$ 7,240.02	\$ 7,529.62	0.00
Clerical Union	Office Coordinator/Permit / Planning Assistant	\$ 6,188.19	\$ 6,436.09	\$ 6,693.25	\$ 6,960.85	\$ 7,240.02	\$ 7,529.62	1.00
Clerical Union	Mapping CAD Technician	\$ 6,972.43	\$ 7,250.45	\$ 7,541.21	\$ 7,842.39	\$ 8,156.32	\$ 8,482.99	0.00
Clerical Union	Special Events/Visitor Information Coordinator	\$ 6,575.10	\$ 6,838.06	\$ 7,111.44	\$ 7,396.41	\$ 7,691.80	\$ 7,999.93	0.00
Department Total								7.00
Finance & Technology								
Exempt - Director	Finance Director	\$ 13,386.89	\$ 14,064.01	\$ 14,741.12	\$ 15,418.23	\$ 16,095.34	\$ 16,772.45	1.00
Exempt - Director	Deputy Finance Director	\$ 11,373.86	\$ 11,971.81	\$ 12,569.76	\$ 13,167.72	\$ 13,765.67	\$ 14,363.62	1.00
Exempt - Manager	Finance Manager	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00
Exempt - Manager	Accounting Operations Manager	\$ 9,362.78	\$ 9,881.49	\$ 10,400.18	\$ 10,918.89	\$ 11,437.59	\$ 11,956.28	0.00
Exempt - Manager	Senior Financial Analyst	\$ 7,834.05	\$ 8,262.33	\$ 8,684.66	\$ 9,101.06	\$ 9,529.34	\$ 9,951.67	1.00
Clerical Union	Staff Accountant	\$ 6,861.22	\$ 7,135.76	\$ 7,421.89	\$ 7,718.44	\$ 8,026.58	\$ 8,348.09	2.00
Clerical Union	Payroll Officer	\$ 6,520.65	\$ 6,781.29	\$ 7,052.36	\$ 7,335.01	\$ 7,628.09	\$ 7,933.90	0.00
Clerical Union	Utilities Coordinator (2)	\$ 6,073.51	\$ 6,316.77	\$ 6,569.31	\$ 6,832.26	\$ 7,105.65	\$ 7,389.46	0.00
Clerical Union	Utilities and Business License & Tax Coordinator (2)	\$ 6,697.00	\$ 6,964.00	\$ 7,243.00	\$ 7,533.00	\$ 7,834.00	\$ 8,148.00	1.00
Clerical Union	Accounting Assistant I	\$ 5,219.77	\$ 5,428.28	\$ 5,646.06	\$ 5,871.95	\$ 6,107.10	\$ 6,350.37	1.00
Clerical Union	Accounting Assistant II	\$ 6,073.51	\$ 6,316.77	\$ 6,569.31	\$ 6,832.26	\$ 7,105.65	\$ 7,389.46	0.00
Clerical Union	Administrative Assistant	\$ 5,312.44	\$ 5,524.43	\$ 5,745.68	\$ 5,975.04	\$ 6,214.83	\$ 6,462.73	0.00
Department Total								7.00
Police Administration								
Clerical Union	Police Office Supervisor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00
Clerical Union	Administrative Assistant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00

EXHIBIT B

2026 Salary Schedule (This Ordinance)

Exempt or Union	Departments	Step1	Step2	Step3	Step4	Step5	Step6	2026 FTEs
Public Works								
Exempt - Director	PW Director	\$ 13,386.89	\$ 14,064.01	\$ 14,741.12	\$ 15,418.23	\$ 16,095.34	\$ 16,772.45	1.00
Exempt - Director	Deputy Public Works Director	\$ 11,385.24	\$ 12,212.07	\$ 13,050.80	\$ 13,883.57	\$ 14,716.35	\$ 15,549.12	1.00
Exempt - Director	City Engineer	\$ 11,313.86	\$ 12,063.36	\$ 12,812.85	\$ 13,490.97	\$ 13,990.64	\$ 14,490.30	1.00
Exempt - Manager	Assistant City Engineer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00
Exempt - Manager	PW Operations Manager	\$ 11,385.24	\$ 12,212.07	\$ 13,050.80	\$ 13,883.57	\$ 14,716.35	\$ 15,549.12	0.00
Exempt - Manager	PW Capital Project / Grants Manager	\$ 10,641.69	\$ 11,367.39	\$ 12,099.05	\$ 12,806.91	\$ 13,455.28	\$ 14,097.71	1.00
Exempt - Manager	Public Works Project Manager	\$ 9,220.03	\$ 9,826.76	\$ 10,433.50	\$ 11,040.23	\$ 11,646.97	\$ 12,253.71	1.00
Exempt - Manager	Wastewater Treatment Plant Manager	\$ 10,968.85	\$ 11,621.98	\$ 12,275.13	\$ 12,928.26	\$ 13,581.39	\$ 14,234.53	1.00
Exempt - Manager	Water Operations Manager	\$ 9,112.95	\$ 9,630.47	\$ 10,147.97	\$ 10,659.53	\$ 11,171.10	\$ 11,682.66	1.00
Exempt - Manager	SCADA Supervisor	\$ 9,112.95	\$ 9,630.47	\$ 10,147.97	\$ 10,659.53	\$ 11,171.10	\$ 11,682.66	1.00
Exempt - Manager	PW Project Engineer	\$ 9,112.95	\$ 9,630.47	\$ 10,147.97	\$ 10,659.53	\$ 11,171.10	\$ 11,682.66	1.00
Clerical Union	PW Infrastructure Inspector	\$ 7,222.65	\$ 7,511.09	\$ 7,812.27	\$ 8,123.88	\$ 8,449.39	\$ 8,787.65	1.00
Clerical Union	Public Works Office Coordinator	\$ 6,188.19	\$ 6,436.09	\$ 6,693.25	\$ 6,960.85	\$ 7,240.02	\$ 7,529.62	0.00
Clerical Union	PW Officer Coordinator / Contract Specialist	\$ 7,877.14	\$ 8,108.82	\$ 8,340.50	\$ 8,572.19	\$ 8,803.87	\$ 9,035.55	1.00
Clerical Union	GIS Analyst	\$ 7,119.43	\$ 7,485.14	\$ 7,849.66	\$ 8,215.37	\$ 8,579.89	\$ 8,945.60	0.00
Clerical Union	Senior GIS Analyst	\$ 7,647.78	\$ 8,210.76	\$ 8,769.11	\$ 9,328.62	\$ 9,889.29	\$ 10,449.96	1.00
PW Union	Senior Lead Technician	\$ 8,752.07	\$ 9,252.04	\$ 9,752.00	\$ 10,250.91	\$ 10,750.87	\$ 11,250.84	1.00
PW Union	Lead Wastewater Operator	\$ 7,937.63	\$ 8,366.17	\$ 8,794.71	\$ 9,222.19	\$ 9,650.73	\$ 10,079.28	1.00
PW Union	Lead Water System Operator	\$ 7,937.63	\$ 8,366.17	\$ 8,794.71	\$ 9,222.19	\$ 9,650.73	\$ 10,079.28	1.00
PW Union	Lead Parks Technician	\$ 7,937.63	\$ 8,366.17	\$ 8,794.71	\$ 9,222.19	\$ 9,650.73	\$ 10,079.28	0.00
PW Union	Lead Streets Technician	\$ 7,937.63	\$ 8,366.17	\$ 8,794.71	\$ 9,222.19	\$ 9,650.73	\$ 10,079.28	1.00
PW Union	Wastewater Operator II	\$ 7,162.63	\$ 7,554.93	\$ 7,947.22	\$ 8,340.59	\$ 8,732.89	\$ 9,125.18	3.00
PW Union	Wastewater Operator I	\$ 6,649.87	\$ 7,040.03	\$ 7,430.20	\$ 7,820.37	\$ 8,210.54	\$ 8,600.69	1.00
PW Union	Mechanic	\$ 6,649.87	\$ 7,040.03	\$ 7,430.20	\$ 7,820.37	\$ 8,210.54	\$ 8,600.69	0.00
PW Union	Senior Mechanic	\$ 7,937.63	\$ 8,366.17	\$ 8,794.71	\$ 9,222.19	\$ 9,650.73	\$ 10,079.28	1.00
PW Union	Maintenance Worker	\$ 6,649.87	\$ 7,040.03	\$ 7,430.20	\$ 7,820.37	\$ 8,210.54	\$ 8,600.69	6.00
PW Union	Maintenance (Entry)	\$ 5,594.50	\$ 5,885.53	\$ -	\$ -	\$ -	\$ -	0.00
PW Union	Maintenance (Seasonal)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00
PW Union	Water System Operator II	\$ 7,162.63	\$ 7,554.93	\$ 7,947.22	\$ 8,340.59	\$ 8,732.89	\$ 9,125.18	3.00
PW Union	Water System Operator I	\$ 6,649.87	\$ 7,040.03	\$ 7,430.20	\$ 7,820.37	\$ 8,210.54	\$ 8,600.69	0.00
Department Total								30.00
<hr/>								
TOTAL								51.00
Exempt - Director								8.00
Exempt - Manager								13.00
Clerical Union								12.00
PW Union								18.00
Total FTEs								51.00

2026 changes:
 -(1) Position salary is adjusted based on updated job duties and responsibilities, with grade/step range parity to Finance Director and Public Works Director.
 -(2) Position is reclassified from Utilities Coordinator to Utilities and Business License & Tax Coordinator based on revised job duties and responsibilities.



City Council Agenda Bill

SUBJECT:		Agenda Date: February 3, 2026		AB26-013	
Public Hearing and Ordinance Amending Taxes, Rates & Fees Schedule Regarding Water Utility Rates		Department/Committee/Individual			
		Mayor Mary Miller			
		City Administrator – Amber Emery			
		City Attorney – Kendra Rosenberg			
		City Clerk – Susie Oppedal			
		Administrative Services – Lisa Escobar			
		Comm. & Economic Development – James Henderson			
Cost Impact: N/A		Finance – Martin Chaw		X	
Fund Source: Water Utility.		Public Works – Tom Mohr			
Timeline: Immediate		Information Technology – Phillip Davenport			
Attachments: Ordinance, Bowman Rate Study Presentation, Public Hearing Notice, Public Comment					
SUMMARY STATEMENT:					
Introduction					
<p>The City of North Bend operates three public utilities - a water utility, a sewer utility, and a stormwater utility. Each utility is classified by the Washington State Auditor as an enterprise and is operated similar to a private business. As an enterprise, each utility’s revenues, including revenue from rates, must be sufficient to fully fund its capital and operating costs and utility reserve requirements. The City periodically engages a consultant to perform a comprehensive utility rate study for each utility to ensure rates are sufficiently calibrated to fund each utility’s capital, operating and reserve requirements. The previous rate study was completed in 2021 by FCS GROUP. In 2025, the City engaged FCS GROUP to prepare an updated water utility rate study which included a forecast of financial activity for the planning period through December 31, 2030.</p>					
Guiding principles					
<p>The rate study included the following guiding principles:</p>					
<ul style="list-style-type: none">- <u>Maintain Current Level of Service</u>: Maintain current levels of service to the community. The water utility rate study assumes one additional maintenance worker starting in 2026 to keep pace with system maintenance.- <u>Maintain Current Financially Self Sufficient</u>: Continue to operate each utility as an independent enterprise, as required under state laws. Revenue from each utility operations should be able to fully fund their respective annual operations and capital investments, without any subsidies from general taxes.- <u>Meet Debt Service Coverage requirements</u>: Comply with required debt service coverage. Revenue from utility operations must meet minimum revenue bond debt service covenant requirements.- <u>Maintain Minimum Reserves</u>: Maintain sufficient reserve requirements consistent with City financial policies. Revenue from utility operations should fully fund operating and capital needs with sufficient remaining reserves equal to between 60 to 90 days of operations.- <u>Maintain Utility AA- Credit Rating</u>: The City’s utilities current credit rating is AA-. Periodic review and adjustment of utility rates for continued stable financial operations along with prudent operational and financial management of the utility is critical to maintaining the city’s credit rating.					

City Council Agenda Bill

Water Rate study results

Findings of the rate study indicate proposed annual rate adjustments of 6.5% will be required over the 2026 through 2030 planning period, as shown in Table 1 below.

Table 1: 2026-2030 Water Utility Annual Rate Adjustments*

	Increase 2024 to 2025	Proposed Increases This Study				
		2026	2027	2028	2029	2030
Percentage Increase	5.5%	6.5%	6.5%	6.5%	6.5%	6.5%

*2026 increase effective April 1st and January 1st of each subsequent year.

Adoption of the proposed rate increases shown above would result in a monthly billing increase for the typical single-family residence of \$4.56 between 2025 and 2026, as shown in Table 2 below.

**Table 2: 2026-2030 Monthly Water Utility Billing
Assumes 20cm of water usage**

	2025 Monthly Bill	Proposed Combined Billing - This Study				
		2026	2027	2028	2029	2030
Typical Monthly Billing	\$69.58	\$74.14	\$79.00	\$84.17	\$89.65	\$95.46
Year-over-year increase		\$4.56	\$4.86	\$5.17	\$5.48	\$5.81

Table 3 below summarizes the financial plan for the water utility over the 2026-2030 planning period, inclusive of the additional revenue from the proposed rate adjustment. Operating and capital expenses over the 2026-2030 planning period total \$24.7 million. Revenue from existing rates and other revenues (before rate adjustments) total \$20.1 million. Proposed rate adjustments will result in an additional \$3.2 million in revenue over the 2026-2030 planning period. Over the planning period, the rate path will gradually draw down the utility's reserve balance from \$1.9 million at the start of 2026 to \$536,000 by the end of 2030.

Table 3: 2026-2030 Water Utility Financial Plan

Beginning Fund Balance (Jan 1, 2026)	\$1,911,804
Revenues	
Utility rate revenue before rate adjustment	14,959,053
Additional revenue from rate adjustment	3,227,654
Other revenues	5,107,488
Total Revenues	\$23,294,195
Memo: Total Revenues w/o rate adjustment	20,066,541
Expenditures	
Operations	18,246,466
Capital Improvement	6,423,733
Total Expenditures	\$24,670,198
Ending Fund Balance (Dec 31, 2030)	\$535,801

Council's approval of the proposed rate path is recommended. The proposed rate path will ensure continued delivery of vital water services to the community, fully fund the utility's financial

City Council Agenda Bill

obligations including annual debt service requirements, maintain a stable financial outlook for the utility, and maintain the City's current utility credit rating of AA- from S&P Global Ratings.

Adopt ordinance amending water utility rates for the period 2026 through 2030:

Description: Adjust water utility rates consistent with recommendations from the rate study as shown in table 1.

Business Impacts: Increase in water utility revenues will pay for ongoing utility system operations, maintenance, and capital improvement projects over the 2026-2030 planning period. Adopting rates through 2030 will provide for greater cost predictability for utility customers.

Recommendation: City staff recommend Council approval of the attached proposed ordinance, establishing water utility rates for the years 2026 through 2030, effective April 1, 2026 and January 1, 2027 and January 1st of each year thereafter through 2030.

APPLICABLE BRAND GUIDELINES: Balanced budget.

COMMITTEE REVIEW AND RECOMMENDATION: The Finance and Administration Committee reviewed this item at its January 13, 2026 meeting, and recommended do-pass Option 1. This item will be advertised in the local newspaper for public hearing on January 23, 2026 and will be included on the February 3, 2026 Council Main Agenda for first reading and public hearing, and a second reading and adoption on February 17, 2026.

RECOMMENDED ACTION: MOTION to approve AB26-013, an ordinance amending the Taxes, Rates & Fees Schedule regarding water utility rates, as a first reading, and continuing the public hearing until the February 17, 2026 City Council meeting.

RECORD OF COUNCIL ACTION

<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>
February 3, 2026		

ORDINANCE

AN ORDINANCE OF THE CITY OF NORTH BEND, WASHINGTON, INCREASING WATER UTILITY RATES AND AMENDING THE TAXES, RATES, AND FEES SCHEDULE

WHEREAS, the City of North Bend (“City”) owns and operates a municipal water utility as authorized by Chapter 35.92 RCW; and

WHEREAS, the 2020 Water System Plan (“Plan”) adopted by Ordinance 1740 on February 2, 2021 outlines improvements necessary for the City’s water utility system, in order to increase reliability, ensure good water quality, lower distribution system leakage, increase and diversify mitigation sources and capacity, and increase fire flow capabilities for the utility; and

WHEREAS, the City’s existing water customers are responsible for paying for operations, maintenance and repairs for the water utility and to existing infrastructure within the water system, and environmental requirements imposed by Washington State Department of Health; and

WHEREAS, the City Council adopted Ordinance 1084, the Taxes, Rates and Fees Schedule, effective November 2, 1999; and

WHEREAS, the Taxes, Rates and Fees Schedule, which includes water rates and GFCs, was last amended by Ordinance 1839, effective October 1, 2025; and

WHEREAS, the City last studied water rates in 2021 and adopted Ordinance No. 1747 on May 18, 2021, establishing a water rate schedule for the years 2022 through 2026; and

WHEREAS, the City contracted with FCS Group, a Bowman Company, to conduct a Water Rate Study covering the years 2026 through 2030 to recalculate the City’s water rates to recover costs necessary to fund water capital improvements and support ongoing operations and maintenance of the municipal water utility, and ensure that the water utility has stable operating reserves; and

WHEREAS, the City held a public hearing on the proposed changes to the water rates at the February 3, 2026 City Council meeting; and

WHEREAS, the City Council finds it appropriate to amend the Taxes, Rates and Fees Schedule to reflect costs associated with providing water services as well as water public facilities and infrastructure;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NORTH BEND, WASHINGTON, DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Water Rates. The Taxes, Rates, and Fees Schedule as adopted by Ordinance 1839, is amended to read as follows:

13.12.130(A)

DESCRIPTION	TAX, RATE OR FEE	TAX, RATE OR FEE	TAX, RATE OR FEE	TAX, RATE OR FEE	TAX, RATE OR FEE
Single Family Residential Unit (inside City limits)	Effective 4/1/2026	Effective 1/1/2027	Effective 1/1/2028	Effective 1/1/2029	Effective 1/1/2030
Monthly BASE CHARGE (based on meter size):	Per Month	Per Month	Per Month	Per Month	Per Month
5/8"	\$25.54	\$27.20	\$28.97	\$30.85	\$32.86
3/4"	\$36.30	\$38.66	\$41.17	\$43.85	\$46.70
1"	\$57.79	\$61.55	\$65.55	\$69.81	\$74.35
1 1/2"	\$111.44	\$118.68	\$126.39	\$134.61	\$143.36
2"	\$175.84	\$187.27	\$199.44	\$212.40	\$226.21
<i>PLUS a VOLUME CHARGE per cubic meter (CM) of total water usage:</i>	<i>Per CM</i>	<i>Per CM</i>	<i>Per CM</i>	<i>Per CM</i>	<i>Per CM</i>
0-20 CM	\$2.43	\$2.59	\$2.76	\$2.94	\$3.13
21-30 CM	\$3.21	\$3.42	\$3.64	\$3.88	\$4.13
30+ CM	\$3.91	\$4.16	\$4.43	\$4.72	\$5.03
Senior / Low Income Residential Unit	Effective 4/1/2026	Effective 1/1/2027	Effective 1/1/2028	Effective 1/1/2029	Effective 1/1/2030
Monthly BASE CHARGE (based on meter size):	Per Month	Per Month	Per Month	Per Month	Per Month
5/8"	\$12.80	\$13.63	\$14.52	\$15.46	\$16.46
3/4"	\$18.16	\$19.34	\$20.60	\$21.94	\$23.37
1"	\$28.84	\$30.71	\$32.71	\$34.84	\$37.10
1 1/2"	\$55.75	\$59.37	\$63.23	\$67.34	\$71.72
2"	\$87.96	\$93.68	\$99.77	\$106.26	\$113.17
<i>PLUS a VOLUME CHARGE per cubic meter (CM) of total water usage:</i>	<i>Per CM</i>	<i>Per CM</i>	<i>Per CM</i>	<i>Per CM</i>	<i>Per CM</i>
0-20 CM	\$1.20	\$1.28	\$1.36	\$1.45	\$1.54
21-30 CM	\$1.61	\$1.71	\$1.82	\$1.94	\$2.07
30+ CM	\$1.95	\$2.08	\$2.22	\$2.36	\$2.51

13.12.130(B)

Single-Family, duplexes, triplexes, apartment houses, condominiums, trailer-courts and other multi-family served jointly by a single meter (inside City limits)	Effective 4/1/2026	Effective 1/1/2027	Effective 1/1/2028	Effective 1/1/2029	Effective 1/1/2030
Monthly BASE CHARGE (based on meter size):	Per Month	Per Month	Per Month	Per Month	Per Month
5/8"	\$19.83	\$21.12	\$22.49	\$23.95	\$25.51
3/4"	\$27.19	\$28.96	\$30.84	\$32.84	\$34.97
1"	\$41.82	\$44.54	\$47.44	\$50.52	\$53.80
1 1/2"	\$78.35	\$83.44	\$88.86	\$94.64	\$100.79
2"	\$122.22	\$130.16	\$138.62	\$147.63	\$157.23
<i>PLUS a VOLUME CHARGE per cubic meter (CM) of total water usage:</i>	<i>Per CM</i>	<i>Per CM</i>	<i>Per CM</i>	<i>Per CM</i>	<i>Per CM</i>
All Usage	\$3.32	\$3.54	\$3.77	\$4.02	\$4.28
Mixed Use (residential / commercial) served by a single meter (inside City limits)	Effective 4/1/2026	Effective 1/1/2027	Effective 1/1/2028	Effective 1/1/2029	Effective 1/1/2030
One Monthly COMMERCIAL BASE CHARGE (based on meter size):	Per Month	Per Month	Per Month	Per Month	Per Month
5/8"	\$37.73	\$40.18	\$42.79	\$45.57	\$48.53
3/4"	\$54.58	\$58.13	\$61.91	\$65.93	\$70.22
1"	\$88.24	\$93.98	\$100.09	\$106.60	\$113.53
1 1/2"	\$172.30	\$183.50	\$195.43	\$208.13	\$221.66
2"	\$273.22	\$290.98	\$309.89	\$330.03	\$351.48
PLUS					
One Monthly Multi-Family BASE CHARGE (based on meter size):	Per Month	Per Month	Per Month	Per Month	Per Month
5/8"	\$19.83	\$21.12	\$22.49	\$23.95	\$25.51
3/4"	\$27.19	\$28.96	\$30.84	\$32.84	\$34.97
1"	\$41.82	\$44.54	\$47.44	\$50.52	\$53.80
1 1/2"	\$78.35	\$83.44	\$88.86	\$94.64	\$100.79
2"	\$122.22	\$130.16	\$138.62	\$147.63	\$157.23
PLUS					

13.12.130(D)	A VOLUME CHARGE at Commercial rate per cubic meter (CM) of total water usage:	<i>Per CM</i>	<i>Per CM</i>	<i>Per CM</i>	<i>Per CM</i>	<i>Per CM</i>
	All Usage	\$2.72	\$2.90	\$3.09	\$3.29	\$3.50
	Commercial and All Other Uses (inside City limits)	Effective 4/1/2026	Effective 1/1/2027	Effective 1/1/2028	Effective 1/1/2029	Effective 1/1/2030
	Monthly BASE CHARGE (based on meter size):	Per Month	Per Month	Per Month	Per Month	Per Month
	5/8"	\$37.73	\$40.18	\$42.79	\$45.57	\$48.53
	3/4"	\$54.58	\$58.13	\$61.91	\$65.93	\$70.22
	1"	\$88.24	\$93.98	\$100.09	\$106.60	\$113.53
	1 1/2"	\$172.30	\$183.50	\$195.43	\$208.13	\$221.66
	2"	\$273.22	\$290.98	\$309.89	\$330.03	\$351.48
	PLUS a VOLUME CHARGE per cubic meter (CM) of total water usage:	<i>Per CM</i>	<i>Per CM</i>	<i>Per CM</i>	<i>Per CM</i>	<i>Per CM</i>
	All Usage	\$2.72	\$2.90	\$3.09	\$3.29	\$3.50
	Single Family Residential Unit (outside City limits)	Effective 4/1/2026	Effective 1/1/2027	Effective 1/1/2028	Effective 1/1/2029	Effective 1/1/2030
13.12.130(E)	Monthly BASE CHARGE (based on meter size):	Per Month	Per Month	Per Month	Per Month	Per Month
	5/8"	\$42.21	\$44.95	\$47.87	\$50.98	\$54.29
	3/4"	\$59.93	\$63.83	\$67.98	\$72.40	\$77.11
	1"	\$95.35	\$101.55	\$108.15	\$115.18	\$122.67
	1 1/2"	\$183.91	\$195.86	\$208.59	\$222.15	\$236.59
	2"	\$290.18	\$309.04	\$329.13	\$350.52	\$373.30
	PLUS a VOLUME CHARGE per cubic meter (CM) of total water usage:	<i>Per CM</i>	<i>Per CM</i>	<i>Per CM</i>	<i>Per CM</i>	<i>Per CM</i>
	0-20 CM	\$4.03	\$4.29	\$4.57	\$4.87	\$5.19
	21-30 CM	\$5.30	\$5.64	\$6.01	\$6.40	\$6.82
	30+ CM	\$6.51	\$6.93	\$7.38	\$7.86	\$8.37

13.12.130(F)

Single-Family, duplexes, triplexes, apartment houses, condominiums, trailer-courts and other multi-family served jointly by a single meter (outside City limits)	Effective 4/1/2026	Effective 1/1/2027	Effective 1/1/2028	Effective 1/1/2029	Effective 1/1/2030
Monthly BASE CHARGE (based on meter size):	Per Month	Per Month	Per Month	Per Month	Per Month
5/8"	\$32.77	\$34.90	\$37.17	\$39.59	\$42.16
3/4"	\$44.87	\$47.79	\$50.90	\$54.21	\$57.73
1"	\$68.99	\$73.47	\$78.25	\$83.34	\$88.76
1 1/2"	\$129.27	\$137.67	\$146.62	\$156.15	\$166.30
2"	\$201.69	\$214.80	\$228.76	\$243.63	\$259.47
<i>PLUS a VOLUME CHARGE per cubic meter (CM) of total water usage:</i>	<i>Per CM</i>	<i>Per CM</i>	<i>Per CM</i>	<i>Per CM</i>	<i>Per CM</i>
All Usage	\$5.48	\$5.84	\$6.22	\$6.62	\$7.05

13.12.130(G)

Commercial and All Other Uses (outside City limits)	Effective 4/1/2026	Effective 1/1/2027	Effective 1/1/2028	Effective 1/1/2029	Effective 1/1/2030
Monthly BASE CHARGE (based on meter size):	Per Month	Per Month	Per Month	Per Month	Per Month
5/8"	\$62.30	\$66.35	\$70.66	\$75.25	\$80.14
3/4"	\$90.06	\$95.91	\$102.14	\$108.78	\$115.85
1"	\$145.53	\$154.99	\$165.06	\$175.79	\$187.22
1 1/2"	\$284.32	\$302.80	\$322.48	\$343.44	\$365.76
2"	\$450.84	\$480.14	\$511.35	\$544.59	\$579.99
<i>PLUS a VOLUME CHARGE per cubic meter (CM) of total water usage:</i>	<i>Per CM</i>	<i>Per CM</i>	<i>Per CM</i>	<i>Per CM</i>	<i>Per CM</i>
All Usage	\$4.43	\$4.72	\$5.03	\$5.36	\$5.71

13.12.130(I)

Irrigation meter rates (inside city limits)	Effective 4/1/2026	Effective 1/1/2027	Effective 1/1/2028	Effective 1/1/2029	Effective 1/1/2030
Monthly BASE CHARGE (based on meter size):	Per Month	Per Month	Per Month	Per Month	Per Month
5/8"	\$6.03	\$6.42	\$6.84	\$7.28	\$7.75
3/4"	\$6.95	\$7.40	\$7.88	\$8.39	\$8.94
1"	\$8.85	\$9.43	\$10.04	\$10.69	\$11.38

1 ½"	\$13.59	\$14.47	\$15.41	\$16.41	\$17.48
2"	\$19.23	\$20.48	\$21.81	\$23.23	\$24.74
<i>PLUS a VOLUME CHARGE per cubic meter (CM) of total water usage:</i>	<i>Per CM</i>	<i>Per CM</i>	<i>Per CM</i>	<i>Per CM</i>	<i>Per CM</i>
0-85 CM	\$2.72	\$2.90	\$3.09	\$3.29	\$3.50
85+ CM	\$4.03	\$4.29	\$4.57	\$4.87	\$5.19

Section 2. Severability: Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 3. Effective Date: This ordinance shall be published in the official newspaper of the City and shall take effect and be in full force on April 1, 2026.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF NORTH BEND, WASHINGTON, AT A REGULAR MEETING THEREOF, THIS 17TH DAY OF FEBRUARY, 2026

CITY OF NORTH BEND:

APPROVED AS TO FORM:

Mary Miller, Mayor

Kendra Rosenberg, City Attorney

ATTEST/AUTHENTICATED:

Published:

Effective:

Susie Oppedal, City Clerk



1

Presentation Overview

- Background
- Overview of rate setting process
- Key assumptions
- Summary of findings
 - » Water
 - » Sewer
- Next steps

2



Background

- Last water and sewer rate study completed in 2021
 - » Revenues not sufficient to fund on-going obligations including capital, operating and maintenance expenses and annual debt service
 - » Resulted in a multi-year rate strategy for each utility

Utility	2021	2022	2023	2024	2025	2026
Water	2.40%	5.50%	5.50%	5.50%	5.50%	5.50%
Sewer	2.40%	2.50%	2.50%	2.50%	2.50%	2.50%

- Water and Sewer rate study update commenced in 2025
- Stormwater / flood rate adjustments previously approved (ORD1839, Sept 2025)



Slide 3

3



Background

- Under state laws, utilities are operated as an enterprise
- Rates must be sufficient to fully fund on-going obligations
- No subsidies from general taxes

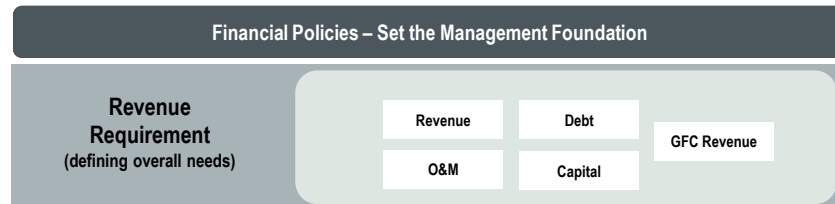


Slide 4

4



Overview of Rate Setting Process



Slide 5

5



Key Operational Assumptions

- Maintains existing levels of services
- No changes to City's utility tax rate (6.0% on water and sewer sales)
- No new debt for CIP over 2026-2030 planning period
- Water Utility
 - » Transfer \$3.0M from REET in 2025 to fund water main replacement projects – NW8th and NW14th
 - » Additional maintenance staff starting 2026
 - » Mitigation water purchase costs - \$300K in 2026 to \$10K by 2028
- Sewer Utility
 - » No significant changes



Slide 6

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Key Assumptions

- Study period 2025-2030
- Projected rate revenues based on 2025 & 2026 budget & customer growth thereafter
 - » Water: 2.00%
 - » Sewer: 2.50%
- 2026 proposed budget escalated with various factors: 3.0% to 6.0%
- Existing debt
 - » Water: \$208,000 - \$64,000 per year
 - » Sewer: \$1.3M – \$1.7M per year
- Annual GFC revenue used for debt service, remainder for capital



Slide 7

7



Water Revenue Requirement



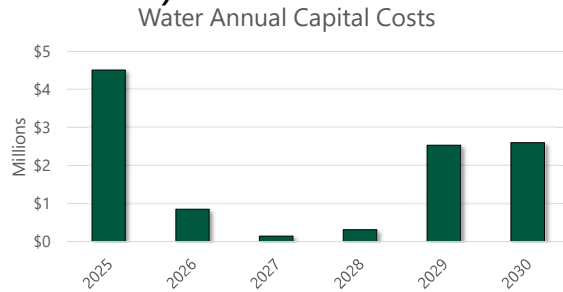
FCS
a Bowman company

8



Water CIP: \$10.9M (2025-2030)

Key Capital Projects	2025 – 2030
NW 8th Street AC Water Main Replacement (2025)	\$1.8M
NW 14th Street Water Main Extension to west dead end (2025)	\$1.1M
AC Watermain Replacement at 428th Ave SE and SE 92nd St (2028-2029)	\$2.1M
AC Watermain Replacement under Middle & South Fork Snoqualmie River (2029-2030)	\$1.9M



- Funded through existing reserves, grants, REET transfers, GFCs & rate revenue
 - » Grant proceeds: \$1.0M
 - » GFC funding: \$5.0M
 - » REET transfer (2025): \$3.0M
 - » Cash & reserves: \$1.9M

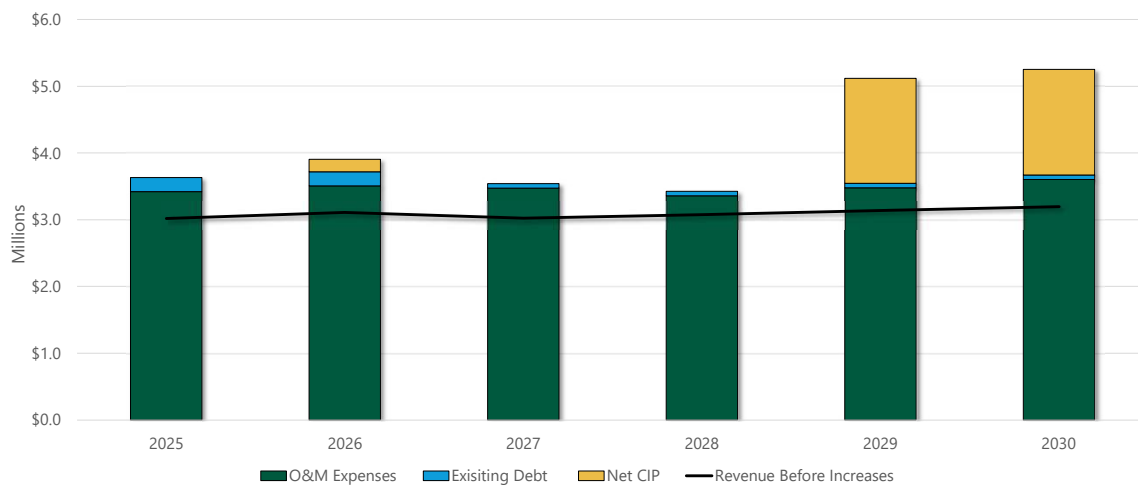


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Water Revenue Requirement – Baseline



Note:

1. Net CIP is remaining CIP funding needs, after accounting for grants & GFC revenue.



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Water Summary

- Revenue at current levels is insufficient to meet ongoing obligations
 - » Rates are unable to support on-going operating and CIP expenses
 - Utilizing reserves starting in 2025
- Recommended rate adjustments 2026-2030

Description	Existing	Proposed Rate Strategy				
		2026	2027	2028	2029	2030
Average Single Family Monthly Bill	\$69.58	\$74.14	\$79.00	\$84.17	\$89.65	\$95.46
\$ Monthly Difference		\$4.56	\$4.86	\$5.17	\$5.48	\$5.81
% Annual Increase		6.50%	6.50%	6.50%	6.50%	6.50%

Note: Assumes a 5/8" meter & 20 cubic meters of monthly water consumption.

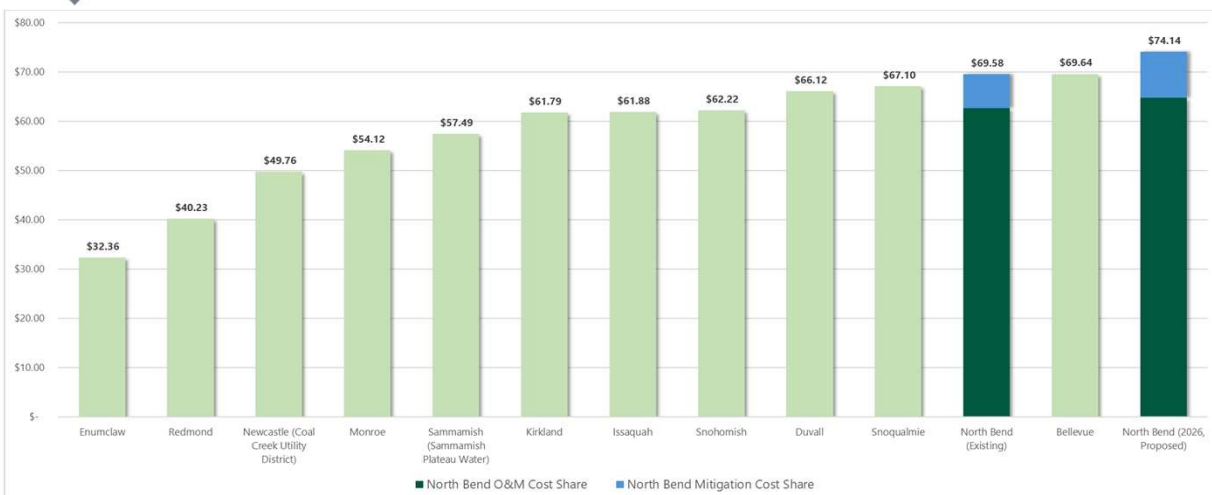
- » Previous ordinance authorized a 5.5% increase for 2026
 - Proposed strategy increases the authorized amount by 1.0%



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Water Residential Monthly Survey



Note:

1. Rates assumes smallest meter size, with 20 CM of water consumption.
2. Rates includes City utility taxes where listed.

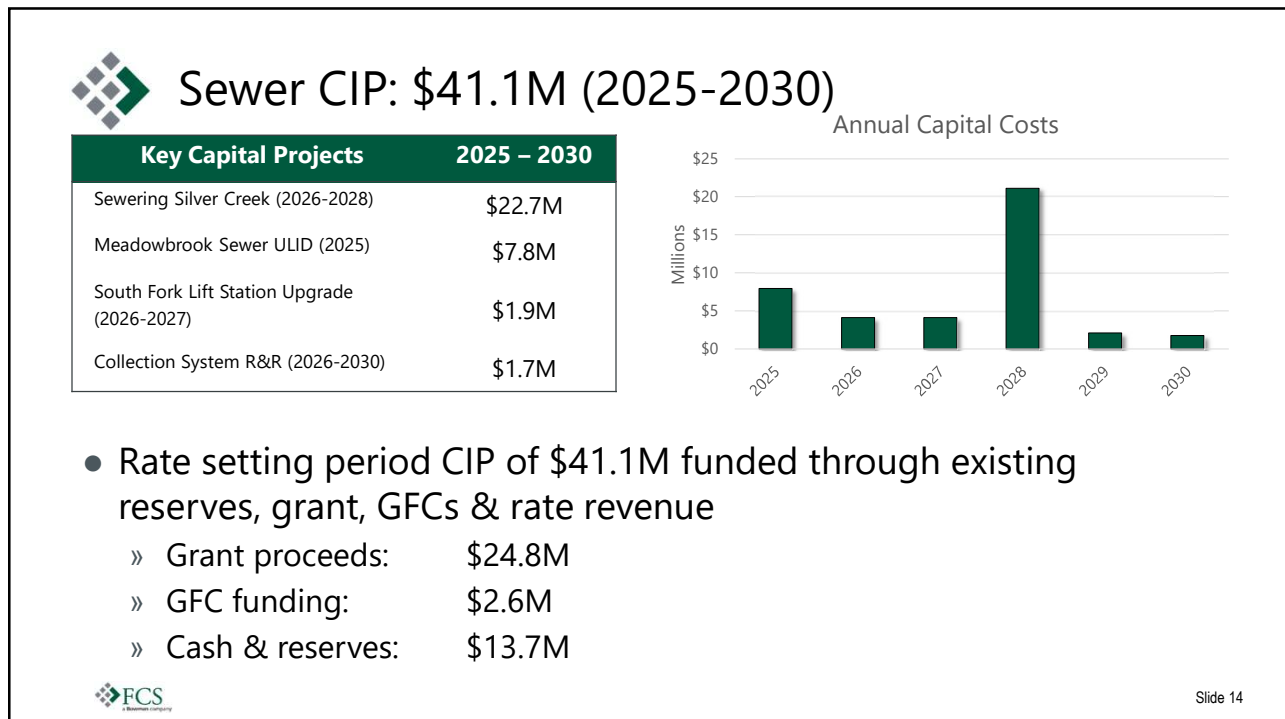


Slide 12

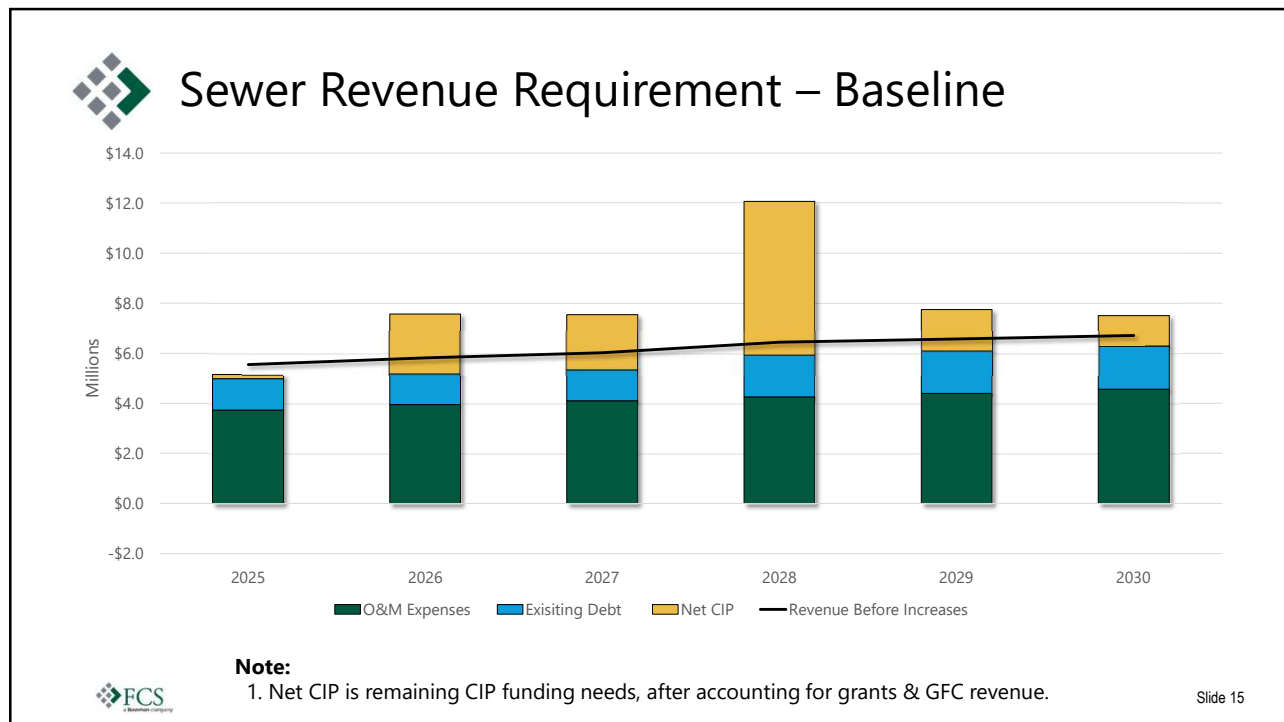
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Sewer Summary

- Revenue at current levels is insufficient to meet ongoing obligations
 - » Rates are unable to fund the on-going capital improvement program
- Rate strategy for consideration

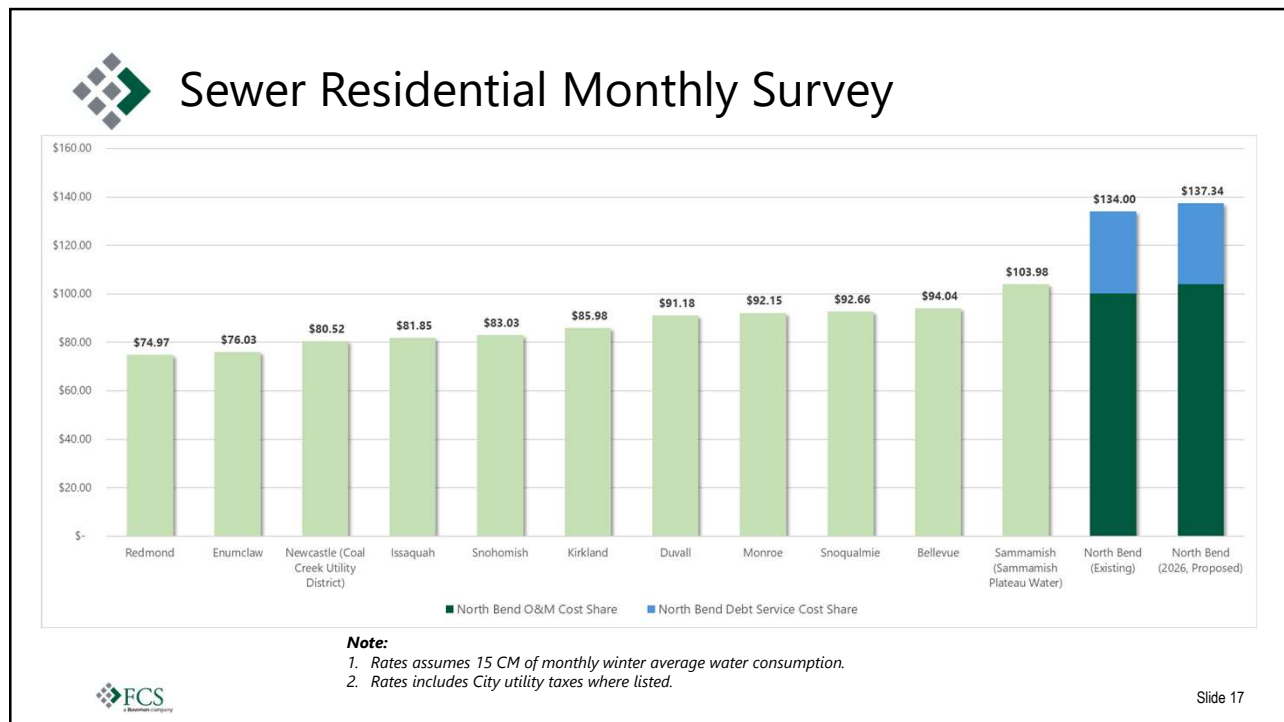
Description	Existing	Proposed Rate Strategy				
		2026	2027	2028	2029	2030
Average Single Family Monthly Bill	\$134.00	\$137.34	\$141.44	\$145.67	\$150.04	\$154.54
\$ Monthly Difference		\$3.34	\$4.10	\$4.23	\$4.37	\$4.50
% Annual Increase		2.50%	3.00%	3.00%	3.00%	3.00%

Note: Assumes 15 cubic meters of monthly winter average water consumption.

- » Previous ordinance authorized a 2.5% increase for 2026

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Combined Single Family Sample Bill Impacts

Description	Existing	Proposed Rate Strategy				
		2026	2027	2028	2029	2030
Water - 5/8" Meter 20 CM	\$ 69.58	\$ 74.14	\$ 79.00	\$ 84.17	\$ 89.65	\$ 95.46
Sewer - 15 CM	134.00	137.34	141.44	145.67	150.04	154.54
Stormwater / Flood	17.36	22.36	27.36	30.86	34.36	37.86
Total Average Single Family Mo. Bill	\$ 220.94	\$ 233.84	\$ 247.80	\$ 260.70	\$ 274.05	\$ 287.86
\$ Monthly Difference		\$ 12.90	\$ 13.96	\$ 12.90	\$ 13.35	\$ 13.81
% Annual Increase		5.84%	5.97%	5.21%	5.12%	5.04%

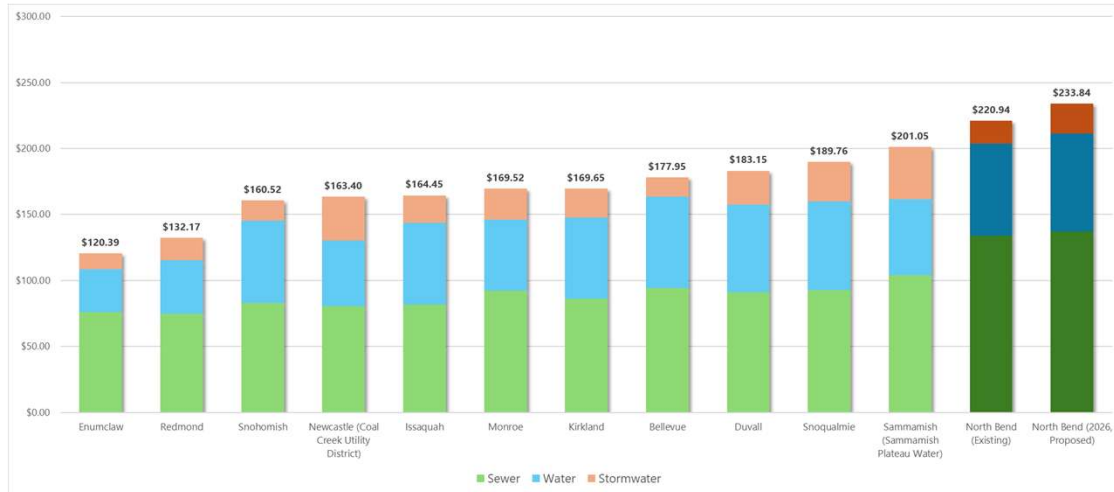
- Weighted average annual rate increases ranges from 5.04%-5.97% over 2026-2030 period

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Combined Utility Single Family Sample Bill Comparison



Note:

1. Water rates assumes 20 CM of monthly water consumption.
2. Stormwater rates assume 1 ESU.
3. Sewer rates assume 15 CM of monthly winter average consumption.
4. Rates includes City utility taxes where listed.



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Next Steps

- Direction / feedback
 - » Move forward with the following proposed rate strategy

Utility	2026	2027	2028	2029	2030
Water	6.50%	6.50%	6.50%	6.50%	6.50%
Sewer	2.50%	3.00%	3.00%	3.00%	3.00%

- » All increases applied across the board
- Next steps
 - » January 20th Council first reading and public hearing
 - » February 17th Council second reading and adoption
 - » Rate adjustments effective April 1, 2026



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Water Utility Revenue Requirement

Water Revenue Requirement	2025	2026	2027	2028	2029	2030
Revenues						
Rate Revenues Under Existing Rates	\$ 2,781,172	\$ 2,874,508	\$ 2,931,998	\$ 2,990,638	\$ 3,050,451	\$ 3,111,460
GFC Revenue Towards Debt	208,972	207,828	65,210	64,894	64,577	64,261
Non-Rate Revenues	27,089	27,901	28,516	25,694	30,385	38,457
Total Existing Revenues	\$ 3,017,233	\$ 3,110,237	\$ 3,025,724	\$ 3,081,226	\$ 3,145,413	\$ 3,214,178
Expenses						
Cash Operating Expenses	\$ 3,419,469	\$ 3,507,163	\$ 3,474,864	\$ 3,358,814	\$ 3,478,948	\$ 3,603,928
Existing Debt Service	208,972	207,828	65,210	64,894	64,577	64,261
Total Expenses	\$ 3,628,441	\$ 3,714,991	\$ 3,540,074	\$ 3,423,708	\$ 3,543,525	\$ 3,668,189
Total Surplus (Deficiency)	\$ (611,208)	\$ (604,754)	\$ (514,351)	\$ (342,482)	\$ (398,113)	\$ (454,011)
% of Rate Revenue	21.98%	21.04%	17.54%	11.45%	13.05%	14.59%
Annual Rate Adjustment		6.50%	6.50%	6.50%	6.50%	6.50%
Cumulative Annual Rate Adjustment		6.50%	13.42%	20.79%	28.65%	37.01%
Rate Revenues After Rate Increase	\$ 2,781,172	\$ 3,061,351	\$ 3,325,545	\$ 3,612,540	\$ 3,924,302	\$ 4,262,969
Additional Taxes from Rate Increase	-	20,607	43,404	68,590	96,377	127,000
Net Cash Flow After Rate Increase	\$ (611,208)	\$ (438,518)	\$ (164,207)	\$ 210,831	\$ 379,362	\$ 570,498
Sample Residential Monthly Bill (5/8" Meter, x 20 CM)	\$ 69.58	\$ 74.14	\$ 79.00	\$ 84.17	\$ 89.65	\$ 95.46
Monthly Average Increase (\$)	-	4.56	4.86	5.17	5.48	5.81



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Sewer Utility Revenue Requirement

Sewer Revenue Requirement	2025	2026	2027	2028	2029	2030
Revenues						
Rate Revenues Under Existing Rates	\$ 4,482,816	\$ 4,599,962	\$ 4,709,759	\$ 4,827,503	\$ 4,948,190	\$ 5,071,895
GFC Revenue Towards Debt	981,057	1,150,561	1,149,984	1,594,021	1,604,874	1,621,028
Non-Rate Revenues	89,553	58,134	158,457	20,519	21,243	22,008
Total Revenues	\$ 5,553,427	\$ 5,808,657	\$ 6,018,200	\$ 6,442,044	\$ 6,574,308	\$ 6,714,931
Expenses						
Cash Operating Expenses	\$ 3,727,917	\$ 3,944,620	\$ 4,103,896	\$ 4,248,660	\$ 4,401,560	\$ 4,560,413
Existing Debt Service	1,260,035	1,259,785	1,259,035	1,702,785	1,713,235	1,729,435
Total Expenses	\$ 4,987,952	\$ 5,204,405	\$ 5,362,931	\$ 5,951,445	\$ 6,114,795	\$ 6,289,848
Net Surplus (Deficiency)	\$ 565,475	\$ 604,253	\$ 655,270	\$ 490,599	\$ 459,513	\$ 425,083
Additions to Meet Coverage	(286,885)	-	-	(29,765)	(22,846)	-
Total Surplus (Deficiency)	\$ 278,590	\$ 604,253	\$ 655,270	\$ 460,834	\$ 436,667	\$ 425,083
% of Rate Revenue	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Annual Rate Adjustment		2.50%	3.00%	3.00%	3.00%	3.00%
Cumulative Annual Rate Adjustment		2.50%	5.58%	8.74%	12.00%	15.36%
Rate Revenues After Rate Increase	\$ 4,482,816	\$ 4,705,377	\$ 4,960,259	\$ 5,236,794	\$ 5,528,745	\$ 5,836,972
Additional Taxes from Rate Increase	-	8,547	20,309	33,183	47,069	62,029
Net Cash Flow After Rate Increase	\$ 565,475	\$ 701,122	\$ 885,460	\$ 866,706	\$ 992,998	\$ 1,128,131
Total Debt Coverage After Rate Increases	1.72	2.30	2.54	2.01	2.09	2.22
Sample Residential Monthly Bill (15 CM)	\$ 134.00	\$ 137.34	\$ 141.44	\$ 145.67	\$ 150.04	\$ 154.54
Monthly Average Increase (\$)		3.34	4.10	4.23	4.37	4.50



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Thank you! Questions?

Sergey Tarasov, Principal
(425) 502-6452
sergey.tarasov@bowman.com

www.fcsgroup.com





LEGAL NOTICE
CITY OF NORTH BEND
King County, Washington

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the North Bend City Council has scheduled a hearing to solicit public input and comments on a proposed water rate increase. For the typical single-family residential customer, the increase equates to \$4.56 per month over 2025 levels. The public hearing will take place during a Regular City Council Meeting on Tuesday, February 3, 2026, at 7:00 p.m. at City Hall, 920 SE Cedar Falls Way, North Bend, WA.

Comments may be presented orally at the public hearing or submitted in writing to the City Clerk at 920 SE Cedar Falls Way, North Bend, WA, 98045, or by e-mail to: Clerks@northbendwa.gov prior to 4:30 p.m., Monday, February 2, 2026. Upon the request of an individual who will have difficulty attending the public hearing and providing comment in person by reason of disability, limited mobility, or for any other reason that makes physical attendance difficult, a teleconference option using Zoom Meetings will be available with detailed meeting access information to be provided on January 29, 2026 on the City website calendar item for the [February 3, 2026 City Council meeting](#).

Further information is available by contacting Finance Director Martin Chaw at mchaw@northbendwa.gov.

Posted: January 23, 2026

Published in the Snoqualmie Valley Record: January 23, 2026

From: [Martin Chaw](#)
To: amber.mcallister@gmail.com
Cc: [Susie Oppedal](#); [Council](#); [Amber Emery](#); [Elaine Morse](#)
Subject: RE: Water/Sewer Rate Increase
Date: Monday, January 26, 2026 3:46:34 PM

Good afternoon, Ms. McAllister. My name is Martin Chaw, Finance Director for the City of North Bend. Susie Oppedal, City Clerk, forwarded to me your email with questions regarding water and sewer rate increases. Please see responses below to your questions. If you have additional questions, please do not hesitate to contact me or Elaine Morse, Deputy Finance Director. Our contact information is included below.

“...what analysis has been done as to why the rate is increasing?”

The city conducts periodic utility studies to ensure rates are properly calibrated to meet current and forecasted utility needs. Industry best practices recommend utility rate studies be conducted once every 3 to 5 years. The current rate study started in mid-2025 and was completed in early January. The previous study was completed in 2021. Both studies were completed by FCS GROUP, a division of the Bowman Corporation. FCS GROUP is a nationally recognized consultancy specializing in utility rate studies, and has completed similar studies for many cities in Washington State and other cities in the western United States. The analysis uses comprehensive modeling tools incorporating costs of maintenance & repair, age of infrastructure, essential planned projects, and operational costs. The analysis also takes into consideration state and local agency mandates.

“What specific costs have gone up that are imposing an increase for every house?”

Specifically, the price of materials for repair & maintenance, construction, labor, and equipment all increase year by year. The city diligently utilizes an established policy to procure materials and solicit bids for projects to receive the best costs available; however, the cost of these services rise in connection with cost of living, consumer price, and construction cost indices each year. Combined, this places pressure on rate-payers to keep the utility in good physical and financial standing.

“...are we increasing the rate because traditionally in January we have always increased the rates?”

The results of the rate study help the city to smooth the impact of increases over time, and only as needed. As studies are predictive (i.e., 2020 rate studies predict needed rates through 2026), it makes sense to adjust rates consistently within the calendar year to meet the utility needs. Notably, storm/flood rates had not increased in over 20 years, and just recently increased from \$12.36 to \$17.36 monthly.

“Maybe make the rate increase dependent upon the house size rather than the

property address”

The utility base rate is associated with each home’s actual meter size and pays for the cost of the utility infrastructure to homes and businesses. The utility charge for water usage is based on the actual usage flowing through the home’s meter. Basing usage charges on the amount of water used is the most equitable approach, so as water usage increases so would the customer’s billing, and vice versa. Conservation efforts absolutely result in a cost saving benefit by reducing usage costs.

“What benefit will I see from this rate increase happening?”

Clean and safe drinking water, public health, and protection of our environment are primary. North Bend owns and operates its own water wells that supply drinking water to the majority of the city. Over 50 miles of water pipes, along with four water pump stations and three reservoirs produce 200 million gallons of water. The city conveys 0.5 million gallons of wastewater each day away from homes and businesses via 50 miles of sewer pipes, and four lift stations to the city owned wastewater treatment plant. The stormwater system manages and conveys surface water away from homes and businesses to prevent flooding. Due to our location and topography, North Bend receives higher annual precipitation resulting in runoff challenges and a higher likelihood of flooding. The entire utility must be regularly repaired and maintained, and water quality is tested regularly as required by state laws. Some of the city utility infrastructure has been in use for more than 75 years. You can find more information about the city’s utility system online at <https://northbendwa.gov/76/Public-Works>.

Sincerely,

Martin Chaw

Finance Director

(425) 888-7632

mchaw@northbendwa.gov

Elaine Morse

Deputy Finance Director

(425) 888-7638

emorse@northbendwa.gov

Notice of Public Disclosure This e-mail account is public domain.
Any correspondence from this or to this e-mails account is a public record. Accordingly, this e-mail, in whole or in part, may be subject to disclosure pursuant to RCW 42.56, regardless of any claim of confidentiality or privilege asserted by an external party.

From: Amber McAllister <amber.mcallister@gmail.com>

Sent: Friday, January 23, 2026 3:30 PM

To: Clerks <Clerks@northbendwa.gov>

Subject: Water/Sewer Rate Increase

You don't often get email from amber.mcallister@gmail.com. [Learn why this is important](#)

Caution: This email originated from outside the City of North Bend. DO NOT click on links or open attachments unless you recognize and/or trust the sender. When in doubt, contact the North Bend IT Department.

Hi,

I unfortunately will not be in town for the meeting, however, what analysis has been done as to why the rate is increasing? What specific costs have gone up that are imposing an increase for every house? Or are we increasing the rate because traditionally in January we have always increased the rates? What benefit will I see from this rate increase happening? What are the calculations you used to come up with the increase rate? Since we moved here over 15 years ago, our water bill has tripled in price. Everything we have is low flow. We often don't flush. Our bill is so much that your autopay system for a credit card can't cover my bill in one transaction. If you are just increasing the rate because it is "time to increase the rates", please reconsider the many homes where it matters. Maybe make the rate increase dependent upon the house size rather than the property address. Homes less than 2000 sq feet shouldn't have a rate increase as they are the ones it affects the most.

Thanks,
Amber



City Council Agenda Bill

SUBJECT:		Agenda Date: February 3, 2026		AB26-014	
Public Hearing and Ordinance Amending Taxes, Rates & Fees Schedule Regarding Sewer Utility Rates		Department/Committee/Individual			
		Mayor Mary Miller			
		City Administrator – Amber Emery			
		City Attorney – Kendra Rosenberg			
		City Clerk – Susie Oppedal			
		Administrative Services – Lisa Escobar			
		Comm. & Economic Development – James Henderson			
		Finance – Martin Chaw		X	
Cost Impact: N/A		Public Works – Tom Mohr			
Fund Source: Sewer Utility.		Information Technology – Phillip Davenport			
Timeline: Immediate					
Attachments: Ordinance, Bowman Rate Study Presentation, Public Hearing Notice, Public Comment					
SUMMARY STATEMENT:					
Introduction The City of North Bend operates three public utilities - a water utility, a sewer utility, and a stormwater utility. Each utility is classified by the Washington State Auditor as an enterprise and is operated similar to a private business. As an enterprise, each utility’s revenues, including revenue from rates, must be sufficient to fully fund its capital and operating costs and utility reserve requirements. The City periodically engages a consultant to perform a comprehensive utility rate study for each utility to ensure rates are sufficiently calibrated to fund each utility’s capital, operating and reserve requirements. The previous rate study was completed in 2021 by FCS GROUP. In 2025, the City engaged FCS GROUP to prepare an updated sewer utility rate study which included a forecast of financial activity for the planning period through December 31, 2030.					
Guiding principles The rate study included the following guiding principles: <ul style="list-style-type: none">- <u>Maintain Current Level of Service:</u> Maintain current levels of service to the community.- <u>Maintain Current Financially Self Sufficient:</u> Continue to operate each utility as an independent enterprise, as required under state laws. Revenue from each utility operations should be able to fully fund their respective annual operations and capital investments, without any subsidies from general taxes.- <u>Meet Debt Service Coverage requirements:</u> Comply with required debt service coverage. Revenue from utility operations must meet minimum revenue bond debt service covenant requirements.- <u>Maintain Minimum Reserves:</u> Maintain sufficient reserve requirements consistent with City financial policies. Revenue from utility operations should fully fund operating and capital needs with sufficient remaining reserves equal to between 60 to 90 days of operations.- <u>Maintain Utility AA- Credit Rating:</u> The City’s current utilities credit rating is AA-. Periodic review and adjustment of utility rates for continued stable financial operations along with prudent operational and financial management of the utility is critical to maintaining the City’s credit rating.					
Sewer rate study results Findings of the rate study indicate proposed annual rate adjustments of 2.5%-3.0% will be required over the 2026 through 2030 planning period, as shown in Table 1 below.					

City Council Agenda Bill

Table 1: 2026-2030 Sewer Utility Annual Rate Adjustments*

	Increase 2024 to 2025	Proposed Increases This Study				
		2026	2027	2028	2029	2030
Percentage Increase	2.5%	2.5%	3.0%	3.0%	3.0%	3.0%

*2026 increase effective April 1st and January 1st of each subsequent year.

Adoption of the proposed rate increases shown above would result in a monthly billing increase for the typical single-family residence of \$3.34 per month between 2025 and 2026, as shown in Table 2 below.

Table 2: 2026-2030 Monthly Sewer Utility Billing
Assumes 15cm of winter average water usage

	2025 Monthly Bill	Proposed Combined Billing - This Study				
		2026	2027	2028	2029	2030
Typical Monthly Billing	\$134.00	\$137.34	\$141.44	\$145.67	\$150.04	\$154.54
Year-over-year increase		\$3.34	\$4.10	\$4.23	\$4.37	\$4.50

Table 3 below summarizes the financial plan for the sewer utility over the 2026-2030 planning period, inclusive of the additional revenue from the proposed rate adjustment. Operating and capital expenses over the 2026-2030 planning period total \$62.5 million. Revenue from existing rates and other revenues (before rate adjustments) total \$51.8 million. Proposed rate adjustments will result in an additional \$2.1 million in revenue over the 2026-2030 planning period. Over the planning period, the rate path will gradually draw down the utility's reserve balance from \$14.2 million at the start of 2026 to \$5.7 million by the end of 2030.

Table 3: 2026-2030 Sewer Utility Financial Plan

Beginning Fund Balance (Jan 1, 2026)	\$14,241,977
Revenues	
Utility rate revenue before rate adjustment	24,157,309
Additional revenue from rate adjustment	2,110,839
Other revenues	27,682,546
Total Revenues	\$53,950,694
Memo: Total Revenues w/o rate adjustment	\$51,839,855
Expenditures	
Operations	29,094,561
Capital Improvement	33,361,097
Total Expenditures	\$62,455,658
Ending Fund Balance (Dec 31, 2030)	\$5,737,013

Council's approval of the proposed rate path is recommended. The proposed rate path will ensure continued delivery of vital sewer services to the community, fully fund the utility's financial obligations including annual debt service requirements, maintain a stable financial outlook for the utility, and maintain the City's current utility credit rating of AA- from S&P Global Ratings.

City Council Agenda Bill

Adopt ordinance amending sewer utility rates for the period 2026 through 2030:

Description: Adjust sewer utility rates consistent with recommendations from the rate study as shown in table 1.

Business Impacts: Increase in sewer utility revenues will pay for ongoing utility system operations, maintenance, and capital improvement projects over the 2026-2030 planning period. Adopting rates through 2030 will provide for greater cost predictability for utility customers.

Recommendation: City staff recommend Council approval of the attached proposed ordinance, establishing sewer utility rates for the years 2026 through 2030, effective April 1, 2026 and January 1, 2027 and January 1st of each year thereafter through 2030.

APPLICABLE BRAND GUIDELINES: Balanced budget

COMMITTEE REVIEW AND RECOMMENDATION: The Finance and Administration Committee reviewed this item at its January 13, 2026 meeting, and recommended do-pass Option 1. This item will be advertised in the local newspaper for public hearing on January 23, 2026 and will be included on the February 3, 2026 Council Main Agenda for first reading and public hearing, and a second reading and adoption on February 17, 2026.

RECOMMENDED ACTION: **MOTION to approve AB26-014, an ordinance amending the Taxes, Rates & Fees Schedule regarding sewer utility rates, as a first reading, and continuing the public hearing until the February 17, 2026 City Council meeting.**

RECORD OF COUNCIL ACTION

<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>
February 3, 2026		

ORDINANCE

AN ORDINANCE OF THE CITY OF NORTH BEND, WASHINGTON, INCREASING SEWER UTILITY RATES AND AMENDING THE TAXES, RATES, AND FEES SCHEDULE

WHEREAS, the City of North Bend (“City”) owns and operates a municipal sewer utility as authorized by Chapter 35.67 RCW; and

WHEREAS, the City has developed a Wastewater System Facilities Plan (“Plan”) which describes improvements necessary for the City’s Wastewater Treatment Plant (“WWTP”) and in the sewer collection system, in order to increase reliability and redundancy for the utility and address the growth within the City; and

WHEREAS, the City’s existing sewer customers are responsible for paying for operations, maintenance and repairs for the sewer utility and to existing infrastructure within the sewer system, and for stricter environmental requirements imposed by Washington State Department of Ecology; and

WHEREAS, the City Council adopted Ordinance 1084, the Taxes, Rates and Fees Schedule, effective November 2, 1999; and

WHEREAS, the Taxes, Rates and Fees Schedule, which includes sewer rates and GFCs, was last amended by Ordinance 1839, effective October 1, 2025; and

WHEREAS, the City last studied sewer rates in 2021 and adopted Ordinance No. 1741 on March 2, 2021, establishing a sewer rate schedule for the years 2022 through 2025; and

WHEREAS, the City contracted with FCS Group, a Bowman Company, to conduct a Sewer Rate Study covering the years 2026 through 2030 to recalculate the City’s sewer rates to recover costs necessary to fund sewer capital improvements and support ongoing operations and maintenance of the municipal sewer utility, and ensure that the sewer utility has stable operating reserves; and

WHEREAS, the City held a public hearing on the proposed changes to the sewer rates at the February 3, 2026 City Council meeting; and

WHEREAS, the City Council finds it appropriate to the amend Taxes, Rates and Fees Schedule to reflect costs associated with providing sewer services as well as sewer public facilities and infrastructure;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NORTH BEND, WASHINGTON, DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Sewer Rates. The Taxes, Rates, and Fees Schedule as adopted by Ordinance 1839, is amended to read as follows:

	DESCRIPTION	TAX, RATE, OR FEE	TAX, RATE, OR FEE	TAX, RATE, OR FEE	TAX, RATE, OR FEE	TAX, RATE, OR FEE
13.24.020(A)		Effective 4/1/2026	Effective 1/1/2027	Effective 1/1/2028	Effective 1/1/2029	Effective 1/1/2030
	Single-family Residential Units (inside City limits) including duplexes, triplexes, apartment houses, condominiums, trailer courts & other multifamily, provided each unit is supplied with a separate water meter	\$91.64	\$94.39	\$97.22	\$100.14	\$103.14
	PLUS					
	per cubic meter of water usage over the first ten CM	\$9.14	\$9.41	\$9.69	\$9.98	\$10.28
	Senior/Low Income Rate	\$42.03	\$43.29	\$44.59	\$45.93	\$47.31
13.24.020(B)		Effective 4/1/2026	Effective 1/1/2027	Effective 1/1/2028	Effective 1/1/2029	Effective 1/1/2030
	Multi-family Residential: single family, duplexes, triplexes, apartment houses, condominiums, trailer courts & other multi-family dwellings (inside City limits) served jointly by one water meter, <i>per unit</i>	\$91.64	\$94.39	\$97.22	\$100.14	\$103.14
	PLUS					

13.24.020(C)	per cubic meter of water usage over the first ten CM	\$9.14	\$9.41	\$9.69	\$9.98	\$10.28
		Effective 4/1/2026	Effective 1/1/2027	Effective 1/1/2028	Effective 1/1/2029	Effective 1/1/2030
	Mixed Use (residential/commercial) (inside City limits) <i>served by one water meter:</i>					
	One Commercial Base Charge	\$91.64	\$94.39	\$97.22	\$100.14	\$103.14
	PLUS					
	MultiFamily Charge (<i>per each Residential unit</i>)	\$91.64	\$94.39	\$97.22	\$100.14	\$103.14
13.24.020(D)	PLUS					
	per cubic meter of water usage (at Commercial Rate) over the first twenty CM	\$9.14	\$9.41	\$9.69	\$9.98	\$10.28
		Effective 4/1/2026	Effective 1/1/2027	Effective 1/1/2028	Effective 1/1/2029	Effective 1/1/2030
	Commercial and All Other Users (inside City limits)	\$91.64	\$94.39	\$97.22	\$100.14	\$103.14
	PLUS					
	per cubic meter of water usage over the first ten CM	\$9.14	\$9.41	\$9.69	\$9.98	\$10.28
13.24.020(E)		Effective 4/1/2026	Effective 1/1/2027	Effective 1/1/2028	Effective 1/1/2029	Effective 1/1/2030
	Commercial and All Other Users (outside City limits)	\$137.43	\$141.55	\$145.80	\$150.17	\$154.68
	PLUS					
	per cubic meter of water usage over the first ten CM	\$13.75	\$14.16	\$14.58	\$15.02	\$15.47

*The rates published are effective as of the dates noted; provided, that the last-effective published rates will be automatically increased/decreased based on CPI-W Index for Seattle/Tacoma area (November to August November) for each subsequent year beginning January 1, 2031, in an amount not to exceed three percent (3.0%). For the months of April through October, consumption amounts for sewer services will be based on the average water consumption during the months of November through March, so as not to penalize sewer customers using water for lawn and garden irrigation and other summer activities.

Section 2. Severability: Should any section, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 3. Effective Date: This ordinance shall be published in the official newspaper of the City and shall take effect and be in full force on April 1, 2026.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF NORTH BEND, WASHINGTON, AT A REGULAR MEETING THEREOF, THIS 17TH DAY OF FEBRUARY, 2026.

CITY OF NORTH BEND:

APPROVED AS TO FORM:

Mary Miller, Mayor

Kendra Rosenberg, City Attorney

ATTEST/AUTHENTICATED:

Published:

Effective:

Susie Oppedal, City Clerk



1



Presentation Overview

- Background
- Overview of rate setting process
- Key assumptions
- Summary of findings
 - » Water
 - » Sewer
- Next steps

2



Background

- Last water and sewer rate study completed in 2021
 - » Revenues not sufficient to fund on-going obligations including capital, operating and maintenance expenses and annual debt service
 - » Resulted in a multi-year rate strategy for each utility

Utility	2021	2022	2023	2024	2025	2026
Water	2.40%	5.50%	5.50%	5.50%	5.50%	5.50%
Sewer	2.40%	2.50%	2.50%	2.50%	2.50%	2.50%

- Water and Sewer rate study update commenced in 2025
- Stormwater / flood rate adjustments previously approved (ORD1839, Sept 2025)



Slide 3

3



Background

- Under state laws, utilities are operated as an enterprise
- Rates must be sufficient to fully fund on-going obligations
- No subsidies from general taxes

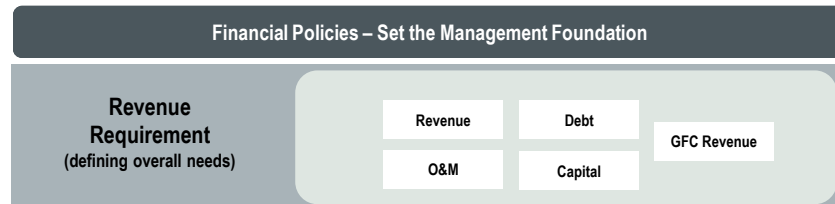


Slide 4

4



Overview of Rate Setting Process



Slide 5

5



Key Operational Assumptions

- Maintains existing levels of services
- No changes to City's utility tax rate (6.0% on water and sewer sales)
- No new debt for CIP over 2026-2030 planning period
- Water Utility
 - » Transfer \$3.0M from REET in 2025 to fund water main replacement projects – NW8th and NW14th
 - » Additional maintenance staff starting 2026
 - » Mitigation water purchase costs - \$300K in 2026 to \$10K by 2028
- Sewer Utility
 - » No significant changes



Slide 6

6

Key Assumptions

- Study period 2025-2030
- Projected rate revenues based on 2025 & 2026 budget & customer growth thereafter
 - » Water: 2.00%
 - » Sewer: 2.50%
- 2026 proposed budget escalated with various factors: 3.0% to 6.0%
- Existing debt
 - » Water: \$208,000 - \$64,000 per year
 - » Sewer: \$1.3M – \$1.7M per year
- Annual GFC revenue used for debt service, remainder for capital



Slide 7

7



Water Revenue Requirement



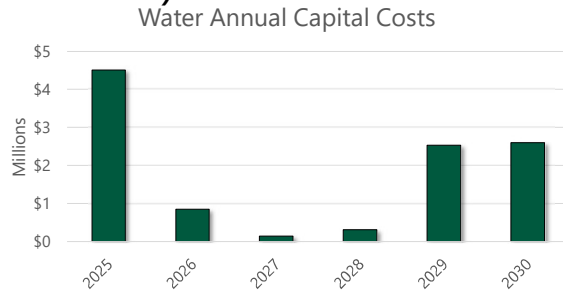
FCS
a Bowman company

8



Water CIP: \$10.9M (2025-2030)

Key Capital Projects	2025 – 2030
NW 8th Street AC Water Main Replacement (2025)	\$1.8M
NW 14th Street Water Main Extension to west dead end (2025)	\$1.1M
AC Watermain Replacement at 428th Ave SE and SE 92nd St (2028-2029)	\$2.1M
AC Watermain Replacement under Middle & South Fork Snoqualmie River (2029-2030)	\$1.9M



- Funded through existing reserves, grants, REET transfers, GFCs & rate revenue
 - » Grant proceeds: \$1.0M
 - » GFC funding: \$5.0M
 - » REET transfer (2025): \$3.0M
 - » Cash & reserves: \$1.9M

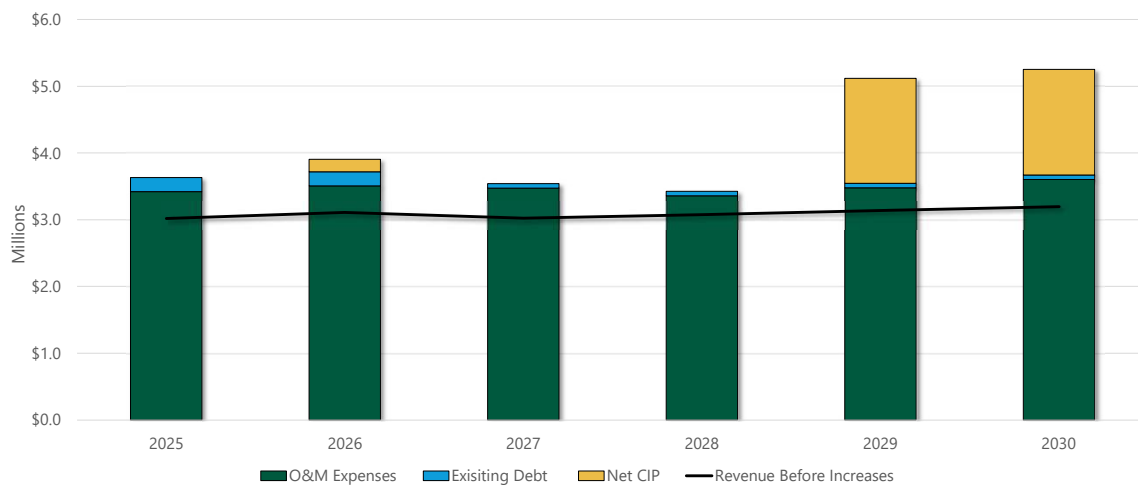


Slide 9

9



Water Revenue Requirement – Baseline



Note:

1. Net CIP is remaining CIP funding needs, after accounting for grants & GFC revenue.



Slide 10

10

Water Summary

- Revenue at current levels is insufficient to meet ongoing obligations
 - » Rates are unable to support on-going operating and CIP expenses
 - Utilizing reserves starting in 2025
- Recommended rate adjustments 2026-2030

Description	Existing	Proposed Rate Strategy				
		2026	2027	2028	2029	2030
Average Single Family Monthly Bill	\$69.58	\$74.14	\$79.00	\$84.17	\$89.65	\$95.46
\$ Monthly Difference		\$4.56	\$4.86	\$5.17	\$5.48	\$5.81
% Annual Increase		6.50%	6.50%	6.50%	6.50%	6.50%

Note: Assumes a 5/8" meter & 20 cubic meters of monthly water consumption.

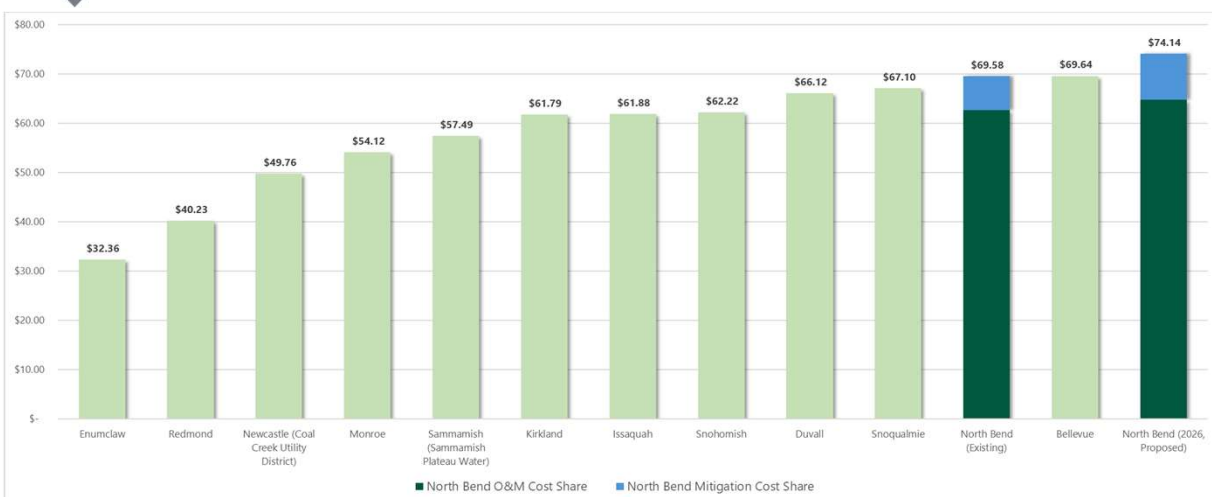
- » Previous ordinance authorized a 5.5% increase for 2026
 - Proposed strategy increases the authorized amount by 1.0%



Slide 11

11

Water Residential Monthly Survey



Note:

1. Rates assumes smallest meter size, with 20 CM of water consumption.
2. Rates includes City utility taxes where listed.

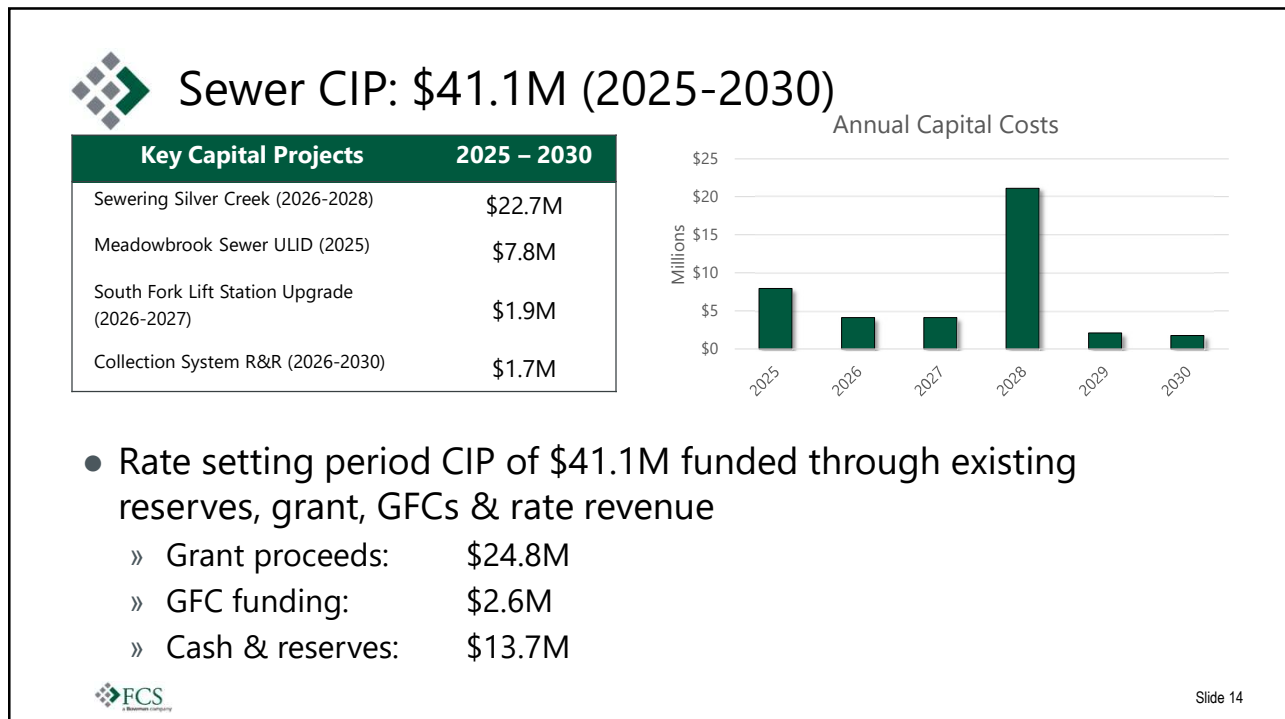


Slide 12

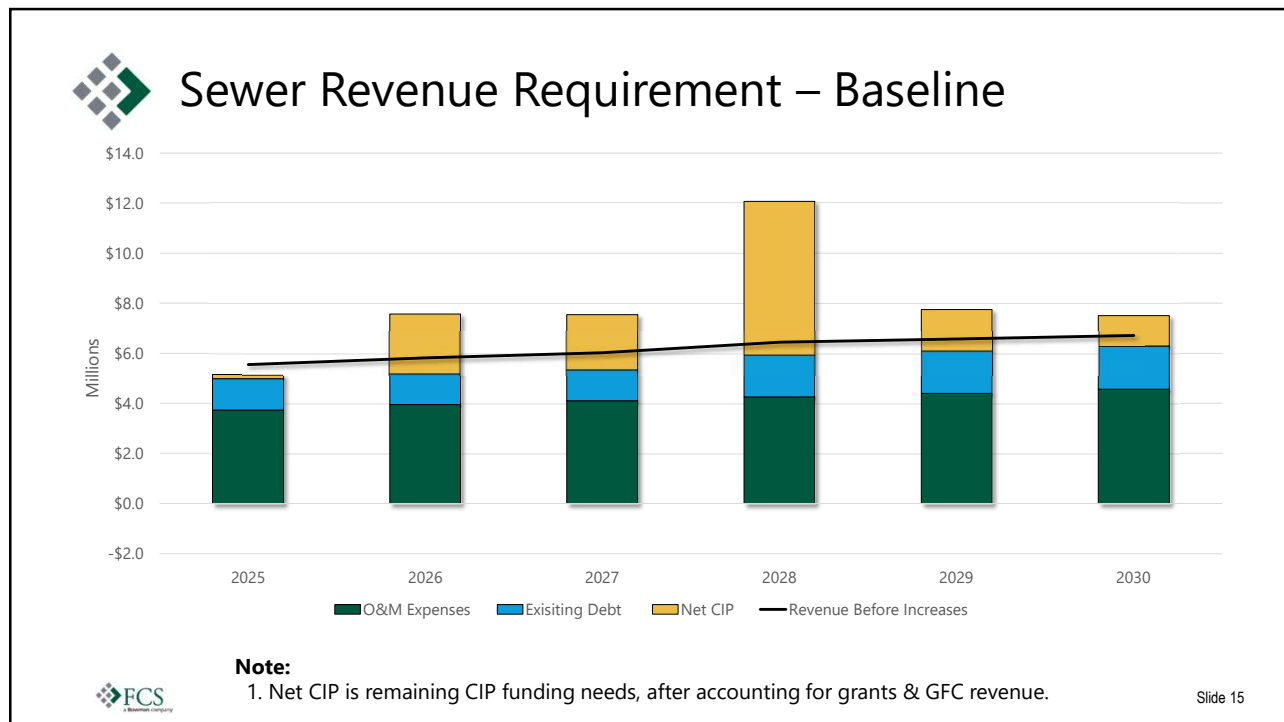
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13



14



15

Sewer Summary

- Revenue at current levels is insufficient to meet ongoing obligations
 - » Rates are unable to fund the on-going capital improvement program
- Rate strategy for consideration

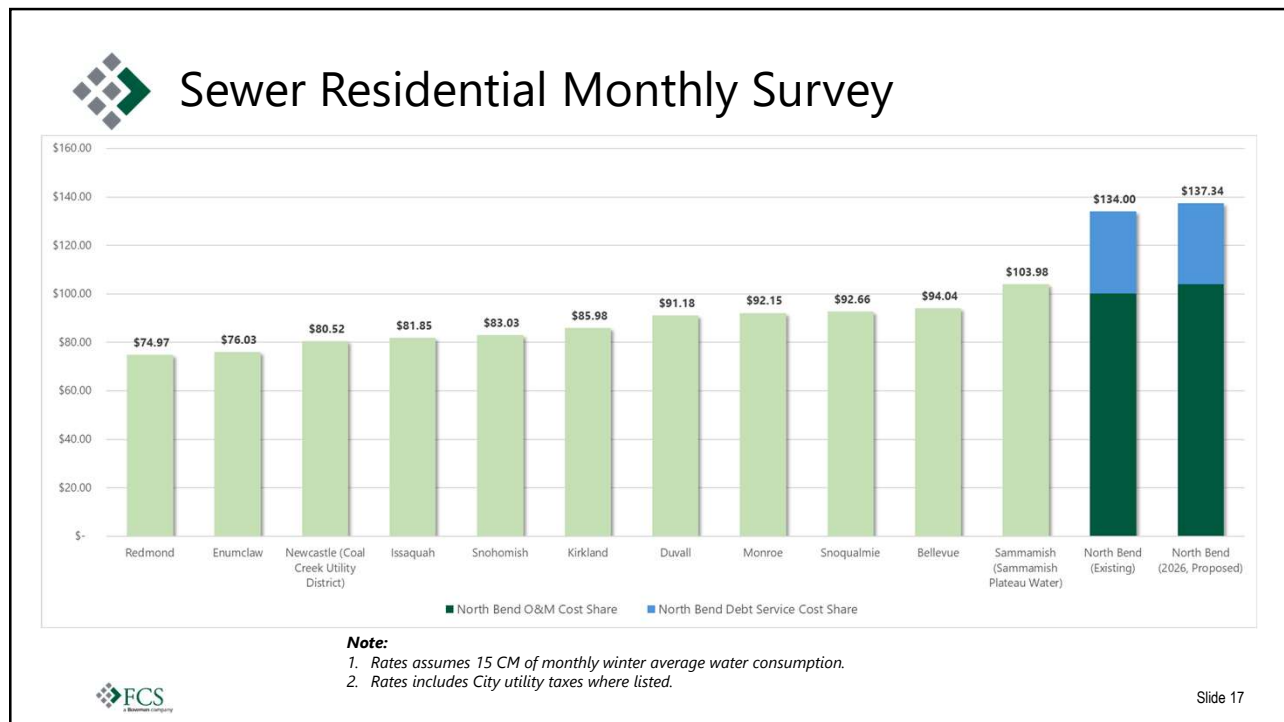
Description	Existing	Proposed Rate Strategy				
		2026	2027	2028	2029	2030
Average Single Family Monthly Bill	\$134.00	\$137.34	\$141.44	\$145.67	\$150.04	\$154.54
\$ Monthly Difference		\$3.34	\$4.10	\$4.23	\$4.37	\$4.50
% Annual Increase		2.50%	3.00%	3.00%	3.00%	3.00%

Note: Assumes 15 cubic meters of monthly winter average water consumption.

- » Previous ordinance authorized a 2.5% increase for 2026

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Combined Single Family Sample Bill Impacts

Description	Existing	Proposed Rate Strategy				
		2026	2027	2028	2029	2030
Water - 5/8" Meter 20 CM	\$ 69.58	\$ 74.14	\$ 79.00	\$ 84.17	\$ 89.65	\$ 95.46
Sewer - 15 CM	134.00	137.34	141.44	145.67	150.04	154.54
Stormwater / Flood	17.36	22.36	27.36	30.86	34.36	37.86
Total Average Single Family Mo. Bill	\$ 220.94	\$ 233.84	\$ 247.80	\$ 260.70	\$ 274.05	\$ 287.86
\$ Monthly Difference		\$ 12.90	\$ 13.96	\$ 12.90	\$ 13.35	\$ 13.81
% Annual Increase		5.84%	5.97%	5.21%	5.12%	5.04%

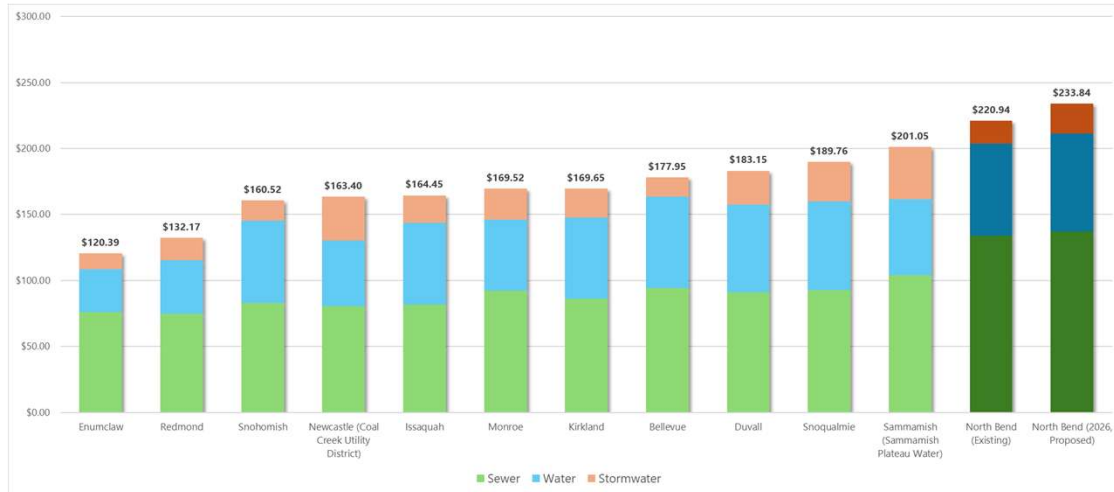
- Weighted average annual rate increases ranges from 5.04%-5.97% over 2026-2030 period

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Slide 18

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Combined Utility Single Family Sample Bill Comparison



Note:

1. Water rates assumes 20 CM of monthly water consumption.
2. Stormwater rates assume 1 ESU.
3. Sewer rates assume 15 CM of monthly winter average consumption.
4. Rates includes City utility taxes where listed.



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Next Steps

- Direction / feedback
 - » Move forward with the following proposed rate strategy

Utility	2026	2027	2028	2029	2030
Water	6.50%	6.50%	6.50%	6.50%	6.50%
Sewer	2.50%	3.00%	3.00%	3.00%	3.00%

- » All increases applied across the board
- Next steps
 - » January 20th Council first reading and public hearing
 - » February 17th Council second reading and adoption
 - » Rate adjustments effective April 1, 2026



Slide 20

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Water Utility Revenue Requirement

Water Revenue Requirement	2025	2026	2027	2028	2029	2030
Revenues						
Rate Revenues Under Existing Rates	\$ 2,781,172	\$ 2,874,508	\$ 2,931,998	\$ 2,990,638	\$ 3,050,451	\$ 3,111,460
GFC Revenue Towards Debt	208,972	207,828	65,210	64,894	64,577	64,261
Non-Rate Revenues	27,089	27,901	28,516	25,694	30,385	38,457
Total Existing Revenues	\$ 3,017,233	\$ 3,110,237	\$ 3,025,724	\$ 3,081,226	\$ 3,145,413	\$ 3,214,178
Expenses						
Cash Operating Expenses	\$ 3,419,469	\$ 3,507,163	\$ 3,474,864	\$ 3,358,814	\$ 3,478,948	\$ 3,603,928
Existing Debt Service	208,972	207,828	65,210	64,894	64,577	64,261
Total Expenses	\$ 3,628,441	\$ 3,714,991	\$ 3,540,074	\$ 3,423,708	\$ 3,543,525	\$ 3,668,189
Total Surplus (Deficiency)	\$ (611,208)	\$ (604,754)	\$ (514,351)	\$ (342,482)	\$ (398,113)	\$ (454,011)
% of Rate Revenue	21.98%	21.04%	17.54%	11.45%	13.05%	14.59%
Annual Rate Adjustment		6.50%	6.50%	6.50%	6.50%	6.50%
Cumulative Annual Rate Adjustment		6.50%	13.42%	20.79%	28.65%	37.01%
Rate Revenues After Rate Increase	\$ 2,781,172	\$ 3,061,351	\$ 3,325,545	\$ 3,612,540	\$ 3,924,302	\$ 4,262,969
Additional Taxes from Rate Increase	-	20,607	43,404	68,590	96,377	127,000
Net Cash Flow After Rate Increase	\$ (611,208)	\$ (438,518)	\$ (164,207)	\$ 210,831	\$ 379,362	\$ 570,498
Sample Residential Monthly Bill (5/8" Meter, x 20 CM)	\$ 69.58	\$ 74.14	\$ 79.00	\$ 84.17	\$ 89.65	\$ 95.46
Monthly Average Increase (\$)	-	4.56	4.86	5.17	5.48	5.81



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Sewer Utility Revenue Requirement

Sewer Revenue Requirement	2025	2026	2027	2028	2029	2030
Revenues						
Rate Revenues Under Existing Rates	\$ 4,482,816	\$ 4,599,962	\$ 4,709,759	\$ 4,827,503	\$ 4,948,190	\$ 5,071,895
GFC Revenue Towards Debt	981,057	1,150,561	1,149,984	1,594,021	1,604,874	1,621,028
Non-Rate Revenues	89,553	58,134	158,457	20,519	21,243	22,008
Total Revenues	\$ 5,553,427	\$ 5,808,657	\$ 6,018,200	\$ 6,442,044	\$ 6,574,308	\$ 6,714,931
Expenses						
Cash Operating Expenses	\$ 3,727,917	\$ 3,944,620	\$ 4,103,896	\$ 4,248,660	\$ 4,401,560	\$ 4,560,413
Existing Debt Service	1,260,035	1,259,785	1,259,035	1,702,785	1,713,235	1,729,435
Total Expenses	\$ 4,987,952	\$ 5,204,405	\$ 5,362,931	\$ 5,951,445	\$ 6,114,795	\$ 6,289,848
Net Surplus (Deficiency)	\$ 565,475	\$ 604,253	\$ 655,270	\$ 490,599	\$ 459,513	\$ 425,083
Additions to Meet Coverage	(286,885)	-	-	(29,765)	(22,846)	-
Total Surplus (Deficiency)	\$ 278,590	\$ 604,253	\$ 655,270	\$ 460,834	\$ 436,667	\$ 425,083
% of Rate Revenue	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Annual Rate Adjustment		2.50%	3.00%	3.00%	3.00%	3.00%
Cumulative Annual Rate Adjustment		2.50%	5.58%	8.74%	12.00%	15.36%
Rate Revenues After Rate Increase	\$ 4,482,816	\$ 4,705,377	\$ 4,960,259	\$ 5,236,794	\$ 5,528,745	\$ 5,836,972
Additional Taxes from Rate Increase	-	8,547	20,309	33,183	47,069	62,029
Net Cash Flow After Rate Increase	\$ 565,475	\$ 701,122	\$ 885,460	\$ 866,706	\$ 992,998	\$ 1,128,131
Total Debt Coverage After Rate Increases	1.72	2.30	2.54	2.01	2.09	2.22
Sample Residential Monthly Bill (15 CM)	\$ 134.00	\$ 137.34	\$ 141.44	\$ 145.67	\$ 150.04	\$ 154.54
Monthly Average Increase (\$)		3.34	4.10	4.23	4.37	4.50



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Thank you! Questions?

Sergey Tarasov, Principal
(425) 502-6452
sergey.tarasov@bowman.com

www.fcsgroup.com





**LEGAL NOTICE
CITY OF NORTH BEND
King County, Washington**

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the North Bend City Council has scheduled a hearing to solicit public input and comments on a proposed sewer rate increase. For the typical single-family residential customer, the increase equates to \$3.34 per month over 2025 levels. The public hearing will take place during a Regular City Council Meeting on Tuesday, February 3, 2026, at 7:00 p.m. at City Hall, 920 SE Cedar Falls Way, North Bend, WA.

Comments may be presented orally at the public hearing or submitted in writing to the City Clerk at 920 SE Cedar Falls Way, North Bend, WA, 98045, or by e-mail to: Clerks@northbendwa.gov prior to 4:30 p.m., Monday, February 2, 2026. Upon the request of an individual who will have difficulty attending the public hearing and providing comment in person by reason of disability, limited mobility, or for any other reason that makes physical attendance difficult, a teleconference option using Zoom Meetings will be available with detailed meeting access information to be provided on January 29, 2026 on the City website calendar item for the [February 3, 2026 City Council meeting](#).

Further information is available by contacting Finance Director Martin Chaw at mchaw@northbendwa.gov.

Posted: January 23, 2026

Published in the Snoqualmie Valley Record: January 23, 2026

From: [Martin Chaw](#)
To: amber.mcallister@gmail.com
Cc: [Susie Oppedal](#); [Council](#); [Amber Emery](#); [Elaine Morse](#)
Subject: RE: Water/Sewer Rate Increase
Date: Monday, January 26, 2026 3:46:34 PM

Good afternoon, Ms. McAllister. My name is Martin Chaw, Finance Director for the City of North Bend. Susie Oppedal, City Clerk, forwarded to me your email with questions regarding water and sewer rate increases. Please see responses below to your questions. If you have additional questions, please do not hesitate to contact me or Elaine Morse, Deputy Finance Director. Our contact information is included below.

“...what analysis has been done as to why the rate is increasing?”

The city conducts periodic utility studies to ensure rates are properly calibrated to meet current and forecasted utility needs. Industry best practices recommend utility rate studies be conducted once every 3 to 5 years. The current rate study started in mid-2025 and was completed in early January. The previous study was completed in 2021. Both studies were completed by FCS GROUP, a division of the Bowman Corporation. FCS GROUP is a nationally recognized consultancy specializing in utility rate studies, and has completed similar studies for many cities in Washington State and other cities in the western United States. The analysis uses comprehensive modeling tools incorporating costs of maintenance & repair, age of infrastructure, essential planned projects, and operational costs. The analysis also takes into consideration state and local agency mandates.

“What specific costs have gone up that are imposing an increase for every house?”

Specifically, the price of materials for repair & maintenance, construction, labor, and equipment all increase year by year. The city diligently utilizes an established policy to procure materials and solicit bids for projects to receive the best costs available; however, the cost of these services rise in connection with cost of living, consumer price, and construction cost indices each year. Combined, this places pressure on rate-payers to keep the utility in good physical and financial standing.

“...are we increasing the rate because traditionally in January we have always increased the rates?”

The results of the rate study help the city to smooth the impact of increases over time, and only as needed. As studies are predictive (i.e., 2020 rate studies predict needed rates through 2026), it makes sense to adjust rates consistently within the calendar year to meet the utility needs. Notably, storm/flood rates had not increased in over 20 years, and just recently increased from \$12.36 to \$17.36 monthly.

“Maybe make the rate increase dependent upon the house size rather than the

property address”

The utility base rate is associated with each home’s actual meter size and pays for the cost of the utility infrastructure to homes and businesses. The utility charge for water usage is based on the actual usage flowing through the home’s meter. Basing usage charges on the amount of water used is the most equitable approach, so as water usage increases so would the customer’s billing, and vice versa. Conservation efforts absolutely result in a cost saving benefit by reducing usage costs.

“What benefit will I see from this rate increase happening?”

Clean and safe drinking water, public health, and protection of our environment are primary. North Bend owns and operates its own water wells that supply drinking water to the majority of the city. Over 50 miles of water pipes, along with four water pump stations and three reservoirs produce 200 million gallons of water. The city conveys 0.5 million gallons of wastewater each day away from homes and businesses via 50 miles of sewer pipes, and four lift stations to the city owned wastewater treatment plant. The stormwater system manages and conveys surface water away from homes and businesses to prevent flooding. Due to our location and topography, North Bend receives higher annual precipitation resulting in runoff challenges and a higher likelihood of flooding. The entire utility must be regularly repaired and maintained, and water quality is tested regularly as required by state laws. Some of the city utility infrastructure has been in use for more than 75 years. You can find more information about the city’s utility system online at <https://northbendwa.gov/76/Public-Works>.

Sincerely,

Martin Chaw

Finance Director

(425) 888-7632

mchaw@northbendwa.gov

Elaine Morse

Deputy Finance Director

(425) 888-7638

emorse@northbendwa.gov

Notice of Public Disclosure This e-mail account is public domain.
Any correspondence from this or to this e-mails account is a public record. Accordingly, this e-mail, in whole or in part, may be subject to disclosure pursuant to RCW 42.56, regardless of any claim of confidentiality or privilege asserted by an external party.

From: Amber McAllister <amber.mcallister@gmail.com>

Sent: Friday, January 23, 2026 3:30 PM

To: Clerks <Clerks@northbendwa.gov>

Subject: Water/Sewer Rate Increase

You don't often get email from amber.mcallister@gmail.com. [Learn why this is important](#)

Caution: This email originated from outside the City of North Bend. DO NOT click on links or open attachments unless you recognize and/or trust the sender. When in doubt, contact the North Bend IT Department.

Hi,

I unfortunately will not be in town for the meeting, however, what analysis has been done as to why the rate is increasing? What specific costs have gone up that are imposing an increase for every house? Or are we increasing the rate because traditionally in January we have always increased the rates? What benefit will I see from this rate increase happening? What are the calculations you used to come up with the increase rate? Since we moved here over 15 years ago, our water bill has tripled in price. Everything we have is low flow. We often don't flush. Our bill is so much that your autopay system for a credit card can't cover my bill in one transaction. If you are just increasing the rate because it is "time to increase the rates", please reconsider the many homes where it matters. Maybe make the rate increase dependent upon the house size rather than the property address. Homes less than 2000 sq feet shouldn't have a rate increase as they are the ones it affects the most.

Thanks,
Amber



City Council Agenda Bill

SUBJECT:		Agenda Date: February 3, 2026		AB26-015
Motion Authorizing Contract with Gray and Osborne for Preparation of the 2026 Stormwater Management Plan Update		Department/Committee/Individual		
		Mayor Mary Miller		
		City Administrator – Amber Emery		
		City Attorney – Kendra Rosenberg		
		City Clerk – Susie Oppedal		
		Administrative Services – Lisa Escobar		
		Comm. & Economic Development – James Henderson		
		Finance – Martin Chaw		
Cost Impact: \$139,400 NTE		Public Works – Tom Mohr		X
Fund Source: Stormwater Fund				
Timeline: Immediate				
Attachments: Scope of Work, Fee				
<p>SUMMARY STATEMENT:</p> <p>At the September 16, 2025 City Council Meeting, the City Council approved a storm and flood rate increase to account for our growing operational, maintenance, and capital project needs.</p> <p>In staff's opinion, updating the current Stormwater Management Plan is the most important task moving forward for the Stormwater Utility. This will become a guide and building block for City staff for everything stormwater related for years to come.</p> <p>The City's most recent Stormwater Management Plan was prepared in 2013 by Gray and Osborne, Inc. ("G&O"). That plan has been helpful to staff, but much has changed since then, including numerous capital and private development projects that have expanded our storm system, making an update necessary.</p> <p>For the past several decades, G&O has supported the City with project designs and preparing plans such as this one. G&O has more knowledge of the City's existing storm drainage network than any other engineering consulting firm, thus they are the right firm to prepare this update. The 2026 Stormwater Management Plan Update includes the following tasks which are typical for this type of work.</p> <ul style="list-style-type: none"> • Task 1: Project Management • Task 2: Interagency Coordination • Task 3: Stormwater Infrastructure Mapping • Task 4: Drainage Area Characterization • Task 5: Existing Drainage System Analysis • Task 6: Identification of Water Quality Problems • Task 7: Identification of Conveyance and Water Quality Solutions • Task 8: Regulatory Assessment • Task 9: Operation and Maintenance Program • Task 10: Capital Improvement Plan • Task 11: Financial Review • Task 12: Compile Draft Stormwater Management Plan • Task 13: Finalize Stormwater Management Plan • Task 14: Quality Assurance/Quality Control <p>Task 8 (Regulatory Assessment) is of particular importance to the City. In the next few years, the City's population will likely exceed 10,000 residents. In that event, the City will become a NPDES Phase II city and will be required to obtain an annual permit from the Washington State Department of Ecology which will come with many requirements.</p>				

City Council Agenda Bill

Task 8 will review/analyze the potential requirements that will come with the permit. Below is a list of some of those potential requirements that G&O will review in more detail to help the City prepare for the level of effort that will be needed to meet the permit requirements.

- Review of our current codes and how they may need to be updated to meet permit requirements
- Providing more detail on the annual Stormwater Management Program Plan requirement which discusses what the City did over the prior year and what it intends to do in the current year.
- Providing more detail on the Stormwater Management Action Plan which requires identification of a high priority basin and water quality retrofit projects.
- Outreach and education requirements for citizens, businesses, service companies, etc., on how to prevent pollution
- Mapping and documentation requirements
- Education and training requirements for City staff
- Enhancing source control inspections and reporting to minimize pollution
- Private development stormwater compliance inspections and reporting

The stormwater and flood rate increase in 2025 included adding two additional stormwater employees in 2027 to handle these permit requirements and this updated plan will be crucial to their success.

City staff recommend moving forward with G&O on this project.

APPLICABLE BRAND GUIDELINES: Consistent delivery of quality basic services including transportation and traffic management.

COMMITTEE REVIEW AND RECOMMENDATION: The Transportation and Public Works Committee reviewed this item at their January 27, 2026 meeting and recommended approval and placement on the Main Agenda for discussion.

RECOMMENDED ACTION: MOTION to approve AB26-015, authorizing a professional services agreement with Gray & Osborne, Inc. for preparation of the 2026 Stormwater Management Plan update, in an amount not to exceed \$139,400, in a form and content approved by the City Attorney

RECORD OF COUNCIL ACTION

<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>
February 3, 2026		

EXHIBIT A
SCOPE OF WORK
CITY OF NORTH BEND
STORMWATER MANAGEMENT PLAN

SCOPE

The City of North Bend's (City) Stormwater Comprehensive Plan (Plan) Update was last updated in 2013, and the City is now seeking professional services to revise and update the Plan and assist with the planning and development of capital projects, operations and maintenance activities, and costs. The Plan will incorporate guidance for water quantity and quality control contained in the King County's *2021 Surface Water Design Manual* (amended in 2024). The organization of the Plan will be as follows.

- Executive Summary
- Chapter 1 – Introduction
- Chapter 2 – Drainage Area Characterization
- Chapter 3 – Stormwater System Analysis
- Chapter 4 – Water Quality
- Chapter 5 – Regulatory
- Chapter 6 – Operation and Maintenance
- Chapter 7 – Capital Improvement Plan
- Chapter 8 – Financial Review

The estimated cost to do this work is based upon the hours and rates provided in Exhibit B and upon completion of the following specific identified Tasks.

Task 1 – Project Management

Provide overall project management and oversight services to include the following.

- A. Procuring sufficient staff resources to dedicate to the project.
- B. Managing and controlling project budget and schedule.

- C. Managing and providing monthly progress reports and invoices.
- D. Coordinating with City staff. Monthly check-in meetings will be held virtually with staff through the compilation of the Draft Document.

Task 2 – Interagency Coordination

Provide outreach and coordination with partner Agencies to recognize their management and capital improvement efforts and solicit input regarding the Plan.

- A. Meet virtually with the King County Flood Control District specifically to review coordination of City and District capital projects.
- B. Meet virtually with the Snoqualmie Tribe to inform the Tribe of the Plan and solicit comments regarding stormwater management activities in the City.

Task 3 – Stormwater Infrastructure Mapping

Coordinate with the City to update the City's stormwater base map for areas identified by City staff. The following Scope assumes no survey will be conducted for this effort.

Based on readily-available topographic information (i.e., LIDAR), rainfall data, soil information, land use, and other associated GIS-based data, delineation of the drainage basins within the City will be verified. In addition, a description and inventory of existing stormwater facilities will be prepared based upon available mapping.

Deliverables

- Updated GIS-based stormwater base map including existing stormwater facilities and drainage basins.
- Inventory of existing stormwater facilities based upon available mapping.

Task 4 – Drainage Area Characterization

Review existing verbiage regarding the physical characteristics of the City that have a bearing on stormwater management policies and facilities. The information will be supplemented with that collected in Task 2 to include the following.

- A. Drainage basins.
- B. Frequently flooded areas.

- C. Waterways and waterbodies.
- D. Water quality.
- E. Topography.
- F. Geology.
- G. Soils.
- H. Climate/Precipitation data.
- I. Known major critical areas.
- J. Existing and future land use and zoning.
- K. Regulatory requirements and ordinance review.

Deliverables

- Introduction chapter (Chapter 1).
- Drainage Area Characterization chapter (Chapter 2).

Task 5 – Existing Drainage System Analysis

Conduct a stormwater system analysis of select existing drainage facilities within the City. Using information from the previous Stormwater Comprehensive Plan, field surveys, and interviews, Gray & Osborne will work with City staff to identify portions of the drainage network to be analyzed. For the purposes of this Task, it is assumed that up to twenty public stormwater facilities will be assessed, runoff flow rates for major basins will be refreshed from the last Plan, and approximately ten outfalls will be assessed regarding their current condition. It is also assumed that all unaddressed projects from the previous Plan will be carried forward to the current Plan and updated as required.

Deliverables

- Stormwater System Analysis chapter identifying existing and potential conveyance problem areas (Chapter 3).

Task 6 – Identification of Water Quality Problems

Work with staff to identify potential sources of runoff pollution, distinguishing between point and non-point sources. These sources may include general items such as yard care practices, erosion-control practices and enforcement at construction sites, roadways, and outfall erosion, but may also include more specific items such as existing commercial and industrial activities (source control). Prior water quality studies and testing conducted by the State or County for the surface water bodies within the City will be reviewed.

Documentation of the findings regarding runoff pollution are to include the following.

- A. A discussion of broadly-known adverse impacts related to stormwater runoff pollution, including water quality degradation, stream channel destabilization, habitat protection and restoration, and fish habitat modification.
- B. Reference current City Ordinances and procedures for inclusion of stormwater management best practices (BMPs) and water quality preservation measures.
- C. A discussion of measures intended to avoid or mitigate identified impacts, including the following.
 - 1. Facilities to collect, convey, treat, detain, and discharge stormwater runoff.
 - 2. Stormwater management program activities, such as the following.
 - a. Development review.
 - b. Construction site inspection.
 - c. Stormwater permanent facility inspection (public and private).
 - d. Maintenance, repair, and retrofitting of existing facilities.
 - e. Program administration.
 - f. Data management.
 - g. Planning.
 - 3. Land use and zoning policies and regulations.

4. Land development regulations.

Deliverables

- Water Quality chapter identifying existing and potential water quality problem areas (Chapter 4).

Task 7 – Identification of Conveyance and Water Quality Solutions

Identify potential structural and non-structural solutions to correct the conveyance system and water quality problems identified in Tasks 4 and 5, including the following.

- A. Propose conveyance facility improvements based on City input and condition assessment results, including detailed description of the problems, the solutions, and costs.
- B. Propose water quality facility improvements, including detailed description of the problems, the solutions, and costs.

Deliverables

- Provide exhibits, photographs, handout materials, etc., for public/council workshops.

Task 8 – Regulatory Assessment

Although the City of North Bend is not currently covered by an National Pollutant Discharge Elimination System (NPDES) Phase II Municipal Stormwater Permit, Gray & Osborne will review the City's current practices and provide recommendations for the City in preparation of a potential move to NPDES Phase II Permit compliance. Elements needing to be addressed will be identified and an estimated effort to complete these elements will be discussed. Many of these will also be addressed throughout the appropriate chapters within the Plan.

Review the City's current standard stormwater notes and details and provide recommendations for revisions as necessary.

Deliverables

- Regulatory chapter (Chapter 5) summarizing the analysis and recommended revisions to address potential future regulatory elements and recommendations for revisions to standard notes and details.

Task 9 – Operation and Maintenance Program

Review the current operation and maintenance procedures and staffing levels with staff and provide recommendations as necessary. The following specific Tasks will be completed.

- A. Identification of the current level of maintenance and effectiveness of publicly- and privately-owned systems through discussions with maintenance personnel. Review the need for a stormwater vector waste decant facility.
- B. Review of existing and development of a recommended maintenance schedule and associated costs for performing or enhancing public stormwater facility maintenance including the need for additional staff if necessary.

Deliverables

- Recommended operation and maintenance program including staffing and budget.
- Operation and Maintenance chapter (Chapter 6).

Task 10 – Capital Improvement Plan

Based on the capital improvements recommended in previous Tasks, current projects, and previously recommended projects, Gray & Osborne will propose a schedule and priority of capital improvements for the 6-year and 20-year planning horizon. The priorities will be based upon a ranking system developed jointly by Gray & Osborne and City staff.

Deliverables

- Capital Improvement Plan chapter (Chapter 7) including recommended structural and non-structural projects, estimated costs, and schedule.

Task 11 – Financial Review

Work with the City's current financial goals to review existing and anticipated Stormwater Utility revenue and expenses. Develop a 20-year plan for funding capital projects and operations and maintenance costs. It is assumed that the City will provide current financial information, number of existing residential, commercial, and industrial equivalent residential units (ERUs), growth projections, current fund balances, rates,

charges, non-rate revenues, expenses, debts, and other information for the past 3 years. The financial review will include the following.

- A. Develop 20-year rate model (cash-based) for the stormwater utility based on rate increase goals, the Capital Improvement Plan, and operation and maintenance costs.
- B. Identify costs for additional staff and equipment.
- C. Provide recommendations for annual rate adjustments, if necessary, to adequately fund the utility, and identify grant or loan opportunities to be used in funding the program.
- D. Provide a discussion of alternatives available for financing the projects identified in the Capital Improvement Plan.

Deliverables

- Financial Review chapter (Chapter 8) including rate model, asset management, discussion of potential funding scenarios for capital improvements, and utility operation.

Task 12 – Compile Draft Stormwater Management Plan

Compile the work performed under Tasks 1 through 10 to develop a Draft Stormwater Management Plan for review by City staff.

Deliverables

- One electronic copy (pdf, GIS, CAD, and other file and formats utilized in development of the Plan).

Task 13 – Finalize Stormwater Management Plan

Assist the City in presenting the Draft Plan in-person to City Council, the Planning Commission, and the public. This work assumes one meeting for the Planning Commission and one meeting for the City Council/Public. Gray & Osborne will discuss pertinent comments received from the public and council with staff and generate a response. Following incorporation of comments, prepare a Final Plan for Council consideration of adoption.

Deliverable

- One complete pdf of the Final Stormwater Management Plan (all electronic copies including but not limited to, pdf, GIS, CAD, and other files and formats utilized in development of the Plan).

Task 14 – Quality Assurance/Quality Control

Provide quality assurance/quality control reviews of engineering products to enhance overall quality of products.

- A. Conduct periodic (50 and 90 percent) quality assurance/quality control reviews of the Plan Documents to check accuracy, completeness, and conformance with project criteria. Provide this review by both Project and Non-Project Engineers, experienced in preparing similar Comprehensive Plans. Document the review comments and revise the documents to incorporate these comments.

BUDGET

The maximum amount payable to the Engineer for completion of work associated with this Scope of Work, including contingencies, salaries, overhead, direct non-salary costs, and net fee, will not be exceeded without prior written authorization of the City.

PROJECT ASSUMPTIONS REGARDING CITY RESPONSIBILITIES

This Scope of Work and the resulting maximum amount payable are based on the following assumptions and those stated City responsibilities as required for the development of the project. See also item assumptions noted in the aforementioned Tasks. Changes in these assumptions and responsibilities may cause a change in scope of the services being offered and result in a corresponding adjustment of the Contract price.

1. The City will provide pertinent information such as parcels, zoning, land use, base map GIS information, ERU count and growth projections, pertinent water quality studies and other stormwater reports, utility rates and policies, etc., as requested.
2. The City will provide complete and timely reviews (2 weeks) of all work submitted.
3. The City will prepare the SEPA Checklist and will utilize City resources to advertise and publish all items related to the State Environmental Policy Act (SEPA), issue a threshold decision, and prepare responses to comments.

4. The City will advertise for and provide a facility for all public meetings and presentations.
5. This Scope of Work assumes no topographic survey will be conducted to update the base map or for any modeling efforts. Any survey needed to carry out the Tasks included herein would be considered outside this Scope of Work and require a Contract Amendment.

EXHIBIT B**ENGINEERING SERVICES
SCOPE AND ESTIMATED COST****CITY OF NORTH BEND - STORMWATER MANAGEMENT PLAN**

Tasks	Principal-in-Charge/Project Manager	Civil Engineer Hours	AutoCAD/ GIS Technician/ Engineer Intern Hours
1 Project Management	24		
2 Interagency Coordination	8	8	
3 Stormwater Infrastructure Mapping	2	32	40
4 Drainage Area Characterization	2	32	32
5 Existing Drainage System Analysis	4	160	16
6 Identification of Water Quality Problems	4	12	4
7 Identification of Conveyance and Water Quality	4	60	4
8 Regulatory Assessment	4	60	32
9 Operation and Maintenance Program	4	32	
10 Capital Improvement Plan	8	64	8
11 Financial Review	8	60	16
12 Compile Draft Stormwater Management Plan	8	16	12
13 Finalize Stormwater Management Plan	4	16	12
14 Quality Assurance/Quality Control	8	12	8
Hour Estimate:	92	564	184
Fully Burdened Billing Rate Range:*	\$170 to \$270	\$140 to \$190	\$70 to \$190
Estimated Fully Burdened Billing Rate:*	\$250	\$155	\$155
Fully Burdened Labor Cost:	\$23,000	\$87,420	\$28,520

Total Fully Burdened Labor Cost: \$ 138,940

Direct Non-Salary Cost:

Mileage & Expenses (Mileage @ current IRS rate) \$ 460

TOTAL ESTIMATED COST: \$ 139,400

* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.



City Council Agenda Bill

SUBJECT:		Agenda Date: February 3, 2026		AB26-016	
Motion Authorizing Purchase of Replacement Service Truck and Two Replacement Pickup Trucks		Department/Committee/Individual			
		Mayor Mary Miller			
		City Administrator – Amber Emery			
		City Attorney – Kendra Rosenberg			
		City Clerk – Susie Oppedal			
		Administrative Services – Lisa Escobar			
		Comm. & Economic Development – James Henderson			
Cost Impact: NTE \$190,531.00 plus sales tax		Finance – Martin Chaw			
Fund Source: Equipment Replacement Fund		Public Works – Tom Mohr, P.E.		X	
Timeline: Immediate					
Attachments: Exhibit A – Quote for Service Truck, Exhibit B – Quote for 2 Pickup Trucks, Exhibit C – Fleet Inventory					
SUMMARY STATEMENT:					
The current average age of the City’s fleet vehicles is 19 years old and many of the vehicles are showing their age. The City currently owns a 1986 Chevrolet C20 service truck with unknown mileage, a 1993 Ford F150, and a 1993 Ford F250 each with approximately 150,000 miles on them. All of these vehicles have mechanical issues as discussed below, making them unreliable for daily use:					
1986 Chevrolet C20		1993 Ford F150		1993 Ford F250	
Front Suspension needs to be completely rebuilt		Unknown transmission problem		Transmission doesn’t shift reliably	
Clutch needs to be replaced		Floor boards rusted through		Needs steering box	
Body has a significant amount of rust		Needs a steering box		Several oil leaks that require removing engine	
Only 2WD, limiting its use in inclement weather or over steep terrain		Passenger door metal broken – cannot open from inside the vehicle		Floorboards rusted through	
		Odometer no longer functional		Needs windshield	
				Driver’s door broken where mirror attaches	
				Odometer no longer functional	
				Ignition issues	
The cost to repair the many issues on these vehicles exceeds their value by a large margin, meaning all of the vehicles are at the end of their service life. As such, City staff propose replacing these vehicles with one new Ford F450 pickup with a service body and two new Ford F250 pickups.					
The State has contracts in place through the Department of Enterprises Services (“DES”) that the City can use to purchase vehicles. State contract 28423 covers the new vehicles the City desires to purchase. When purchasing equipment from a DES contract, the bid solicitation process is waived for the City because the State has already met this bid solicitation requirement.					
Recently, Staff obtained quotes from Bud Clary Ford, the low-bid dealership under the DES contract, for the replacement vehicles. The quotes were for \$95,701.00 plus tax for the F450 and \$94,830.00 plus sales tax for both F250s, outfitted similar to the City’s existing fleet vehicles. The price of all three vehicles combined is roughly \$25,000.00 below the amount authorized in the 2025-2026 budget. Staff propose using the Equipment Replacement Fund for payment.					

City Council Agenda Bill

FAQs:

1. Why aren't we purchasing electric vehicles?
 - These vehicles are intended to be used for heavy work, including hauling and towing large loads. These loads require the capacity offered by heavy-duty pickups in the 10,000 GVW weight class. No electric vehicles are currently offered in this weight class.
2. Why aren't we purchasing used vehicles?
 - Used vehicles of this type are most often owned by contractors, municipalities, or special purpose districts and have typically reached the end of their useful service life for the type of use anticipated when they are disposed of by the original owners. They often need many thousands of dollars' worth of repairs and are no longer covered by a factory warranty. The money saved by purchasing used would often not be recouped after performing the necessary repairs and replacement after the significantly reduced service life remaining in a used vehicle of this type.
3. How are equipment reserve funds collected?
 - Public Works Equipment Reserves are a series of accounts that the City budgets each year in respective departments to reserve monies for future replacement of vehicles, when needed. These are made through interfund transfers from various City funds to the Equipment Reserve revenue accounts. As shown below, the Equipment Reserve Fund received \$73,380 from contributory funds in 2025 to accumulate funds for the future replacement of the City's entire fleet. A list of the City's current fleet inventory is included on page 81 of the 2025-2026 biennial budget which is attached. The City's investment in this fleet is significant, and the proper accumulation of annual replacement funding is critical to ensuring this investment is prudently managed. **Current balance in the equipment replacement fund is ~\$527,000.**

Description	2025 Budget	Allocation %
General Fund	\$24,171.58	33%
Water Fund	\$11,378.62	15%
Sewer Fund	\$20,452.35	28%
Storm & Flood Fund	\$17,377.55	24%
	\$73,380.10	100%

APPLICABLE BRAND GUIDELINES: Consistent delivery of quality basic services including transportation and traffic management.

COMMITTEE REVIEW AND RECOMMENDATION: The Transportation and Public Works Committee reviewed this item at their January 27, 2026 meeting and recommended approval and placement on the Main Agenda for discussion.

RECOMMENDED ACTION: **MOTION to approve AB26-016, authorizing the purchase of one 2026 Ford F450 4X4 pickup with a service body in an amount not to exceed \$95,701.00 plus sales tax and two 2026 Ford F250 4X4 pickup trucks in an amount not to exceed \$94,830.00 plus sales tax from Bud Clary Ford through Washington State DES Contract 28423 and authorizing the**

City Council Agenda Bill

Mayor to execute any applicable contracts, in a form and content acceptable to the City Attorney.

RECORD OF COUNCIL ACTION		
<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>
February 3, 2026		



Outlook

EXHIBIT A

FW: Vehicle Quote - 2025-11-338 - NORTH BEND, CITY OF - 21722

From Mark Pray <MPRAY@NORTHBENDWA.GOV>

Date Fri 11/21/2025 10:27 AM

To Tom Mohr <TMOHR@NORTHBENDWA.GOV>

Cab and chassis quote and two other F250 quotes to follow.

Pray

From: NOREPLY@des.wa.gov <NOREPLY@des.wa.gov>

Sent: Friday, November 21, 2025 10:25 AM

To: Mark Pray <MPRAY@NORTHBENDWA.GOV>

Cc: descarsystem@des.wa.gov

Subject: Vehicle Quote - 2025-11-338 - NORTH BEND, CITY OF - 21722

Vehicle Quote Number: 2025-11-338 [Create Purchase Request](#) [View organization purchase requests](#)

This is a **quote** only. You must create a purchase request to order this vehicle(s)

Contract & Dealer Information

Contract #: 28423

Dealer: Bud Clary Ford (W403)

Dealer Contact: Kathleen Brennan

Dealer Phone: (360) 423-4321 Ext: 10943

Organization Information

Organization: NORTH BEND, CITY OF - 21722

Email: mpray@northbendwa.gov

Quote Notes:

Vehicle Location: NORTH BEND

Color Options & Qty

Oxford White (Z1) - 1

Tax Exempt: N

Vehicle Options

Order Code	Option Description	Qty	Unit Price	Ext. Price
2026-09004-0001	2026 Ford F-450 4WD Cab and Chassis	1	\$56,290.00	\$56,290.00
2026-09004-0011	Alternative Wheelbase: Regular Cab, 169WB, 84CA (F4H/169WB)	1	\$160.00	\$160.00
2026-09004-0052	Limited Slip Rear Axle (4.88 RAR w/ gas, 4.10 RAR w/ diesel) (X8L/X4N)	1	\$388.00	\$388.00
2026-09004-0053	Trailer Brake Controller (included with XLT) (52B)	1	\$294.00	\$294.00
2026-09004-0072	Tires: 225/70Rx19.5G BSW Traction (4WD Only) (Includes 4 traction tires on the rear and 2 traction tires on the front) (Not recommended for over the road applications; could incur irregular front tire wear and/or NVH) (If spare tire option is also ordered, spare tire will be matching traction tire) (TGK)	1	\$211.00	\$211.00
2026-09004-0107	XL - Seats: Cloth 40/20/40 split bench w/ center armrest, cupholder and storage, driver side manual lumbar (Regular/Extended Cab) (TT1)	1	\$98.00	\$98.00
2026-09004-0206	Delivery to customer location in Northwest Washington (counties of: Clallam, Island, Jefferson, King, Kitsap, Mason, Pierce, San Juan, Skagit, Snohomish, Whatcom) (DLR)	1	\$300.00	\$300.00
2026-09004-0210	Two (2) Extra RKE Fob w/ Flip Key, programmed (Will give you 4 Fob/Keys total) (DLR)	1	\$387.00	\$387.00
2026-09004-0235	Floor Mats, HD Rubber Molded, Front (Weather Tech) (DLR)	1	\$152.00	\$152.00
2026-09004-1239	NEW: Knapheide 11ft ALUMINUM 700 Service Body Package (84CA, DRW) 700 series includes long horizontal compartment on passenger side all the way to rear, rear vertical is small half compartment underneath. Inc. Solid tops, spray liner coated galva grip bumper, painted white, LED light package including surface mounted LED stop/tail/turn and backup lights with built in LED amber warning light strobe option with (9) selectable patterns wired to switch in cab, and built in reflectivity for additional safety, 5in track on dash, with universal phone holder, and two grab handles at rear of body with track to accept phone holder or other accessories (other accessories not included)] (Some additional accessories not applicable, check applicability) (A7132D54) (ABW1239)	1	\$23,667.00	\$23,667.00
2026-09004-1279	LED Service Body Compartment Light Kit, installed into compartments and wired to switch in cab (requires Knapheide service body or enclosed service body upfit) (KNP LEDCOMP-KIT) (ABW1279)	1	\$2,277.00	\$2,277.00

2026-09004-1312	Line-X 11 Service body cargo area including floor, walls, bulkhead, and back of tailgate (requires Knapheide service body upfit) (LINEX-SB11) (ABW1312)	1	\$1,878.00	\$1,878.00
2026-09004-1561	Heavy Duty 2.5in Receiver Hitch with equal or greater than 20,000 GTWR includes/ 7-Way Flat RV Plug and reducer, Class V (7-Way or 6-Way Round plug available in lieu of 7-Way Flat for no additional cost, must specify at time of order) (Requires Body Order) (ALL-HDHITCH) (ABW1561)	1	\$1,368.00	\$1,368.00
2026-09004-1600	Tommy Gate G2 Series Service/Utility Body Liftgate with 1,300 lbs. capacity and 49in x 38in + 4in Steel Platform (requires service body upfit. Includes installation of factory rearview camera if ordered) (TMY G2-54-1342-TP38) (ABW1600)	1	\$4,760.00	\$4,760.00
2026-09004-1701	Weatherguard 100 gallon rectangular Diesel fuel transfer tank, 23inH x 24inW x 46.25inL, with 20gpm 12volt fuel pump installed. Default is white, black available upon request. (Requires body upfit) (WGD 358-3-01, FR4210G) (ABW1701)	1	\$3,471.00	\$3,471.00

Catalytic Converter Marking

Our organization declines catalytic converter marking

Quote Totals

Total Vehicles:	1
Sub Total:	\$95,701.00
8.4 % Sales Tax:	\$8,038.88
Quote Total:	\$103,739.88



EXHIBIT B

FW: Vehicle Quote - 2025-11-115 - NORTH BEND, CITY OF - 21722

From Mark Pray <MPRAY@NORTHBENDWA.GOV>
Date Fri 11/21/2025 10:28 AM
To Tom Mohr <TMOHR@NORTHBENDWA.GOV>

From: NOREPLY@des.wa.gov <NOREPLY@des.wa.gov>
Sent: Thursday, November 6, 2025 2:12 PM
To: Mark Pray <MPRAY@NORTHBENDWA.GOV>
Cc: descarsystem@des.wa.gov
Subject: Vehicle Quote - 2025-11-115 - NORTH BEND, CITY OF - 21722

You don't often get email from noreply@des.wa.gov. [Learn why this is important](#)
Vehicle Quote Number: 2025-11-115 [Create Purchase Request](#) [View organization purchase requests](#)

This is a **quote** only. You must create a purchase request to order this vehicle(s)

Contract & Dealer Information

Contract #: 28423	
Dealer: Bud Clary Ford (W403)	Dealer Contact: Kathleen Brennan
	Dealer Phone: (360) 423-4321 Ext: 10943

Organization Information

Organization: NORTH BEND, CITY OF - 21722
Email: mpray@northbendwa.gov
Quote Notes:
Vehicle Location: NORTH BEND

Color Options & Qty

Oxford White (Z1) - 2
Tax Exempt: N

Vehicle Options

Order Code	Option Description	Qty	Unit Price	Ext. Price
2026-08009-0001	2026 Ford F-250 4WD	2	\$44,500.00	\$89,000.00
2026-08009-0010	2026 Ford F250 Pickup, Regular Cab, 4WD, 142WB, 8ft Box, 6.8L V8 Gas, TorqShift-G 10-Speed Automatic Transmission with Select Drive Modes; 10,000# GVWR; 3.73 RAR #X37; LT245/75Rx17E BSW All-Season Tires (F2B/600A/99A/44F/142WB) -- This is the BASE Vehicle, please refer to Vehicle Standard Specifications for complete description.	2	\$0.00	\$0.00
2026-08009-0040	Heavy Service Front Suspension Package [Upgrades front springs by 150-400 lbs) (Not available with Snow Plow Package #473 or Camper Package #471) (67H)	2	\$123.00	\$246.00
2026-08009-0051	SRW Electronic Locking Rear Axle (Only available with Single Rear Wheel) (3.31 or 3.55 w/diesel, 3.73 or 4.30 w/gas) (X3H/X3J/X3E/X4M)	2	\$422.00	\$844.00
2026-08009-0052	Trailer Brake Controller, including Smart Trailer Tow Connector (included with XLT) (52B)	2	\$294.00	\$588.00
2026-08009-0058	Upfitter Switches (6) (located in overhead console) [Includes 190-amp (gas)/250-amp (diesel) upgraded alternator #67D] (GAS engines: May also order upgraded alternator #67E unless Pro Power is selected) (DIESEL engines: May also order upgraded alternator #67B unless Pro Power is selected) (66S)	2	\$226.00	\$452.00
2026-08009-0065	LT245/75Rx17E BSW All-Terrain Tires (TBM)	2	\$162.00	\$324.00
2026-08009-0070	Tailgate Step (includes step and handle) (Not available w/ Pickup Box Delete) (85G)	2	\$368.00	\$736.00
2026-08009-0092	Interior Work Surface (requires 40/20/40 seat) (52S)	2	\$138.00	\$276.00
2026-08009-0094	XL - Seats: Cloth 40/20/40 split bench w/ center armrest, cupholder and storage, driver side manual lumbar (Regular/Extended Cab) (TT1)	2	\$98.00	\$196.00
2026-08009-0204	Delivery to customer location in Northwest Washington (counties of: Clallam, Island, Jefferson, King, Kitsap, Mason, Pierce, San Juan, Skagit, Snohomish, Whatcom) (DLR)	2	\$300.00	\$600.00
2026-08009-0235	Floor Mats, HD Rubber Molded, Front (Weather Tech) (DLR)	2	\$152.00	\$304.00

2026-	SPRAY-IN Bedliner (DLR)	2	\$632.00	\$1,264.00
08009-				
0242				

Catalytic Converter Marking

Our organization declines catalytic converter marking

Quote Totals

Total Vehicles:	2
Sub Total:	\$94,830.00
8.4 % Sales Tax:	\$7,965.72
Quote Total:	\$102,795.72

EXHIBIT C

Equipment and Technology Reserves Fund #502

Fund Overview

The Equipment and Technology Reserves Fund account for the replacement of city vehicles and equipment and information technology systems. Interfund charges from other city funds provide funding for the fund. Replacement reserves are collected from user departments and are accumulated fund until needed. The Public Works Department oversees the equipment reserve needs, and the Administrative Services Department oversees the technology reserve needs.

Functions

- Purchase replacement equipment and vehicles and technology replacement systems

2022-2026 Revenue and Expenditures Summary

	2022 Actual	2023 Actual	2024 Estimate	2025 Adopted Budget	2026 Adopted Budget
Beginning Fund Balance	1,430,500	1,710,365	1,756,546	1,881,321	1,406,793
Taxes	0	0	0	0	0
Licenses and Permits	0	0	0	0	0
Intergovernmental Revenues	0	0	0	0	0
Fees and Charges	276,572	145,533	178,840	150,000	150,000
Fines and Penalties	0	0	0	0	0
Miscellaneous	18,441	14,308	52,715	15,472	11,877
Interfund Transfers In	0	0	0	0	0
Total Revenues incl. Beg. Fund Bal.	1,725,513	1,870,206	1,988,102	2,046,793	1,568,670
Salaries	0	0	0	0	0
Benefits	0	0	0	0	0
Supplies	0	0	0	0	0
Services	0	0	0	0	0
Intergovernmental Payments	0	0	0	0	0
Capital Outlay	15,148	113,659	73,747	640,000	348,300
Debt Principal	0	0	0	0	0
Debt Interest	0	0	0	0	0
Miscellaneous	0	0	0	0	0
Interfund Transfers Out	0	0	0	0	0
Ending Fund Balance	1,710,365	1,756,546	1,914,355	1,406,793	1,220,370
Total Expenditures incl. End. Fund Bal.	1,725,513	1,870,206	1,988,102	2,046,793	1,568,670

A future budget amendment will be completed to reconcile 2025 budgeted beginning fund balance to 2024 actual ending fund balance.

Significant budgetary changes for 2025-2026

None. See table below for scheduled equipment and technology replacements 2025 through 2030.

Equipment and Technology Reserve Fund Replacements – 2025-2030

Daily Fleet Vehicles

			2025 Adopted Budget	2026 Adopted Budget	2027 Forecast	2028 Forecast	2029 Forecast	2030 Forecast
2008	Chevy	1500 2WD	\$0	\$0	\$54,600	\$0	\$0	\$0
2005	Chevy	2500 4WD	\$0	\$0	\$0	\$0	\$0	\$59,700
2005	Chevy	1500 4WD	\$0	\$0	\$0	\$0	\$0	\$59,700
2003	Chevy	2WD 1500	\$0	\$0	\$54,600	\$0	\$0	\$0
1999	Ford	Expedition	\$0	\$0	\$54,600	\$0	\$0	\$0
1994	Ford	Ranger	\$0	\$0	\$43,700	\$0	\$0	\$0
1993	Ford	Ranger	\$0	\$0	\$43,700	\$0	\$0	\$0
1993	Ford	F150	\$0	\$53,000	\$0	\$0	\$0	\$0
1993	Ford	F250	\$0	\$53,000	\$0	\$0	\$0	\$0
Total			\$0	\$106,000	\$251,200	\$0	\$0	\$119,400

Emergency, Seasonal and Support Vehicles

1992	Chevy Kodiak	Dump Truck	\$0	\$0	\$0	\$0	\$347,800	\$0
1986	Chevy	Utility Service Truck	\$0	\$127,300	\$0	\$0	\$0	\$0
Total			\$0	\$127,300	\$0	\$0	\$347,800	\$0

Equipment

2007	ExMark	Mower 60"	\$0	\$0	\$0	\$0	\$0	\$17,900
2007	ExMark	Mower 72"	\$0	\$0	\$0	\$0	\$0	\$17,900
2006	New Holland	Tractor	\$0	\$0	\$0	\$0	\$0	\$47,800
2006	WoodsRD	Mower Deck	\$0	\$0	\$0	\$0	\$0	\$11,900
1999	ExMark	Mower	\$0	\$0	\$16,400	\$0	\$0	\$0
1997	Honda	4 Wheeler OTRX300	\$0	\$0	\$16,400	\$0	\$0	\$0
1995	Tiger	Mower	\$325,000	\$0	\$0	\$0	\$0	\$0
1991	N/S	GLFCRTR/TRAILER	\$0	\$0	\$5,500	\$0	\$0	\$0
1991	Case	255 Tractor RED	\$0	\$0	\$0	\$0	\$0	\$47,800
1990	Toro	Mower	\$0	\$0	\$0	\$0	\$0	\$47,800
1989	Case	580K Backhoe	\$0	\$0	\$0	\$393,900	\$0	\$0
	NEW	Skid Steer	\$0	\$65,000	\$0	\$0	\$0	\$0
	NEW	Manlift	\$150,000	\$0	\$0	\$0	\$0	\$0
Total			\$475,000	\$65,000	\$38,300	\$393,900	\$0	\$191,100

Information Technology

	NEW	Council Chambers AV	\$115,000	\$0	\$0	\$0	\$0	\$0
	Recurring	Annual IT investments	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Total			\$165,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000

Grand Total			\$640,000	\$348,300	\$339,500	\$443,900	\$397,800	\$360,500
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City Council Agenda Bill

SUBJECT:		Agenda Date: February 3, 2026		AB26-017	
Motion Authorizing an Agreement with Nobilis Construction for Interior Improvements to the City’s Annex Building		Department/Committee/Individual			
		Mayor Mary Miller			
		City Administrator – Amber Emery			
		City Attorney – Kendra Rosenberg			
		City Clerk – Susie Oppedal			
		Administrative Services – Lisa Escobar			
		Comm. & Economic Development –James Henderson			
		Finance – Martin Chaw		X	
Cost Impact: One time cost: \$47,252.30 incl. Tax NTE, including change order #1 (General Fund)		Public Works – Tom Mohr			
Timeline: Immediate.		Facilities – Colin Mercer		X	
Attachments: Exhibit A (RFP), Exhibit B (Schematic of Improvements), Exhibit C (Lowest Cost Proposal), & Exhibit D (Additional KCSO requirements – Change Order #1)					
SUMMARY STATEMENT:					
<p>The City Hall Annex (formerly CED Annex) is located at 126 East Fourth Street. It is owned by the City of North Bend and presently a portion of the Annex is leased to the Washington State Department of Fish and Wildlife. Starting April 1, 2026, the City of North Bend’s contract for policing services will transition from the City of Snoqualmie to the King County Sheriff’s Office (KCSO). The KCSO will require office space in the City of North Bend to operate out of. City staff and KCSO staff met on several occasions to inspect the facilities at the Annex and has determined that the Annex will meet KCSO’s needs pending interior improvements.</p> <p>These improvements include:</p> <ul style="list-style-type: none">- Interior customer vestibule and customer service counter with a secured glass screen.- Additional interior walls, doors with locks to separate the operations of the WSDFW and the KCSO, including securitization of an existing storage room to serve as an evidence room for the KCSO.- Interview room for KCSO to meet privately with members of the public.- Installing a ‘Red Phone’ at the exterior entrance doorway to the Annex for public use in the event of emergencies.- Installing additional interior doors to segregate the WSDFW and KCSO workspaces. <p>King County will provide Cat6 cable wiring and electronic badge reader hardware on selected doors at no cost to the City.</p> <p>City staff issued a Request for Proposals for a qualified company to perform the interior improvements. A copy of the RFP is attached as Exhibit A. A detailed schematic of proposed interior improvements is attached as Exhibit B. The City received bids from two firms with costs ranging from \$25,136.01 to \$29,481.55. The proposal from the lowest cost bidder is included as Exhibit C. The proposal including additional requirements from KCSO and DFW is included as Exhibit D (Change Order #1).</p> <p>Council’s approval of this Agenda Bill will authorize the Mayor to enter into an agreement with the low-cost bidder, Nobilis Construction, to make the improvements to the City Hall Annex building.</p>					

City Council Agenda Bill

APPLICABLE BRAND GUIDELINES: Consistent delivery of quality basic services		
COMMITTEE REVIEW AND RECOMMENDATION: This item was reviewed by the Finance and Administration Committee on January 13, 2026, and the Committee recommended placement on the Main Agenda for discussion.		
RECOMMENDED ACTION: MOTION to approve AB26-017, authorizing the Mayor to enter into a construction contract with Nobilis Construction for City Hall Annex tenant improvements for a price not to exceed \$47,252.30, in a form and content acceptable to the City Attorney.		
RECORD OF COUNCIL ACTION		
<i>Meeting Date</i>	<i>Action</i>	<i>Vote</i>
February 3, 2026		

Request for Proposals
City of North Bend 2026 Annex Building Project
Change Order #1 Request

Project Description:

- This project involves interior alterations to the existing North Bend City Hall Annex building located at 126 E 4th Street in North Bend WA 98045.

General Project Requirements:

- The City will obtain all necessary permits for this project.
- All Work shall be performed between the hours of 7:00 a.m. to 2:30 p.m. Monday through Thursday, unless otherwise approved by the City. No Work shall be permitted on Fridays, Saturdays, Sundays or on City-recognized holiday(s).
- Prior to beginning any work on this project, the contractor shall provide the City a certificate of insurance naming the City of North Bend and its employees and agents as additional insured, a North Bend business license, Performance Bond, Payment Bond and necessary contract paperwork.
- 5% retainage shall be held back on each pay request(s). Performance and Payment Bond may be replaced with an additional 10% retainage if project is under \$150,000.
- Prevailing wages shall be required, and contractor shall provide statement of intents, certified payrolls, and affidavit of wages paid for all contractors on the project.
- Contractor shall provide all supervision, labor, tools, equipment, supplies, parts, and materials necessary, to perform the Work.
- The Contractor shall provide the appropriate types and skill levels of personnel necessary to accomplish the Work.
- Contractor shall be responsible for the safety of Contractor's employees, agents, and others relative to Contractor's work, work procedures, materials, equipment, transportation, signage, and related activities and equipment.
- All Work shall comply with applicable Occupational Safety and Health Administration (OSHA) standards, ANSI Z133.1, as well as any applicable state and local regulations, including waste disposal regulations.
- Contractor shall endeavor to maintain good public relations with all people encountered on a Work site. This includes answering questions, being courteous, and, if necessary, directing any questions to the North Bend staff representative.
- **The Contractor shall clean up the work site at the end of each workday.**
- **The Contractor shall ensure the site is properly secured at the end of each workday.**
- Contractor shall have 28 working days to complete the project. Working days may be paused depending on the start of the contract.
- **Email bid submittals to cmracer@northbendwa.gov as soon as possible and no later than Friday, January 9th, 2026. No other form of submittal shall be accepted. Please submit all pages of this Request for Proposals (5 pages).**

City of North Bend 2026 Annex Building Project

Bid No.	Bid Item	Units	Quantity	Unit Price	Total
1	Building preparation	LS	1		
2	Wall Construction (Framing, Drywall and texture)	LF	50		
3	New Door, Frame and Hinges	EA	2		
4	Security Access Door Hardware	EA	5		
5	Customer Window (interior)	LS	1		
6	Laminate Counter Top 18"D x 72"L w/ support	LS	2		
7	Painting of New Drywall	SF	800		
8	Painting of Existing Walls	SF	1100		
9	Painting of Existing Flat Ceiling	SF	350		
10	Painting of Existing Doors and Frames	EA	6		
11	Painting of New Doors and Frames	EA	2		
12	New Rubber Base on New Walls	LS	1		
13	Duct & Register modification + Return Air transfer Grill	LS	1		
CO 1	Interview room	LS	1		
CO 2	Storage Closet	LS	1		
CO 3	New walls, door, frame and hardware	LS	1		
CO 4	New walls, door, frame and hardware	LS	1		
CO 5	Window security bars	Ea	2		
CO 6	Customer window & counters	LS	1		
				Subtotal	
				Sales Tax	
				Total	

Standard Specifications:

This project shall use the 2021 International Building Code.

Special Provisions:

Below are the special provisions for the bid items listed above.

Bid Item 1: Building Preparation:

Contractor to install the following protective measures:

- Temporary dust barrier to protect non-work areas of the building from the work area.
- Cover HVAC openings to prevent dust from accumulating in the ductwork or clogging filters.
- Floor protection in all work areas and interior access routes.

- d. Protection of windows to prevent breakage where they occur in the work area.

Bid Item 2: Wall Construction

New walls are to be constructed of 2x4 wood studs suitable for interior wall construction with a pressure treated sill plate anchored to slab in an appropriate manner. Walls are non-load bearing and a single top plate is acceptable.

New floor to ceiling interior walls to receive one layer of ½" gypsum board on each side, taped and textured with a light orange peel to match existing. New walls to include full cavity batt insulation for sound reduction.

New low walls to be constructed using the same materials and methods as full height walls, with additional structural element to provide stability. (Metal post with base anchored to concrete, or similar method.)

Connection of new walls to existing walls to receive corner tape, joint compound and texture to match existing to create seamless appearance at intersections.

Bid Item 3: Doors, frames and hinges:

New door frames to match existing wood jambs and casings.

New doors to be 1 ¾" 4 panel, solid core wood.

New hardware to be

Hinges match existing size, quality and finish.

Closers to be commercial grade surface mounted.

Locks see item #4

Finish: Jamb and Door primed and painted with Semi Gloss

Bid Item 4: Security Access Door Hardware:

5 new locks total (2 new doors & 3 existing doors)

Simplex 5000 HD Mechanical Pushbutton Lock with Key override and ADA lever, or equivalent. (Finish to match Existing door hardware) Submittal and approval of alternate product to be approved by City prior to purchase.

Bid Item 5: Customer Window:

Transaction window with level 1 bullet resistant glazing, speak thru port, deal tray, with integral counter top, in clear aluminum finish. (Specific product STOCK Quikserv T1 Ticket / Teller Window with Speak Thru and Deal Tray or Equivalent) Submittal and approval of alternate product to be approved by City prior to purchase.

Top of window counter tops to be installed at ADA compliant height.

Bid Item 6: Laminate Counter top

New (2) 24" x 72" laminate counter top w/ square edge. Include wall brackets for support.

Bid Item 7: Painting of new drywall:

New drywall to be primed and painted with Semi Gloss.

Bid Item 8: Painting of Existing Walls:

Existing walls and hard ceilings to be patched, spot textured, spot primed and repainted.

Bid Item 9: Painting of existing lobby ceiling:

Existing lobby ceiling to be patched and painted with semi gloss to new color as specified.

Bid Item 10: Painting of existing doors and frames:

Existing doors and jambs to be repainted with semi gloss to new color as specified.

Bid Item 11: Painting of new doors and frames:

New doors and jambs to be primed and painted with semi gloss to new color as specified

Bid Item 12: New rubber base on new walls:

Black rubber base to match existing to be installed on all new walls and any adjacent walls where based was removed as part of the renovation.

Bid Item 13: Mechanical Items

- A. New return air transfer grill to be installed above customer window to allow return air from lobby to be drawn to the intake at the back of the work area.
- B. Modify existing spiral duct and register to direct supply air into newly created room to the left side of the lobby.

CHANGE ORDER #1 (1-15-26)

CO Item #1

- A. Construct two interior walls, floor to existing ceiling to create small interview room in corner of existing admin. space.
- B. Furnish and install new door, jamb and hardware.
- C. Painting of new walls and door & jamb.
- D. Install new rubber base on new walls.
- E. Relocate existing light fixture to be centered in new room.
- F. Add small duct and register for hvac.

CO Item #2

- A. Construct one interior wall, floor to ceiling to create storage closet adjacent to West door from lobby.
- B. Furnish and install new door, jamb and hardware.
- C. Painting of new walls and door & jamb.
- D. Install new rubber base on new walls.

CO Item #3

- A. Install new door, jamb & hardware in existing opening between admin area and work area.
- B. Provide in-fill framing and drywall as necessary.
- C. Painting of new walls and door, jamb & hardware.
- D. Install new rubber base as needed.

CO Item #4

- A. Frame and drywall new walls for additional door at the rear of the work area.
- B. Install new door, jamb & hardware.
- C. Painting of new walls and door& jamb.
- D. Install new rubber base on new walls.

CO Item #5

- A. Provide and install window security on two existing east facing windows.

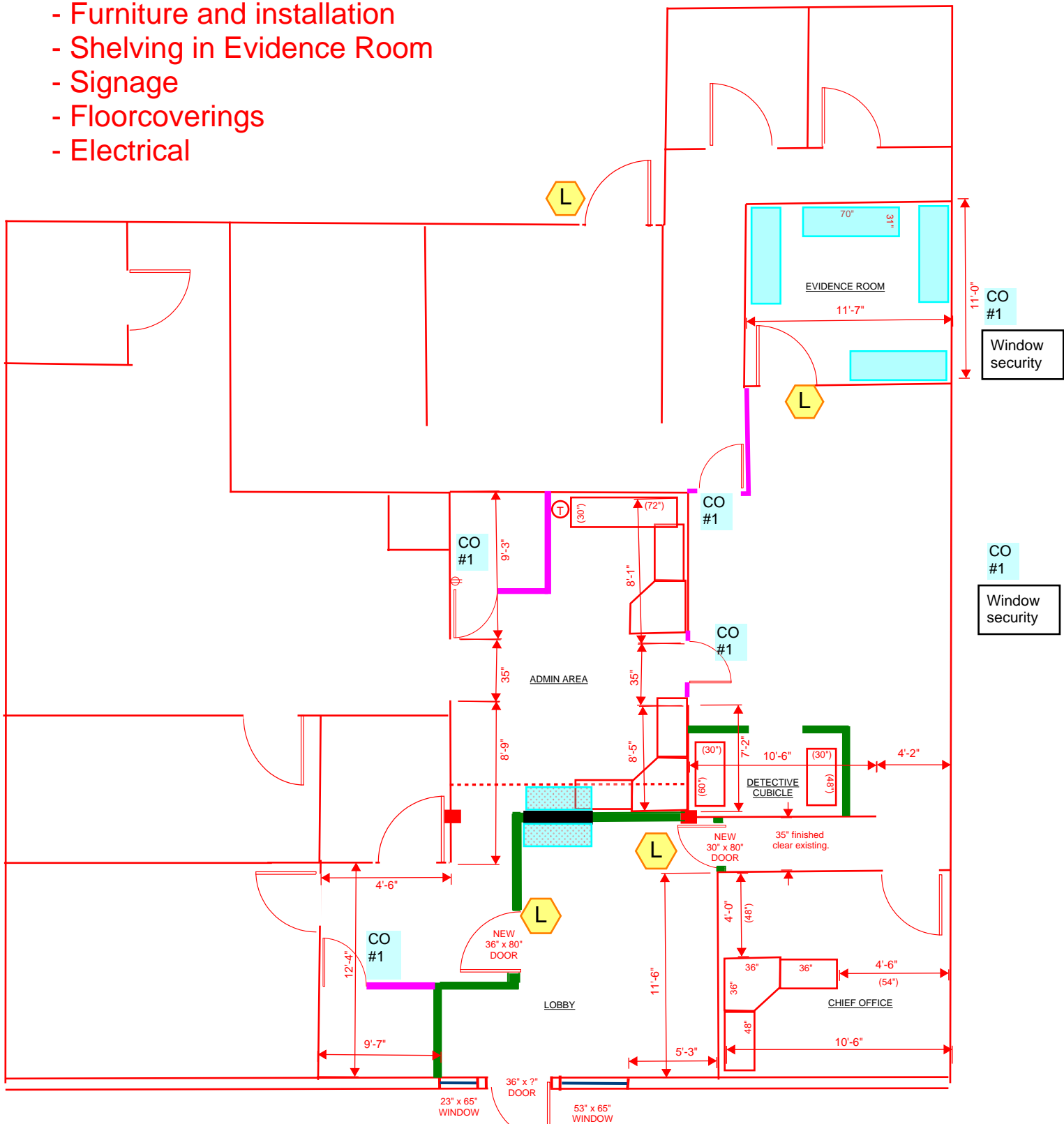
CO Item #6

- A. Reduce counter top size both on the public side and the admin side.
- B. Adjust exact location of customer window based on furniture size and position.

Contractor Information
Bidder (Contractor) Name:
Signature of Authorized Official:
Printed Name and Title of Authorized Official:
Washington State Contractor's Registration #:
UBI #:
Industrial Insurance Account #:
Employment Security Department #:
State Excise Tax Registration #:
DUNS #:

Items excluded in bids:

- Furniture and installation
- Shelving in Evidence Room
- Signage
- Floorcoverings
- Electrical



New Key pad lever lockset



12" x 48" Counter top on Admin side and on Customer side.



(N) wood framed walls with batt insulation, drywall, taped, textured and painted.

CO #1 (N) wood framed walls with batt insulation, drywall, taped, textured and painted.
(N) door, jamb & hardware, painted.

City of North Bend 2026 Annex Building Project

Project Description:

- This project involves interior alterations to the existing North Bend City Hall Annex building located at 126 E 4th Street in North Bend WA 98045.
- Budget for this project is \$20,000.00
- A non-mandatory job walk is scheduled for Tuesday January 6th at 11:00 am.

General Project Requirements:

- The City will obtain all necessary permits for this project.
- All Work shall be performed between the hours of 7:00 a.m. to 2:30 p.m. Monday through Thursday, unless otherwise approved by the City. No Work shall be permitted on Fridays, Saturdays, Sundays or on City-recognized holiday(s).
- Prior to beginning any work on this project, the contractor shall provide the City a certificate of insurance naming the City of North Bend and its employees and agents as additional insured, a North Bend business license, Performance Bond, Payment Bond and necessary contract paperwork.
- 5% retainage shall be held back on each pay request(s). Performance and Payment Bond may be replaced with an additional 10% retainage if project is under \$150,000.
- Prevailing wages shall be required, and contractor shall provide statement of intents, certified payrolls, and affidavit of wages paid for all contractors on the project.
- Contractor shall provide all supervision, labor, tools, equipment, supplies, parts, and materials necessary, to perform the Work.
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- Contractor shall be responsible for the safety of Contractor's employees, agents, and others relative to Contractor's work, work procedures, materials, equipment, transportation, signage, and related activities and equipment.
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- The Contractor shall clean up the work site at the end of each workday.
- The Contractor shall ensure the site is properly secured at the end of each workday.
- Contractor shall have 28 working days to complete the project. Working days may be paused depending on the start of the contract.
- Email bid submittals to cmrcer@northbendwa.gov up to 12:00 pm (noon) on Friday, January 9th, 2026. No other form of submittal shall be accepted. Please submit all pages of this Request for Proposals (5 pages).

City of North Bend 2026 Annex Building Project

Bid No.	Bid Item	Units	Quantity	Unit Price	Total
1	Building preparation	LS	1		1500
2	Wall Construction (Framing, Drywall and texture)	LF	50		3,950
3	New Door, Frame and Hinges	EA	2		2,100
4	Security Access Door Hardware	EA	5		3,350
5	Customer Window (interior)	LS	1		3,600
6	Laminate Counter Top 18"D x 72"L w/ support	LS	2		1,450
7	Painting of New Drywall	SF	800		1,520
8	Painting of Existing Walls	SF	1100		1,680
9	Painting of Existing Flat Ceiling	SF	350		630
10	Painting of Existing Doors and Frames	EA	6		660
11	Painting of New Doors and Frames	EA	2		300
12	New Rubber Base on New Walls	LS	1		600
13	Duct & Register modification + Return Air transfer Grill	LS	1		1720
Subtotal					23060
Sales Tax					2076
Total					\$25,136.00

Standard Specifications:

This project shall use the 2021 International Building Code.

Special Provisions:

Below are the special provisions for the bid items listed above.

Bid Item 1: Building Preparation:

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- Cover HVAC openings to prevent dust from accumulating in the ductwork or clogging filters.
- Floor protection in all work areas and interior access routes.
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WE MAKE THINGS BETTER
NOBILL*81704
NOBILL*763BQ
Seon L. Smith, Manager

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NOBILL*763BQ

Seon L. Smith, Manager


P.O. Box 1044
Spanaway, WA 98387
nobiliscontracting@gmail.com
nobilis@nobilisllc.net
Cell: 253 230 9813
Office: 206-249-7803



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NOBILL*81704
NOBILL*763BQ

Seon L. Smith, Manager

P.O. Box 1044
Spanaway, WA 98387
nobiliscontracting@gmail.com
nobilis@nobilisllc.net
Cell: 253-230-9813
Office: 206-249-7803

Contractor Information
Bidder (Contractor) Name: nobilis LLC
Signature of Authorized Official: 
Printed Name and Title of Authorized Official: Seon Smith CEO
Washington State Contractor's Registration #: NOBILL*81704
UBI #: 604 515 152
Industrial Insurance Account #: 09194204
Employment Security Department #: 84-31487560
State Excise Tax Registration #: 000-528355-00-6
DUNS #: 122801398